Breakout Rooms

Requirements:
Account owner or administrative privileges

Important to Know
• Only the host can assign participants to breakout rooms
• The co-host can leave and join any breakout room only if she or he joins a breakout room assigned by the host first.
• Participants who attend a Zoom meeting using Chromebooks/Chrome OS or Zoom Rooms are not able to join breakout rooms, but they can use the main room as their small group space.
• If the meeting is being recorded ONLY the main room is recorded, not the breakout rooms.
• The FIRST STEP is to enable breakout rooms in the account settings.

How to Enable the Breakout Room Function
1. Sign into your Zoom account.
2. Click on Account Management
3. Click Account Settings
4. Click on the Meeting tab and scroll to the Breakout Room option and enable this function.

5. There is also the option to allow the host to **pre-assign participants to breakout rooms**. This allows you to save time during the meeting, but take note you must have the participants email addresses available at the time you schedule the meeting.
How to Pre-assign Breakout Groups

As the host, you can assign participants to breakout groups when you schedule the meeting.

1. Sign into your Zoom account.

2. Click on Schedule A Meeting

3. Under Meeting Options check “Breakout Room pre-assign”

4. Click on +Create Rooms to open the window that allows you to assign participants to small groups.

5. In the new window, click on Rooms and at the email addresses of the participants. Click again to create Group 2 and repeat for as many rooms as you need. Click Save and continue to schedule your meeting as usual. Even after you send the meeting invitation you can return to this page to make changes to the groups until the meeting begins.
Creating Breakout Groups DURING the Meeting

1. Click More... and select Breakout Rooms.
2. When the options window opens select the number of rooms and one of the two options: (a) automatically for Zoom randomly assign participants to groups OR (b) manually to place people in particular rooms.
3. After you create the breakout rooms click the Options. Here you can:
   a. Move all participants into breakout rooms automatically: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
   b. Allow participants to return to the main session at any time: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms. If a group is meeting in the main room you do not want to let participants return whenever they choose.
   c. Breakout rooms close automatically after x minutes: If this option is checked, the breakout rooms will automatically end after the period of time that you choose.
   d. Notify me when the time is up: If this option is checked, the host will be notified when the breakout room time is up.
   e. Countdown after closing breakout rooms: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
4. Select Open All Rooms to automatically send participants to their rooms.
5. You can rearrange groups and rooms at any time by selecting Recreate or Add a Room.

Hosts can also....

– Manually enter any room and move between rooms.
– Send a message to groups by clicking on breakout rooms and selecting Broadcast a message to all, typing the message in the space provided and clicking Broadcast

Participants can ask for help from the host at any time by clicking on Ask for Help.