

# Breakout Rooms

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# Learning Objectives

- Breakout rooms
- Pre-assigning breakout rooms
- Creating breakout rooms during a Zoom session
- Managing participants in breakout rooms

# Breakout Rooms

- What are breakout rooms? Breakout rooms enable you to divide a Zoom meeting into smaller, separate, concurrent sessions. This can be useful for small group work, active learning techniques such as think-pair-share, discussion, project presentations, activities, and brief individual meetings with you or a TA during a longer session.





# Breakout Rooms Continued

- The meeting **host** must assign breakout rooms. If you want someone to assist setting up breakout rooms during a meeting, you must pass host privileges by hovering over your mouse over that name in the participant list and selecting **More**, and then **Make Host**.
- If a meeting is being recorded to the cloud, the recording will capture only the main room regardless of which room the host is in. If a meeting is recorded locally on a computer, the recording will capture the view of the person recording. It's possible for a host to allow multiple participants to record locally, if desired.
- Participants joining from a mobile app cannot manage breakout rooms regardless of role.
- To create breakout rooms where participants are free to join main room: When creating the breakout rooms, click on the settings gear icon in the breakout rooms management window, and ensure the box is checked to allow participants to return to the main room as shown.

# Breakout Rooms Continued

- The host can float between breakout rooms. Participants who were promoted to co-host during a meeting and first join an assigned room can then freely move between rooms. However, if you assigned someone as an alternative host when setting up the meeting, and they are a co-host in the meeting as a result of being assigned alternative host, they will **not** be able to move freely from room to room. (This is a known issue but has not been fixed.)
- Participants cannot chat between rooms. They can only view the chat for their assigned room or the main session.
- Participants can click "Ask for Help" while in breakout rooms, which will send an alert to the host.
- Co-hosts cannot end breakout sessions.

# Pre-Assigning Breakout Rooms

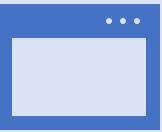
Challenges associated with pre-assigned breakout rooms include:

- Capitalization differences within email addresses may cause some breakout room assignments not to stick.
- Participants who join using a different email address than the one you've pre-assigned cannot enter.
- Pre-assigned breakout rooms created for recurring meetings will only work if applied to the series. You can't edit an individual meeting in a recurrence and apply unique breakout room assignments.
- Participants joining from the web browser (even if logged in to Zoom) will not be pre-assigned.

# Pre-Assigning Continued

If you have a strong reason for pre-assigning breakout rooms despite these challenges, do the following:

- Sign into the Zoom web portal.
- Click on **Meetings** in the left-hand menu, and click the **Edit icon** next to the desired meeting.
- Under **Meeting Options**, select **Breakout Room pre-assign**.
- Choose whether to upload a pre-formatted CSV file or click **+ Create Rooms**.
- **A pop-up window will open** if + Create Rooms is clicked. In this window, a host can add rooms and enter student email addresses for assignment to a room.
- Click **Save**.
- When the meeting is in session, the host can click on the Breakout Rooms icon to view, adjust, and open the pre-assigned rooms.



# Checking Breakout Rooms is Enabled

Before using breakout rooms, check that breakout rooms are enabled in the host's account. (By default, they are enabled for all Dine College accounts, but some people change their settings.)

To check, follow these steps:

- Go to Zoom and log in.
- Click on **Settings** in the navigation menu.
- Scroll down to **Breakout Rooms** and ensure this is toggled to the right



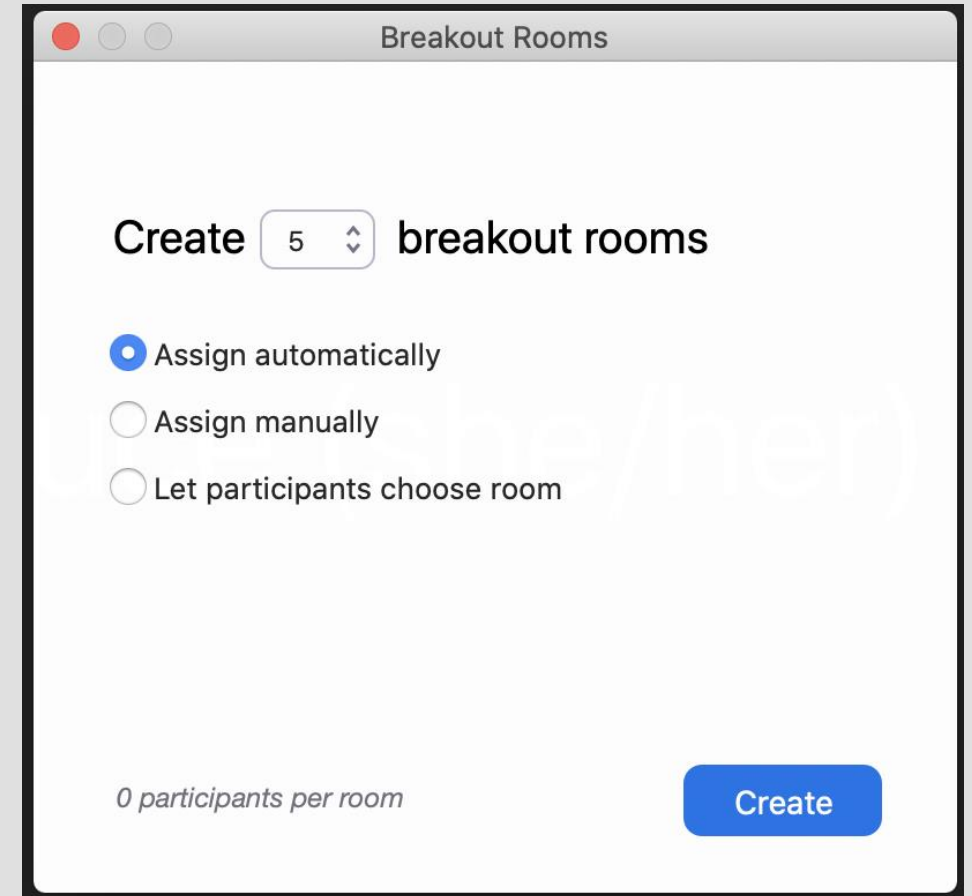
# Assigning Breakout Rooms During a Meeting

- Click the **Breakout Rooms** icon on the Zoom control bar.
- Select the number of breakout rooms you would like to create and choose whether you want the groups to be assigned **Automatically, Manually** or to **let participants choose**.
  - Automatically will split your participants up randomly (and as evenly as possible) into each of the rooms.
  - Manually will allow you to choose which participants to place in each room.
  - Let participants choose will make it possible for participants to choose which room to enter; they can also leave that room and join another.



# Assigning During a Meeting Cont.

- Select the number of rooms to create
- Click **Create**. The rooms have been created.
- If you chose **Manually**, you would need to assign rooms by clicking **Assign** on the Breakout Rooms window. A menu will pop out with checkboxes next to participants' names. Check whomever you would like in each breakout room. If you chose **Automatically**, you could still edit who is in which room, rename the rooms, and change breakout room options before you open them.



Breakout Rooms

Create  breakout rooms

Assign automatically

Assign manually

Let participants choose room

0 participants per room

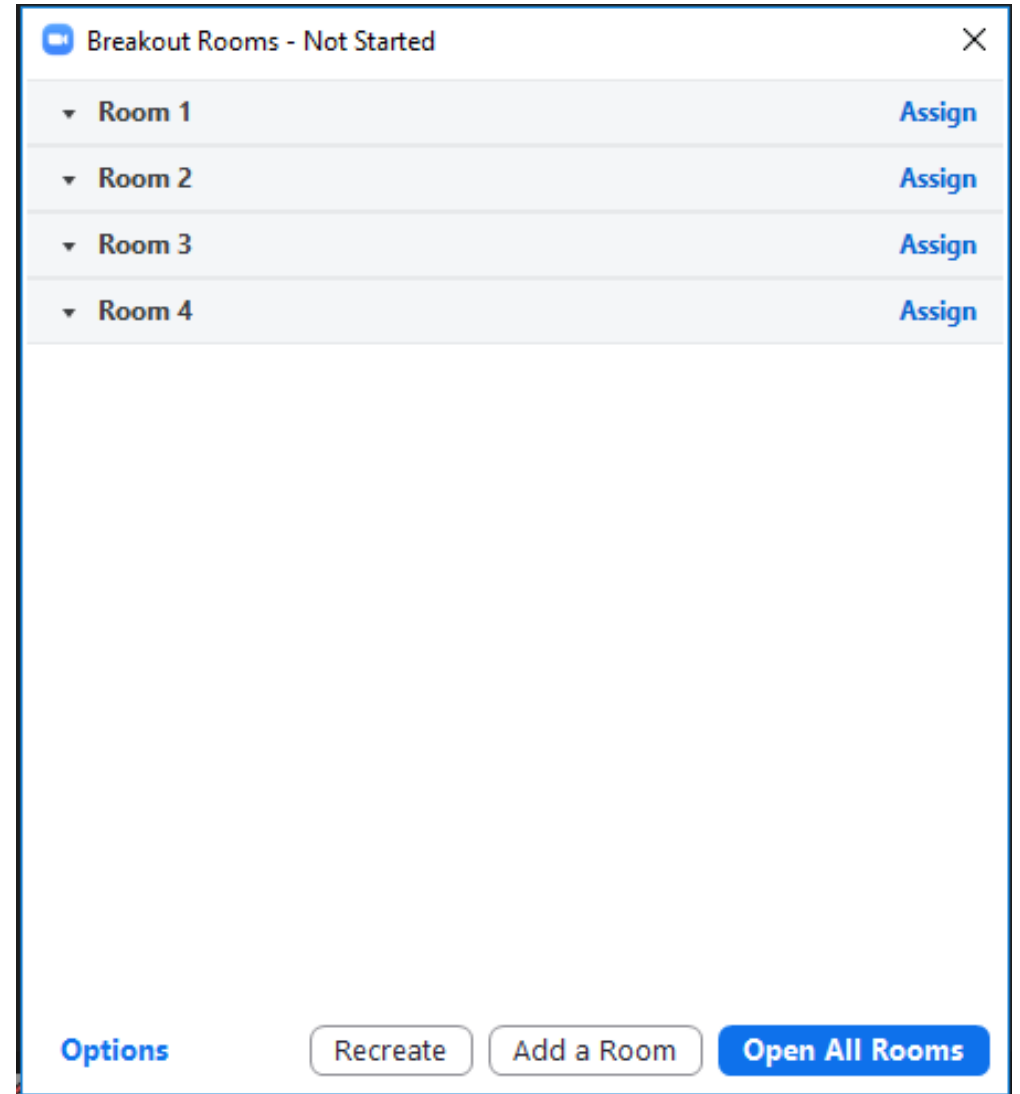
Create

# Assigning During a Meeting Cont.

- To move a participant to another room, or swap the rooms of two participants, click on a participant's name and select **Move to** or **Exchange**.
- Also, you can rename the breakout rooms by clicking **Rename**.

# Assigning During a Meeting Cont.

- Before you open a room click **Options** to open the breakout rooms options menu. Option are explained below.



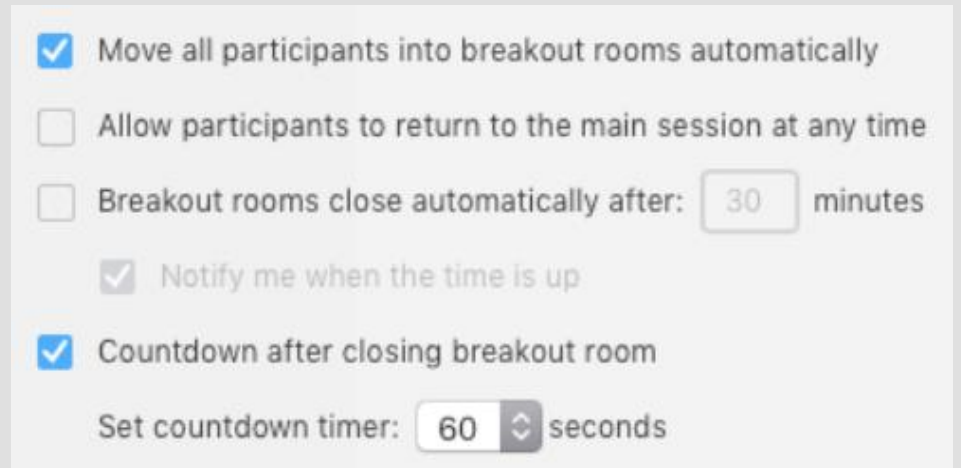
The screenshot shows a window titled "Breakout Rooms - Not Started" with a close button (X) in the top right corner. The window contains a list of four rooms, each with a dropdown arrow on the left and an "Assign" button on the right:

Room 1	Assign
Room 2	Assign
Room 3	Assign
Room 4	Assign

At the bottom of the window, there is a section with four buttons: "Options" (in blue text), "Recreate" (in a light blue button), "Add a Room" (in a light blue button), and "Open All Rooms" (in a dark blue button).

# Assigning During a Meeting Cont.

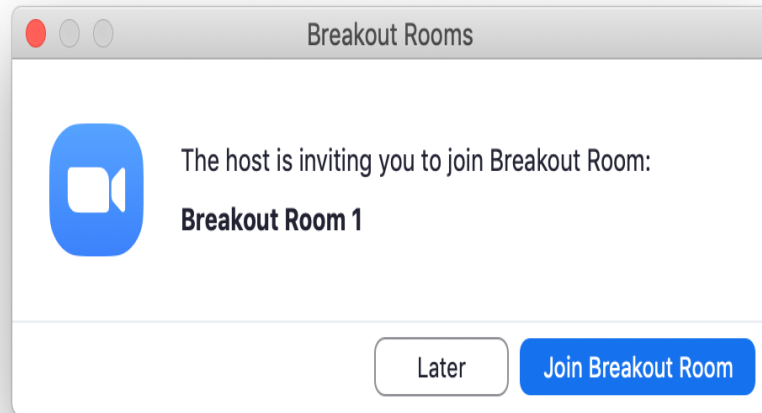
- **Move All Participants Into Breakout Rooms Automatically:** send all participants to breakout rooms at once (rather than them having to click a button themselves to join the breakout).
- **Allow Participants to Return to the Main Session at Any Time:** allow participants to leave the breakout rooms.
- **Breakout Rooms Close Automatically:** set a time limit to close breakout rooms after a certain time period.
- **Countdown after Closing Breakout Room** and set a **Countdown Timer:** give participants a warning when the breakout rooms are about to close.



A screenshot of a meeting settings interface for breakout rooms. The settings are as follows:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after:  minutes
  - Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer:   seconds

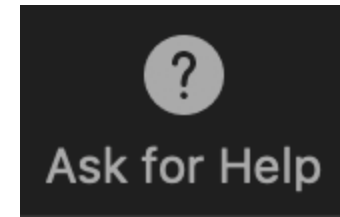
## Assigning During a Meeting Cont.



- When the breakout rooms are set up as desired, click **Open All Rooms**. If you checked the box to automatically move participants into rooms, participants will be sent into their assigned rooms. If you did not check that box, participants see a pop-up window inviting them to join the breakout room.
- When participants are in their rooms, they will be able to chat and share their screen with others in the room.

# Managing Participants in Breakout Rooms

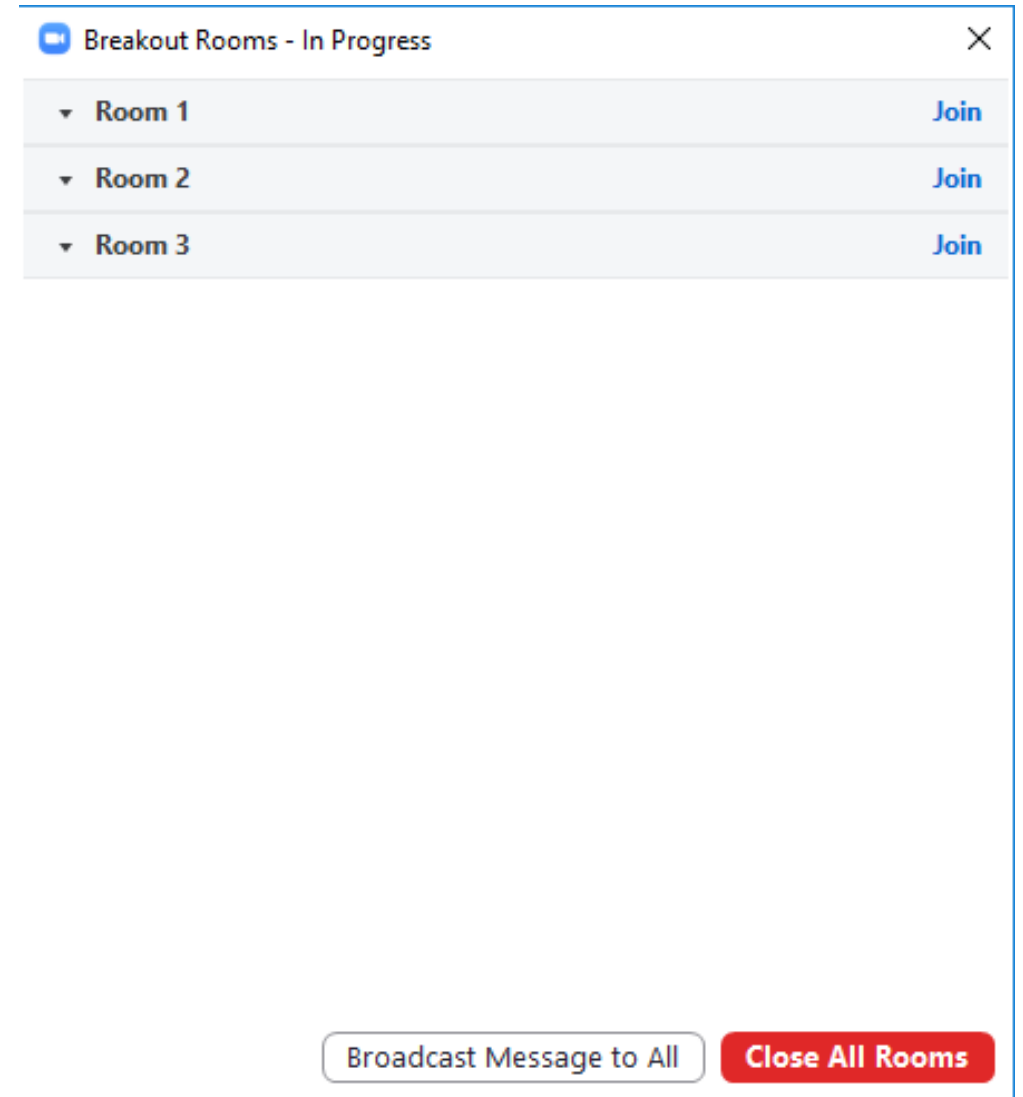
- As a reminder, only the meeting's host, not the co-host, can create breakout rooms.
- Depending on the meeting's security settings, there may be restrictions so that only the host can share his or her screen. Therefore, when the breakout period is complete, your assistant must return the Host role to you so you may share slides, etc.
- Hosts may select **Join** or **Leave** to navigate between breakout rooms or choose to **Close All Breakout Rooms** to return everyone to the Main Session.
- Participants can ask the Host to join their breakout room by clicking the **Ask for Help** icon.



# Messaging Breakout Rooms

Hosts may send messages to all breakout rooms.

- Select the **Breakout Rooms** icon from the meeting controls menu.
- Click **Broadcast a Message to All**. Type a brief message and click **Broadcast**.



The screenshot displays a window titled "Breakout Rooms - In Progress" with a close button (X) in the top right corner. Below the title bar, there is a list of three breakout rooms, each with a dropdown arrow on the left and a "Join" link on the right:

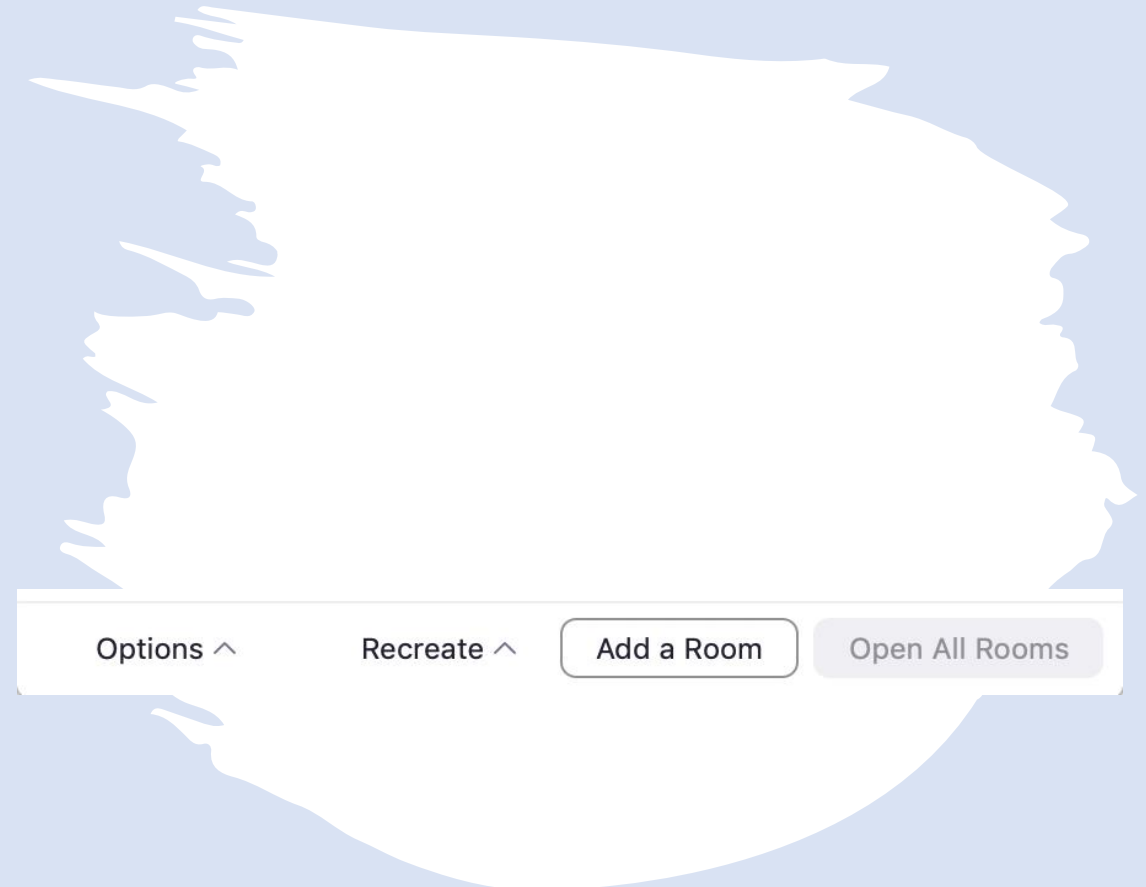
▼ Room 1	Join
▼ Room 2	Join
▼ Room 3	Join

At the bottom of the window, there are two buttons: "Broadcast Message to All" (a white button with a blue border) and "Close All Rooms" (a red button with white text).



# Ending Breakout Rooms

- After the Host closes the breakout rooms, participants will have one minute (the default time – this can be changed in the breakout room options).
- Breakout Rooms are “remembered” for the length of the meeting. As such, the default behavior is that if participants breakout, return to the main session, then breakout again, they are placed in the same groups as before. Breakout Rooms can be **Recreated** (option at the bottom of the Breakout Room creation menu in the Zoom session), which allows you to manually or automatically reassign people to new groups.





*End*

# Resources

- <https://canvas.northwestern.edu/courses/128383/modules>
- <https://support.zoom.us/hc/en-us>