

Zoom Breakout Room Instructions

Official Zoom Resources:

<https://support.zoom.us/hc/en-us>

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>



Summary

Zoom's Breakout rooms will allow you to split meeting attendees into their own separate Zoom Meeting rooms, up to 50 rooms. This process can be done automatically or manually, and the attendees can choose to enter or exit the breakout rooms as needed. The host may also switch members from these sessions, or join any of the breakout rooms at any time.

Prerequisites

- Zoom can be accessed through the Desktop application, or at <https://burrell-edu.zoom.us>

Notes

Zoom has this same information and other guides on breakout rooms here:

- Enabling Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>
- Managing Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>
- Pre-assigning participants to breakout rooms: <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>
- Participating in Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>

Enabling Breakout Rooms

On the Zoom site (Login: <https://burrell-edu.zoom.us>) An in-depth look at Enabling breakout rooms can be found here: <https://support.zoom.us/hc/en-us/articles/206476093>

- Navigate to Settings, then In Meeting (Advanced)
- Make sure Breakout Rooms are Enabled, you may also check the 'Allow host to assign participants to breakout rooms when scheduling' if this feature is needed.

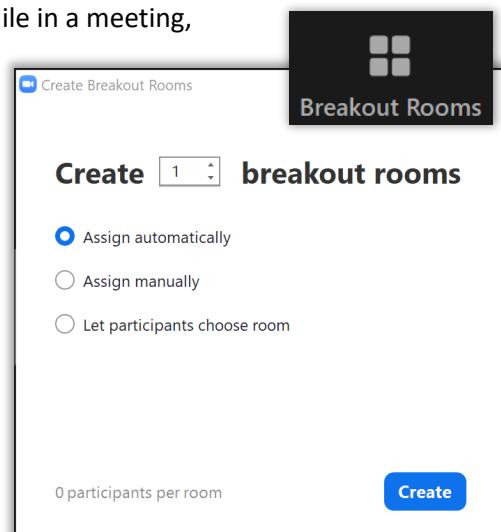
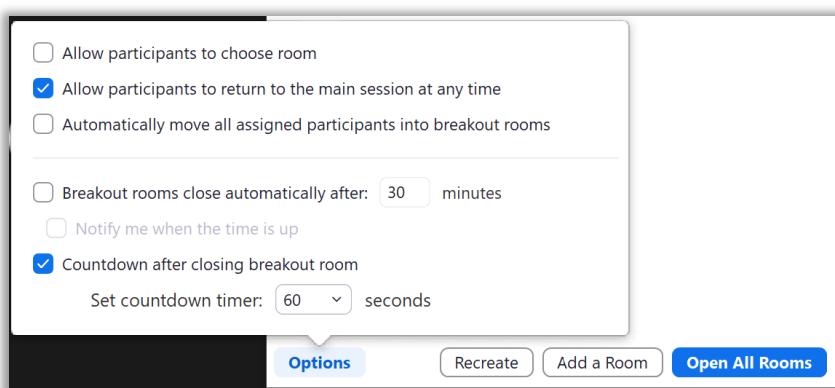
A screenshot of the Zoom settings interface. On the left, there's a vertical list of options: Profile, Meetings, Webinars, Recordings, Settings (which is highlighted with a blue box), Account Profile, and Reports. On the right, there are two tabs: 'Meeting' (which is active) and 'Recording'. Under the 'Meeting' tab, there are several sub-options: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (which is highlighted with a blue box), Email Notification, and Other.

A screenshot of the 'In Meeting (Advanced)' settings page. At the top, there's a section titled 'Breakout room' with the sub-instruction 'Allow host to split meeting participants into separate, smaller rooms'. Below this is a checkbox labeled 'Allow host to assign participants to breakout rooms when scheduling' with a checked status. To the right of the checkbox is a blue toggle switch that is turned on.

Managing Breakout Rooms

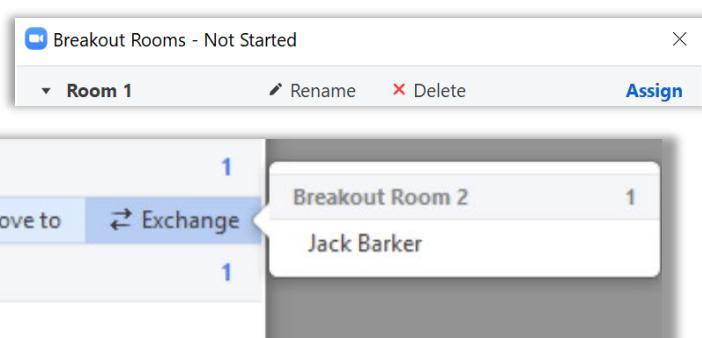
Break out rooms can be created automatically or manually while in the meeting, it is also possible to pre-assign breakout room attendees, which is covered in Pre-assigning participants to breakout rooms. An in depth look at managing breakout rooms can be found here: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

1. Both Hosts and Co-host may make breakout rooms. While in a meeting, click ‘Breakout Room’ from the Zoom navigation bar at the bottom, then you can choose how many rooms are needed, and whether to assign participants Automatically, Manually, or let them choose their Breakout room.
2. In the Breakout Room set up, you can allow the participants to choose a room, allow them to return to the main meeting as needed, automatically move them to rooms rather than having them confirm, decide how long breakout rooms should stay open, and set a countdown timer for when the rooms need to close.



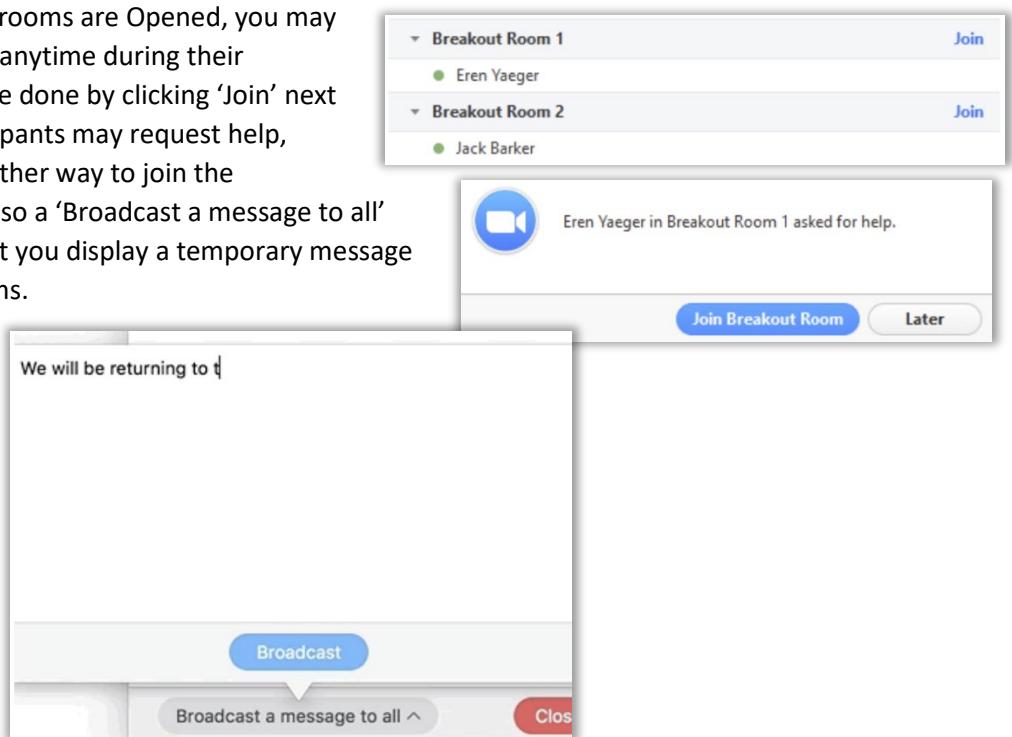
Note: Rooms may also be added at this stage, participants assigned to rooms, recreate blank rooms, recover to pre-assigned rooms, delete the rooms, and all rooms opened and closed.

3. Assigning Participants manually can be done by clicking the ‘Assign’ option on each room and choosing them from a list. Once added, they can then be moved to different rooms by selecting ‘Move To’ next to the participants name and choosing a new room, or ‘Exchange’ to switch two participants.



BCOM IT – GENERAL GUIDE

- Once the Breakout rooms are Opened, you may join any of them at anytime during their sessions. This can be done by clicking ‘Join’ next to the room. Participants may request help, which provides another way to join the sessions. There is also a ‘Broadcast a message to all’ option which will let you display a temporary message in all breakout rooms.



Pre-assigning participants to breakout rooms

Pre-assigning participants to breakout room can be done on the Burrell Zoom site: <https://burrell-edu.zoom.us> More about Pre-assigning participants to breakout rooms can be found here: <https://support.zoom.us/hc/en-us/articles/360032752671>

- Login to the Burrell Zoom Site: <https://burrell-edu.zoom.us> and Navigate to the ‘Meetings’ tab, and select ‘Schedule a Meeting’

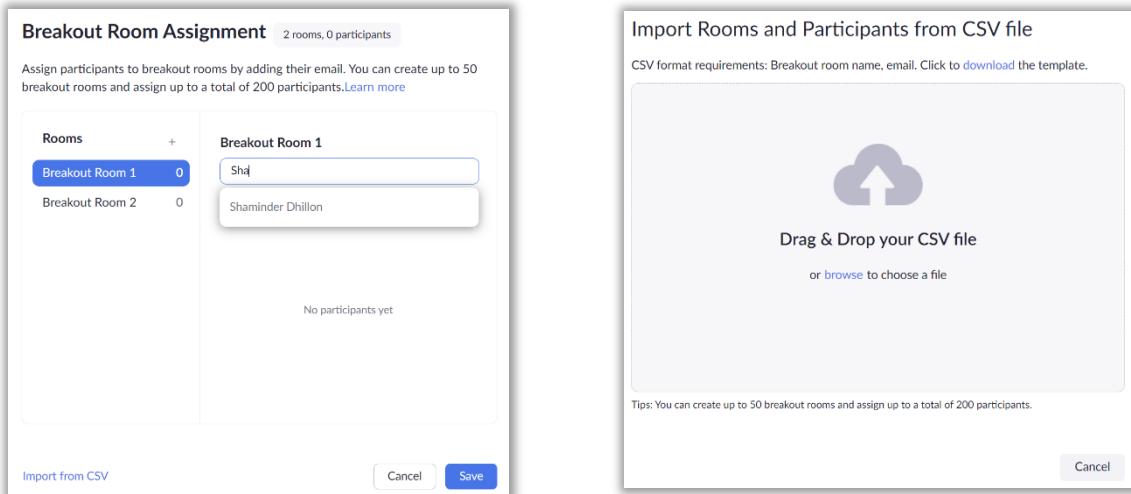
The screenshot shows the 'Meetings' tab of the Burrell Zoom website. On the left, there's a sidebar with 'Profile', 'Meetings' (which is highlighted in blue), 'Webinars', and 'Recordings'. The main area is titled 'Meetings' with sub-links 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below these are buttons for 'Start Time' and 'End Time', and 'Schedule a Meeting' and '...' buttons. The 'Schedule a Meeting' button is underlined.

- In the ‘Meeting Options’ you can choose to enable ‘Breakout Room pre-assign’, and then choose whether to ‘Create Rooms’ or ‘Import from CSV’

The screenshot shows the 'Meeting Options' dialog box. It features a checked checkbox for 'Breakout Room pre-assign'. Below it are two buttons: '+ Create Rooms' and 'Import from CSV'.

BCOM IT – GENERAL GUIDE

- a. Click ‘Create Rooms’ to manually populate the rooms, click the ‘+’ to add a room, then select the room and search for participants to add them. Once all participants are added, click ‘Save’.
- b. Participants can also be added by Importing a CSV



Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.[Learn more](#)

Rooms

Room	Participants
Breakout Room 1	0
Breakout Room 2	0

Breakout Room 1

- Shaq
- Shaminder Dhillon

No participants yet

[Import from CSV](#) [Cancel](#) [Save](#)

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.

Drag & Drop your CSV file
or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

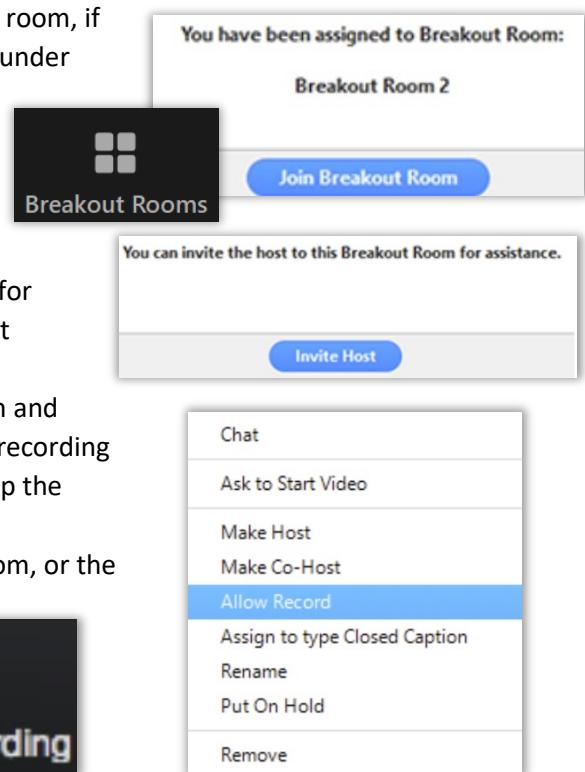
[Cancel](#)

Participating in breakout rooms

Participation in Breakout Rooms will be separate from the main Zoom session, and will have its own audio, video, and chat features. More about participating in breakout rooms can be found here:

<https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>

1. The Host will invite participants to join a breakout room, if they choose to join later this option can be found under the ‘Breakout Rooms’ button.
 - a. If the host allows Participants to choose their own breakout rooms, this can also be done through the ‘Breakout Rooms’ button.
2. Participants can ask for help by choosing the ‘Ask for Help’ button and inviting the Host to the Breakout room, which will give the host a prompt to join.
3. If a participant wants to record the breakout room and recording is not enabled, the host may give them recording permission. They will then be able to start and stop the recording within the breakout room
4. Participants may choose to leave the breakout room, or the entire meeting.



You have been assigned to Breakout Room:
Breakout Room 2

Join Breakout Room

You can invite the host to this Breakout Room for assistance.

Invite Host

Pause/Stop Recording

Chat

Ask to Start Video

Make Host

Make Co-Host

Allow Record

Assign to type Closed Caption

Rename

Put On Hold

Remove