

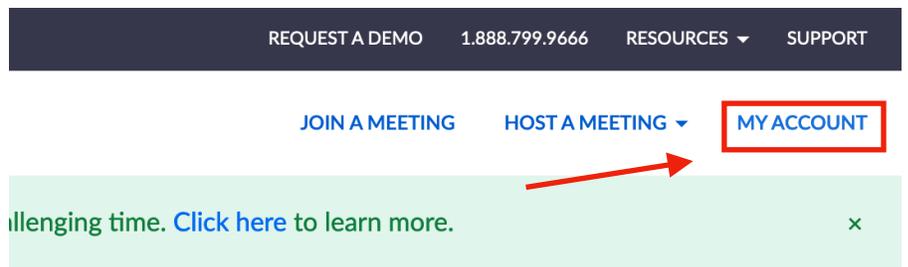
Setting Up and Using Breakout Rooms in Zoom

Breakout rooms allow a host to split up the participants into multiple groups that act as separate meetings within the parent meeting. The host has the capacity to switch between the rooms and close all the rooms, bringing everyone back into the main meeting.

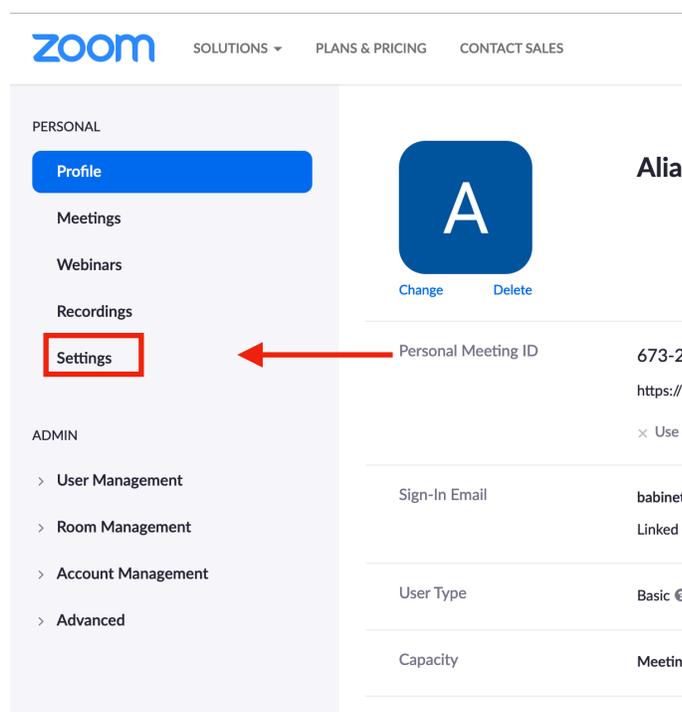
Setting up breakout rooms:

By default, zoom accounts do not have breakout rooms enabled.

1. The first step is to go to the web browser page for zoom (zoom.us). Make sure you are logged into your account by checking the top right corner. If you are not logged in, go ahead and log into the account you plan on using.

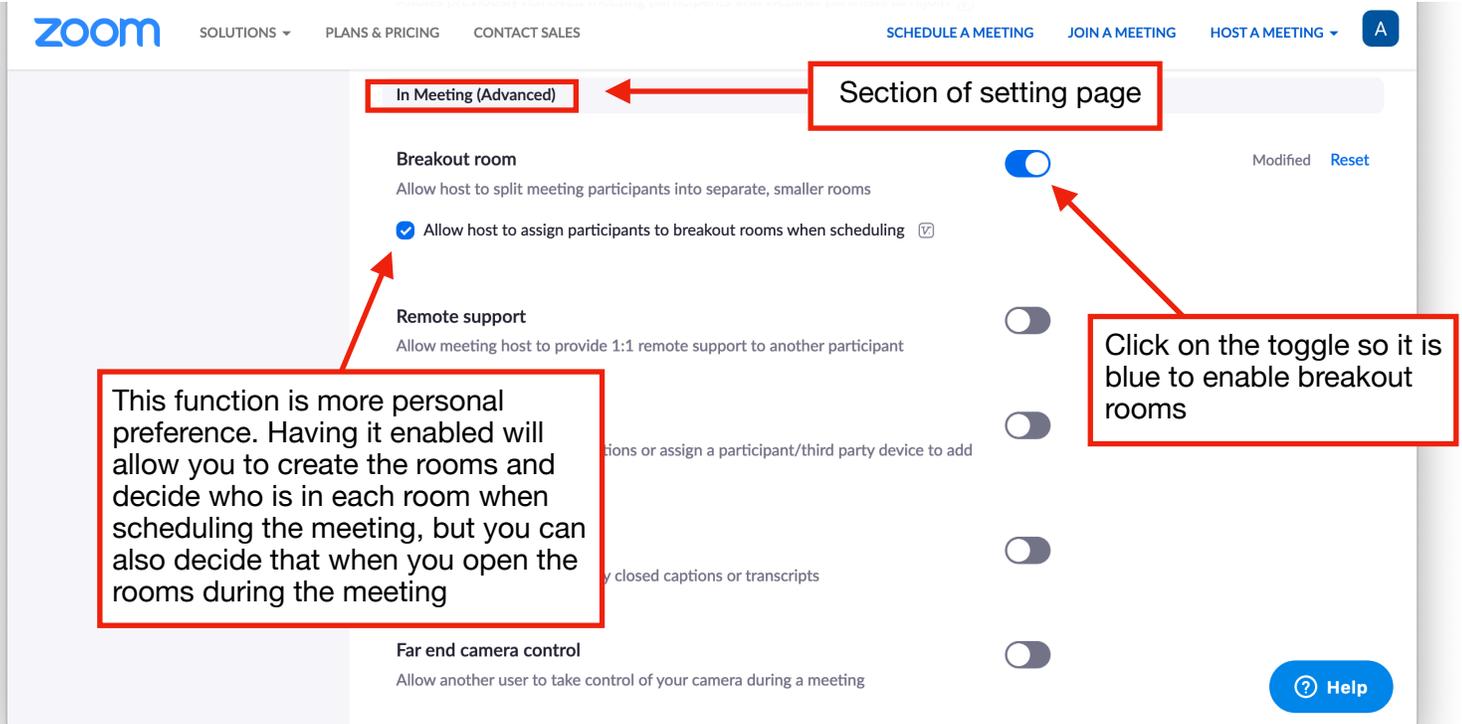


2. Once logged in, click on the “My Account” button in the top right corner.



3. Next navigate to the “Settings” tab on the left hand side

4. Scroll down the settings page until you reach the section “In Meeting (Advanced).” The first setting option is “Breakout room.” Switch the toggle so that breakout rooms are enabled.



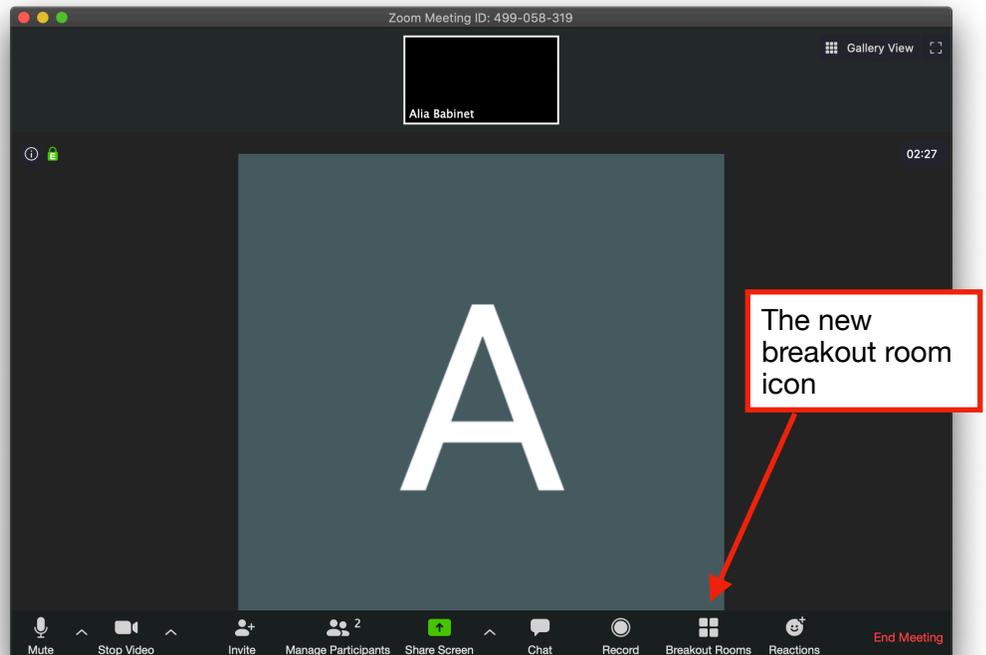
This function is more personal preference. Having it enabled will allow you to create the rooms and decide who is in each room when scheduling the meeting, but you can also decide that when you open the rooms during the meeting

Click on the toggle so it is blue to enable breakout rooms

Now you have enabled breakout rooms.

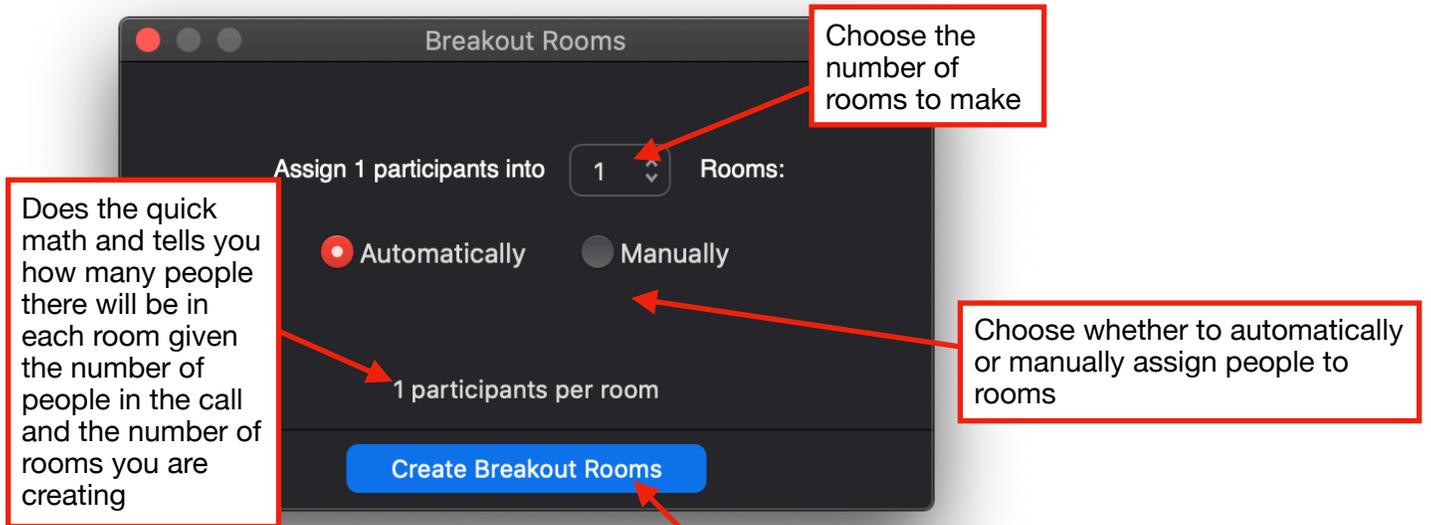
Using breakout rooms in a meeting:

1. Once in a meeting you will now see a new icon in the dock at the bottom of the zoom call



The new breakout room icon

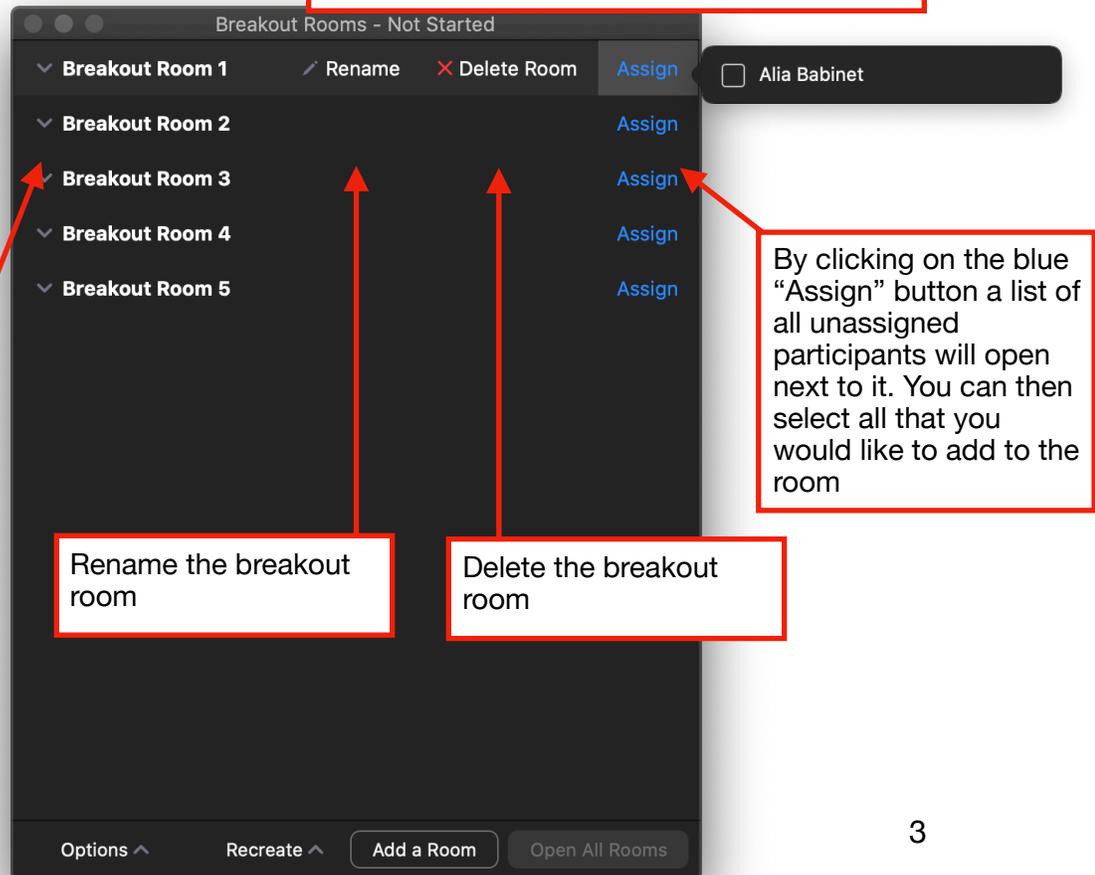
2. If you click on the breakout rooms icon a new window will pop up



(If you created the breakout rooms when you scheduled the meeting, you will skip over this step)

Create the rooms. Note: this does NOT open the rooms. After clicking this, participants will not be moved into the rooms yet

3. Once you create the rooms, the next window will open



4. From this window there are also a number of options you can set before opening the rooms

The screenshot shows a window titled "Breakout Rooms - Not Started". It contains a list of breakout rooms: Breakout Room 1 (with participant Alia Babinet), Breakout Room 2, Breakout Room 3, Breakout Room 4, Breakout Room 5, and Breakout Room 6. Each room has an "Assign" button next to it. Below the list is a configuration panel with the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room
- Set countdown timer: 60 seconds

At the bottom of the configuration panel are four buttons: "Options ^", "Recreate ^", "Add a Room", and "Open All Rooms".

Enabling this will mean that participants will be automatically moved to their rooms instead of being given a prompt to move themselves

Allows participants to return to the main meeting while the breakout rooms are open

Sets a timer to automatically close the rooms after a selected time. And below, the option to receive a notification when the time is up

Gives a warning to participants before closing the breakout rooms of a selected time below

Opens the options tab above

Essentially returns you to the previous step of creating the rooms

Adds another room to the list

Opens the rooms. If you have not selected the option to move participants automatically they will be presented with the option to move to their rooms, otherwise they will automatically move

5. Once the breakout rooms have been opened and are in session you will remain in the main session rooms

If anyone is unassigned or shows up after the rooms have been opened they will appear in an "unassigned" tab at the top of the list. You would then have the option to add them to any of the existing breakout rooms

The screenshot shows a dark-themed interface titled "Breakout Rooms - In Progress". On the left, a list of six breakout rooms is shown, each with a "Join" button. The first room, "Breakout Room 1", is expanded to show a participant named "Alia Babinet" with a "Move To" button. On the right, a summary panel lists the six breakout rooms, each with a "0" next to it. At the bottom, there is a "Broadcast" button and a "Close All Rooms" button. Red arrows point from text boxes to these specific UI elements.

Breakout Room	Count
Breakout Room 1	0
Breakout Room 2	0
Breakout Room 3	0
Breakout Room 4	0
Breakout Room 5	0
Breakout Room 6	0

Move participants to a different room

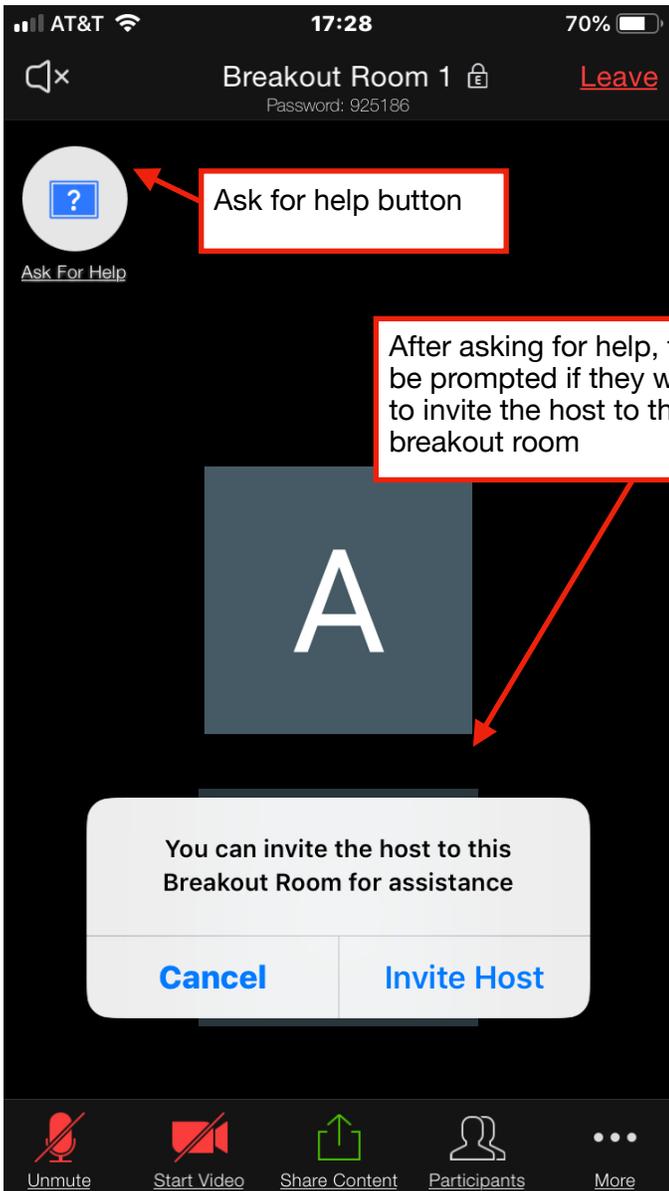
Join the breakout room. You will leave the main session and move to the breakout room

Close all the breakout rooms. If you have selected to give the participants a countdown, the countdown will begin after you press this button, then all participants will be added back to the main meeting

Send a message to everyone in all of the breakout rooms

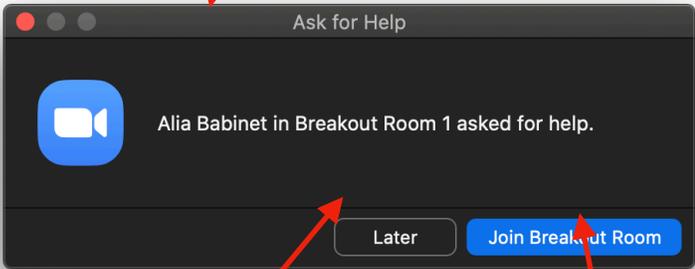
6. While in the breakout rooms, participants have the option to request the help of the host by clicking on the “Ask for Help” icon on the top left of their screen

Perspective of participant in breakout room:



After asking for help, they will be prompted if they would like to invite the host to the breakout room

If they invite the host, you will receive this message



If you select "Later" they will receive a notification that the host is busy

If you select "Join Breakout Room" you will be transferred over to the breakout room

The host is currently helping others. Please try again later.
OK



While in a breakout room, the full functionality of zoom is accessible. Screen share, hand raising, chatting, etc. can still be just. Breakout rooms function identically to mini zoom calls that rest under a parent zoom call.

Scheduling breakout rooms:

If you want to pre-assign participants to breakout rooms, this can be done so long as you selected the option to assign breakout rooms when scheduling when you initially enabled breakout rooms

1. Navigate to zoom.us/meeting/schedule in any browser (this is the create a new meeting page). From here, scroll down to the meeting options section

The screenshot shows the 'Meeting Options' section of the Zoom scheduling interface. The options listed are:

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Breakout Room pre-assign
 - + Create Rooms
 - ↑ Import from CSV
- Record the meeting automatically on the local computer

Annotations with red boxes and arrows:

- A box labeled 'Section of the schedule meeting page' points to the 'Meeting Options' header.
- A box labeled 'Check this box to enable pre-assign' points to the 'Breakout Room pre-assign' checkbox.
- A box labeled 'Create rooms by inputting internal¹ contact names or external contact email addresses' points to the '+ Create Rooms' link.
- A box labeled 'Create rooms by parsing in data from a CSV file' points to the 'Import from CSV' link.

¹Internal contacts are contacts that are automatically imported into your zoom account (if they share a domain name). External contacts are contacts that you manually add in to your account.

2. Create Rooms option

Breakout Room Assignment

3 rooms, 1 participants

Rename the room

Add a new room

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.

Rooms	
Room 1	1
Breakout Room 2	0
Breakout Room 3	0

Room 1 

Your email address must be in the format of **name@domain.com**

babineta@carleton.edu

It cannot add just the name because there is no internal contact with that name and it is not a valid email address

Added email addresses (must be in a valid email address form)

[Import from CSV](#)

Cancel

Save

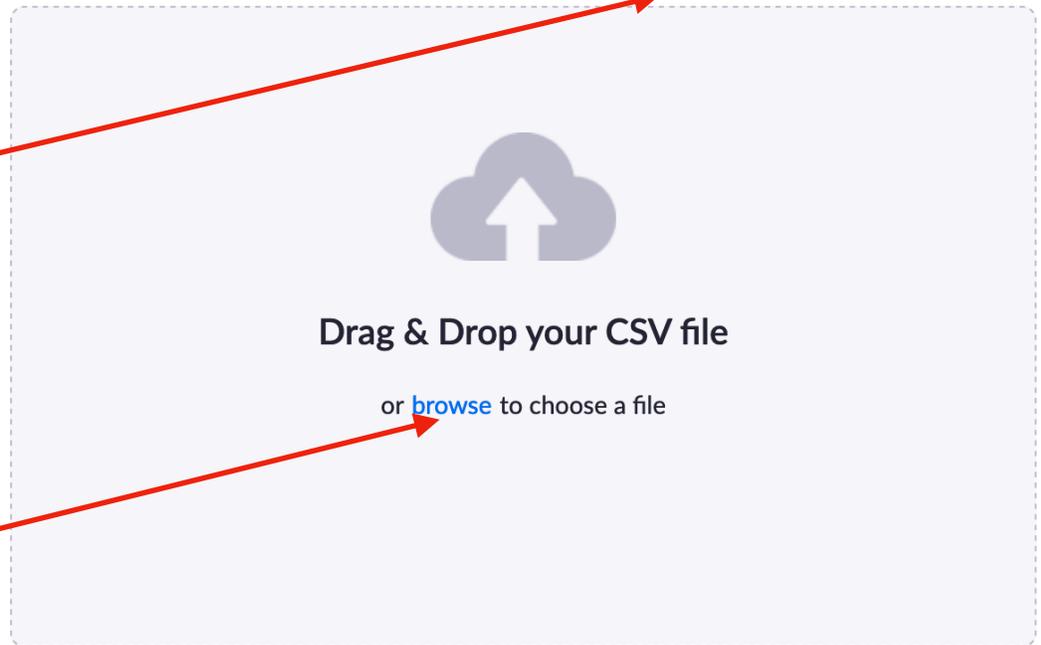
Saves the rooms

3.0 CSV file option

Import Rooms and Participants from CSV file

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

Download the template if you want to use it



If you've already created your CSV file you can drag it into the window or press on the "browse" button to search for it on your computer

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

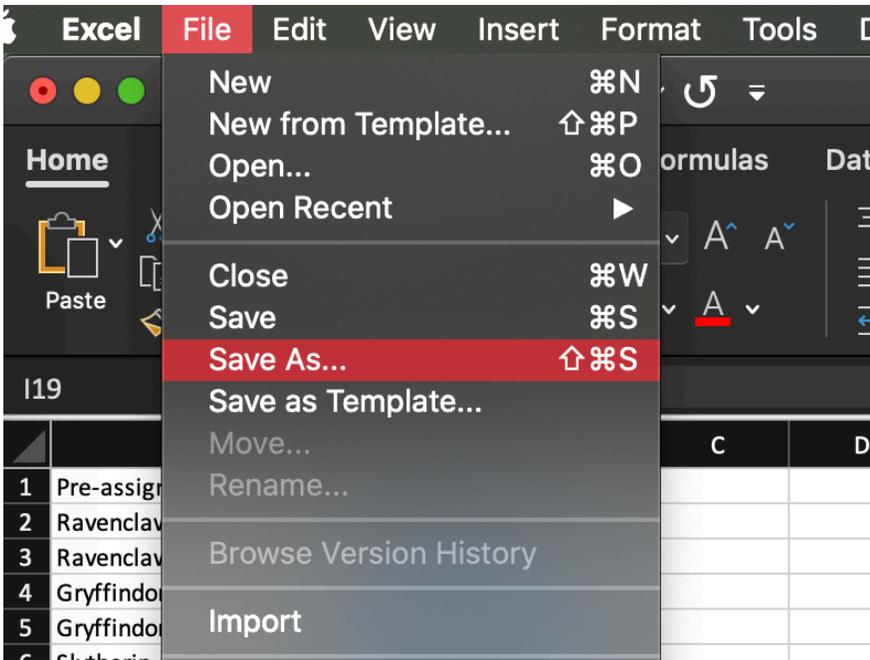
Cancel

3.1 Creating a CSV file

Either download the template and open it in your preferred spreadsheet software or create a new document in your preferred spreadsheet software

	A	B
1	Pre-assign Room Name	Email Address
2	Ravenclaw	llovegood@hogwarts.edu
3	Ravenclaw	cchang@hogwarts.edu
4	Gryffindor	hpotter@hogwarts.edu
5	Gryffindor	hgranger@hogwarts.edu
6	Slytherin	dmalfoy@hogwarts.edu
7	Slytherin	pparkinson@hogwarts.edu
8	Hufflepuff	sbones@hogwarts.edu
9	Hufflepuff	cdiggory@hogwarts.edu
10	Muggles	babineta@carleton.edu

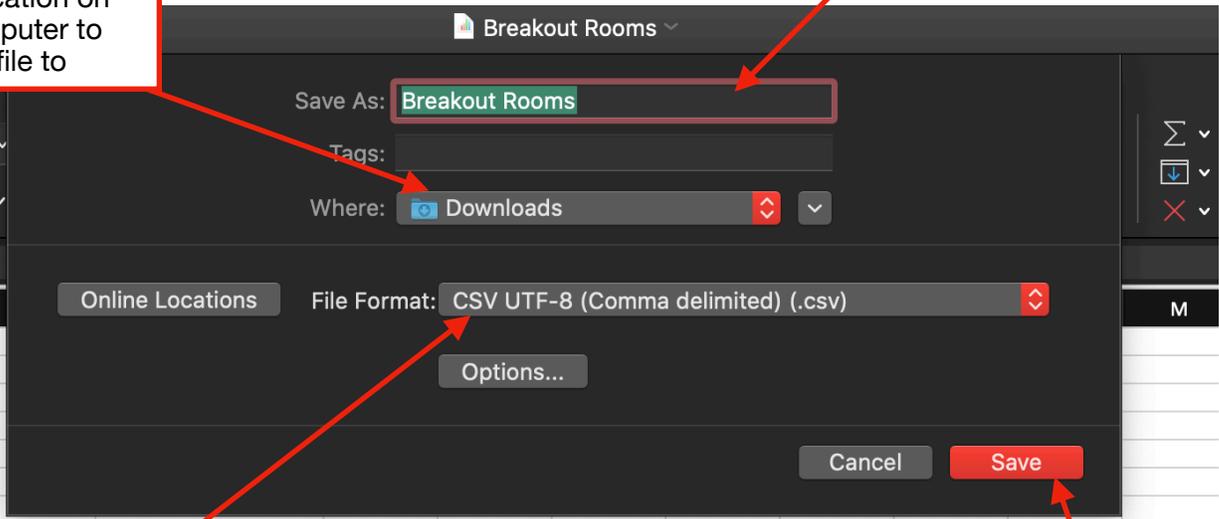
Set up the spreadsheet so it is populated with the room names in the first column and the email addresses in the second column with the titles "Pre-assign Room Name", "Email Address" in the first row



File > Save as...

Name your file. It is not super important what it is called, you just need to be able to find it when you upload it to the zoom webpage

Pick a location on your computer to save the file to



Make sure the file format is ".csv"

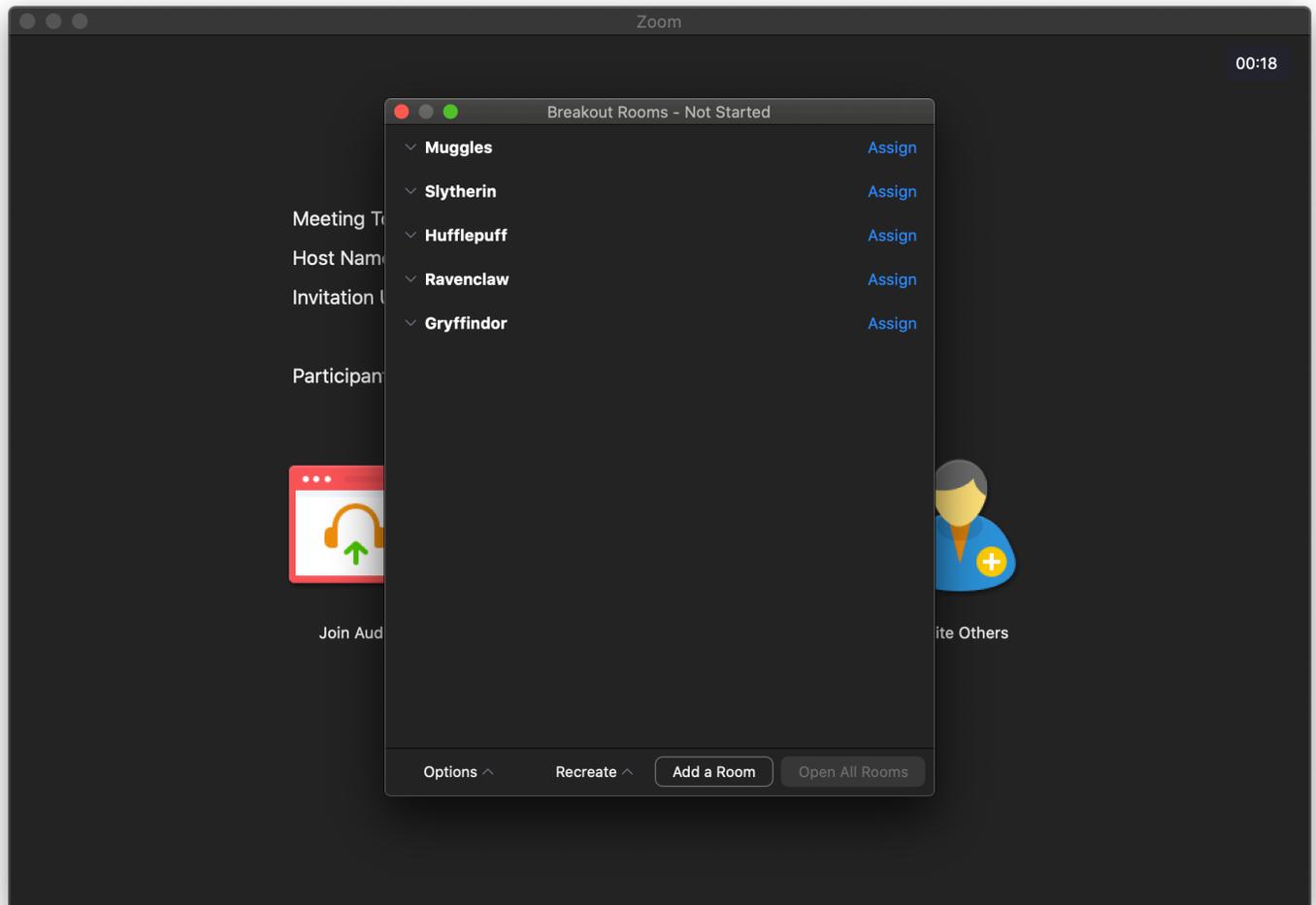
CSV stand for Comma Separated Values which is a format that makes it very easy for the computer to parse in data and organize it/process it

Save the file

Now that you have created your CSV file, return to step 3.0 to upload it to the zoom webpage

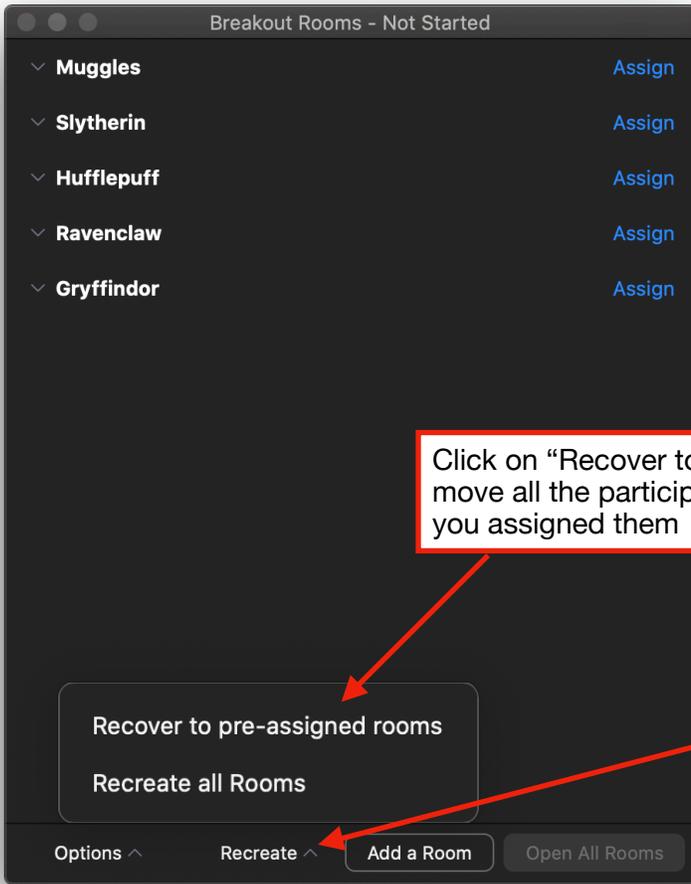
4. Using pre-assigned breakout rooms in a call

Once inside of the meeting, if you are the first person to join, you will see that all the rooms are there, but they are empty



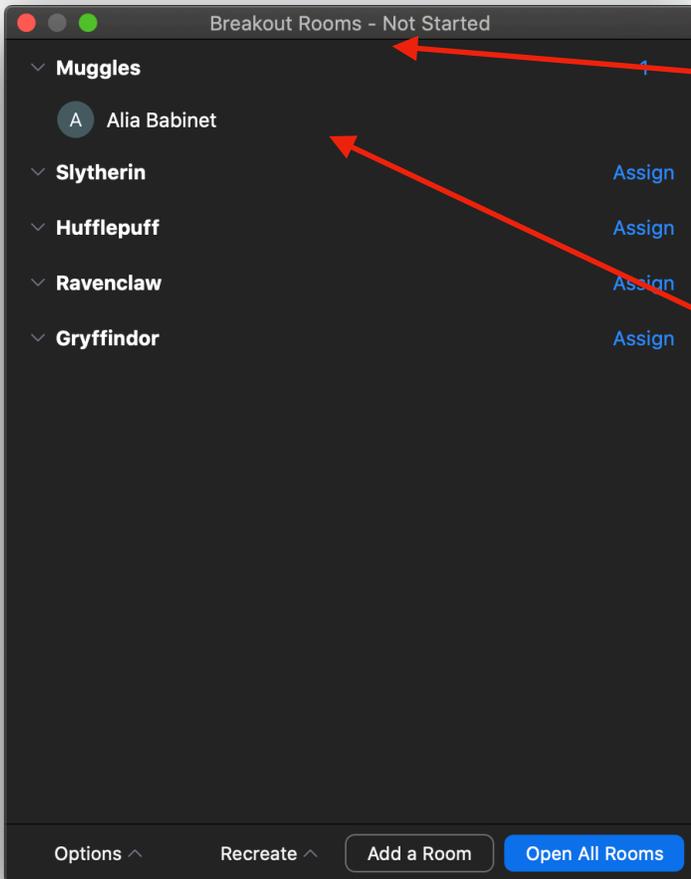
If participants join the meeting before the host, they will automatically populate into the breakout rooms they were assigned. But if they join into the meeting after the host, you will need to recreate the rooms before opening them in order for the participants to be added to their pre-assigned room.

Once all participants are in the call and you want to populate the breakout rooms, click on the breakout rooms icon in the dock to pull up the window (as seen in the above picture)



Click on "Recover to pre-assigned rooms move all the participants into the rooms you assigned them"

Click on "recreate to get a pop-up bar of options"



Like before, any unassigned people will appear at the top under a "unassigned" room

Now the participants in the call who were pre-assigned a room have been moved to the rooms

From here everything is the same as without having pre-assigned rooms