

# Facilitator Quick Guide for Zoom Breakout Rooms

Updated April 18, 2021

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Breakout rooms allow you to split your Zoom meeting into separate sessions to perform specific tasks. Hosts and co-hosts can switch between sessions at any time. Participants can be split into separate breakout sessions automatically by Zoom, manually by the host, or participants can select a breakout session to join. While both the host and any co-hosts have the ability to assign participants to breakout rooms, only the first submitted set of assignments will be accepted (first one to click on **Open All Rooms**). For additional information, check out [Managing Breakout Rooms](#) from the Zoom Help Center.

Breakout room limitations:

- Assigning participants to breakout rooms before your Zoom meeting begins is not supported for OLLI, as it requires all class participants to be members of the Yavapai College Education Zoom account.
- Co-hosts must join the breakout room assigned to them by the host before they can leave and join any other breakout room.
- Users joining the Zoom meeting from mobile apps (Smartphones & tablets) can participate in breakout rooms – but cannot manage them
- Self-selecting breakout rooms requires all participants to use the Zoom client (not the browser version) that is updated to 5.3.0 or later. ([Update their Zoom client](#))
- Co-hosts must have Zoom client release 5.4.6 or later to control breakout rooms.

Before using breakout rooms, you must have the proper settings established in your Zoom profile. Log into your account on the web portal (<https://zoom.us>) and go to **Settings -> In**

Breakout room

Allow host to split meeting participants into separate, smaller rooms



Locked by admin

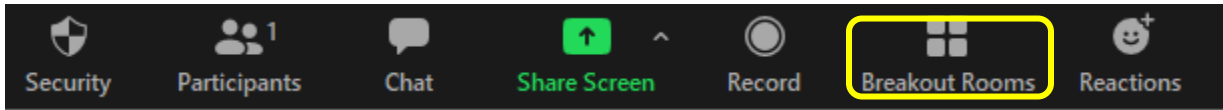
Allow host to assign participants to breakout rooms when scheduling

**Meeting Advanced.** Turn on **Allow host to split meeting participants into separate, smaller rooms** and save your settings. Note: this is the default setting and cannot be modified in your YC Zoom account.

## Create Breakout Rooms

Once the meeting is started, the host creates breakout rooms by following these steps:

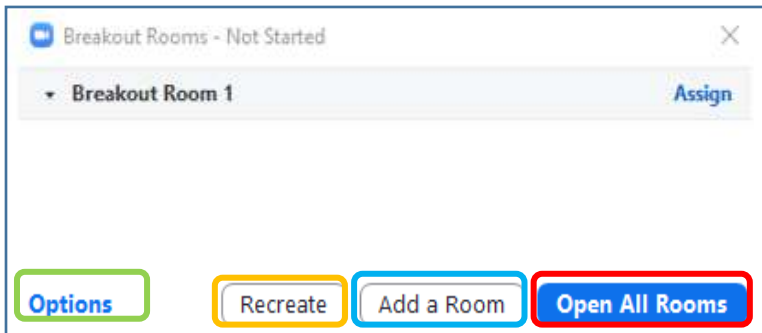
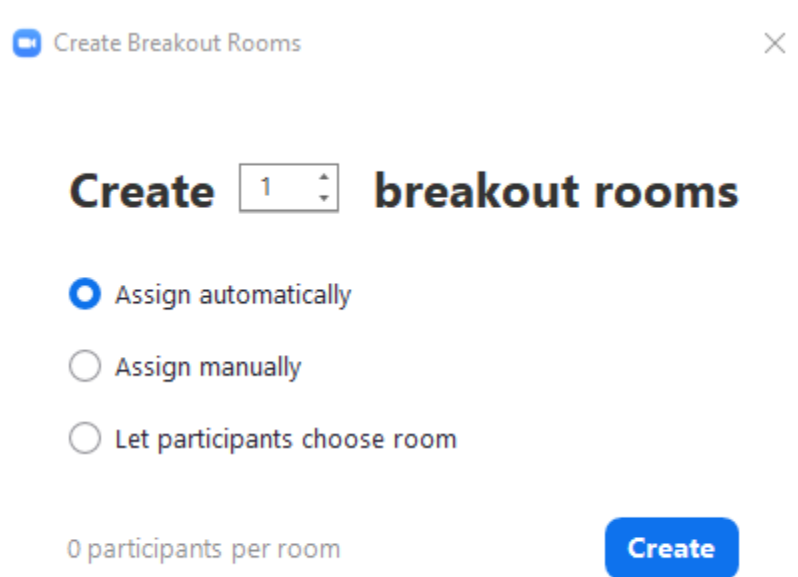
1. Click the **Breakout Rooms** icon in the meeting control toolbar.



2. Select the number of rooms you would like to create and how you would like to assign your participants to those rooms:

- a. **Automatically** – let Zoom split your participants up evenly into each room.
- b. **Manually** – choose which participants you would like placed in each room.
- c. **Let participants choose room**

3. Then click the **Create Rooms** button



### Breakout Room Options

After creating breakout rooms a separate window will open giving you the option to, select different **Options**, **Recreate**, **Add a Room**, and **Open All Rooms** along the bottom task bar.

Selecting **Options** allows you to:

- Allow participants to choose a room
- Allow participants to return to the main session at any time – otherwise they need to wait for the host to end the breakout rooms. This option should be turned off.
- Move all participants into breakout rooms automatically ensures that all meeting participants who joined the

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

meeting after breakout rooms were created are automatically added to breakout rooms. This option should be turned on whenever automatically populating breakout rooms.

- Close breakout rooms automatically after a specified time period and notify the host when time is up.
- Display a countdown timer alerting participants how much time is left before they will be automatically returned to the main meeting room.

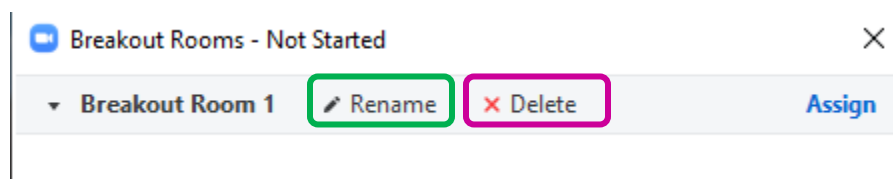
**Recreate** deletes existing breakout rooms and allows the host/co-host(s) to create new ones.

**Add a Room** adds a new breakout room each time the button is clicked.

**Open All Rooms** initiates the breakout rooms.

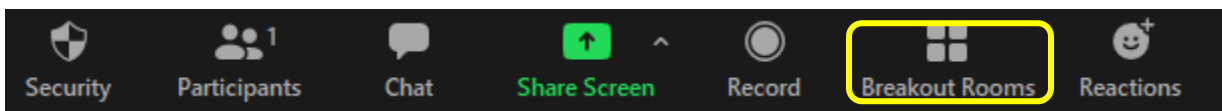
## Rename and Delete Breakout Rooms

Hover your mouse over the gray breakout room taskbar to reveal the **Rename** and **Delete** options.

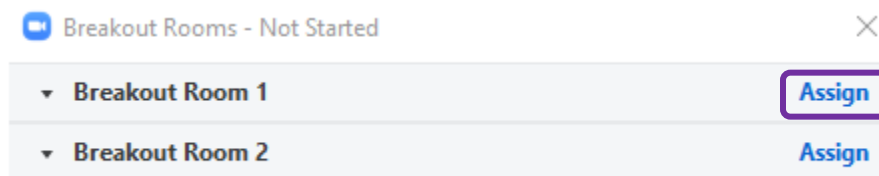


## Assign Participants to Breakout Rooms Manually

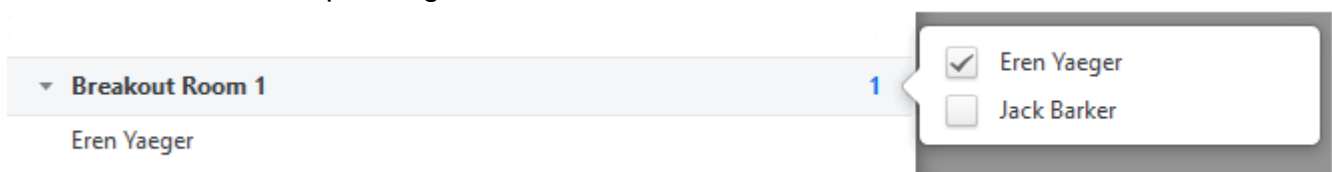
Meeting participants must join the meeting before they can be assigned to a breakout room. Click on the **Breakout Rooms** icon in the meeting control toolbar.



When the Breakout Rooms window opens, select **Assign** in the upper right corner of the corresponding breakout room to populate the breakout rooms manually.



Select from a list of all unassigned meeting participants. Once assigned, the participant's name is listed under the corresponding breakout room.

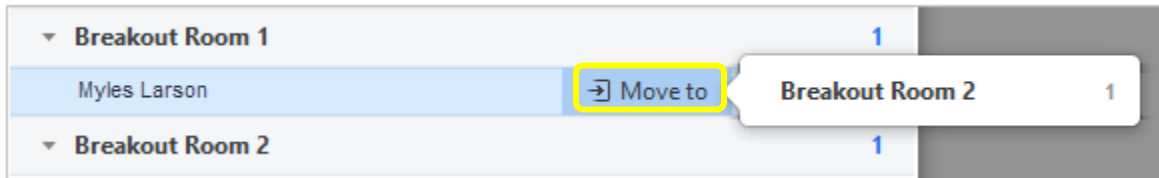


The host and all participants not manually assigned will remain in the main meeting when breakout rooms are started.

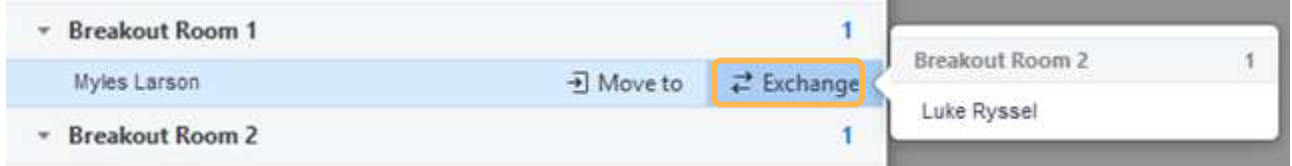
## Breakout Room Adjustments

After manually or automatically assigning participants to rooms, you can rearrange the participants. Click on the **Breakout Rooms** icon in the meeting controls to access these options:

- **Move to:** Select a room to move a participant into



- **Exchange:** Swap a participant in one breakout room with one in another room.

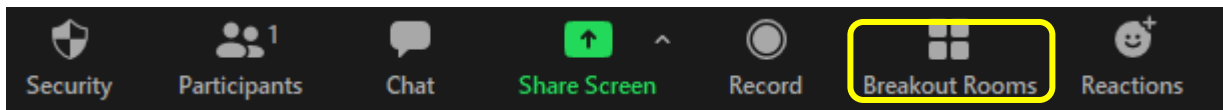


- **Delete Room:** Deletes the selected breakout room
- **Recreate:** Deletes existing breakout rooms and creates a new set

## Initiate Breakout Rooms

In an open meeting, there are two methods to initiate breakout rooms:

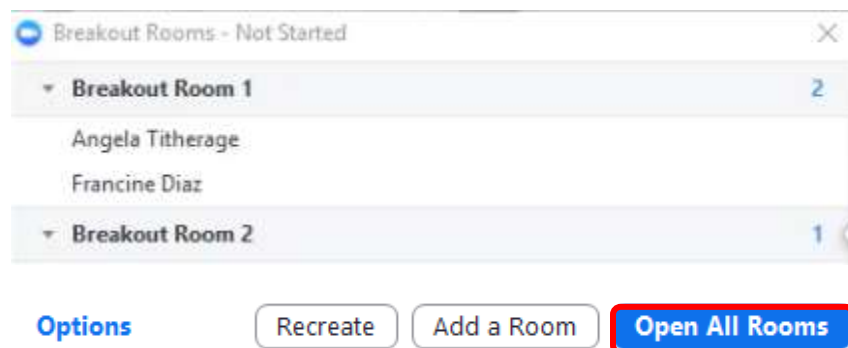
- Use the **Breakout Rooms** icon in the meeting controls toolbar



- While a screen is being shared, select the **More (...)** option, then **Breakout Rooms**

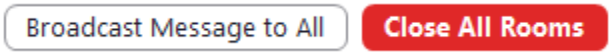


When the list of breakout rooms is displayed, select **Open All Rooms**.



Participants will then be prompted to either manually select or automatically join a breakout room. If allowing participants to choose their own room, participants can open the list of rooms and choose which to join. The host or cohost who launched the breakout rooms remains in the main meeting until manually joining one of the rooms.

Once opened, the Breakout Rooms status window options along the bottom change, allowing the host and all co-host(s) to **Broadcast a message to all** and **Close All Rooms**.



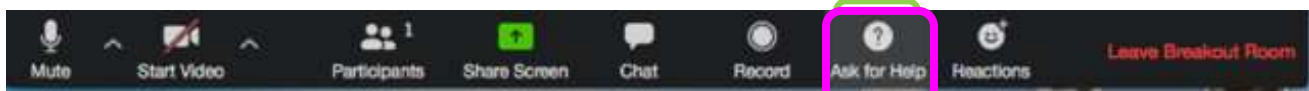
### Manage Breakout Rooms in Progress

The host and co-hosts can monitor who has joined the breakout rooms (the dot in front of their name turns green when they join). All participants who have **not joined** yet will be noted after their name. The host and co-hosts can participate in any breakout room by selecting the corresponding breakout room **Join** option and selecting **Leave Breakout Room** to return to the main meeting.



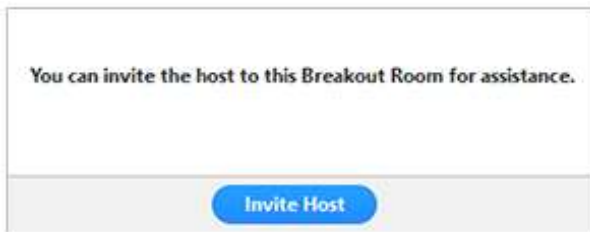
### Ask For and Respond to Requests for Help

Breakout room participants can request that the meeting host (not co-host(s)) join their meeting by clicking the **Ask for Help** question mark icon found in the meeting control toolbar.

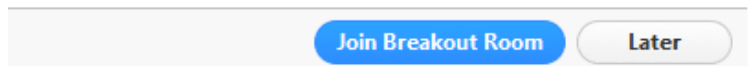


Breakout Room Meeting Control Toolbar

The breakout room participant will be prompted to confirm that they would like assistance by clicking **Invite Host** button. The host will be prompted to join the breakout room where the request originated. The host clicks **Join Breakout Room** to join the room or select **Later** if they are currently busy and plan to join at a later time.

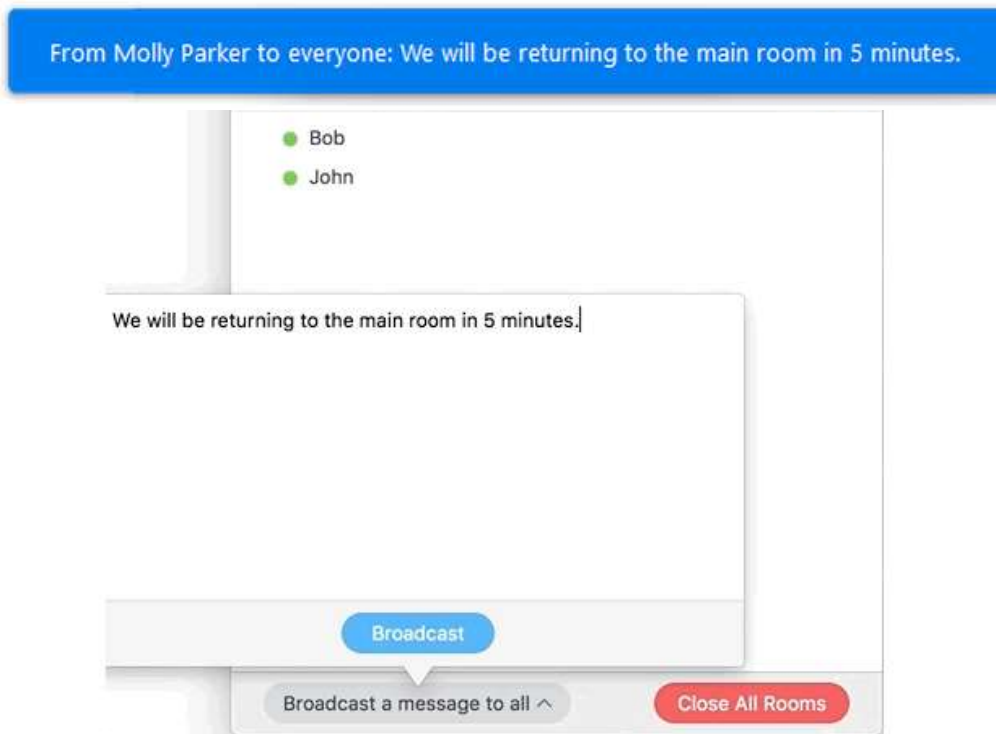


Eren Yaeger in Breakout Room 1 asked for help.



## Broadcast a Message to All Breakout Rooms

The host/cohost(s) can share information with all participants by sending a broadcast message to all breakout rooms. Click the **Breakout Rooms** icon in the meeting controls. Select **Broadcast Message to all**, enter your message, then click **Broadcast** to send it. The message temporarily appears for all participants in breakout rooms at the top of their screen.



## Sharing Content in Breakout Rooms

Since the main meeting room and all the breakout rooms are treated as separate Zoom meetings, the host/co-hosts cannot share content with all meeting participants once breakout rooms are open. To compensate for this:

1. Post links to any content to be shared in a chat addressed to everyone in the main meeting. Have at least 1 person in each breakout room open the content on their device *BEFORE* breakout rooms are opened. Whoever opened the links can then share their screens with the rest of the breakout room participants.
2. Use a separate interactive whiteboard within each breakout room that can be saved & shared with the entire group when breakout rooms close.

## Close Breakout Rooms

The **Close All Rooms** button stops all breakout rooms after a countdown displayed for all participants. When the time elapses (which is configured under the meeting settings and defaults to 60 seconds), everyone is automatically returned to the main meeting. This provides breakout room participants time to wrap up their discussion and determine who will be responsible for reporting back to the entire group.

