

Zoom Breakout Rooms for Participants

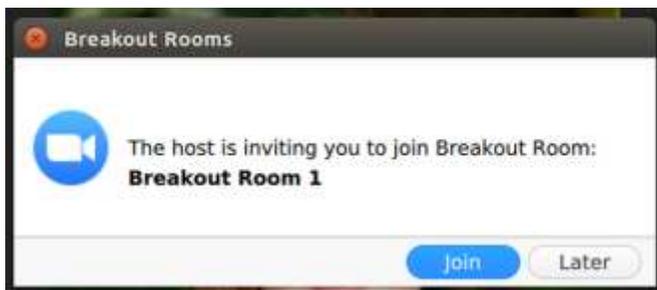
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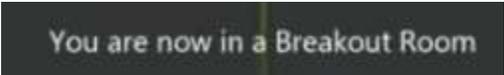
Breakout rooms split a larger Zoom meeting into smaller separate sessions to perform specific tasks such as discussing a topic, updating documents, brainstorming, etc. The facilitators decide whether meeting participants are assigned to specific breakout rooms or participants can select and enter breakout rooms as they please. Once initiated, facilitators can switch between breakout rooms at any time. The "[Participant Instructions for Breakout Rooms](#)" video (3:52) provides a great summary of the breakout room process.

Join a Breakout Room

When the facilitator opens the breakout rooms, each participant is prompted to join a specified room, or select a room to **Join**. If you respond to the invitation by selecting the **Later** option, you must click on the Breakout Rooms icon in the meeting controls toolbar to join the session.

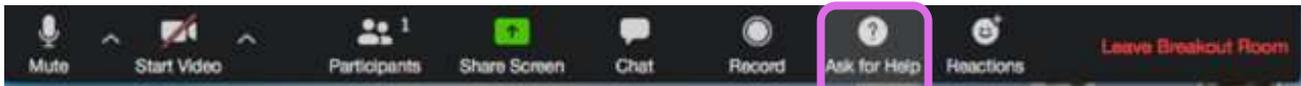


After clicking **Join**, each participant will be notified when they are in the breakout room, and they will see videos of the other participants assigned to that room. Ensure your video and audio are on so you can interact with the other participants. If a breakout room experiences bandwidth issues (frozen videos, poor audio, etc.), all participants can temporarily stop their video.



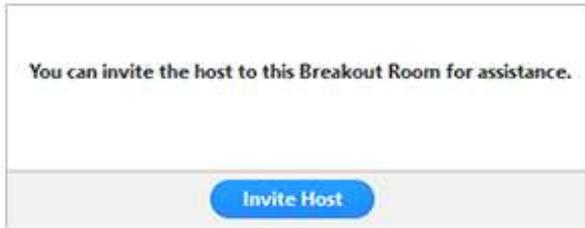
Request Assistance in a Breakout Room

When participants require clarification, have questions that need answered, or wish to share something, they can invite a facilitator to join their breakout room. Click on the **Ask for Help** icon on the Breakout Room Meeting Control toolbar.

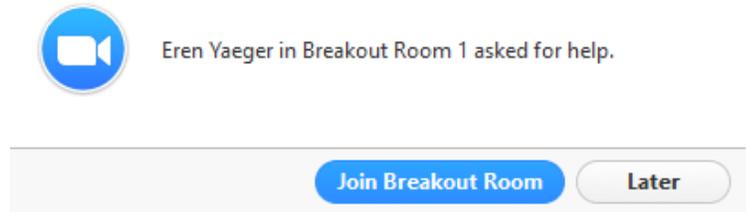


Breakout Room Meeting Control Toolbar

The breakout participant requesting assistance is prompted to confirm that they would like facilitator assistance by clicking **Invite Host**.



Participant Verification



Facilitator Response

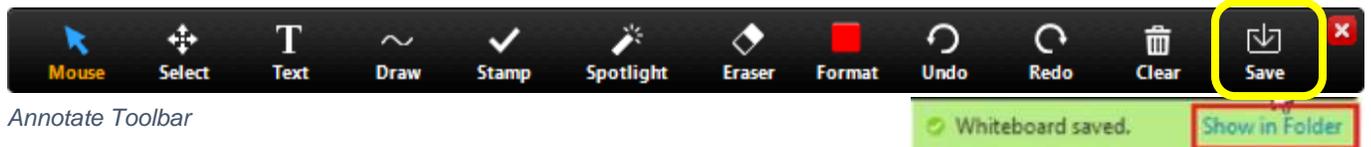
The facilitator(s) will be prompted to join the breakout room where the participant's request originated. Facilitators have 2 options: click **Join Breakout Room** to join the room immediately or select **Later** if they plan to join at a later time.

Sharing Content in Breakout Rooms

Since the main meeting room is separate from the breakout rooms, facilitator(s) cannot share content simultaneously with all participants once breakout rooms are initiated (but they can broadcast messages to everyone). Participants within breakout rooms can share whiteboards, videos, and documents to complete their assigned task. Their results can then be reported back to the entire group once breakout rooms are closed.

1. Use an separate interactive whiteboard within each breakout room

- The content must be saved by clicking on the **Save** option in the Annotate toolbar before returning to the main meeting. This actually saves an image of the interactive whiteboard – not the actual whiteboard.



Annotate Toolbar

- After returning to the main meeting, any participant in the breakout room can share their saved whiteboard with the entire group.
 - Select the **Share Screen** option and select the **Whiteboard** option. Don't panic when you don't see your whiteboard listed. Click on **Save** and the **Share in Folder** option underneath to reveal your saved whiteboard and click on it to share. The document is also saved on your device in your Zoom folder, where your chats and recordings are stored.
- To stop sharing your whiteboard, click on Close and then **Stop Share**.

2. Share videos inside breakout rooms

- Go to the video you want to share. Click on it and copy the link.

- In your Zoom session, open your **Chat** window and share the link with everyone *BEFORE* you open the breakout rooms.



Meeting Control Toolbar

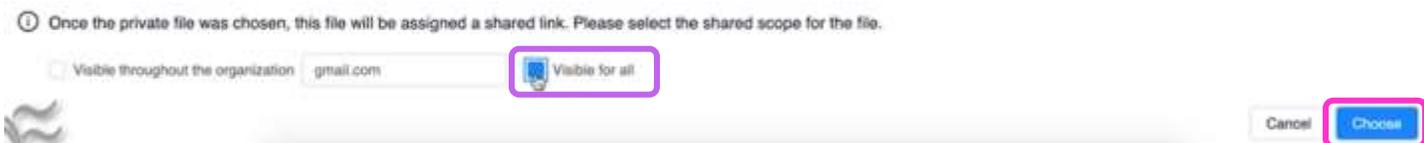
- Tell participants to click on the link before entering breakout rooms to queue it up and have a copy of the video in the background available for sharing.
- Then one member of the breakout room can share their screen. A separate window with the video queued up will be available for sharing.
 - Don't forget to click on **Share computer Sound** and reduce the size of the video window before sharing the video.

3. Share a document inside breakout rooms

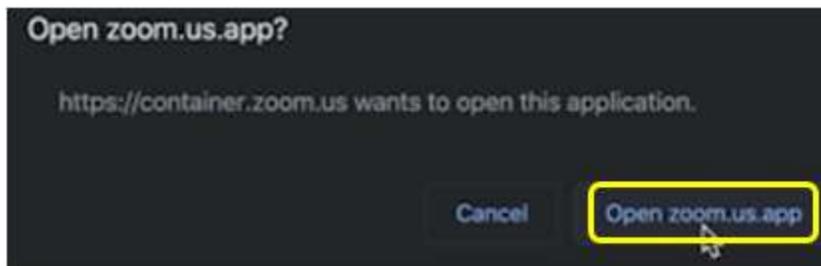
- In your Zoom session, open your **Chat** window (Meeting Control toolbar icon) and share the document link with everyone *BEFORE* breakout rooms are opened.
- Select the file option and a separate window will open on your device.



- Navigate to where your document resides (either on your device or in a cloud-based app like *Dropbox* or *Google Drive*) and **Open** the file.
 - Local files residing on your device can be downloaded by all participants.
 - Cloud-based documents will be opened in a browser window. Note that Zoom based cloud app formats may look a bit different than when the app is directly linked to your device.
 - Set the shared scope for the file to **Visible for all**. Note that this is not the default setting.



- Then select **Choose** and follow any on screen prompt to **Open zoom.us app**. You'll be notified that your document is being shared in Zoom Chat.





Sharing File in Chat

"DRAFT: zoom tutorials" is being shared in Zoom Chat

- When you are directed back into your Zoom meeting, a link to the document will reside in the Chat window (addressed to **Everyone**).
- Tell participants to click on the document link *BEFORE* entering breakout rooms to open a window containing the file that will be available for sharing.
- Then one member of the breakout room can share their screen. A separate window with the document already queued up will be available for sharing.

Broadcast Messages to All Breakout Rooms

The host can share information with all participants in breakout rooms by sending a broadcast message to all breakout rooms

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

Participant Recording Privileges

By default, recording of breakout rooms by participants is not permitted.

Leave a Breakout Room

If given permission to leave the breakout room before the time has elapsed, a **Leave Breakout Room** button will be displayed at the bottom right corner of the participant's screen. It is recommended that all participants remain in their breakout room until they are closed by the facilitators. When a participant decides to **Leave Breakout Room**, they are given the option to leave the entire meeting or just the breakout room.

When a session is about to end, a pop-up window appears with a countdown to when the breakout room will terminate. The window can be moved to a less distracting location. You can click the **Return to Main Session** button to rejoin immediately if desired. If you haven't done so already, use this time to decide who will report your group's results when everyone returns to the main meeting. Note that your video and audio will remain on when you rejoin the group – so mute yourself if necessary.

