

## ZOOM: Managing Breakout Rooms

As a meeting host, you can split your meeting participants into breakout rooms (online group assignments)

### Real Time Assignment:

- Created in real time during a live zoom meeting.
- Useful when you want randomized groupings or don't need to assign groupings.
- Useful when you want students to self-select a room

### Preassigned:

- Set up in advance.
- Useful when you know how you want to split up your participants (by group, project, topic, etc.)

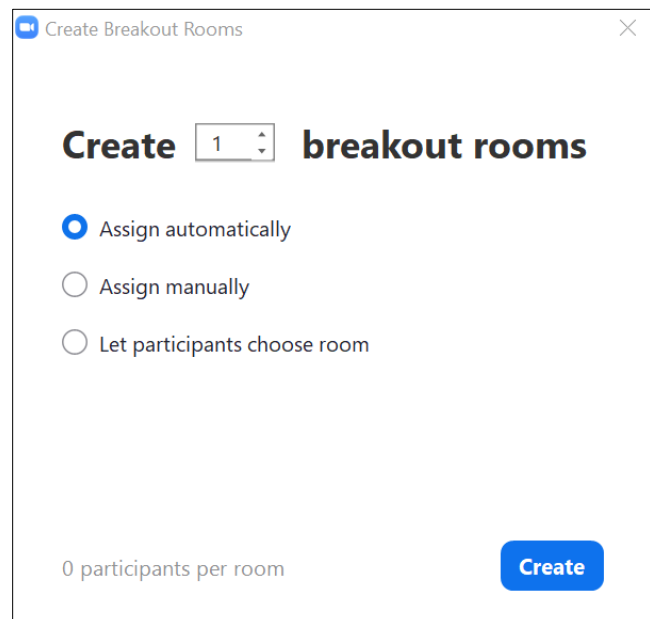
Only the meeting host will have the option / tool bar icon to launch breakout rooms:



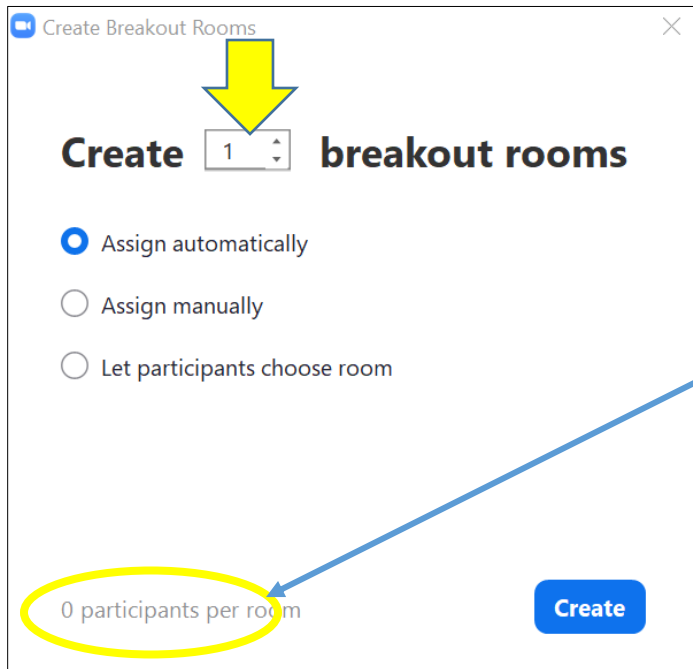
## Managing Real Time Breakout Rooms

### Real Time Assignments:

- **Assign automatically:** Zoom **randomly** assigns participants based on the number of rooms you select – and the number of participants in your meeting.
- **Assign manually** – you select number of rooms, then manually assign participants to each room
- **Let participants choose room** – students can self-select which breakout room they want to enter. **Note:** Students must have most current Zoom update and join from a computer. Students will not have the option to self-select if accessing on a mobile device or Chrome book (they can be assigned, but they can't self-select a room).



## Zoom's Automatic (random) assignment calculations:



# of people in meeting / # of rooms selected

Students are EVENLY DIVIDED into rooms\*

For example:

10 students in class, and 3 rooms selected =

Participants per room will show:

3 students in Room 1  
3 students in Room 2  
4 students in Room 3

\*the host can always make manual edits to randomized assignments before launching the rooms.

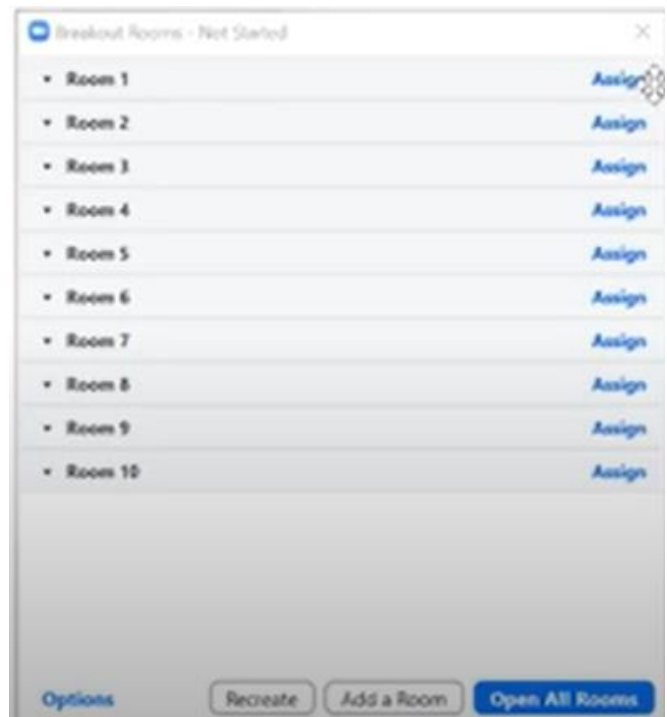
## Manually Assign Participants:

In the screen shot to the left – the instructor opted to **Assign Manually** to 10 rooms.

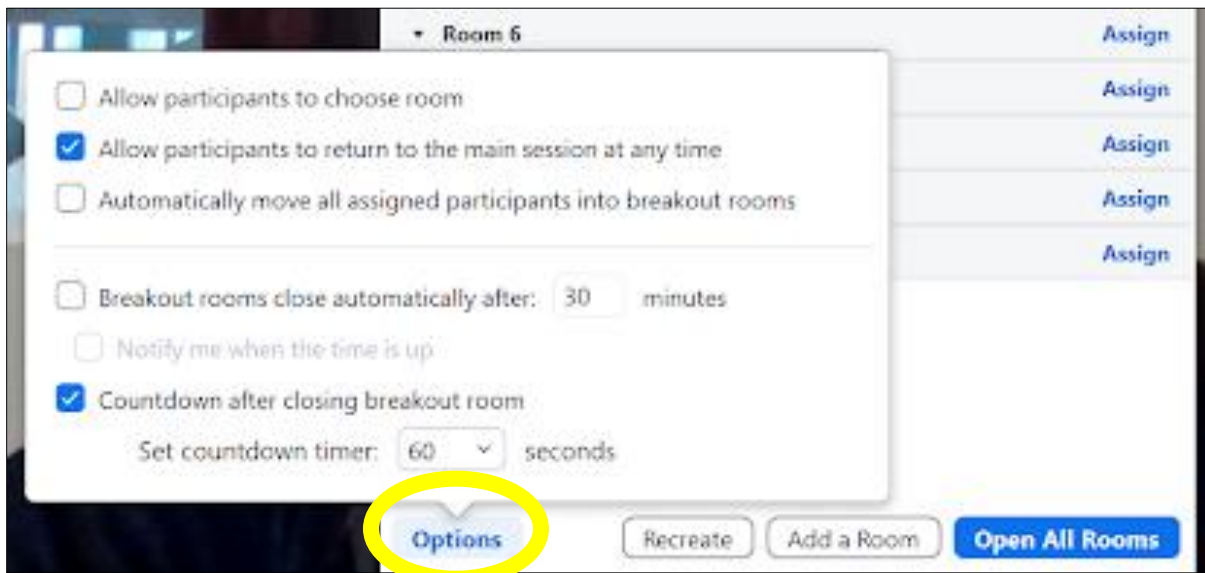
By clicking the blue Assign for each room, a dialog box opens to allow selection of meeting participants to that room.

If **Assign Automatically** had been selected, participant names would be listed under each room. (see screen shot on following page for example)

**Remember:** students joining the zoom meeting after the launch of ANY of the Breakout Rooms (random or pre-assigned) will not be sent automatically into a break out room. They will have to be manually assigned.



## Meeting Options (for ALL breakout rooms):



**Options:** Zoom reverts to its default settings (above) with each use. It does not save custom settings – even within the same meeting it reverts to default each time a breakout room is launched.

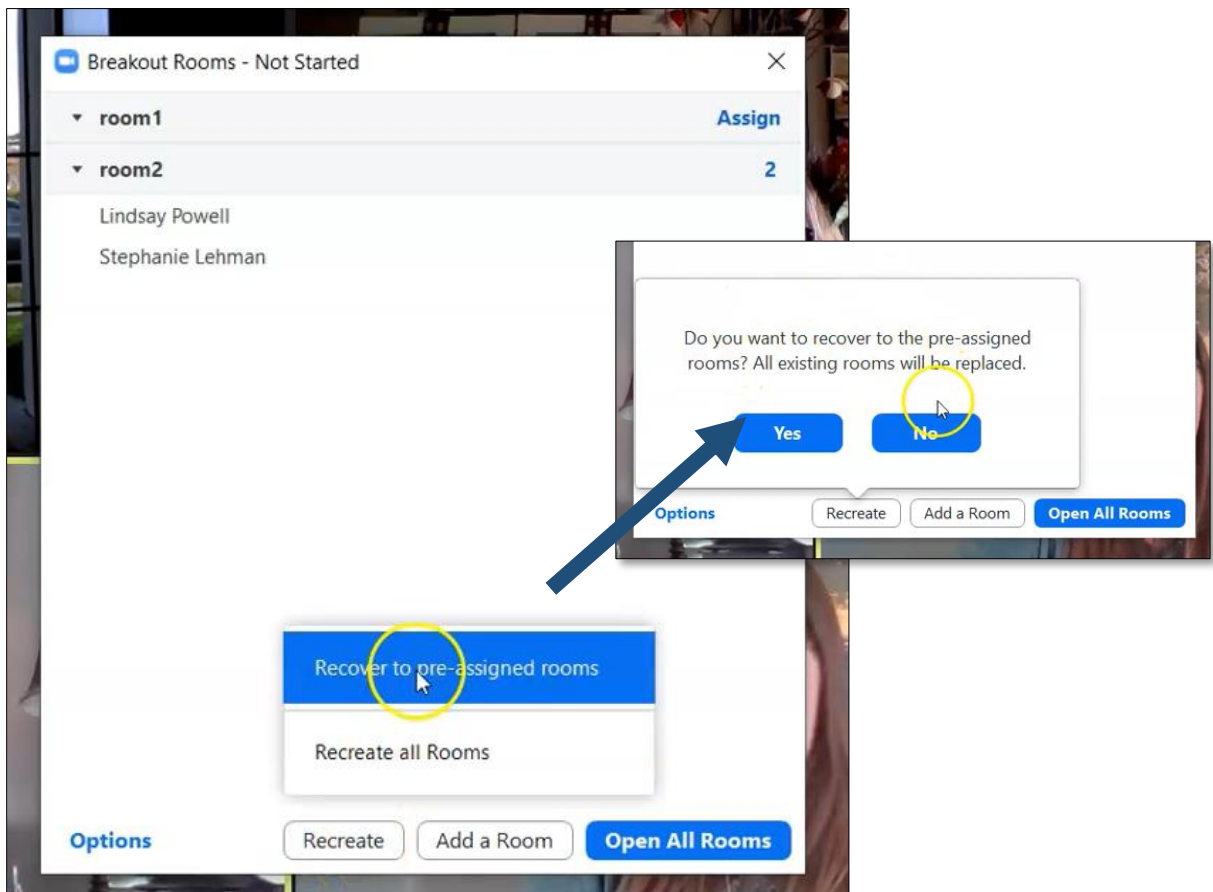
- **Allow participants to choose room:** If you want **students to self-select** a room, this option must be selected. With this feature enabled, even students assigned a room will have the option to move into a different room.
- **Automatically move all assigned participants into breakout rooms:** This feature will automatically place students into their assigned rooms – without giving them the dialog box option to join room(s).

## Launching ALL Breakout Rooms

Do your best to **launch breakout rooms AFTER all students have joined the Zoom session**. Students who join after breakout rooms have opened will appear as unassigned. You can then manually assign them to an active breakout room – or refresh/recover to your pre-assigned list.

### Breakout Rooms – Not Started (screen shot below):

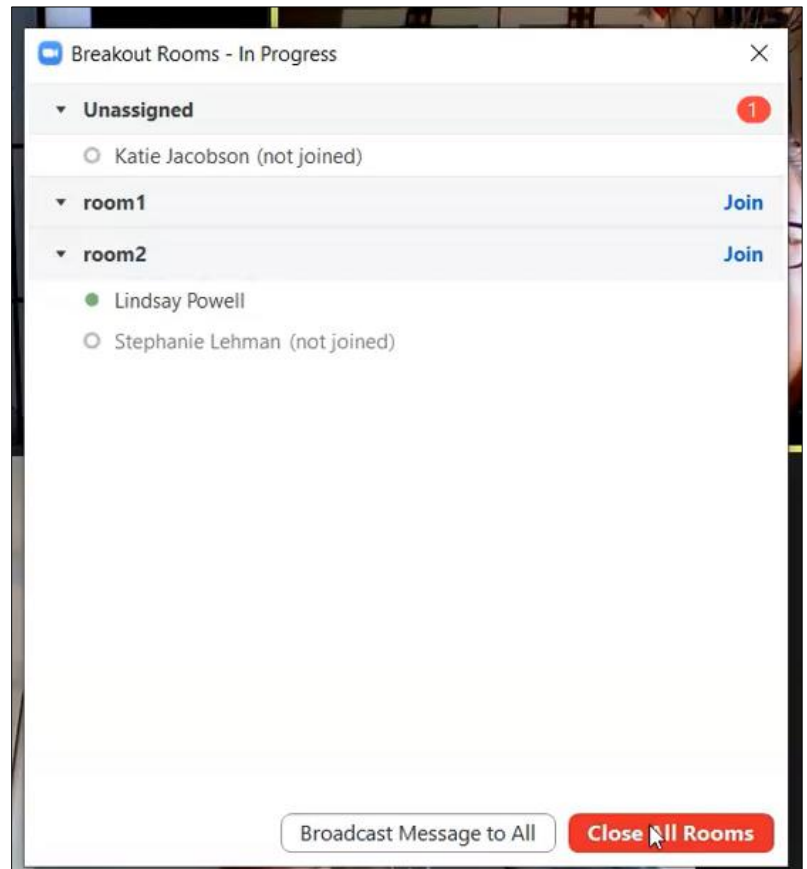
- **Open All Rooms:** will launch students into their automatically, manually or pre-assigned breakout rooms.
- **Recreate button:** Selecting the Recreate button allows the designated host to toggle between pre-assigned breakout rooms and randomized breakout rooms.



**Breakout Rooms – In Progress** (screen shots below): Once you've launched a breakout room, you can then monitor your student room assignments, send all rooms a message, and close the rooms and pull students back into the main Zoom session.

In the screen shot to the right, we see Katie is unassigned (she joined the session after the breakout rooms had been launched), Lindsay has joined her assigned breakout room, and Stephanie has not yet clicked the pop-up menu on her screen to join assigned breakout room.

**Close All Rooms:** Will begin closing rooms and adding students back into the main session dependent on your selected options.



### Remember:

- Only the designated meeting host will be able to launch and manage breakout rooms.
- Participants who join the Zoom meeting after ANY (random or pre-assigned) of the Breakout Rooms have been launched will not be sent automatically into a break out room. They will have to be manually assigned.
- Zoom does not record breakout room activity. If you want record of student participation – can review the attendance reporting. (Requires you select registration option when setting up meeting).