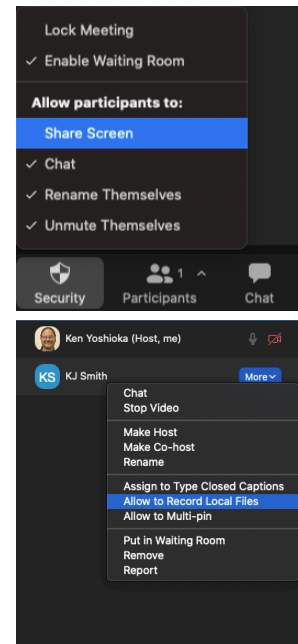


Zoom Breakout Rooms

Breakout rooms are a great tool when you want to have small group work during a Zoom online session. The feature is enabled for all USF faculty staff and student accounts. Only the host has the ability to initiate and manage breakout rooms; co-hosts do not have the ability to initiate breakouts. If you need to have the participants in the breakout rooms to share their screen, you need to enable the screen sharing for participants by clicking on the **Security** button in the Zoom toolbar and selecting **Share Screen** in the menu. Do this before you begin the breakout rooms.

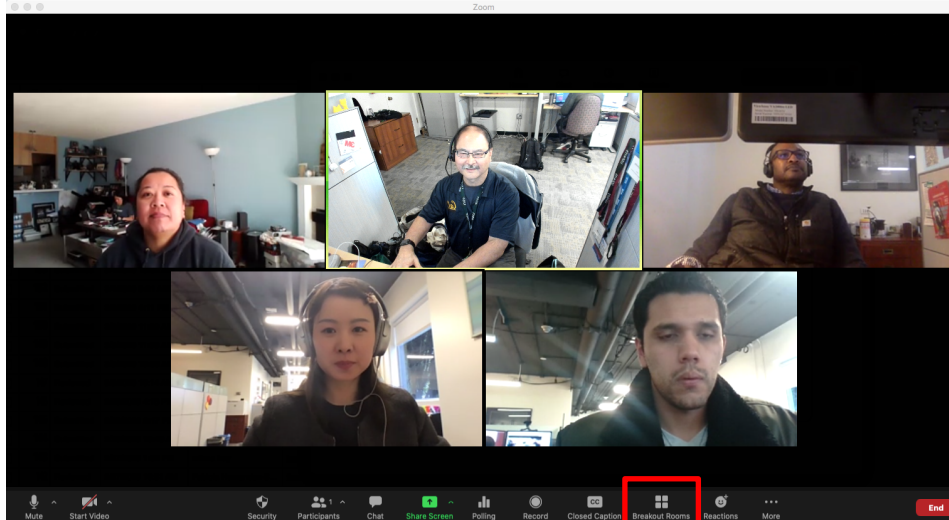


Remember that the meeting recording does not record the breakout rooms and if you do need to have the breakout sessions recorded, you would need to assign the recording duties to specific people before opening the breakout rooms. The assigned people would be able to record to their local computer and not to the cloud. To do this, click on the Participants button in the Zoom meeting toolbar. Place your cursor over the person you want to assign and click on the More menu. In the menu select Allow to Record Local Files to enable that person to record.

In addition, you can make the assigned people co-hosts too to provide the same recording privilege as well as screen sharing privileges for the breakout room in case you need only the assigned person to share their screen in the breakout room.

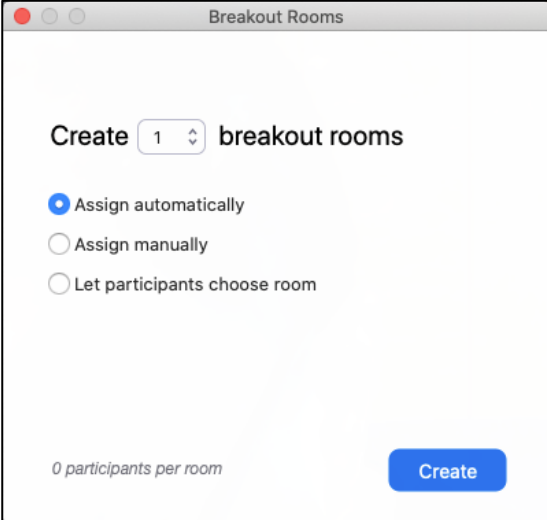
Initiate the Breakout Rooms

Once you have started the Zoom meeting with all of the participants. Click on the **Breakout Rooms** icon in the meeting toolbar at the bottom of the screen.



Breakout Room Configuration

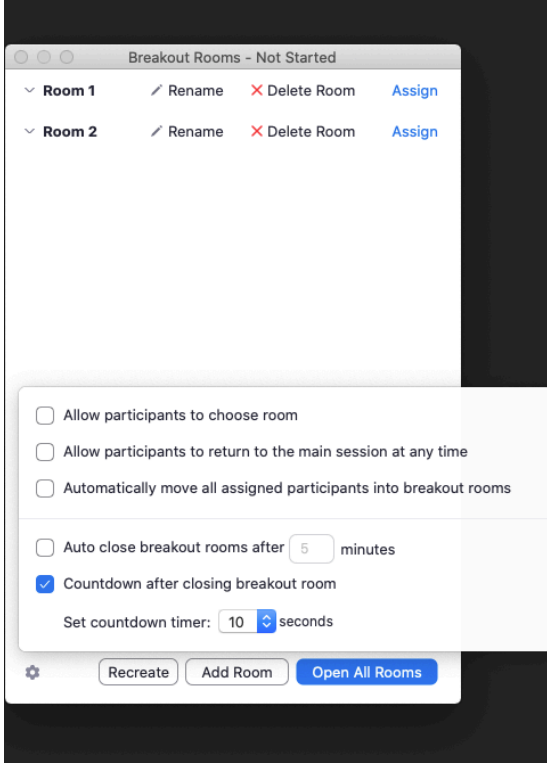
A dialog box will appear asking you to configure the breakouts. Based on the number of students determine how many rooms you will need. You can select a choice for configuring the room: **Assign Automatically, Assign Manually** or **Let participants choose room**. Click on the button **Create** to continue.



The screenshot shows a window titled "Breakout Rooms". It contains a "Create" button followed by a dropdown menu set to "1" and the text "breakout rooms". Below this are three radio button options: "Assign automatically" (which is selected), "Assign manually", and "Let participants choose room". At the bottom left, it says "0 participants per room". At the bottom right is a blue "Create" button.

Breakout Room Options

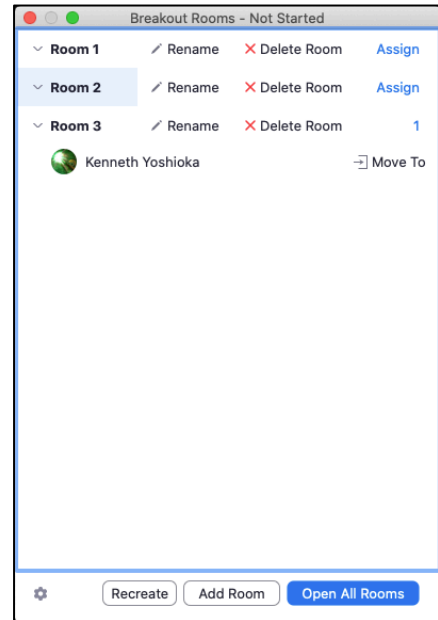
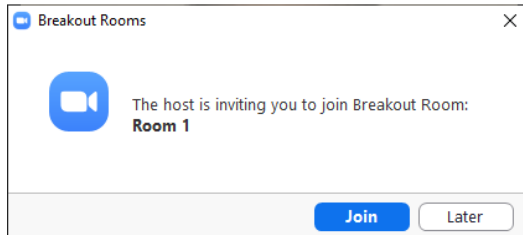
Once you click create, click on the gear icon in the lower right corner of the breakout room window to set up the options for the breakout rooms. You can set up options like timed rooms, allow participants to return to the main session at any time or create a countdown timer when closing breakout rooms.



The screenshot shows a window titled "Breakout Rooms - Not Started". It lists two rooms: "Room 1" and "Room 2". Each room has a dropdown arrow, a "Rename" link, a "Delete Room" link with a red X, and an "Assign" link. Below the room list is a settings panel with several checkboxes: "Allow participants to choose room", "Allow participants to return to the main session at any time", "Automatically move all assigned participants into breakout rooms", "Auto close breakout rooms after 5 minutes", and "Countdown after closing breakout room" (which is checked). Below the checked option is a "Set countdown timer" field set to "10" seconds. At the bottom are three buttons: "Recreate", "Add Room", and "Open All Rooms".

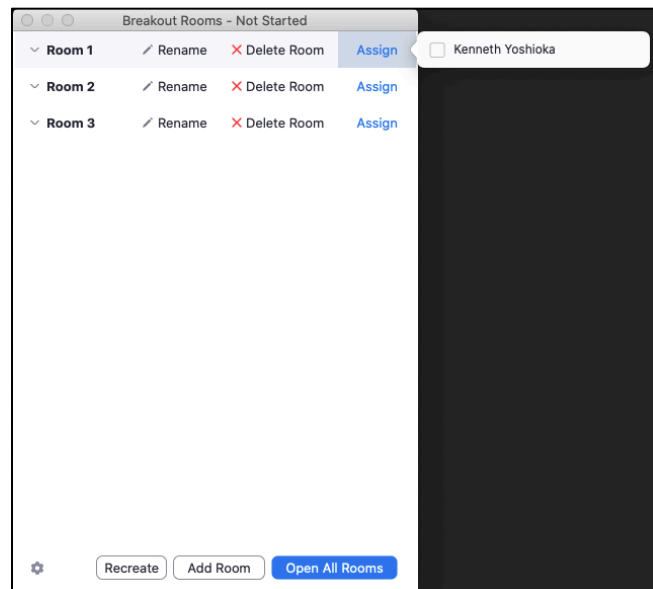
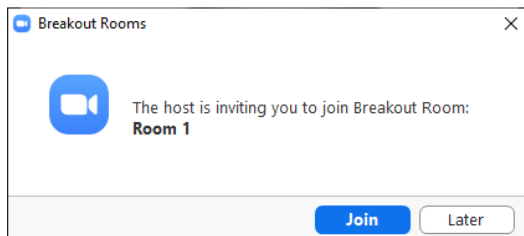
Assign Automatically

Selecting this choice will randomly assign participants into the rooms that you have designated and you can then switch participants if necessary. Click **Open All Rooms** to start the breakout rooms. The participants will see a dialog to click the button **Join** to enter the breakout.



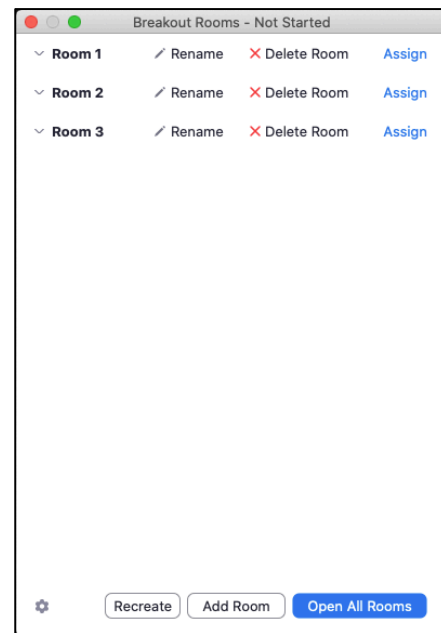
Assign Manually

This choice will allow you as the host to select who to place in each of the breakouts. Click on the assign link next to each room to check the participants to be placed in the particular room. Click **Open All Rooms** to start the breakout rooms. The participants will see a dialog to click the button **Join** to enter the breakout.

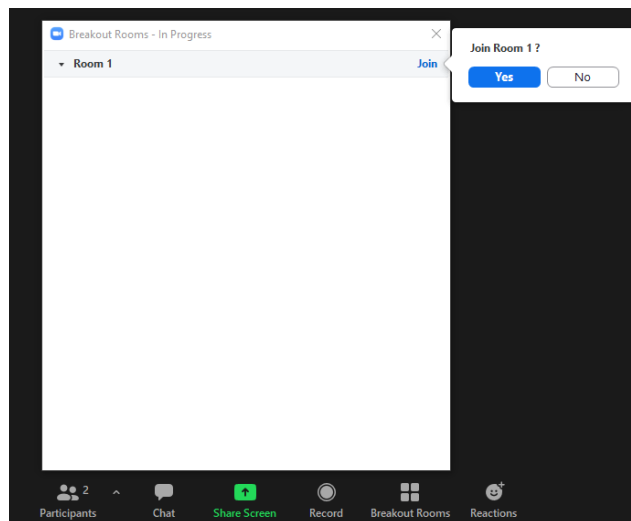


Let participants choose room

This choice will show the number of rooms you created which are empty at this point. ***Note that this feature requires the host and participants to have version 5.3 or better of the Zoom app on their computers.*** Click **Open All Rooms**.

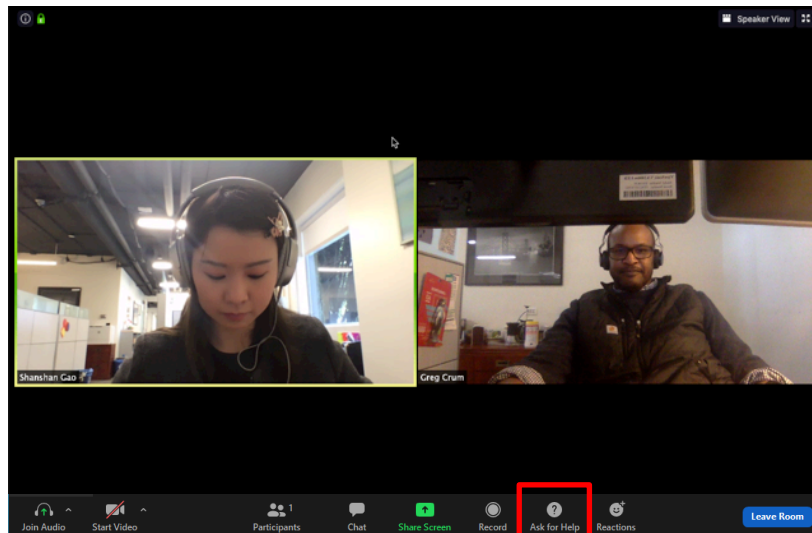


The participants will now see the **Breakout Rooms** tool in the Zoom toolbar; clicking on the button will bring up the breakout room window with rooms to select to join. Clicking on the **Join** link will bring up the choice to click **Yes** to join the selected breakout.

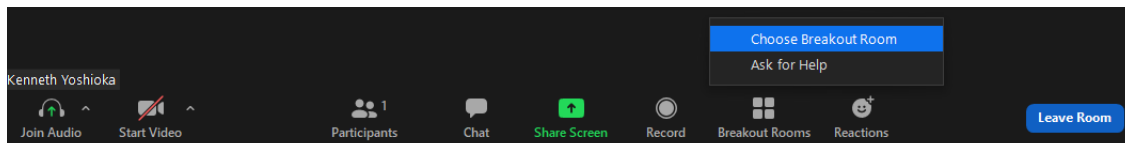


Working with the Breakout Rooms

Each individual breakout room has the same meeting tools as the main session including the Share screen function. The students in each breakout room can have their own small group discussion separate from the other rooms. The participants in the room can also click on **Ask for Help** so that the host can join the breakout to answer any questions.

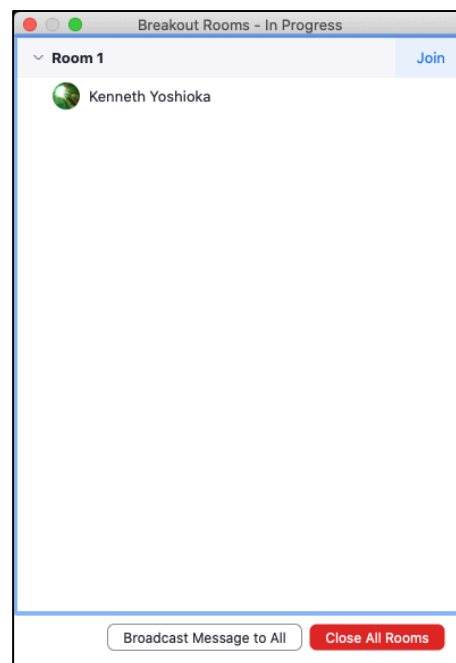


If participants chose the breakout room to join, then there is an added feature where the participant in the breakout can click on the breakout button and select another breakout room

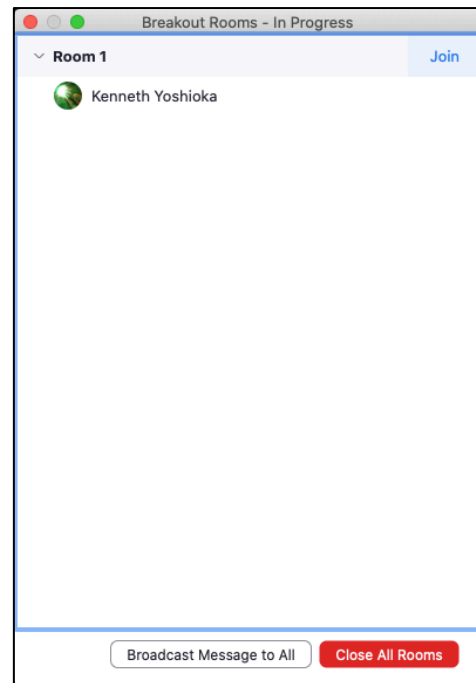
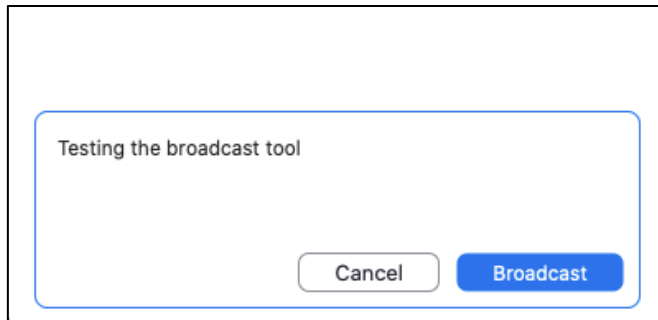


to join or ask for help.

You as the instructor can join the individual breakout rooms to check in with the small groups. Once in, you can return to the main session by clicking on the button **Leave Breakout Room** in the lower right corner of the room.



From the main session, you can also send messages to all of the breakout rooms through the tool **Broadcast a message to all**.



When you want to bring everyone back to the main session click the button Close All Rooms. All participants will return to the main session after a 60 second countdown.

