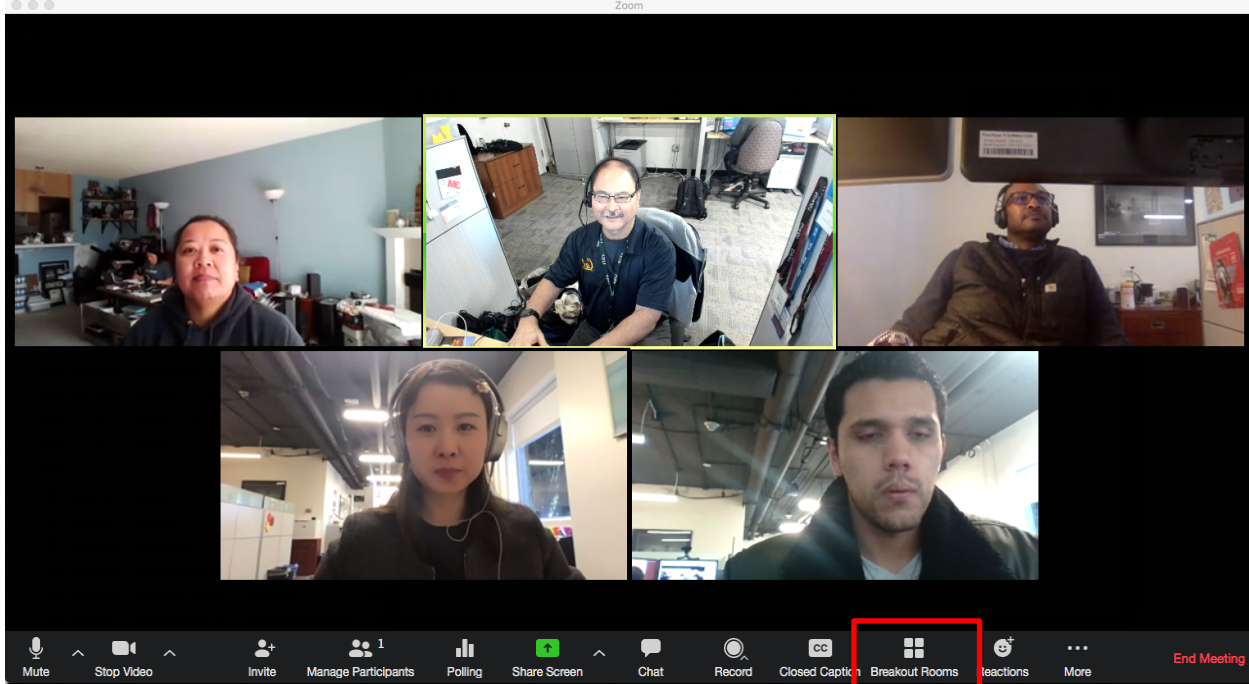


# Zoom Breakout Rooms

Breakout rooms is 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.

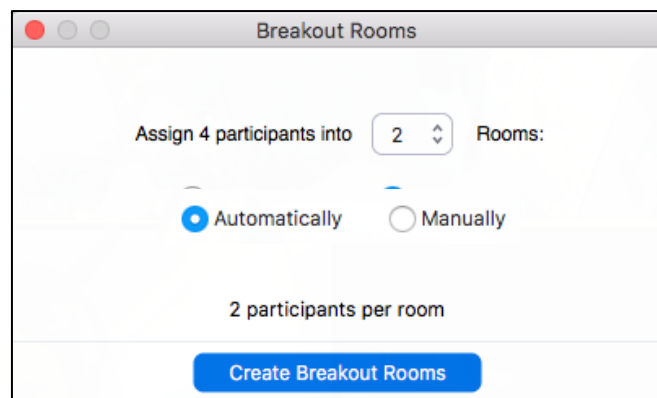
## Initiate the Breakout Rooms

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.

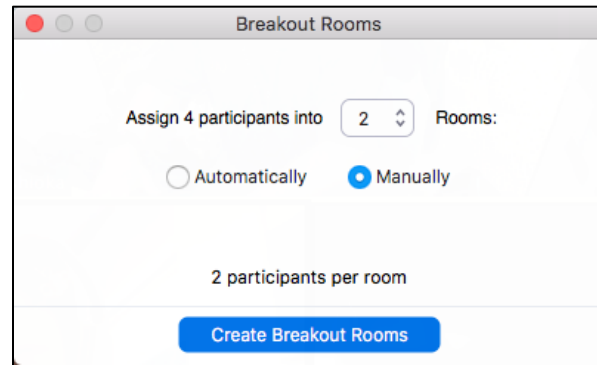


## Assign the Students into the Breakout Rooms

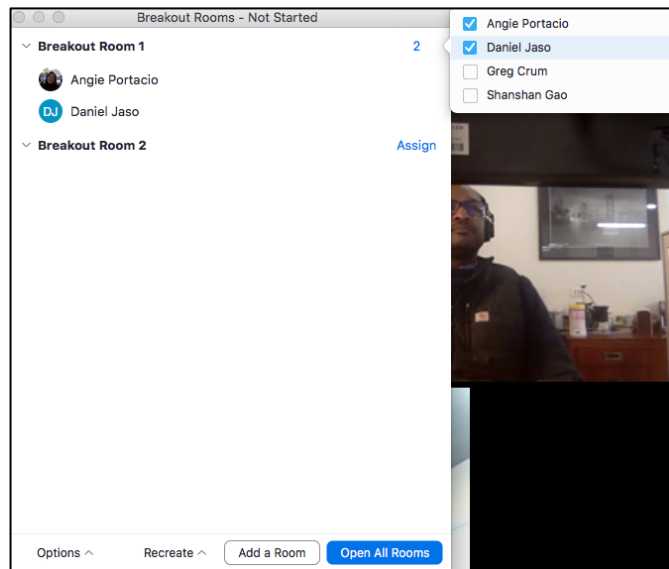
A dialog box will appear asking you to configure the breakouts. Based on the number of students determine how many rooms you will need. You can have Zoom randomly assign the students by selecting **Automatically** and then clicking on the button **Create Breakout Rooms**.



You can also choose who gets assigned to the groups by selecting **Manually** and then clicking on the button **Create Breakout Rooms**.

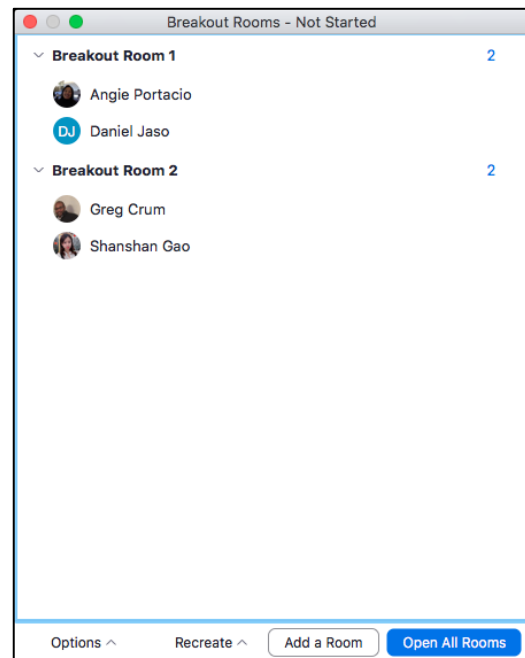


The next window will allow you to click on the Assign button for each room and select the students to be assigned to each breakout.



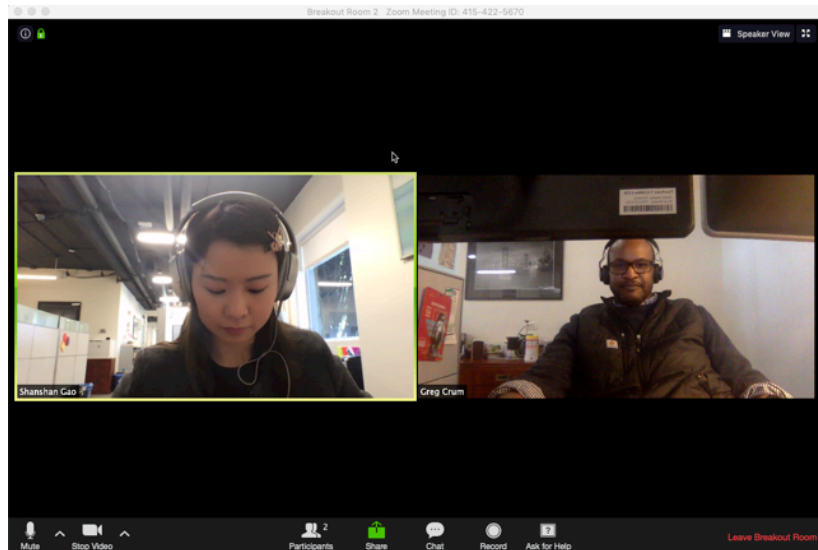
Once the students are assigned click the button **Open All Rooms** to begin the breakout sessions.

You will see a selection of choices to share-select your presentation as the item to share. Click **Share Screen** in the lower right corner of the share window to continue.

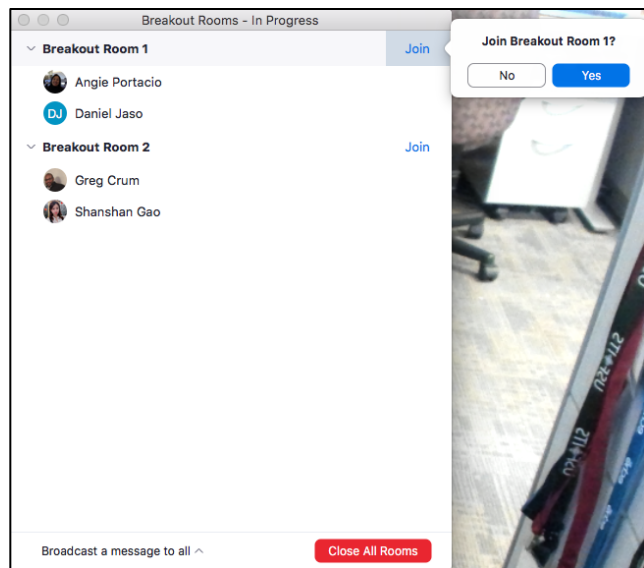


## Working with the Breakout Rooms

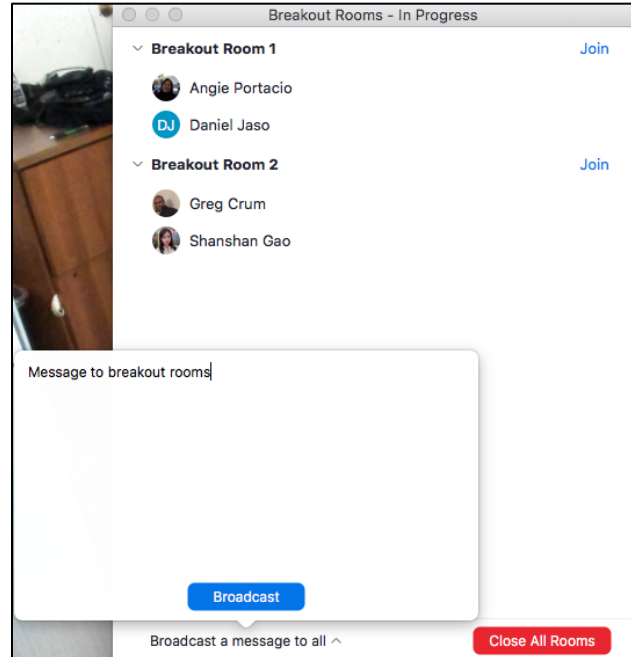
Each individual breakout room has the same meeting tools as the main session including the Share desktop function. The students in each breakout room can have their own small group discussion separate from the other rooms.



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.

