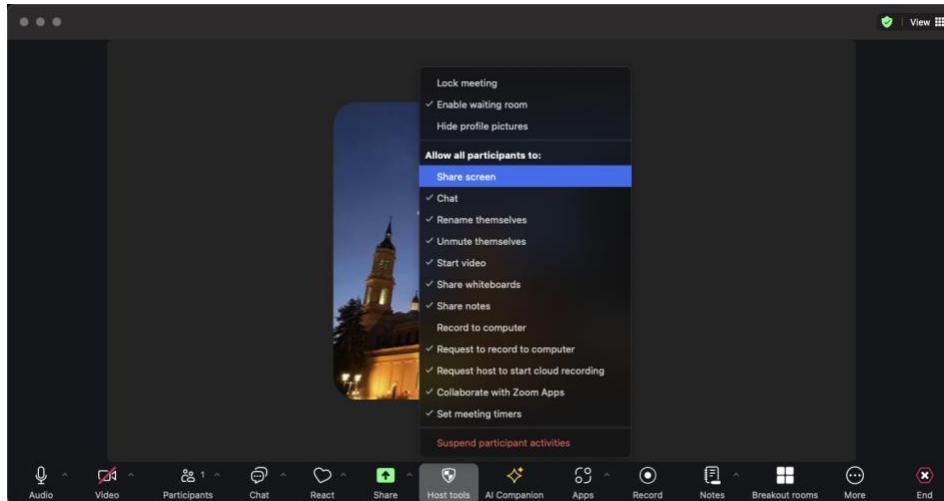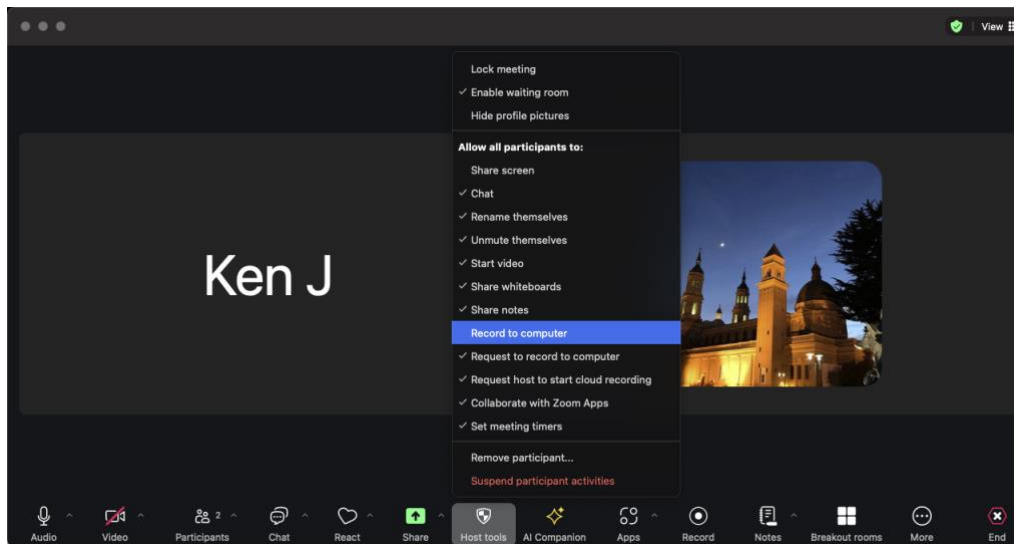# Zoom Breakout Rooms

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 intiate 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 **Host tools** 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 allow paticipants to record to the comnputer before opening the breakout rooms.  To do this, click on the **Host Tools** button in the Zoom toolbar and check the option to **Record to computer**.



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 More menu and select **Breakout Rooms.**
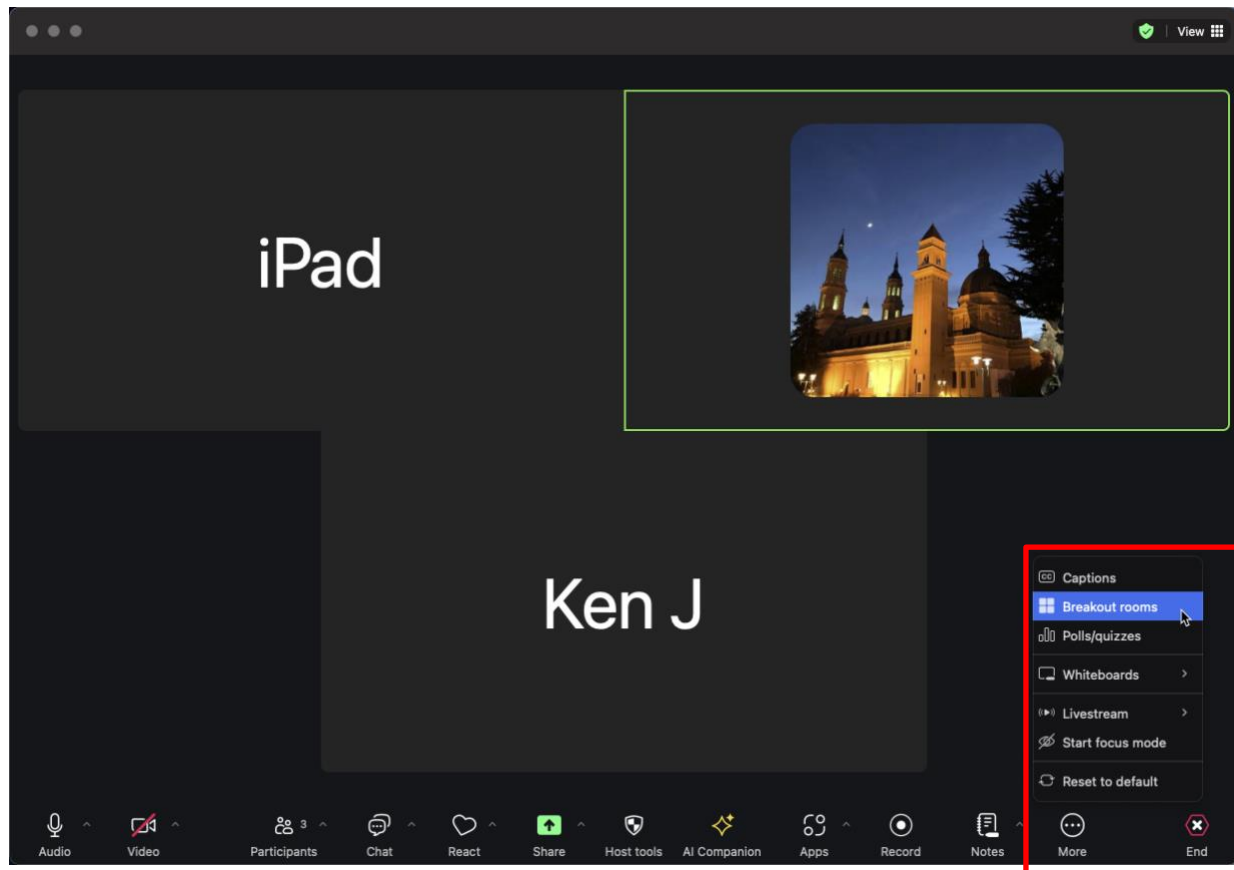


Once you select Breakout rooms the first time, the tool will show in the main Zoom meeting toolbar for the rest of the meeting.
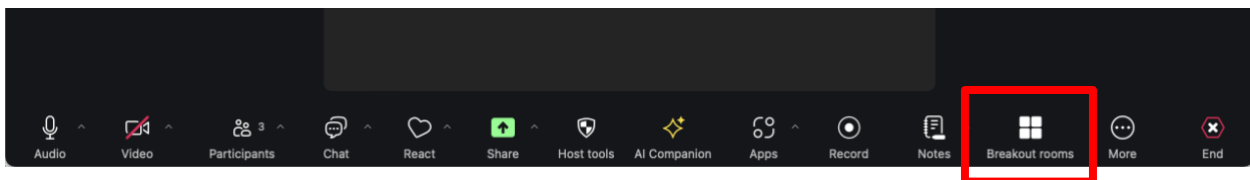
# Breakout Room Configuration

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**.**
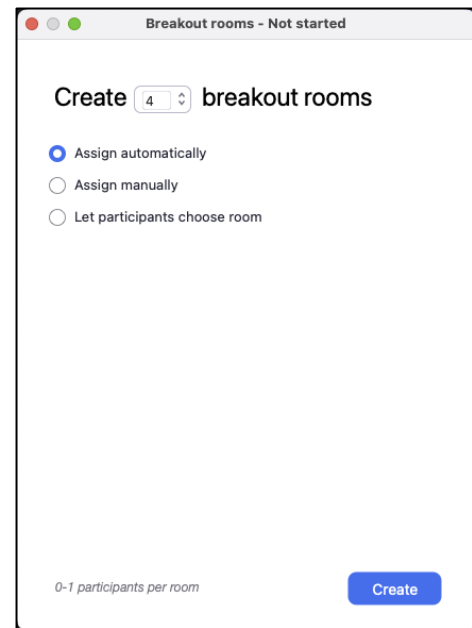


## Breakout Room Options

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.
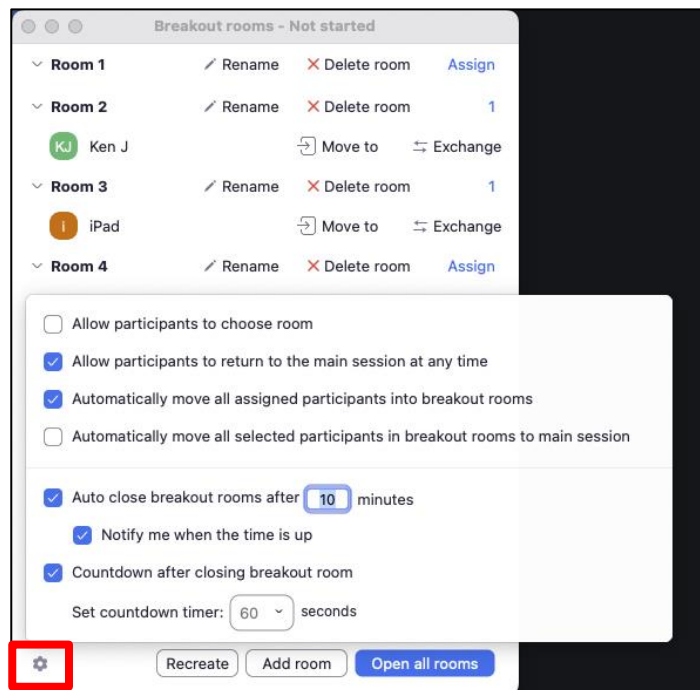
## Assign Automatically

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.
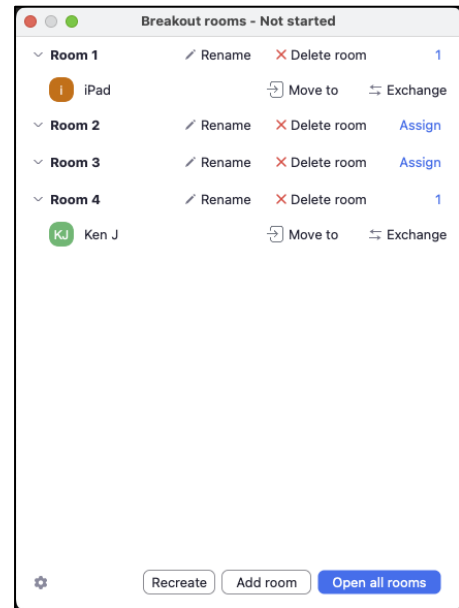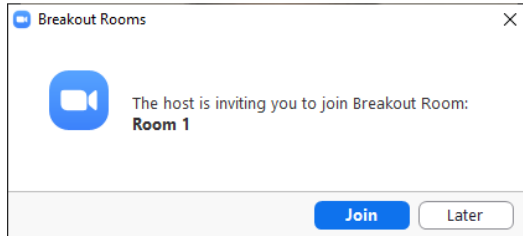
## Assign Manually

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.
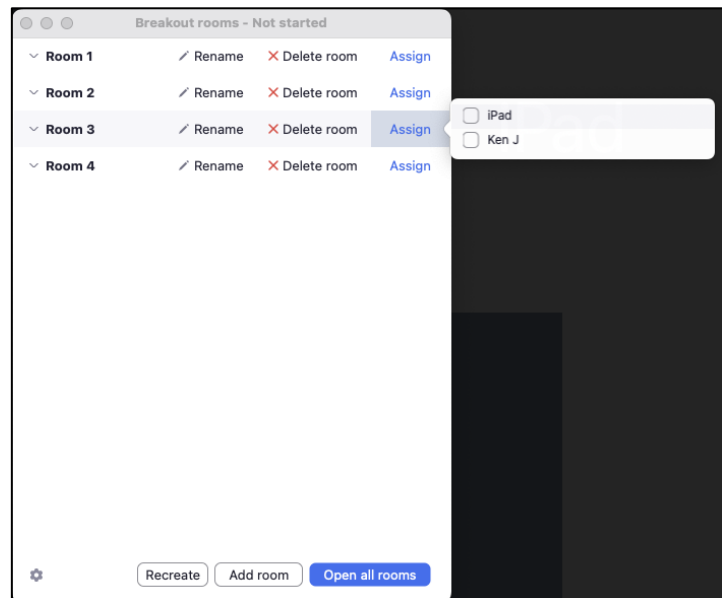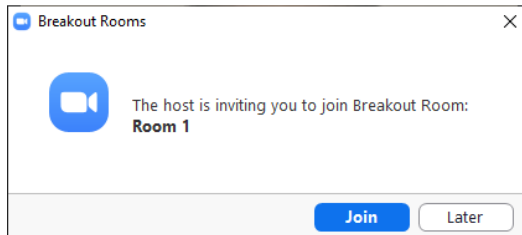
### Let participants choose room

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.**
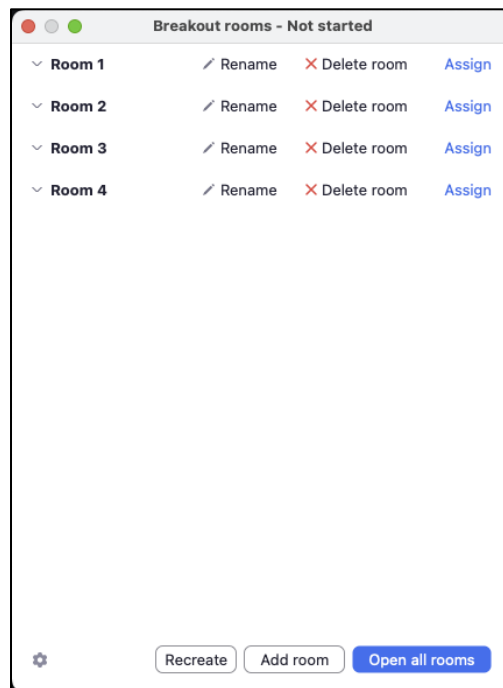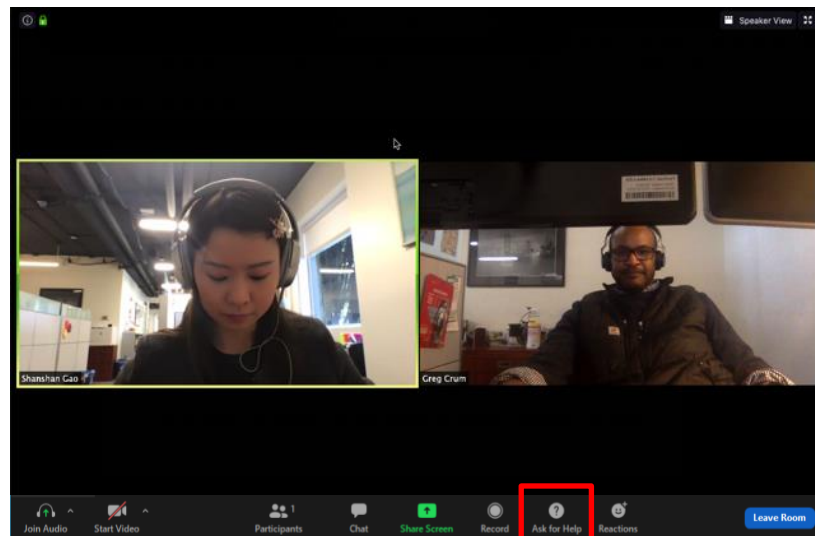


The participants will now see the **Breakout Rooms** tool in the Zoom toolbar; clicking on the button will bring up the breakout room window with rooms to select to join. Clicking on the **Join** link will bring up the choice to click **Yes** to join the selected breakout.
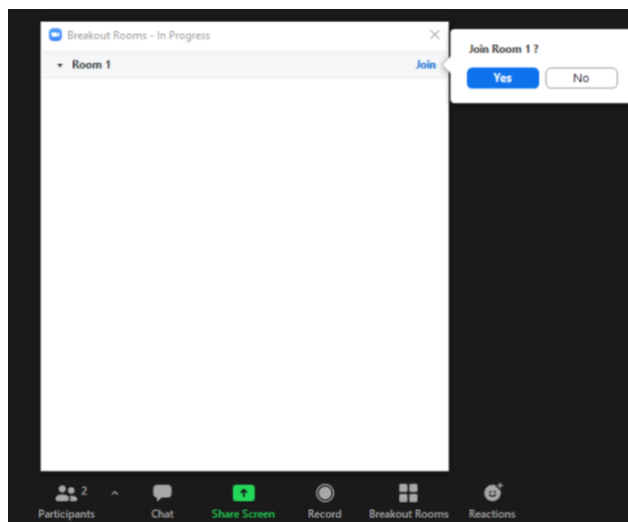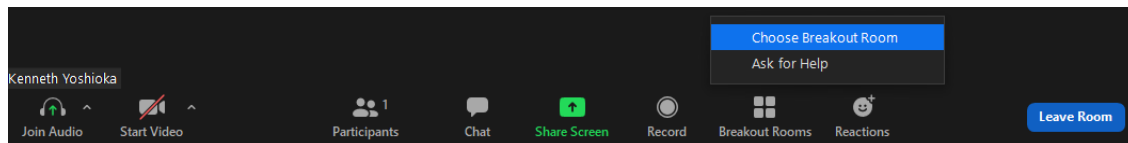
# Working with the Breakout Rooms

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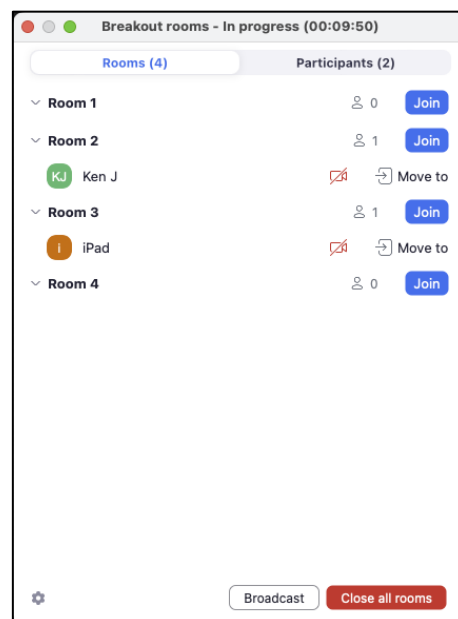
From the main session, you can also send messages to all of the breakout rooms through the tool **Broadcast.**
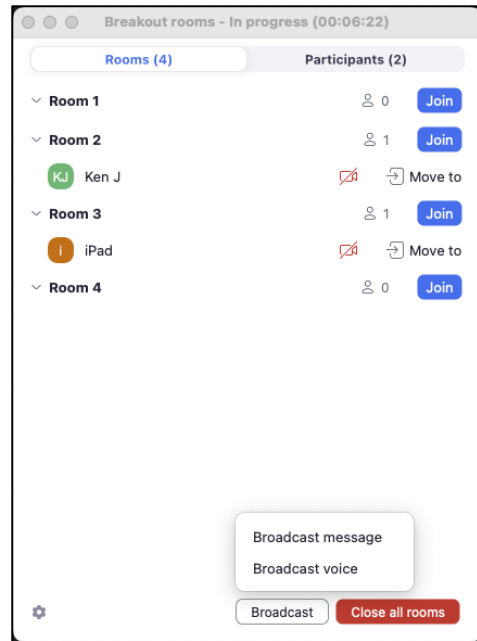


**Broadcast Message** will send a text message to all of the breakout rooms-the message banner is small so keep the messages brief and to the point.
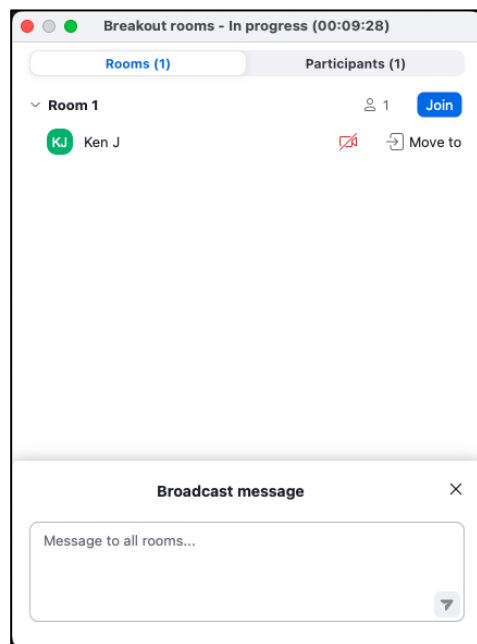
**Broadcast Voice** will send a vocal message live to all of the breakout rooms. Press the speak button [icon] to begin broadcasting the

message and then release the button to finish.
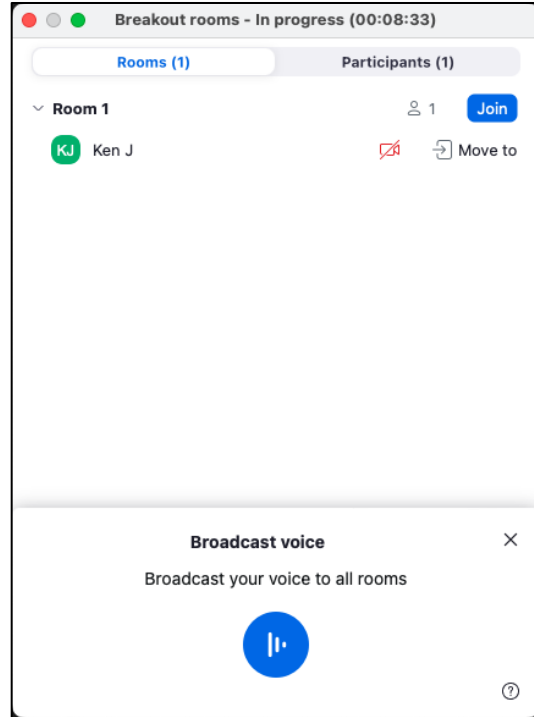


You can also share your screen to all of the breakout rooms by clicking on the **Share** button and checking **Share to breakout rooms** to share your desktop or a document that you need the breakout participants to refer to in their session.
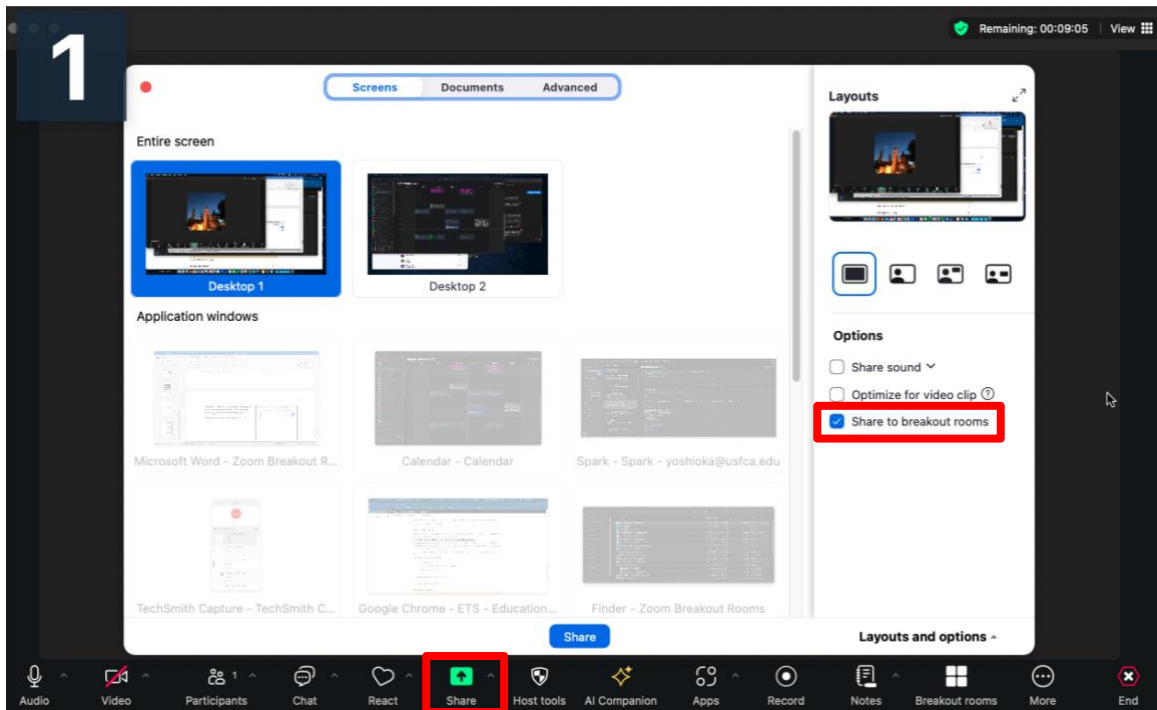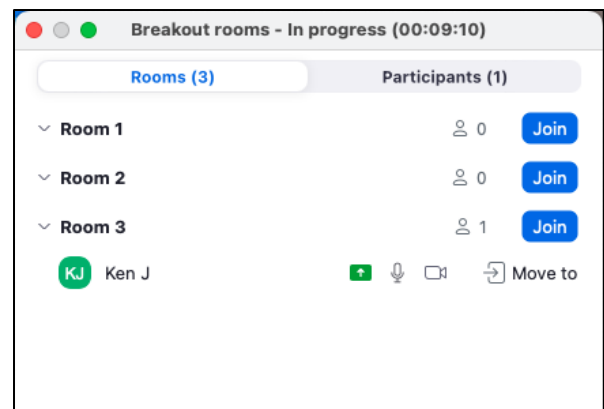
You can enable a setting in your USF Zoom account to allow hosts to view the activity status in the breakout rooms.
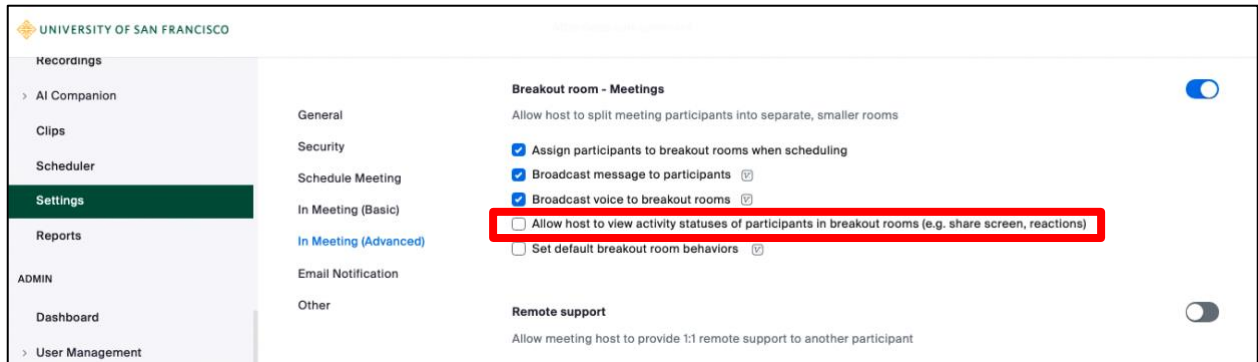


You cannot actually see or hear what is happening but you can view the microphone and video status 🎤 📹 as well as if someone is sharing their screen in the breakout ⬆️.



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 immediately or after a configured closing countdown.