

Zoom Breakout Rooms

July 2020



Agenda

- Overview
- Setting up breakout rooms (ahead of the session)
- Using breakout rooms in a Zoom session
- Practice



Overview

- Allow students to collaborate in smaller groups
- Instructor (Zoom Host) can pre-assign, automatically or manually assign students up to 50 groups
- Participants can be moved between groups (reassigned), if needed, by the host
- The host can move between the Breakout Rooms to monitor activity.
- The host can broadcast messages to breakout rooms
- The host can open and close breakout sessions



Setup

1. Go to [Zoom.tamu.edu](https://zoom.tamu.edu)
2. Sign-in with NetID
3. Enable breakout rooms and allow hosts to assign participants when scheduling
 - Under Settings, Meeting, In Meeting – Advanced
4. Schedule meeting
5. Upload csv file with group assignments
 - Designate room and TAMU (**not CVM**) email for each student
6. Designate alternate hosts, if desired
7. Save meeting
8. Post link to Moodle



Zoom.tamu.edu



MEET.
CONNECT.
COLLABORATE.
WELCOME TO ZOOM.

SIGN IN

zoom
POWERED BY



TEXAS A&M UNIVERSITY
Office for Academic Innovation

JOIN A MEETING

HOST A MEETING

DOWNLOAD ZOOM

Zoom.tamu.edu



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Meeting

Recording

Telephone

In Meeting (Advanced)

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Report participants to Zoom



Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room



Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling



Zoom.tamu.edu

Schedule

TEXAS A&M zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile
Meetings
Webinars
Personal Audio Conference
Recordings
Settings
Account Profile
Reports

Attend Live Training
Video Tutorials
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 911 317 0609

Security Passcode Waiting Room

Video
Host on off
Participant on off


Audio Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Meeting Options Enable join before host
 Mute participants upon entry
 Only authenticated users can join
 Breakout Room pre-assign
[+ Create Rooms](#) [↑ Import from CSV](#)
 Record the meeting automatically

Alternative Hosts

Zoom.tamu.edu

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)



Zoom.tamu.edu

Breakout Room Assignment 0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

No Groups
Add a room by clicking +

[Import from CSV](#)

Cancel

Save

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

| | |
|-----------------|---|
| Breakout Room 1 | 0 |
| Breakout Room 2 | 0 |

Breakout Room 1

Add participants

No participants yet

[Import from CSV](#)

Cancel

Save



Zoom.tamu.edu

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel



Zoom.tamu.edu

NetID@tamu.edu

| | A | B | C |
|---|------------|---------------|---|
| 1 | Pre-assign | Email Address | |
| 2 | room1 | test1@xxx.com | |
| 3 | room1 | test2@xxx.com | |
| 4 | room2 | test3@xxx.com | |
| 5 | room2 | test4@xxx.com | |
| 6 | room3 | test5@xxx.com | |
| 7 | room3 | test6@xxx.com | |
| o | | | |



Breakout Rooms in the Zoom Meeting

- Students must login with their NetID
- Have all participants begin in the lobby.
- If you did not pre-assign groups, you can create and auto assign groups of designated sizes during the session.
- Adjust breakout rooms options
- When ready Open All Rooms to send students to breakouts
- Students not assigned can be manually moved into a room
- Move instructors into breakout rooms, if needed
- If recording, pause the recording during breakout sessions.
- If a room needs help, students can select the "instructor help" button.
- Close rooms (to bring students back to lobby) when small group time is complete



Breakout Rooms in the Zoom Meeting

Zoom Meeting



Talking:



Join Audio

Computer Audio Connected



Share Screen




Invite Others

Unmute Start Video Security Participants Polls Chat Share Screen Record Live Transcript Breakout Rooms More End



Breakout Rooms in the Zoom Meeting

 Create Breakout Rooms ✕

Assign 0 participants into Rooms:

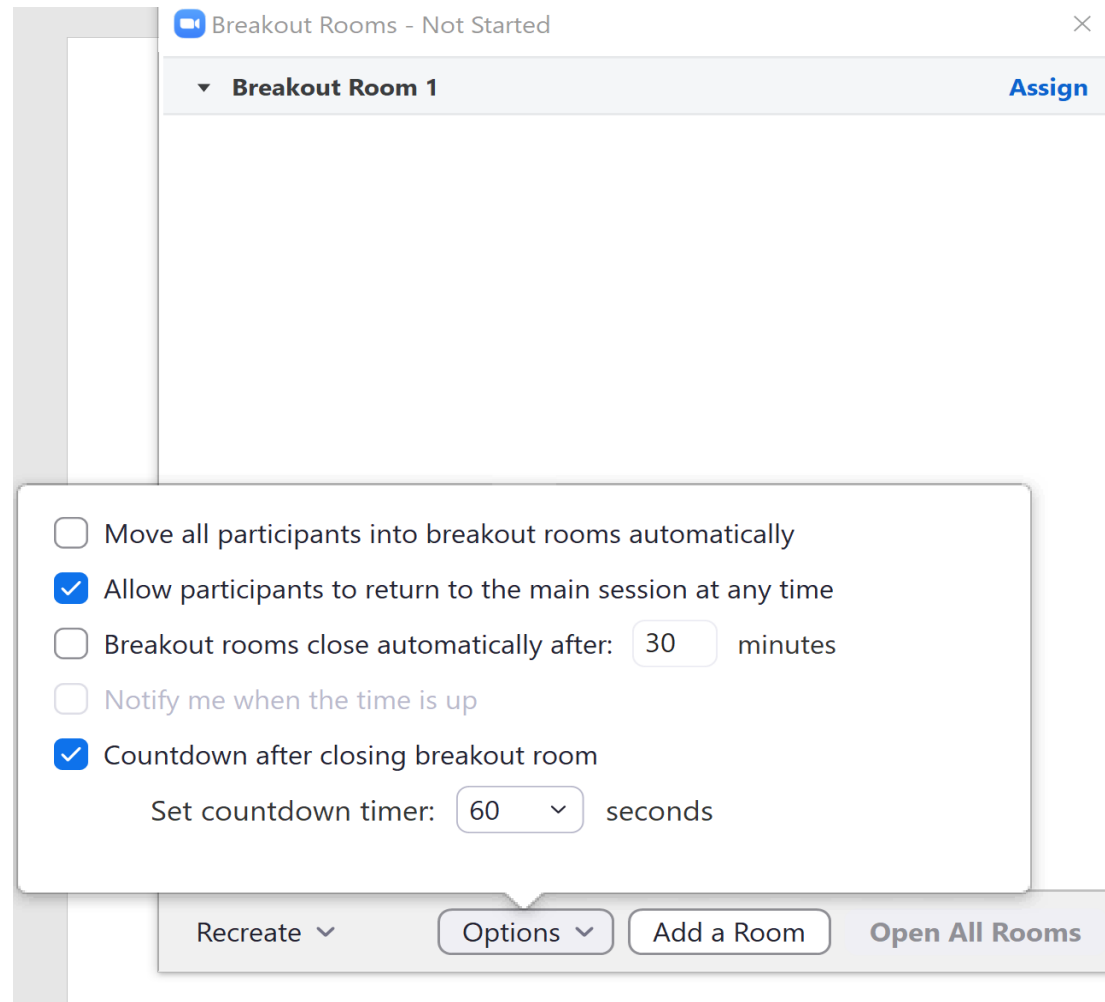
Automatically Manually

0 participants per room

[Create Rooms](#)

Breakout Rooms in the Zoom Meeting

Options



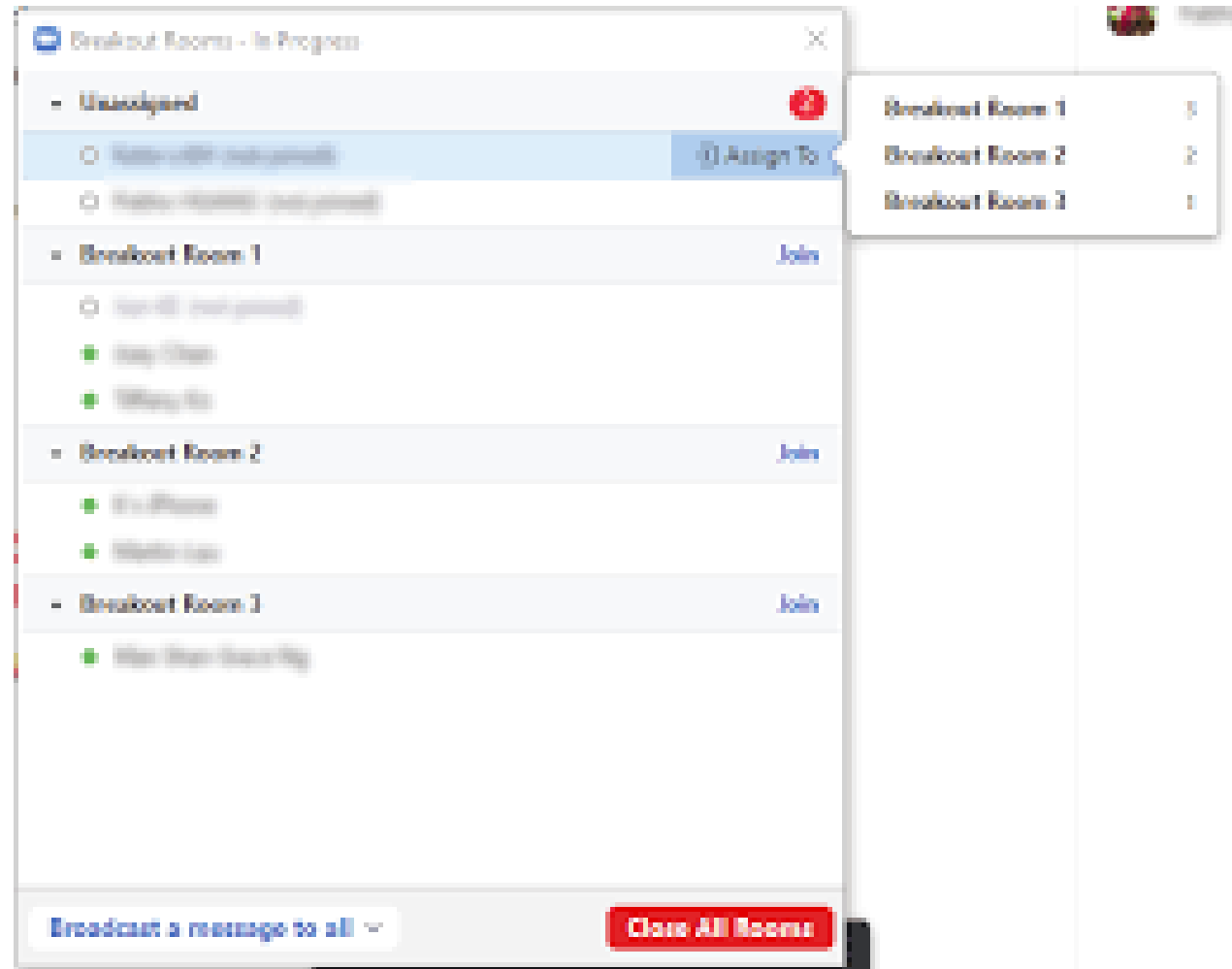
The screenshot shows the Zoom Breakout Rooms interface. At the top, it says "Breakout Rooms - Not Started" with a close button. Below that, there is a section for "Breakout Room 1" with an "Assign" button. A modal window is open, displaying the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Below the options, there is a "Set countdown timer:" field with a dropdown menu set to "60" and the unit "seconds". At the bottom of the modal, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".

Breakout Rooms in the Zoom Meeting

Assign students
not in a room

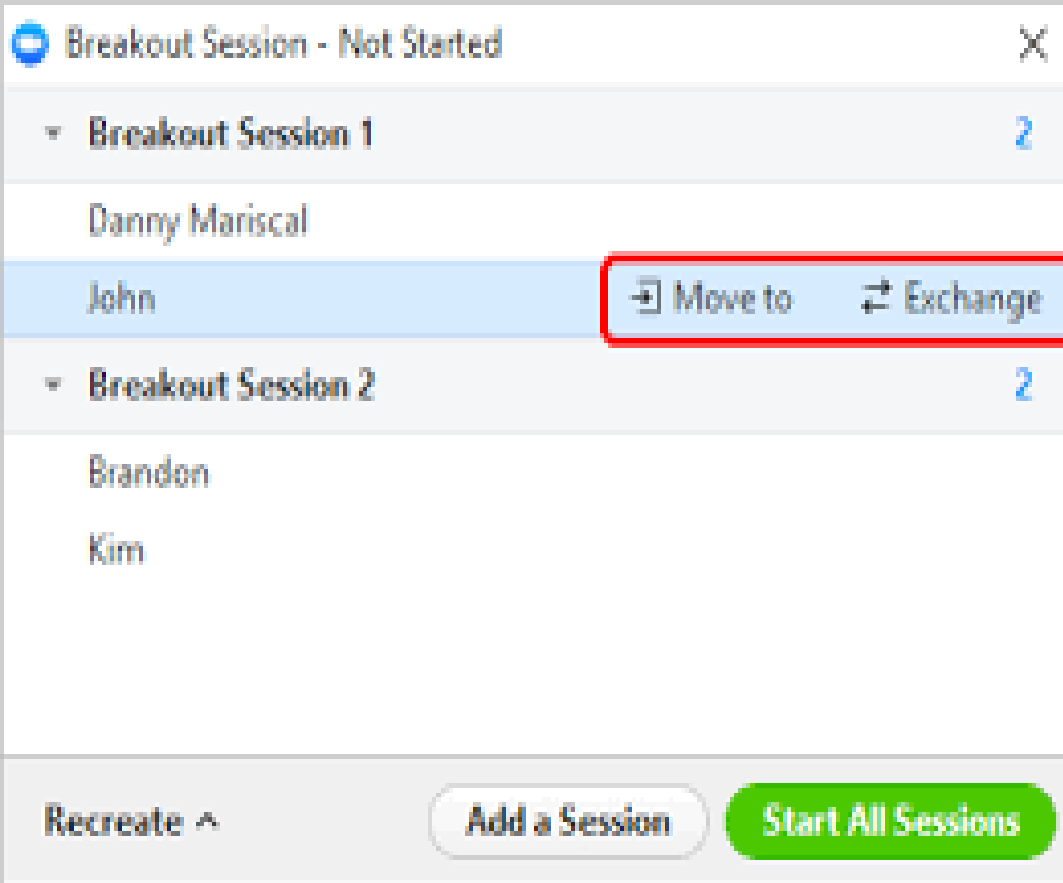


The screenshot displays the Zoom Breakout Rooms interface. The main window is titled "Breakout Rooms - In Progress" and shows a list of rooms. The "Unassigned" section is highlighted, and a dropdown menu is open, showing the "Assign To" option. The dropdown menu lists three breakout rooms: "Breakout Room 1" (3 participants), "Breakout Room 2" (2 participants), and "Breakout Room 3" (1 participant). The main window also shows the "Join" button for each room and a "Close All Rooms" button at the bottom right.

| Room Name | Participants |
|-----------------|--------------|
| Breakout Room 1 | 3 |
| Breakout Room 2 | 2 |
| Breakout Room 3 | 1 |

Breakout Rooms in the Zoom Meeting

Move or exchange students



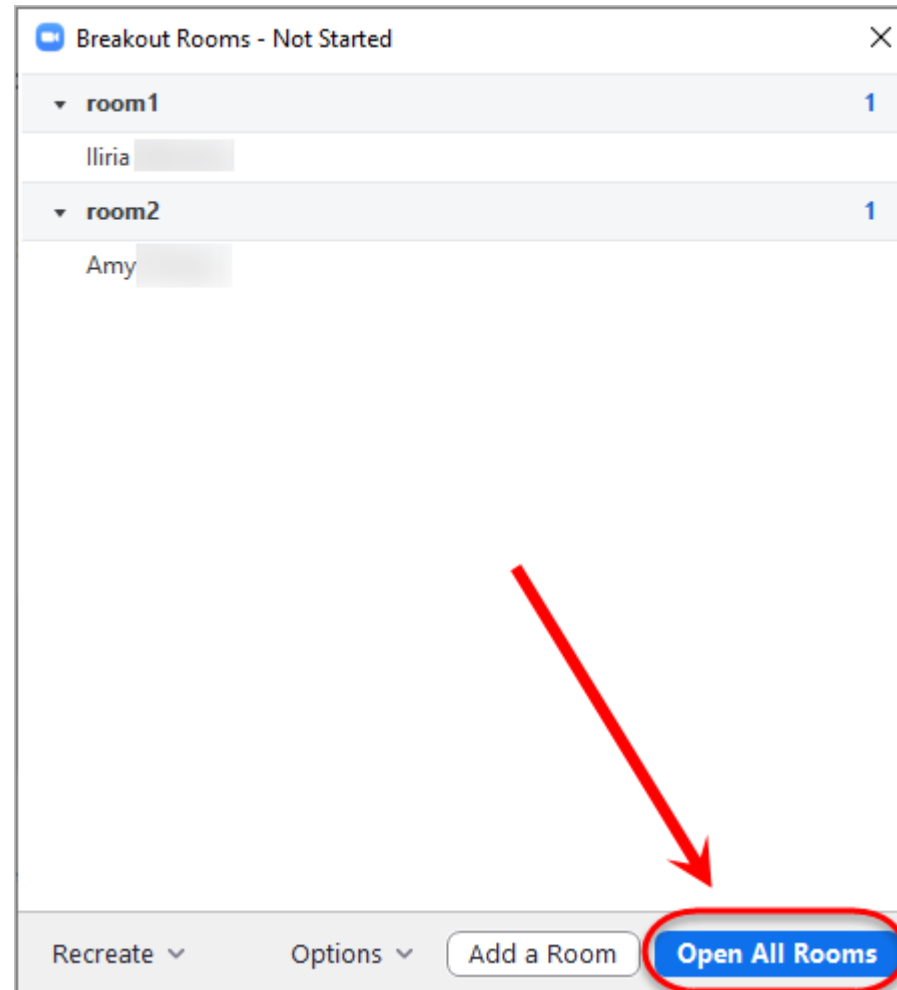
The screenshot displays the Zoom Breakout Rooms interface. At the top, it shows 'Breakout Session - Not Started' with a close button (X). Below this, there are two sessions:

- Breakout Session 1** (2 participants):
 - Danny Mariscal
 - John (highlighted in blue)
- Breakout Session 2** (2 participants):
 - Brandon
 - Kim

For the highlighted participant 'John', the 'Move to' and 'Exchange' options are highlighted with a red box. At the bottom of the interface, there are three buttons: 'Recreate ^', 'Add a Session', and 'Start All Sessions'.

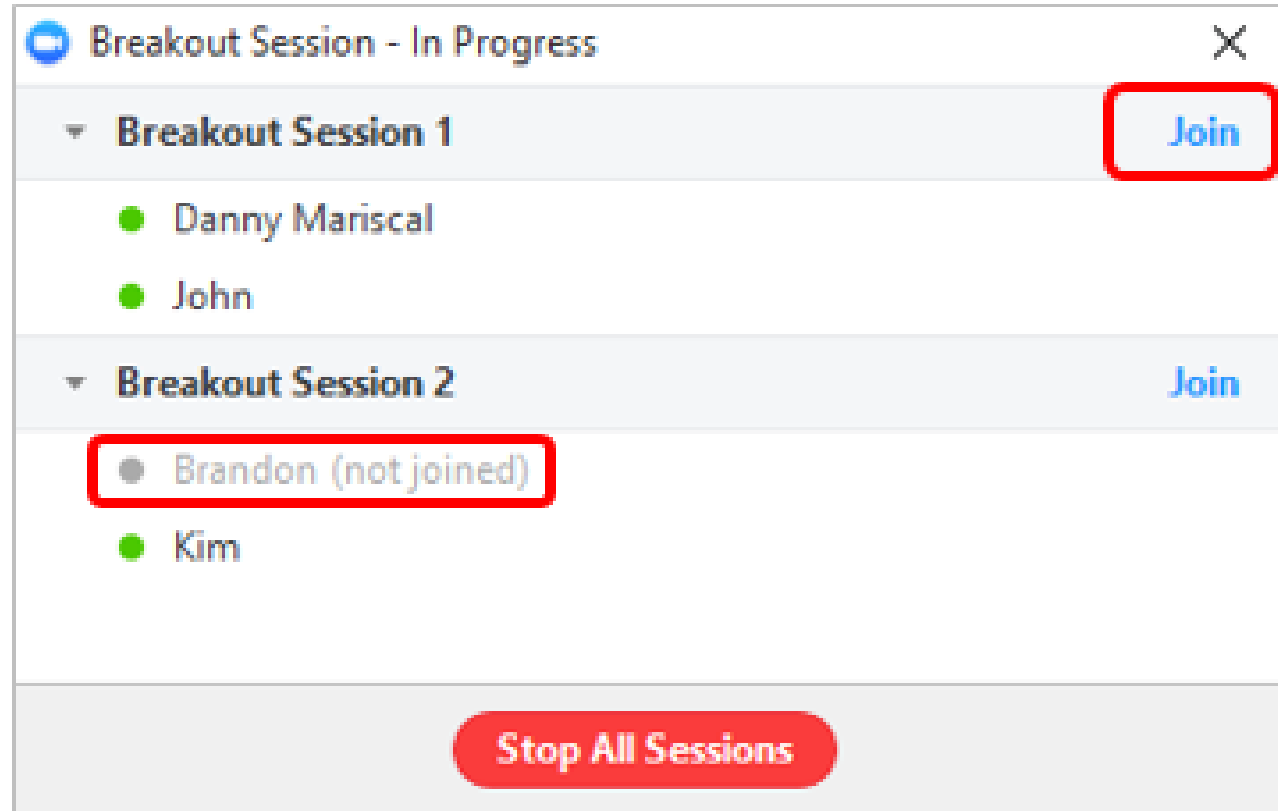
Breakout Rooms in the Zoom Meeting

Open Rooms



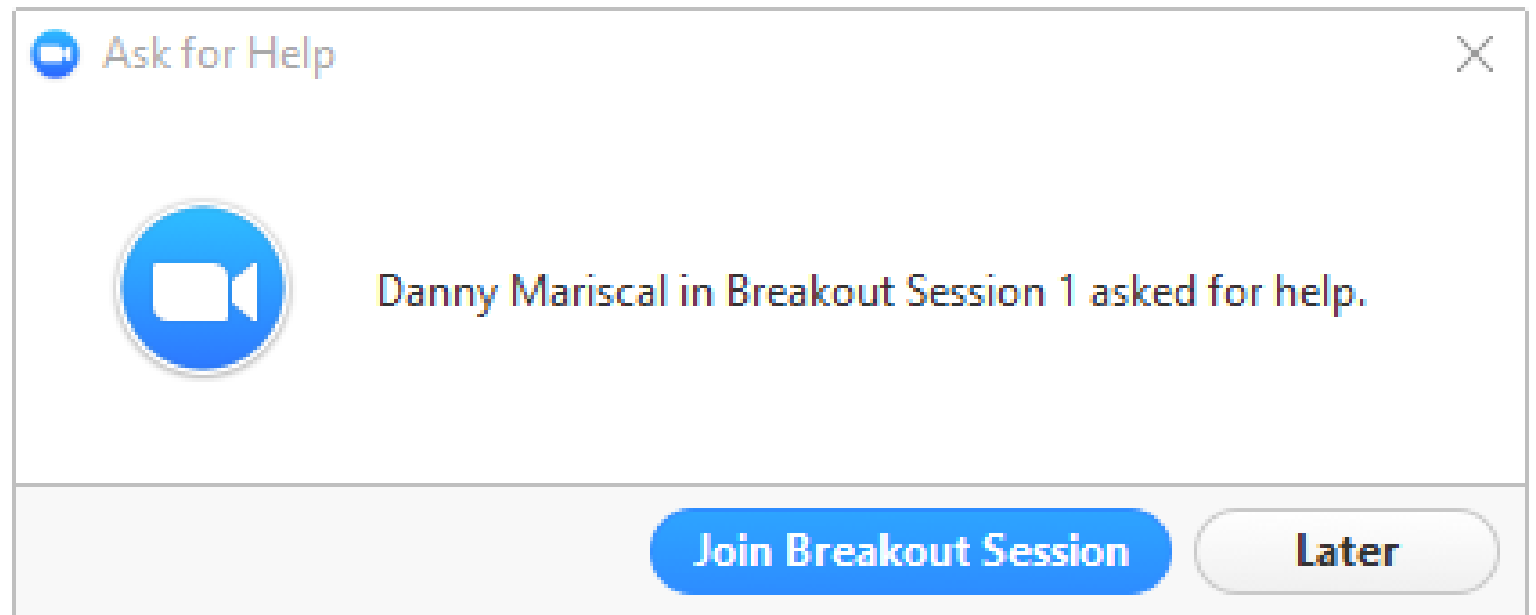
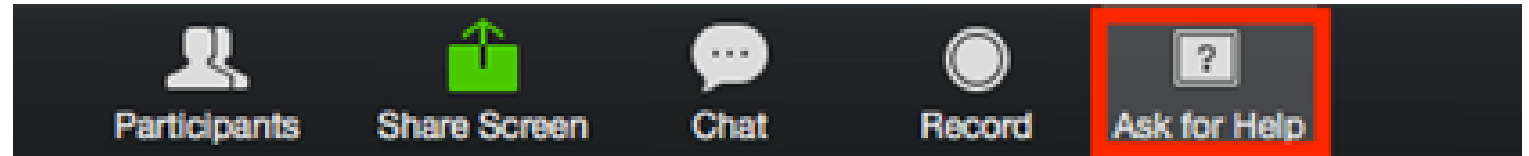
Breakout Rooms in the Zoom Meeting

- Host Join
- View participants in/out of rooms



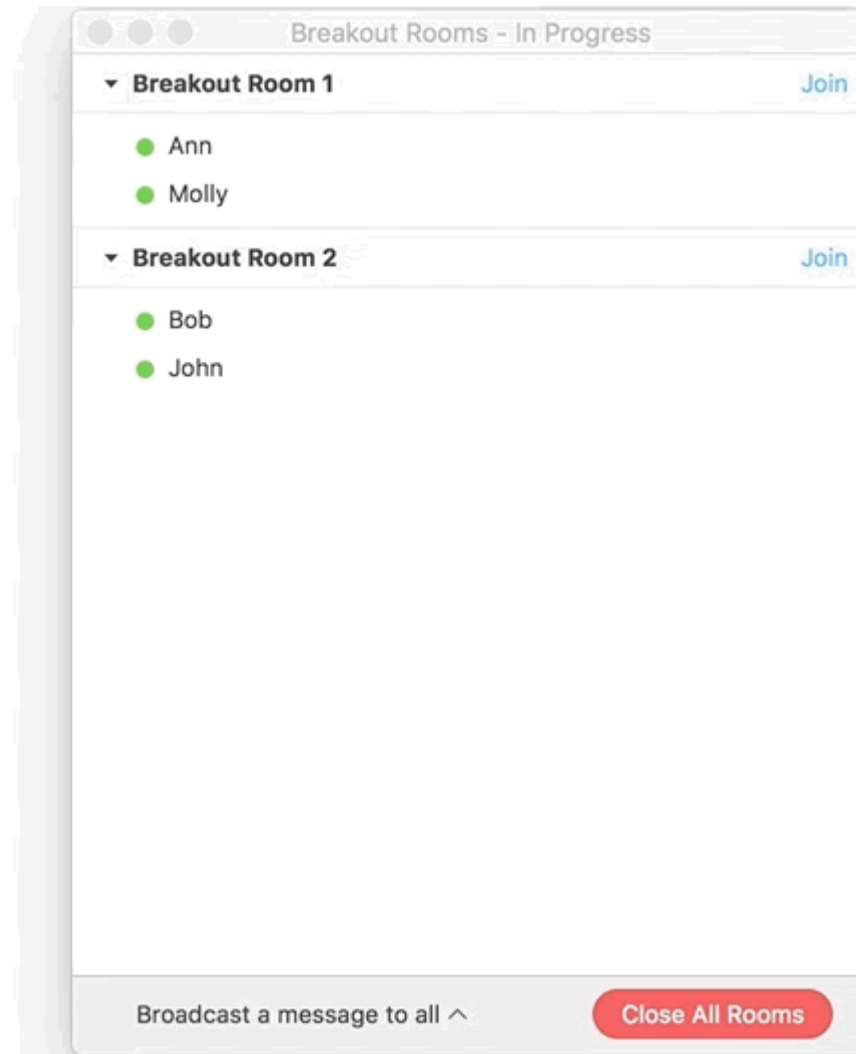
Breakout Rooms in the Zoom Meeting

- Ask for Help feature in rooms
- Message to Host to join room



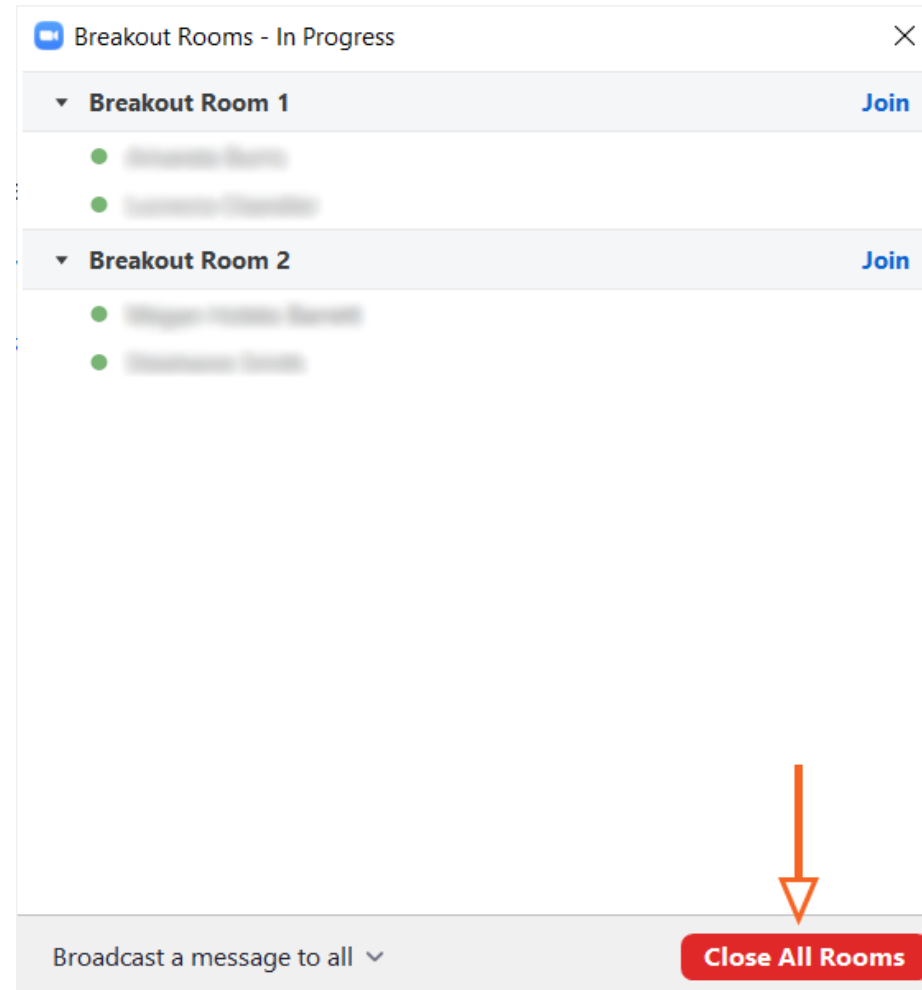
Breakout Rooms in the Zoom Meeting

Broadcast a message



Breakout Rooms in the Zoom Meeting

Close Rooms



Resources

- [Enabling Breakout Rooms](#)
- [Preassigning Breakout Rooms](#)
- [Manage a Breakout Room](#)
- [Participating in Breakout Rooms](#)

