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
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

Zoom.tamu.edu

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Meeting   Recording   Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)

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. [v.]

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling [v.]

Zoom.tamu.edu

Schedule

Zoom.tamu.edu

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**
Breakout Room 1	0	Add participants
Breakout Room 2	0	

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

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

Breakout Rooms in the Zoom Meeting

Breakout Rooms in the Zoom Meeting

Options

Breakout Rooms in the Zoom Meeting

Assign students not in a room

Breakout Rooms in the Zoom Meeting
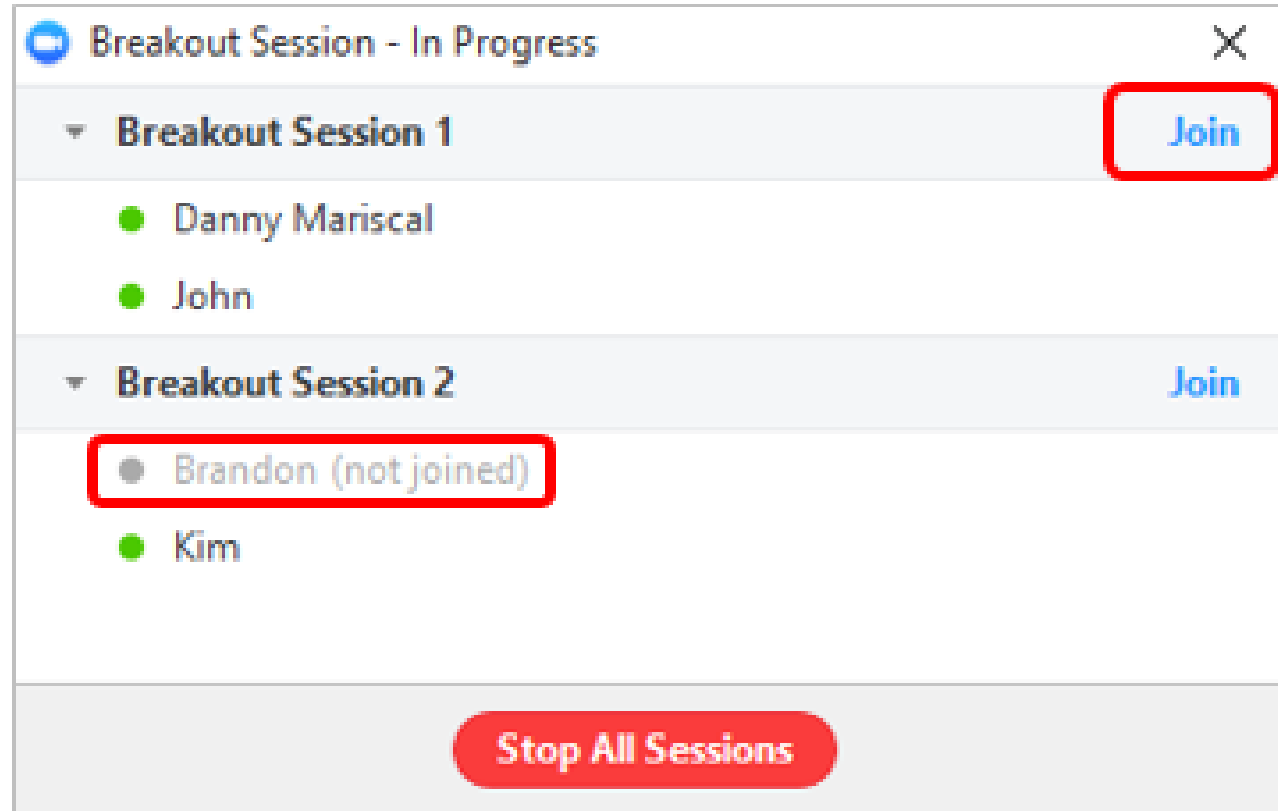
Move or exchange students

Breakout Rooms in the Zoom Meeting
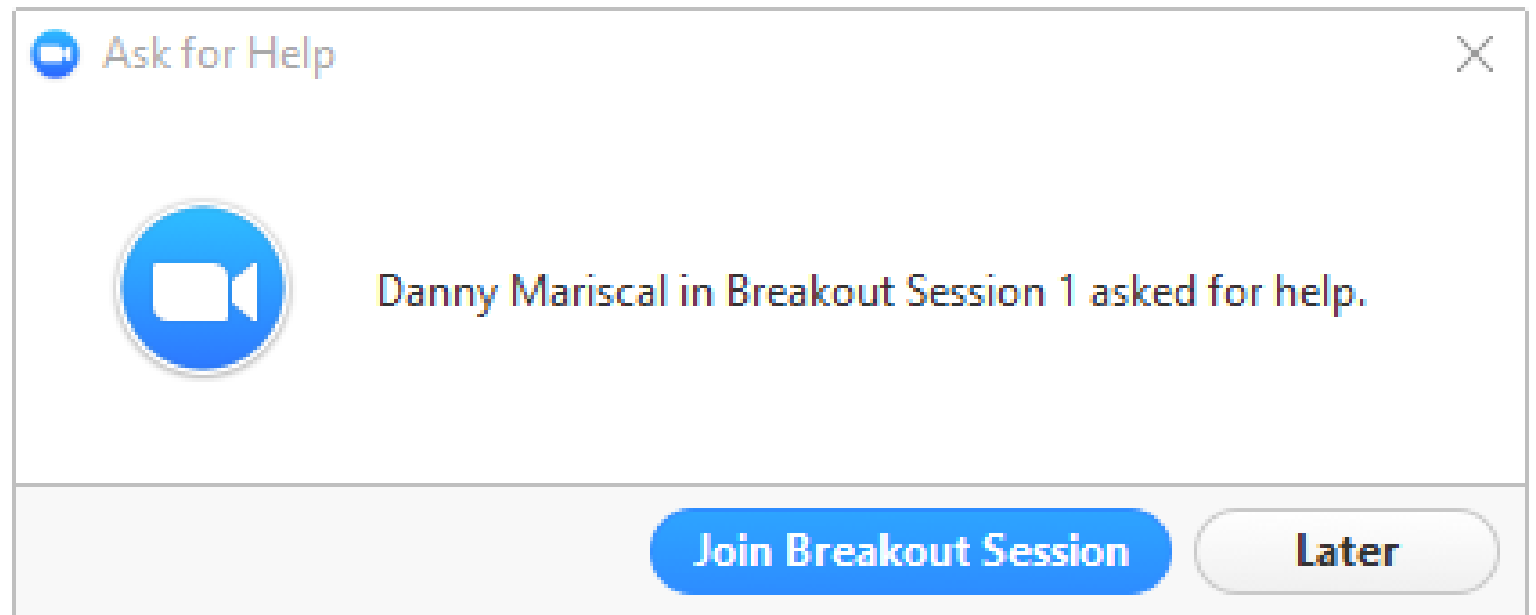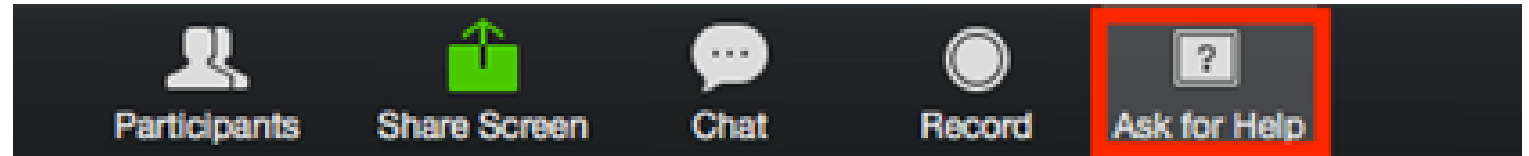
Open Rooms
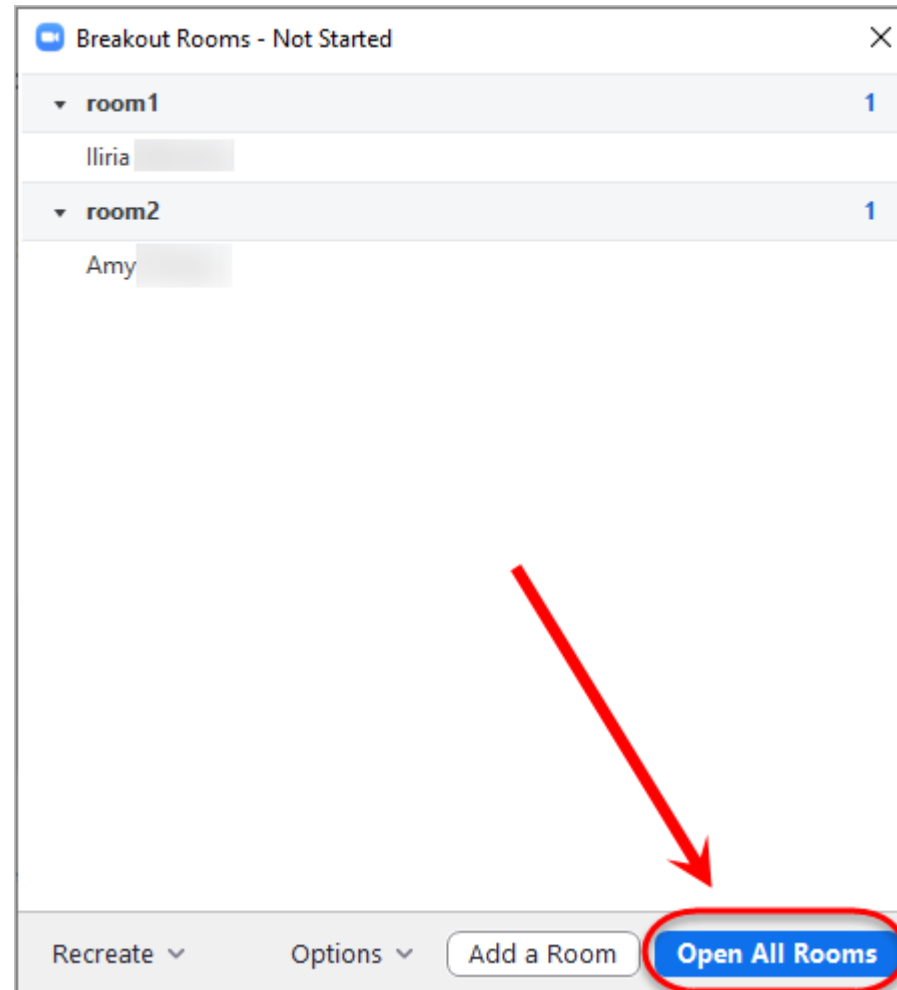
Breakout Rooms in the Zoom Meeting

- Host Join
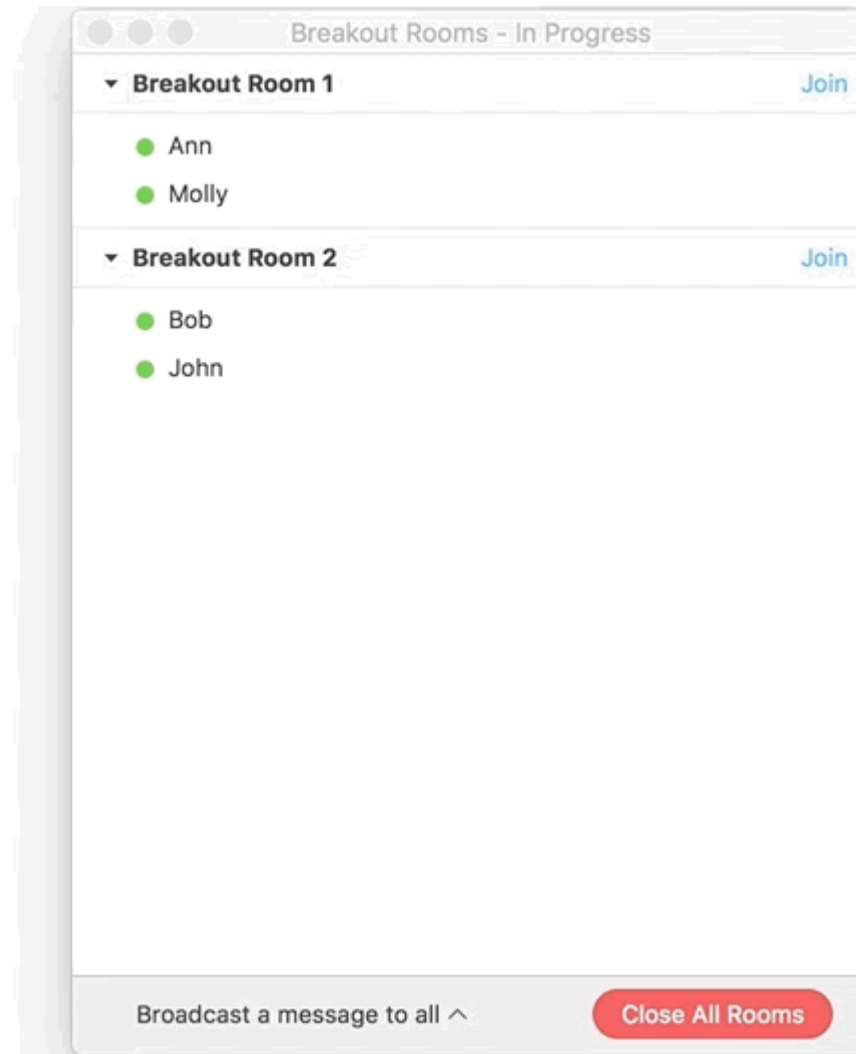- View participants in/out of rooms

Breakout Rooms in the Zoom Meeting

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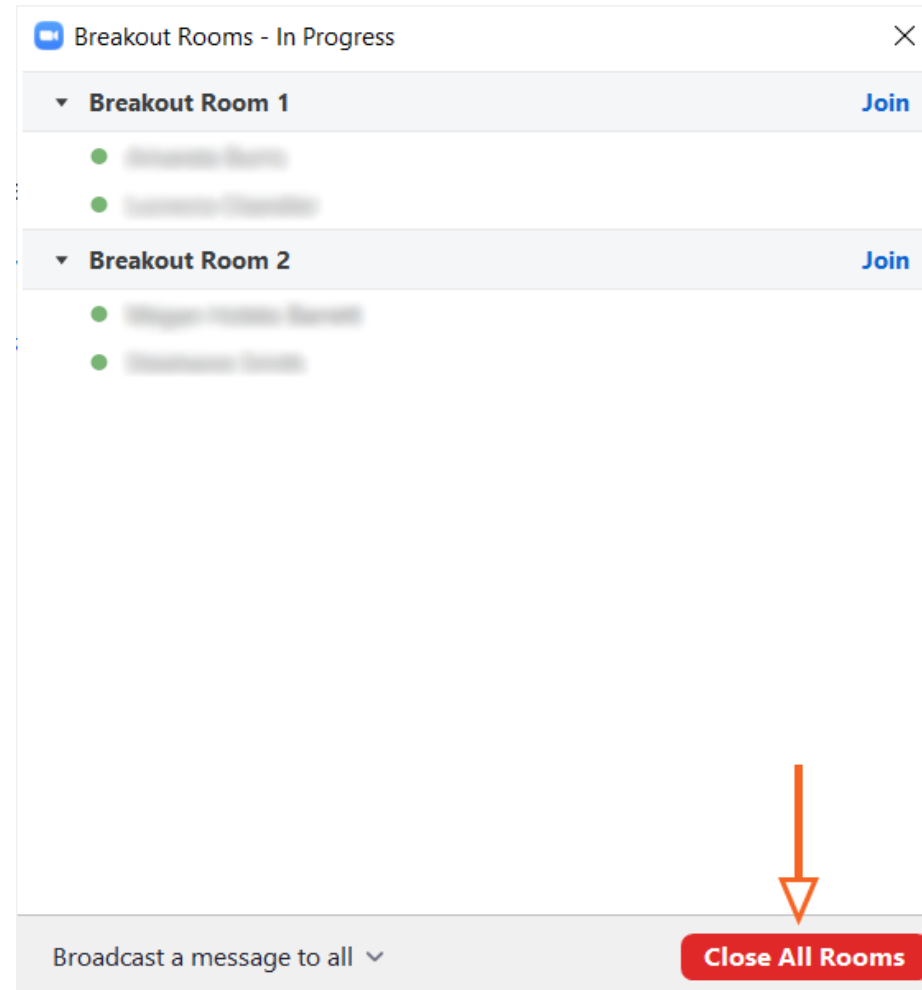
- Message to Host to join room

Breakout Rooms in the Zoom Meeting

Broadcast a message

Breakout Rooms in the Zoom Meeting

Close Rooms

Resources

- <u>Enabling Breakout Rooms</u>
- <u>Preassigning Breakout Rooms</u>
- <u>Manage a Breakout Room</u>
- <u>Participating in Breakout Rooms</u>