Zoom Breakout Rooms

The Breakout Rooms feature is available on free zoom as well as paid zoom to a maximum of 50.

VIDEO TUTORIAL

All You Need to Know About Using Zoom Breakout Rooms

https://blog.zoom.us/using-zoom-breakout-rooms

REFERENCE / RESOURCE

"How to create breakout rooms in Zoom and give callers their own groups to talk privately in" by Christopher Curley, Business Insider, April 2, 2020
https://www.businessinsider.com/how-to-do-breakout-rooms-in-zoom

STEP-BY-STEP

How to enable Breakout Rooms in Zoom

Note: The Breakout Rooms feature is usually "OFF" by default.

Log onto the zoom.us website, not the app itself, to enable Breakout Room functionality.

1. **Sign into zoom.us** with your username and password.
2. Go to your account by clicking MY ACCOUNT in the top-right corner.
3. Under the "PERSONAL" heading in the left sidebar, click **Settings**.
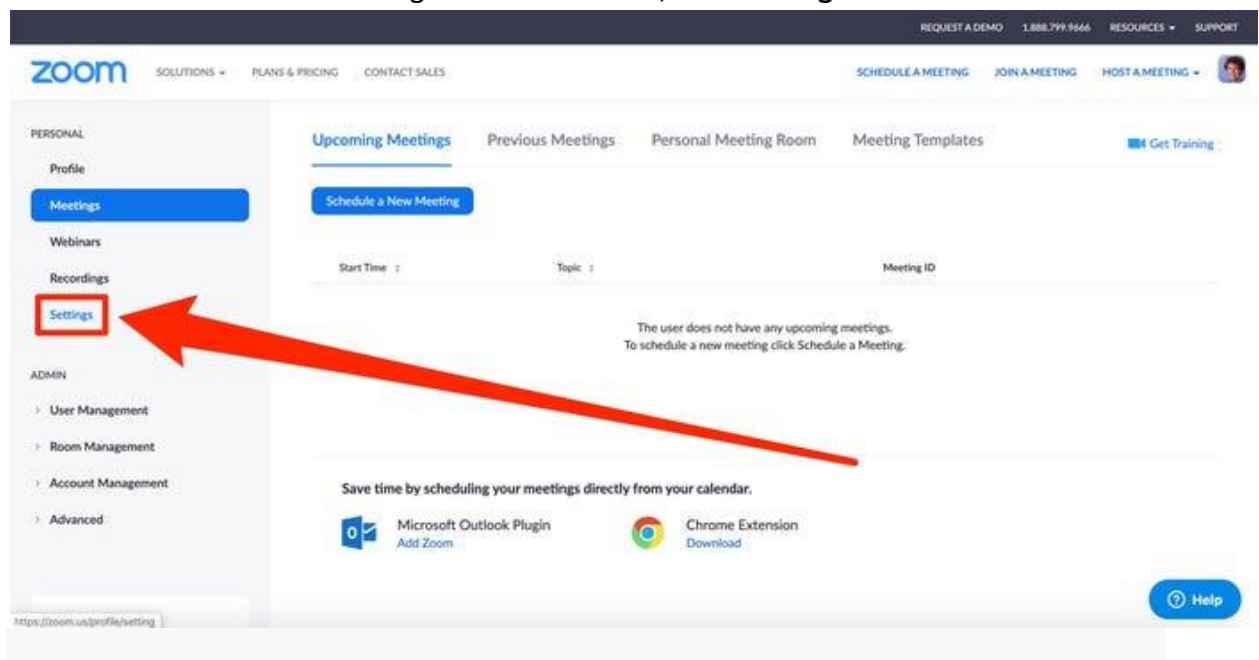
Depending on what version of Zoom you have, this may also be called "Account Settings." William Antonelli/Business Insider

4. Under the **Meetings** tab (which may be selected by default), scroll down to the "**In Meeting (Advanced)**" category.
5. Ensure that the Breakout Rooms feature is turned **ON:**
   Click on the **Switch to enable breakout rooms**.
   You can also pre-schedule breakout rooms by selecting the checkbox below this toggle. This will let you manually assign who should go to what breakout room before the meeting starts.

To use Breakout Rooms on Zoom (once it is enabled)

1. Start an instant or scheduled meeting.
2. Select **Breakout Rooms**.
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms: If desired, select **Automatically** to let Zoom split your participants up evenly into each of the rooms.

Pre-assigning Breakout Rooms during scheduling

The meeting host can be allowed to pre-assign Breakout Rooms when scheduling a meeting. This option is for hosts who already know how they want to group their participants.

To schedule a meeting with pre-assigned Breakout Rooms:

1. Ensure that the "Allow host to assign participants to Breakout Rooms when scheduling" option is enabled.
2. When scheduling a new meeting, navigate to Meeting Options and enable the **Breakout Rooms pre-assign** option.
3. Then select **Create Rooms** to set up rooms and assign participants manually using their email address or "Import from CSV," which provides you with a CSV template to which you can add your Breakout Rooms and participants.
4. *Do you want to title each Breakout Room?*
   Click on the **Breakout Room of your choice** and then click the **pencil** icon, which will allow you to rename the room.
5. Select **Save** before continuing to schedule your meeting - once you've created your Breakout Rooms and assigned your participants.

Whiteboards / Share Screen

All participants present in the main room or in a Breakout Room may annotate the **Whiteboard**, unless the instructor or meeting leader has withdrawn annotation permission.

Zoom recommends only one **Share Screen** activity per meeting room, or per Breakout Room.

TROUBLESHOOTING

What to do when you can't see Breakout Rooms

1. In the navigation menu:
   a. Select **User Management**
   b. Next, select **Group Management**
2. Click-select the **name** of the group, then select the **Settings** tab.
3. Navigate to the **Breakout Room** option on the **Meeting tab** and verify that the setting is enabled.
4. If the setting is disabled, click the **toggle** to enable it.