



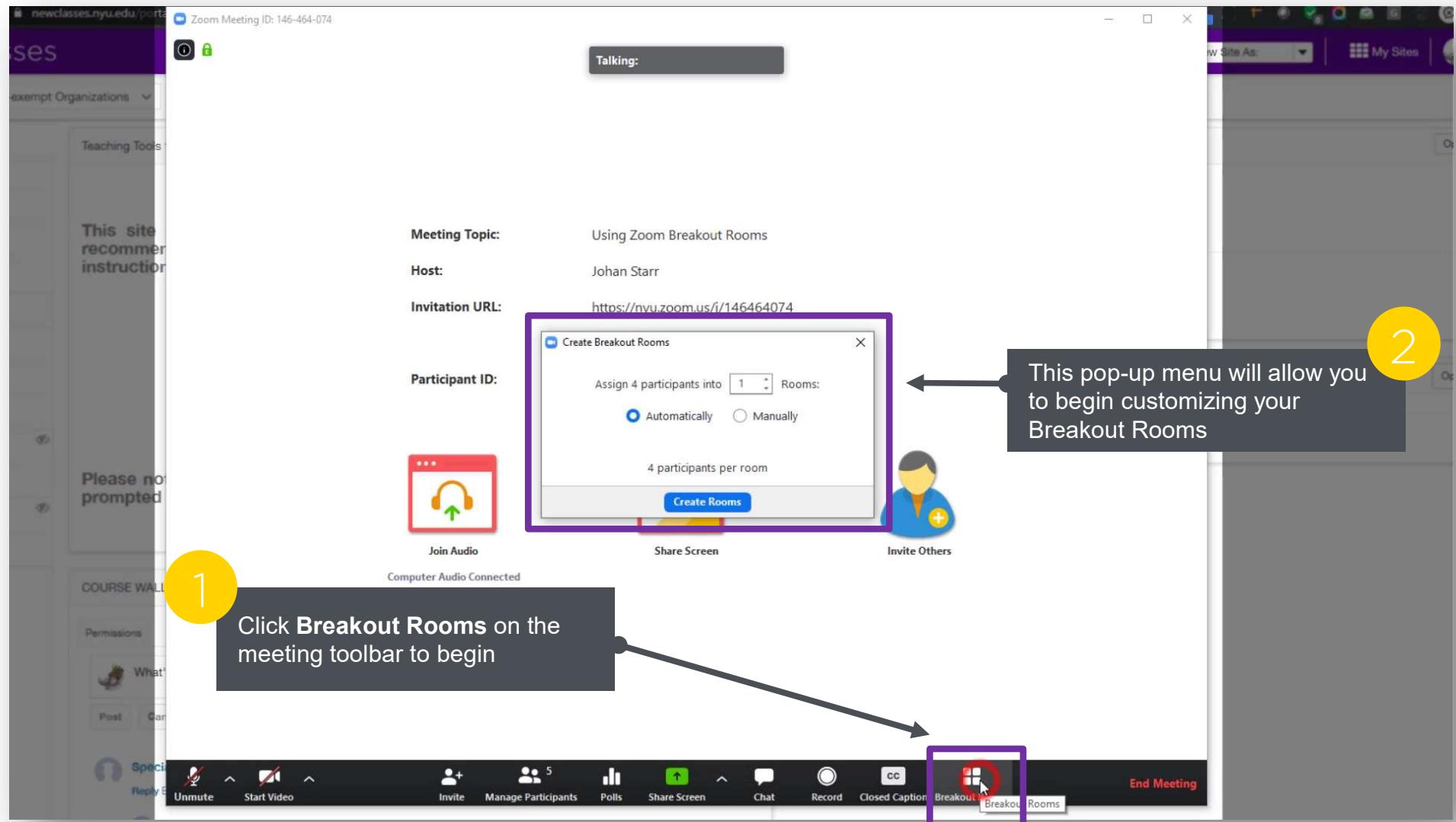
Getting Started with Breakout Rooms

Within a Zoom Meeting

Last Updated 3/26/2020



Setting up a Breakout Room



Setting up a Breakout Room (cont.)

First, decide how many Breakout Rooms you'll need. Then, decide how you want participants assigned to your Breakouts

Meeting Topic: Using Zoom Breakout Rooms
Host: Johan Starr
Invitation URL: <https://nyu.zoom.us/j/146464074>

Participant ID:

Join Audio Computer Audio Connected

Create Breakout Rooms

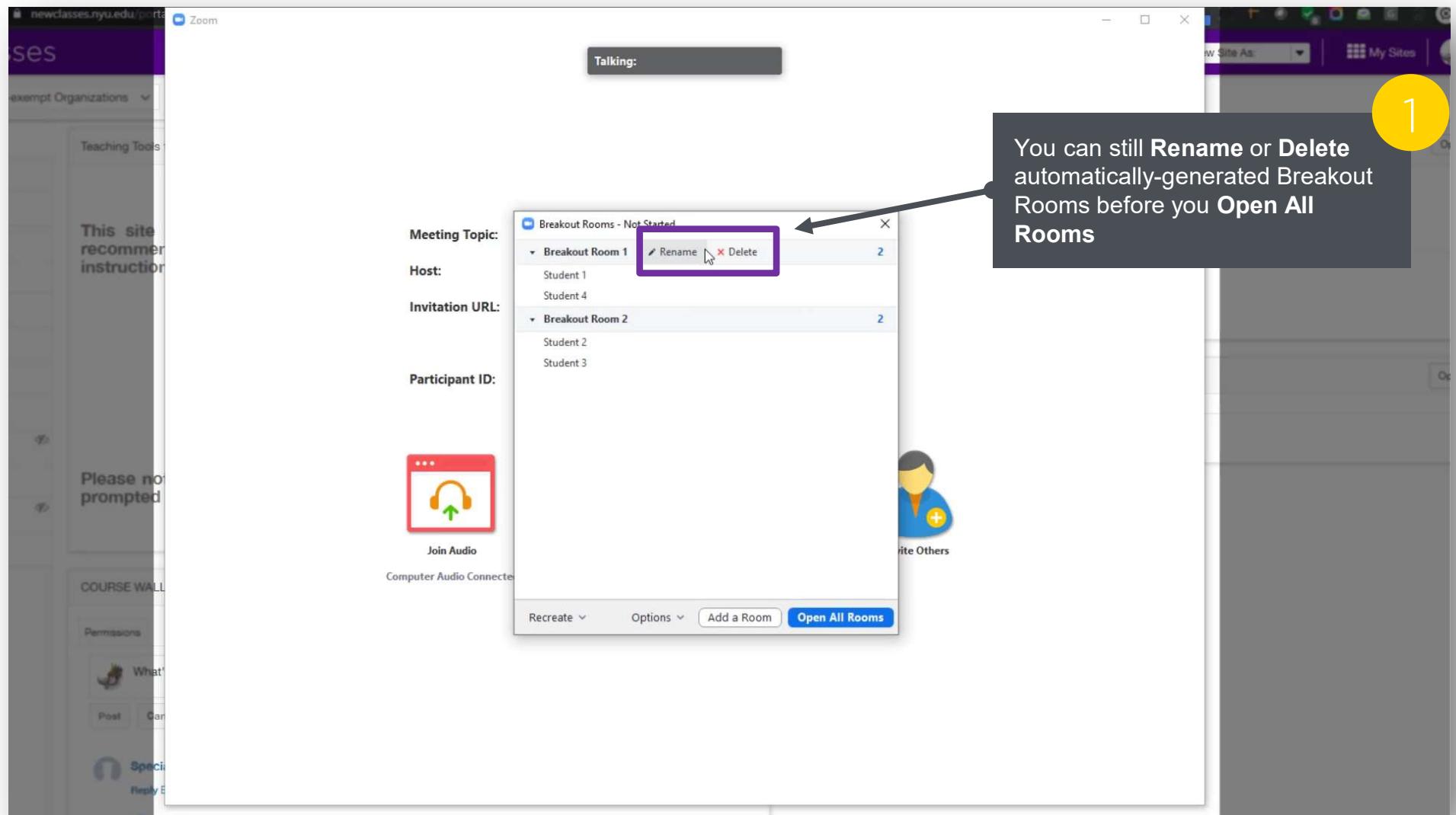
Assign 4 participants into Rooms:
 Automatically Manually
2 participants per room
Create Rooms

Share Screen Invite Others

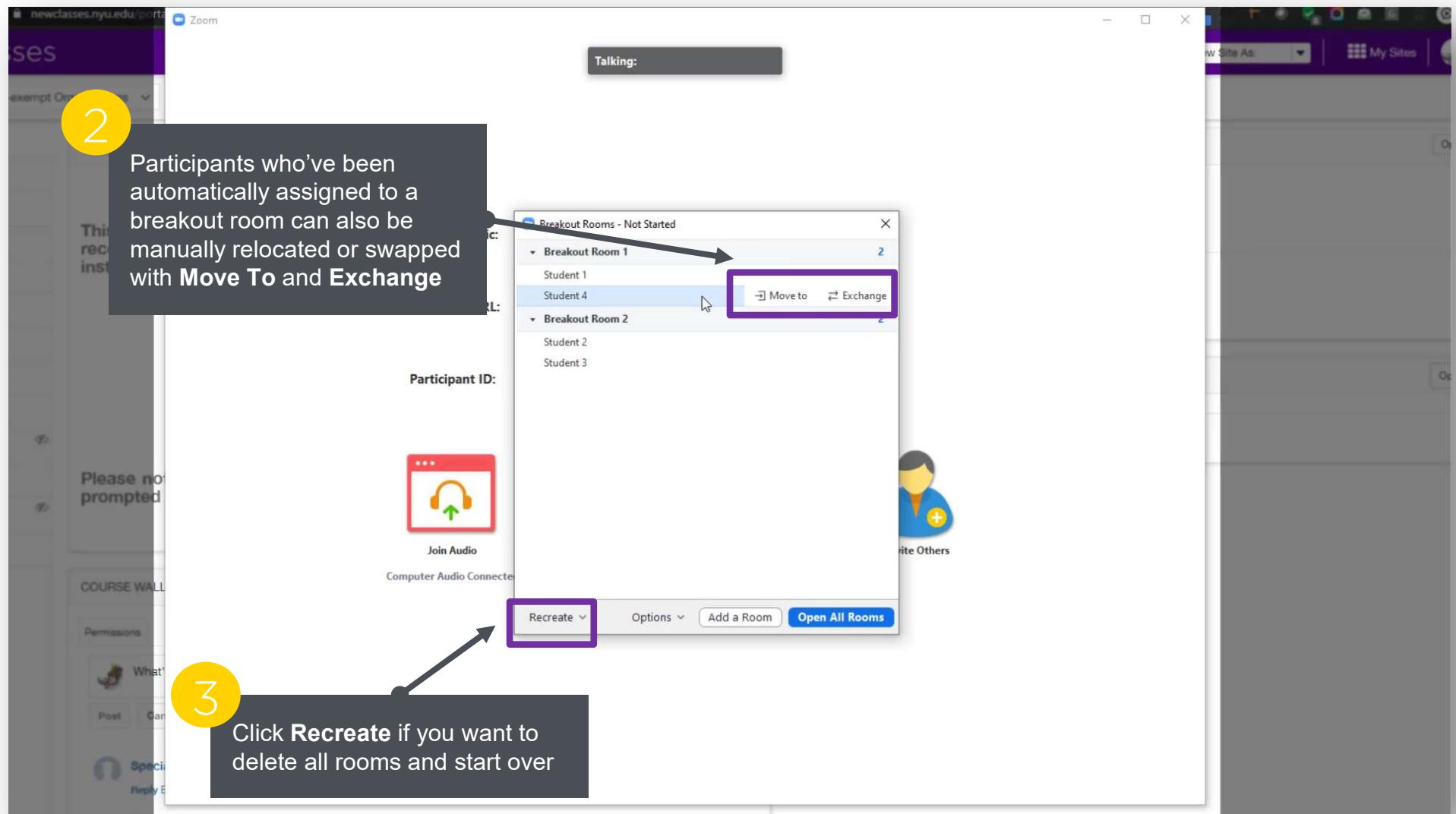
Then, decide how you want participants assigned to your Breakouts. First, let's look at **Automatically** assigned rooms

Breakout Setup – Automatically Assigned

If you selected **Automatically** before clicking **Create Rooms**, Zoom will randomly sort your participants into equally-sized groups

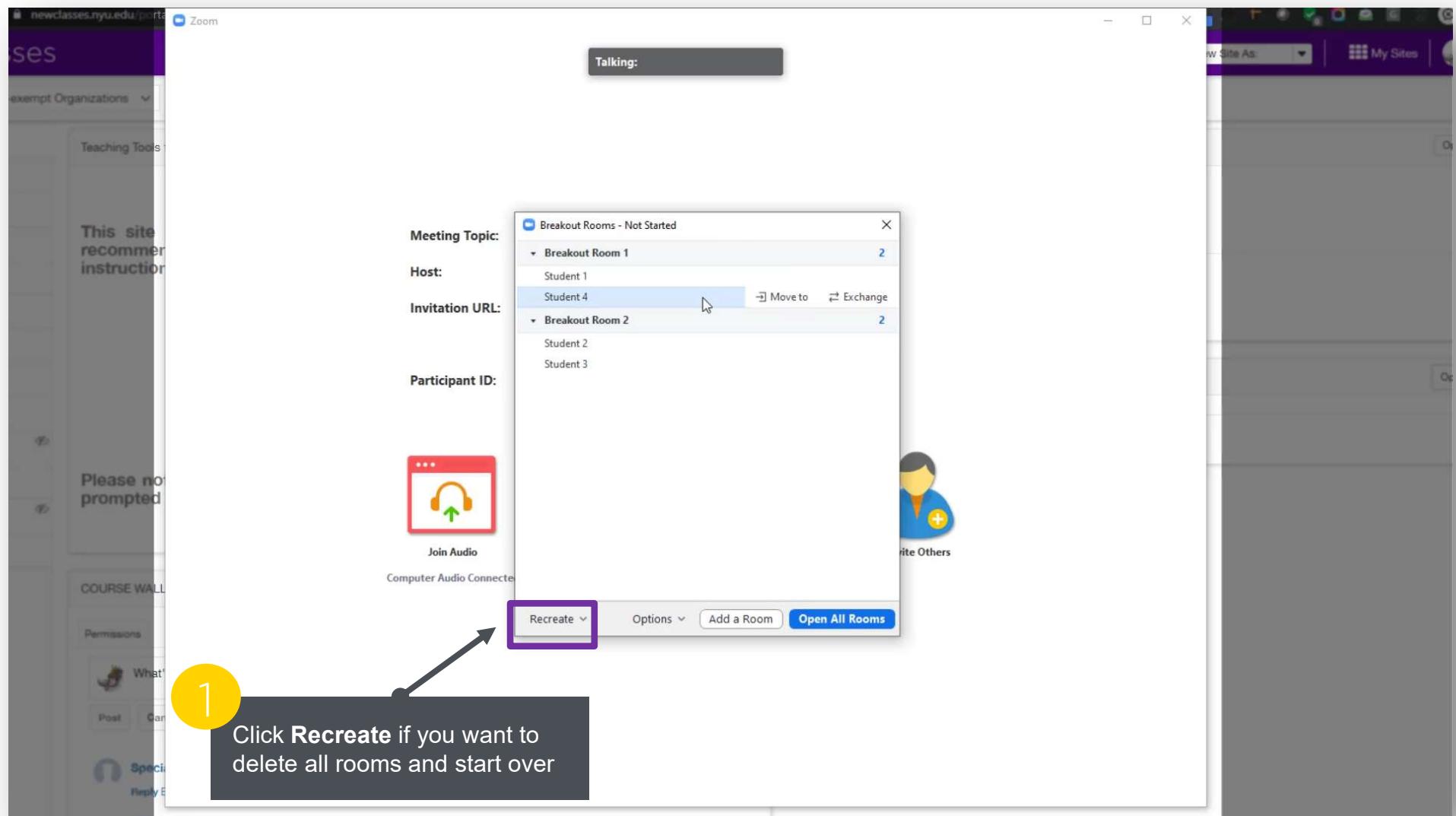


Breakout Setup – Automatic Assignment (cont.)

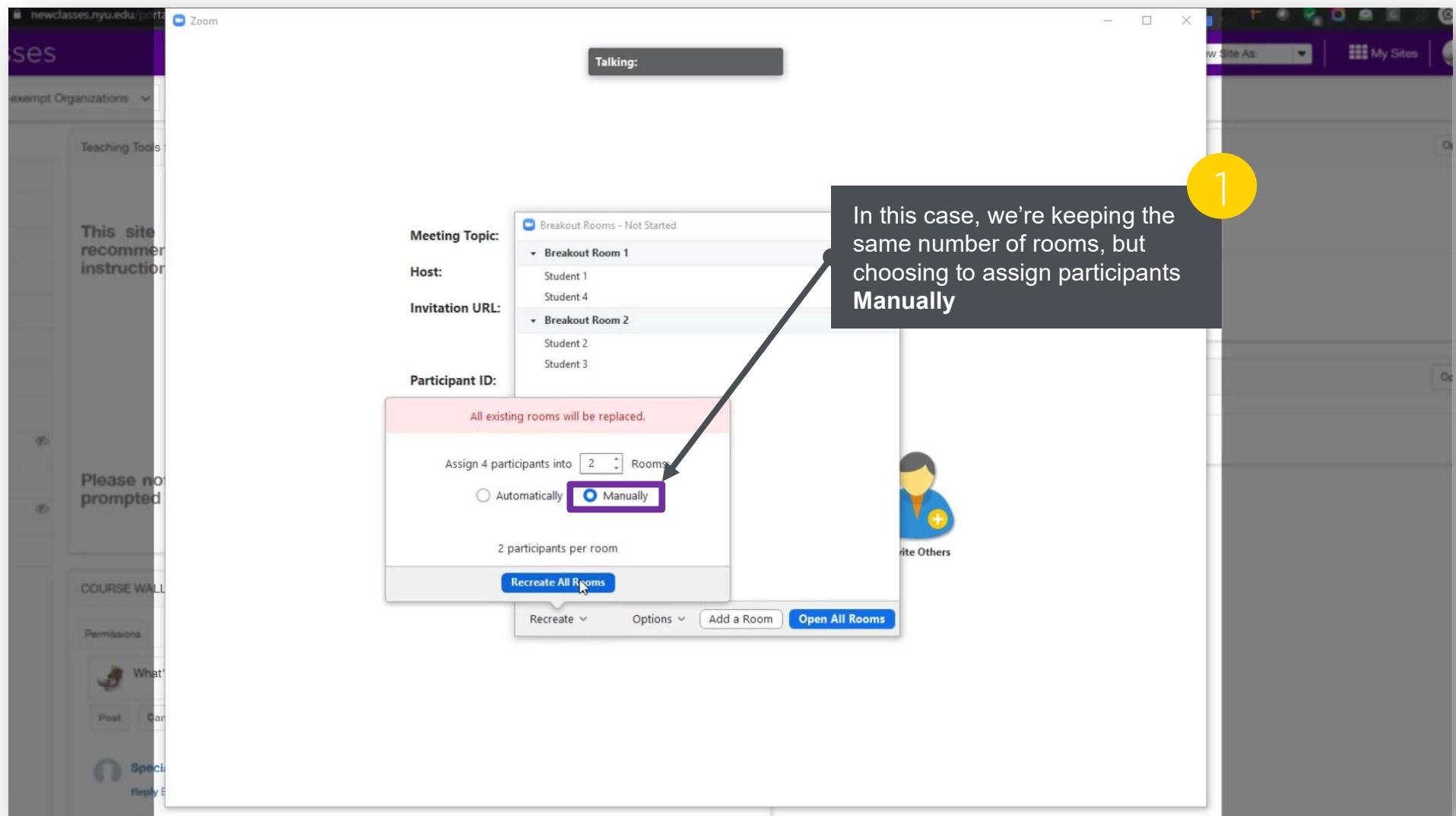


Breakout Setup - Recreating Rooms

Instead of opening your Breakout Rooms, you can choose to **Recreate** them from scratch, as for instance to switch assignation modes from Automatic to Manual (or vice versa) or change the number of rooms



Breakout Setup – Manual Assignment



The screenshot shows a Zoom meeting setup window. The 'Meeting Topic' is 'Breakout Rooms - Not Started'. The 'Host' is listed, and the 'Invitation URL' is provided. Under 'Participant ID', there is a list of four participants: Student 1, Student 4, Student 2, and Student 3, each assigned to a specific breakout room. A callout box with the number '1' in a yellow circle points to this list. A tooltip on the right side of the window states: 'In this case, we're keeping the same number of rooms, but choosing to assign participants Manually'. A large arrow points from the tooltip to the 'Manually' radio button in the assignment dialog. The dialog also shows 'Assign 4 participants into 2 Rooms' and '2 participants per room'. The 'Manually' radio button is selected. The 'Recreate All Rooms' button is visible at the bottom of the dialog. The background shows a course wall with various sections like 'Permissions', 'What's New', 'Post', 'Comments', 'Special Requests', and 'Reply Email'.

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In this case, we're keeping the same number of rooms, but choosing to assign participants **Manually**

Meeting Topic: Breakout Rooms - Not Started

Host: [redacted]

Invitation URL: [redacted]

Participant ID:

- Breakout Room 1
 - Student 1
 - Student 4
- Breakout Room 2
 - Student 2
 - Student 3

All existing rooms will be replaced.

Assign 4 participants into 2 Rooms

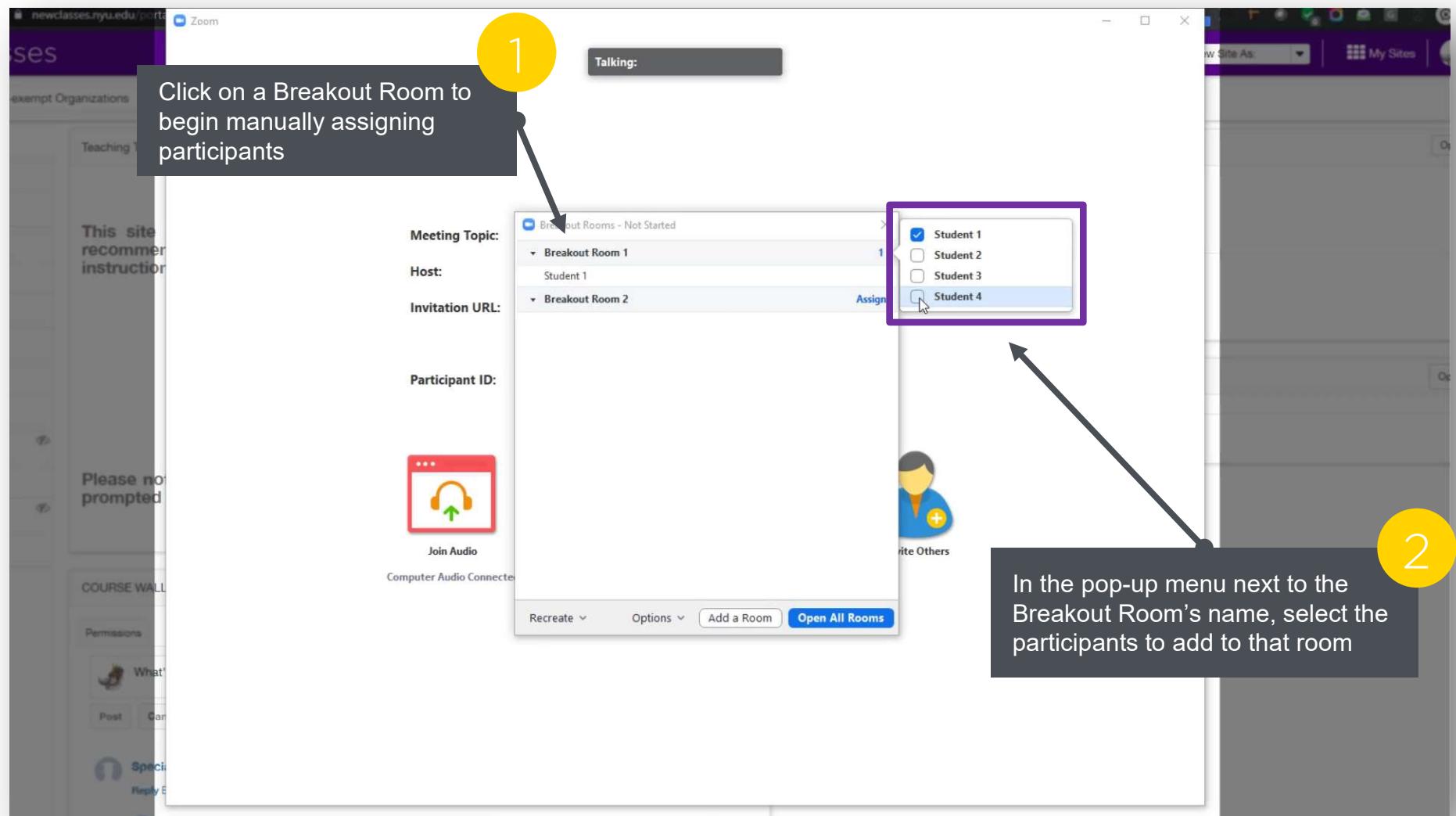
Automatically Manually

2 participants per room

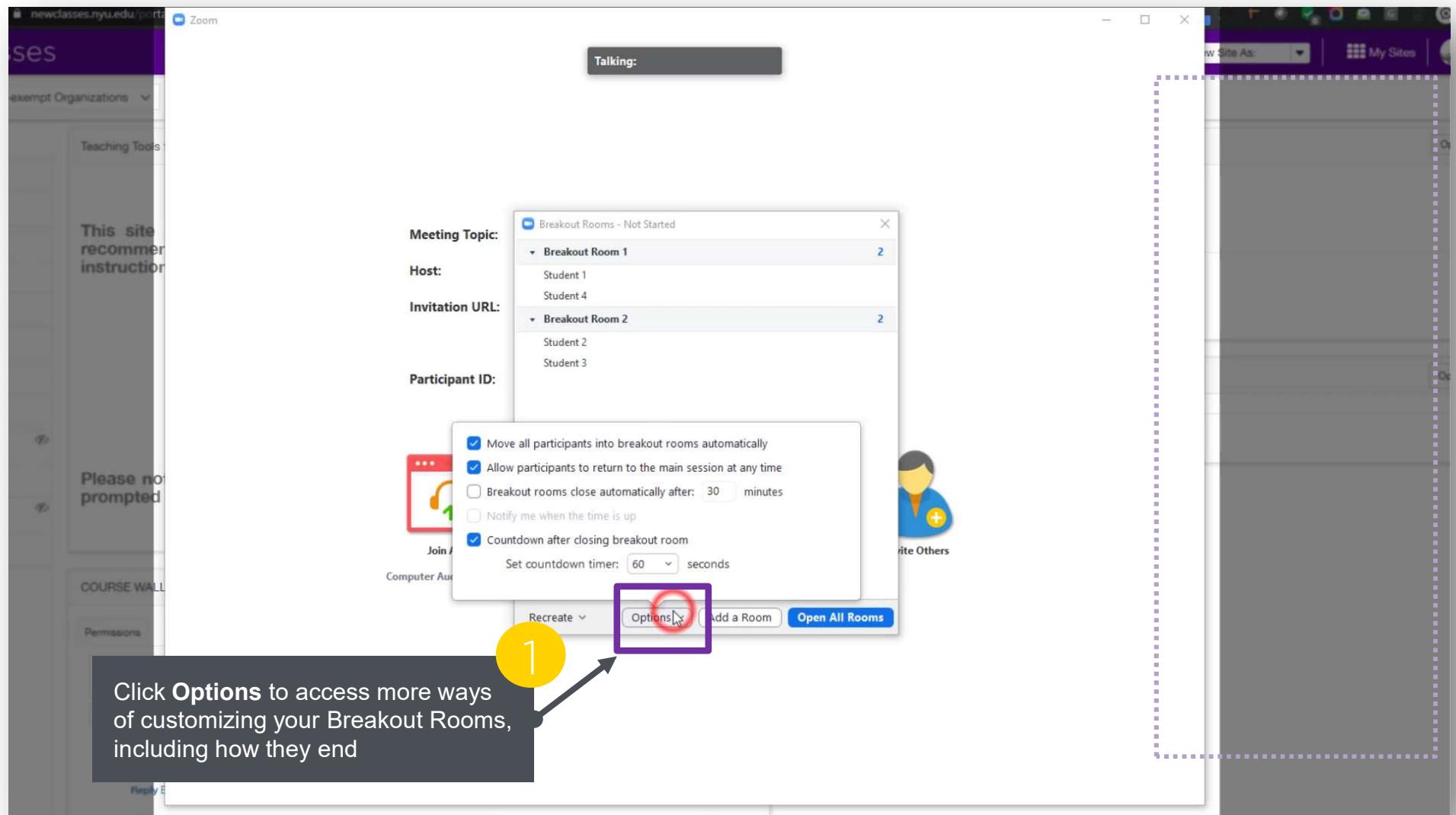
Recreate All Rooms

Recreate Options Add a Room Open All Rooms

Breakout Setup – Manual Assignment (cont.)



Breakout Setup - Options



Click **Options** to access more ways of customizing your Breakout Rooms, including how they end

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Meeting Topic: Breakout Rooms - Not Started

Host: [Host Name]

Invitation URL: [URL]

Participant ID: [ID]

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

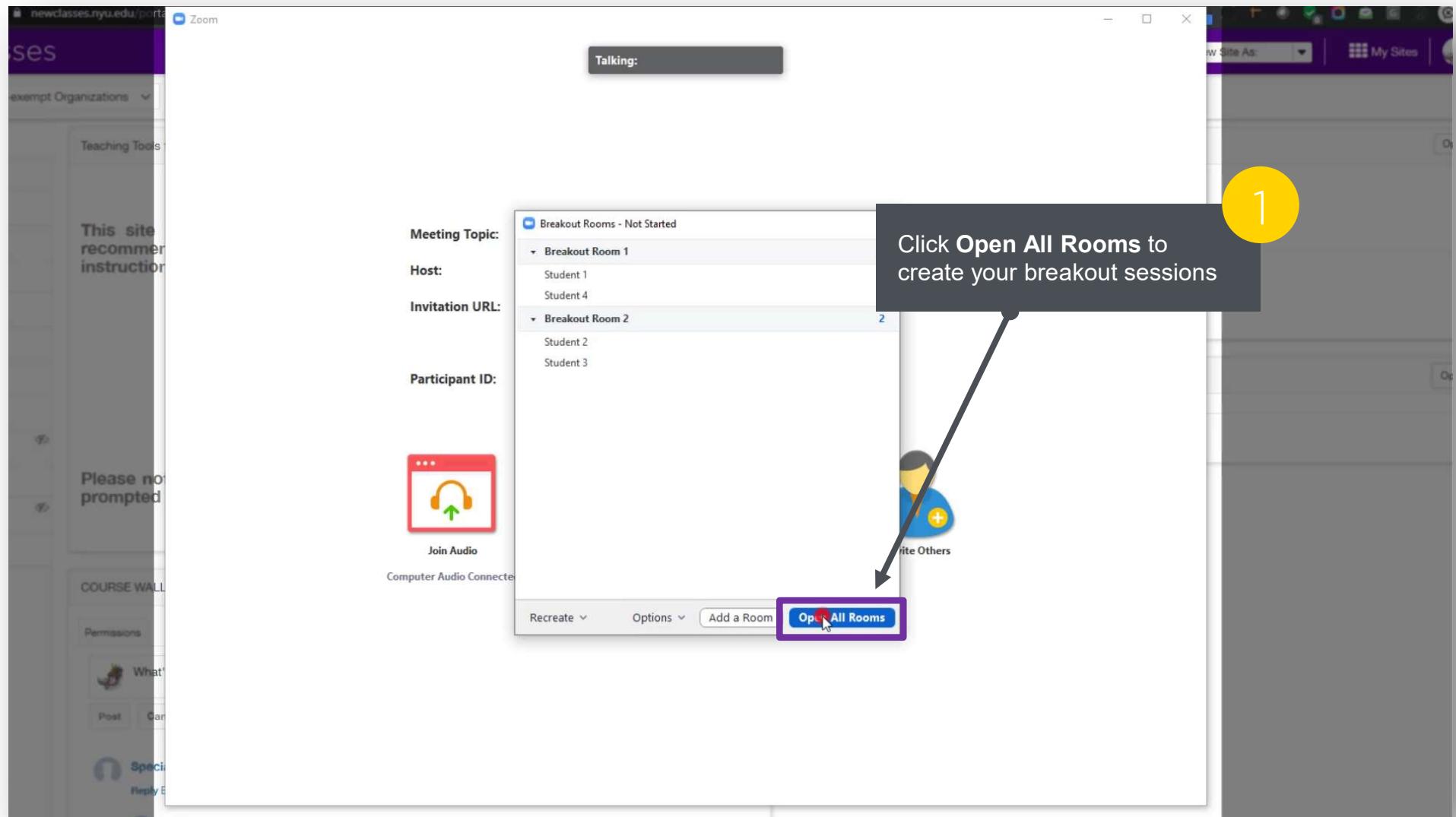
Notify me when the time is up

Countdown after closing breakout room

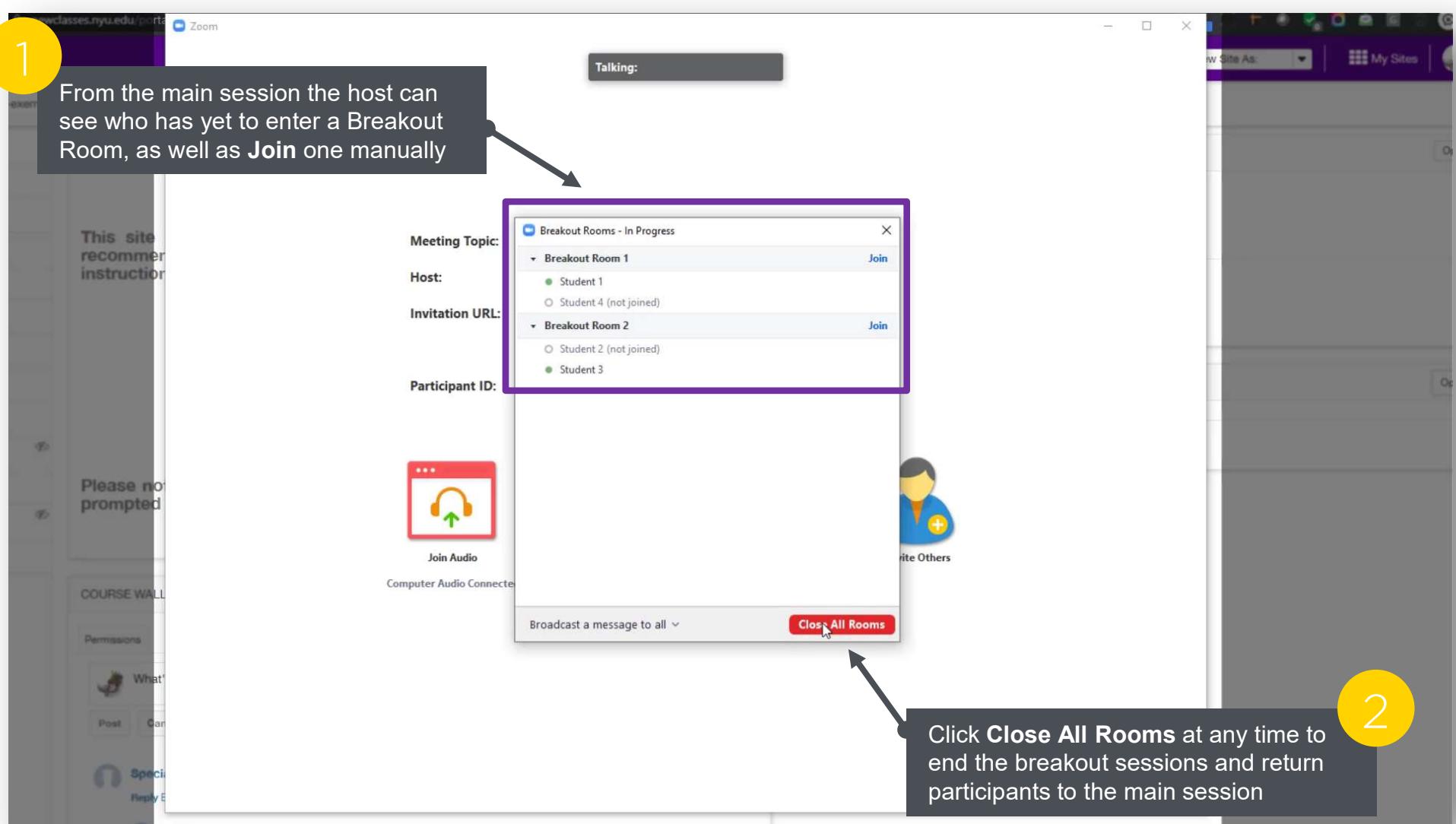
Set countdown timer: 60 seconds

Recreate Options Add a Room Open All Rooms

Breakout Setup – Creating Breakout Rooms

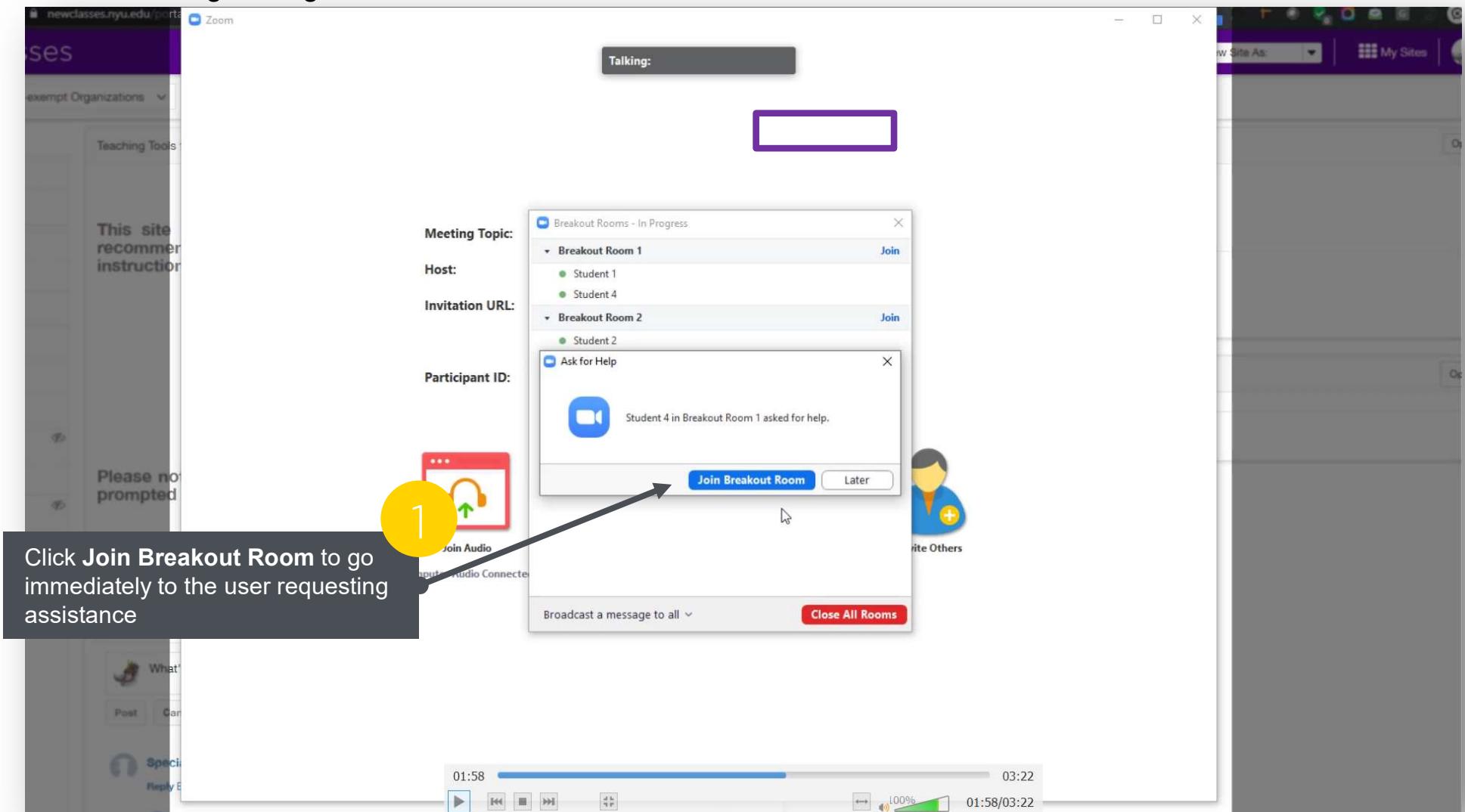


Managing Breakout Rooms

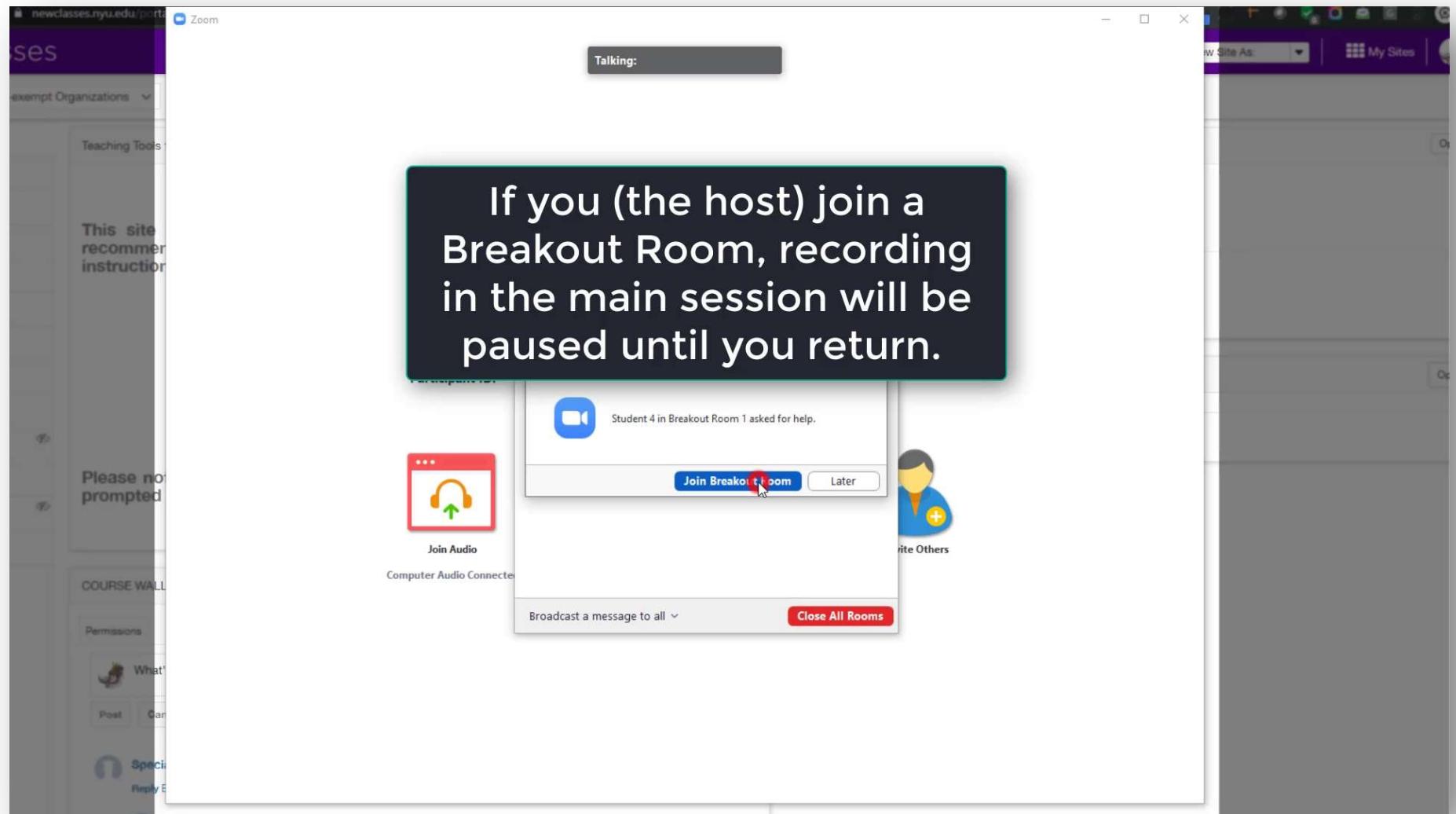


Responding to Help Request

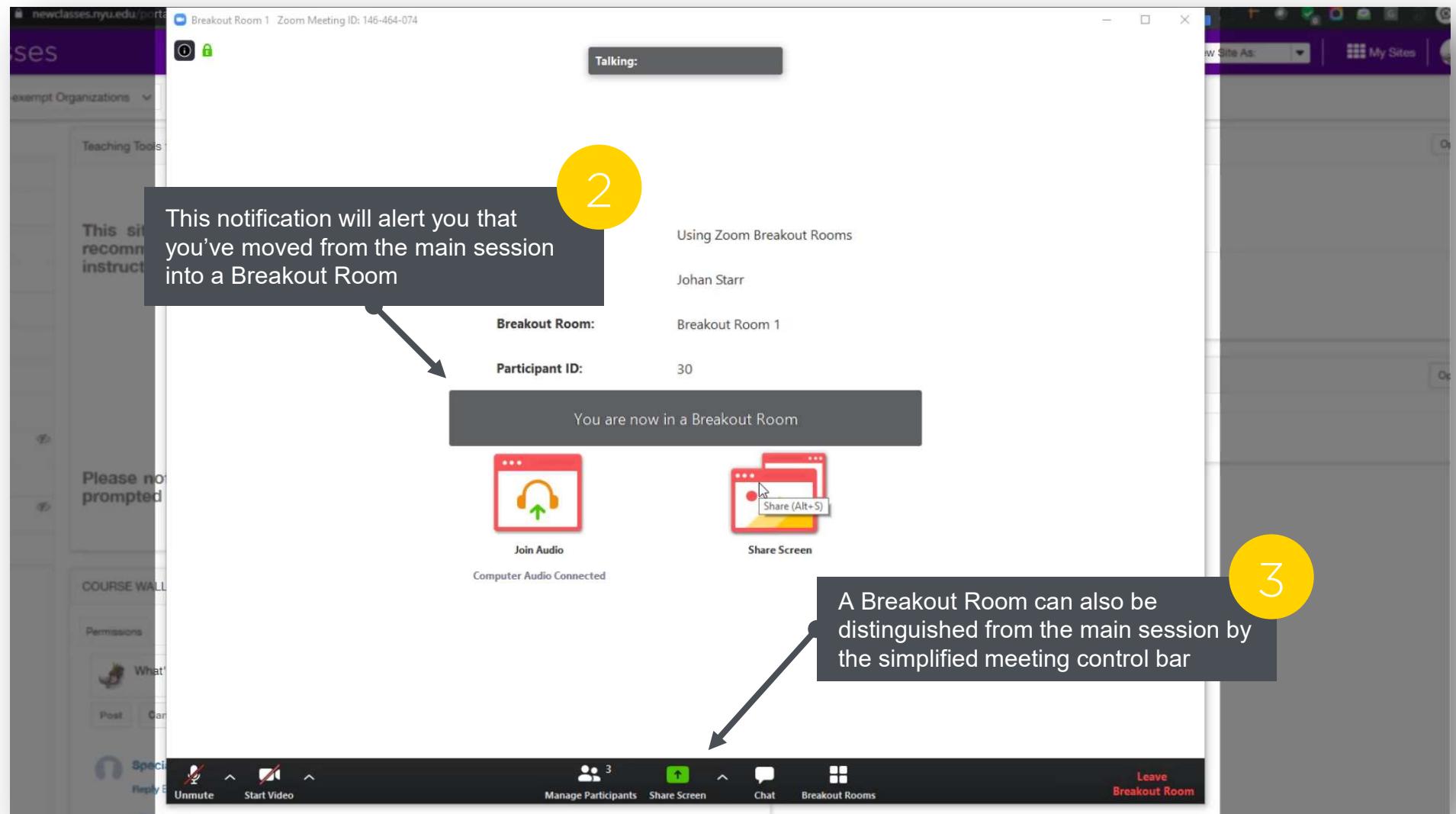
If a participant in a Breakout uses the **Ask for Help** button, the host will receive a pop-up window that will allow them to go straight to that room



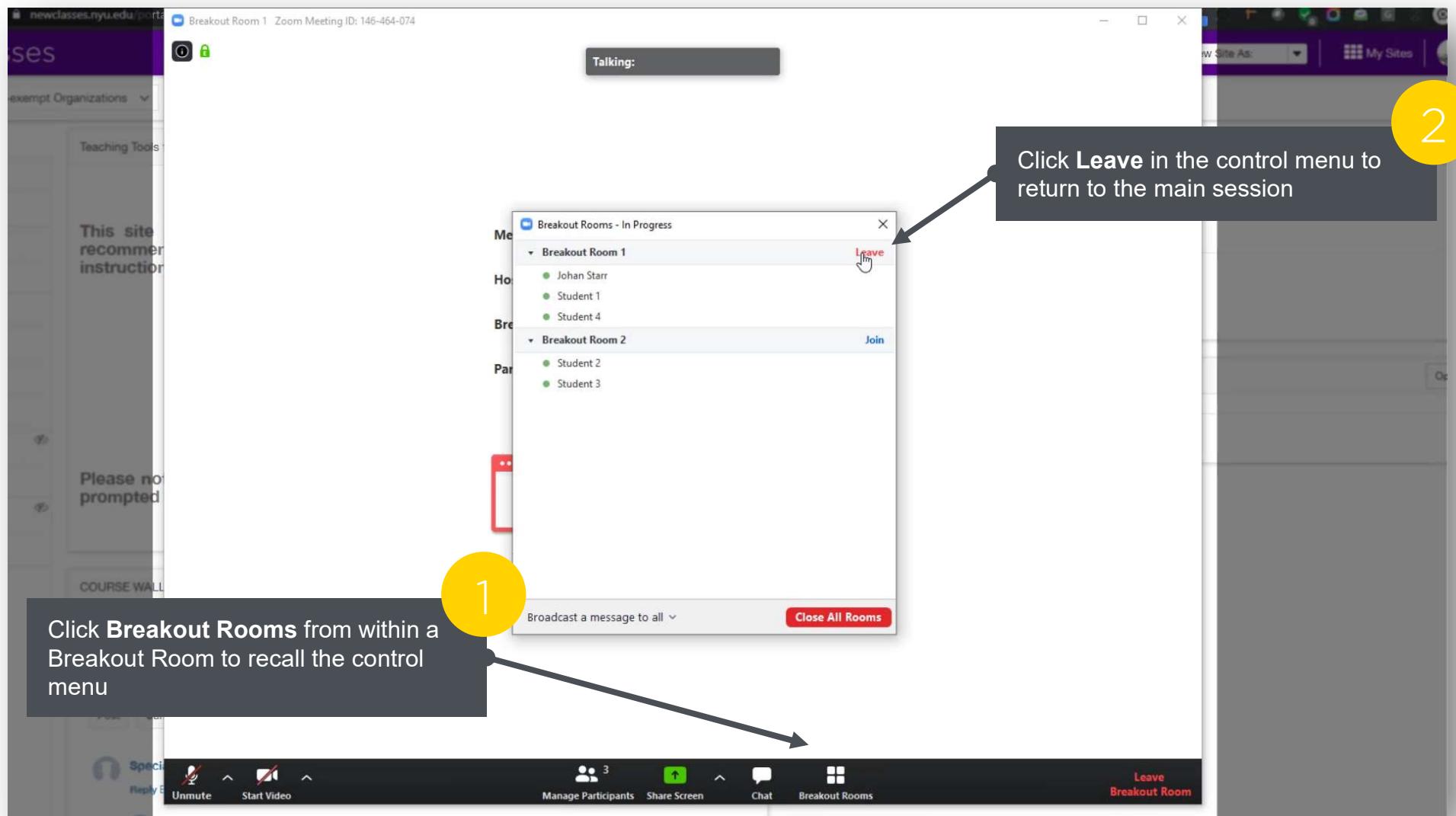
Entering a Breakout Room (cont.)



Entering a Breakout Room (cont.)

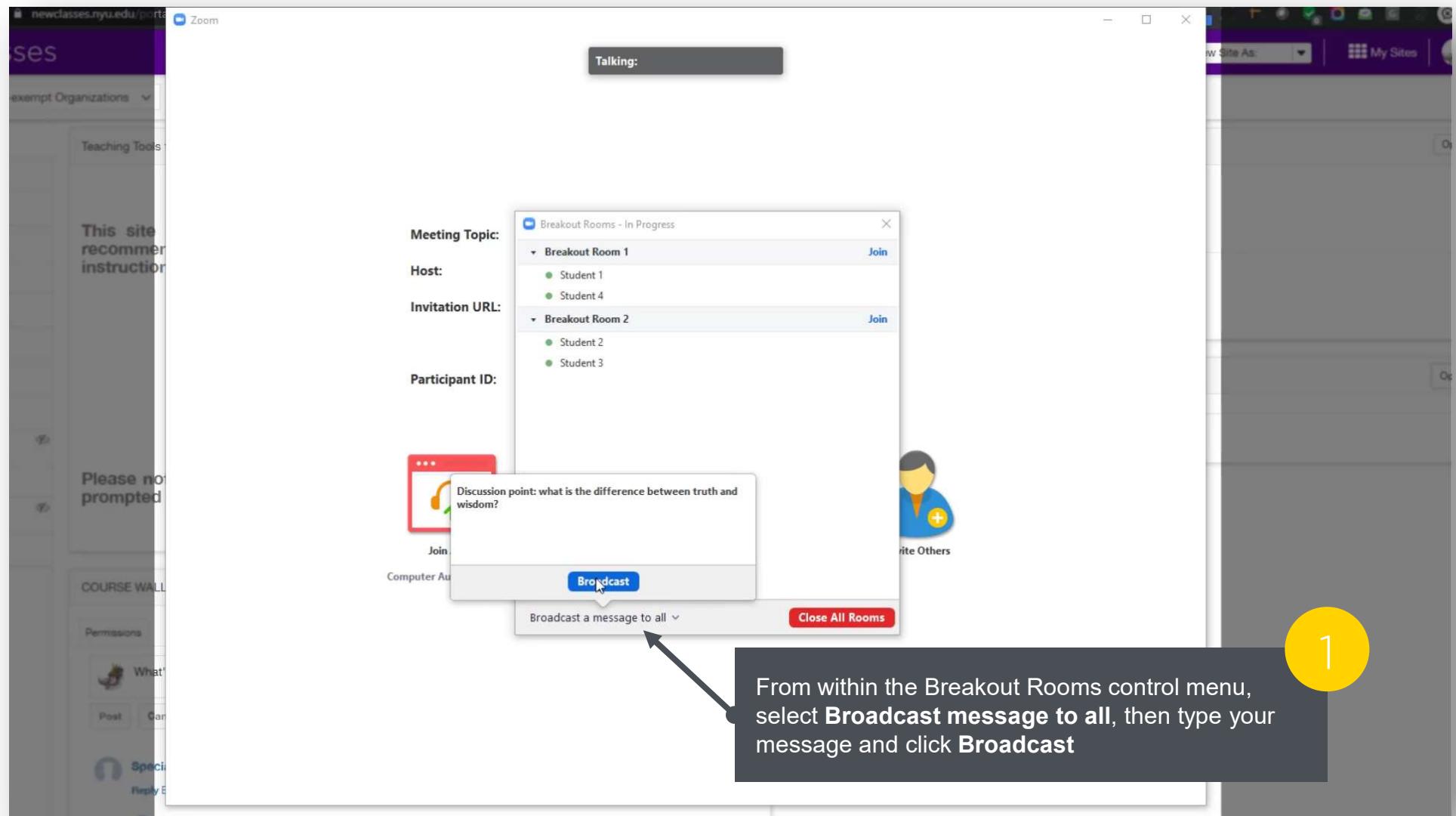


Leaving a Breakout Room

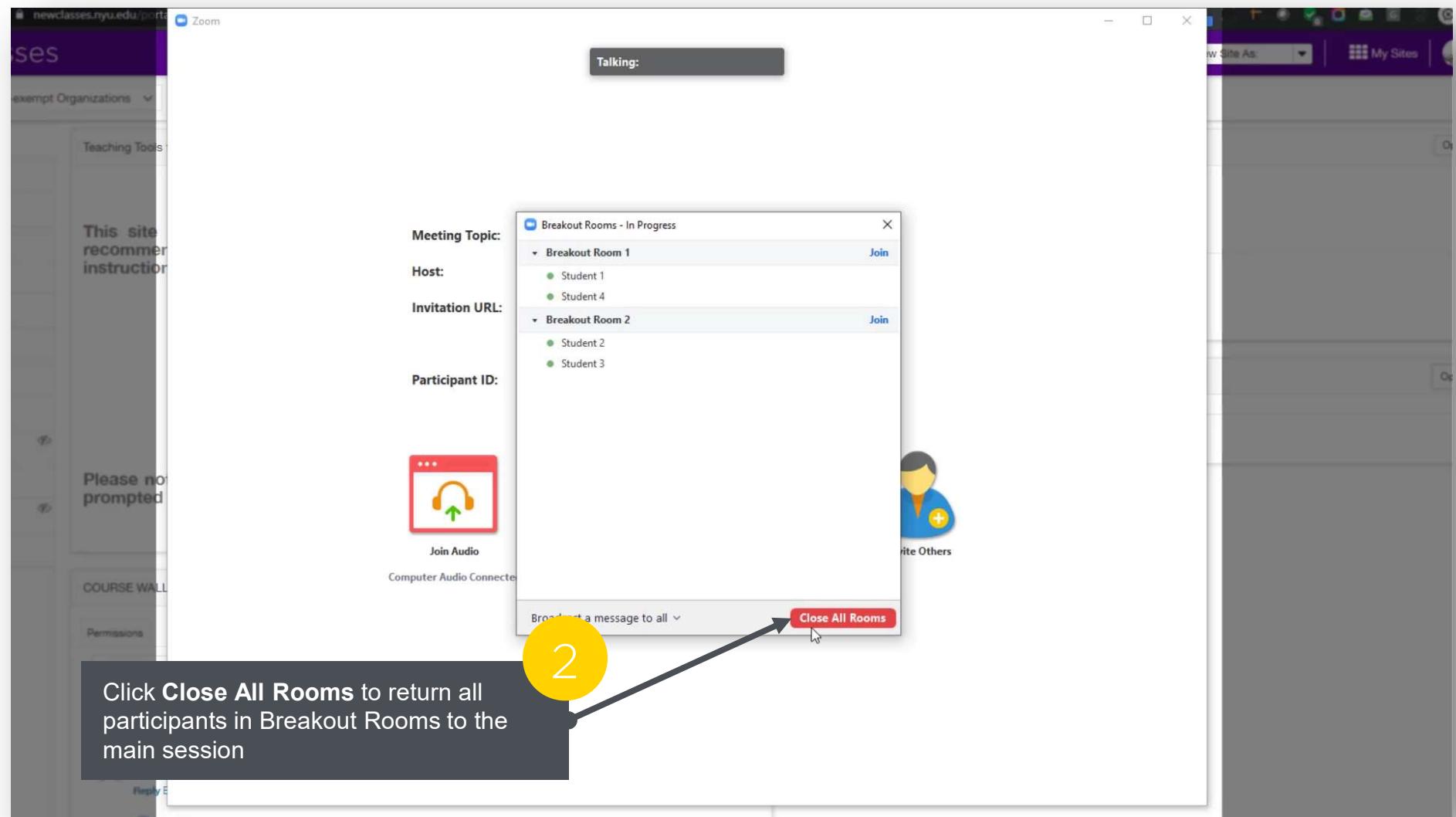


Broadcasting to Breakout Rooms

The **Broadcast a message to all** function allows the host to send short text messages to participants in all rooms, whether from the main session or a Breakout Room

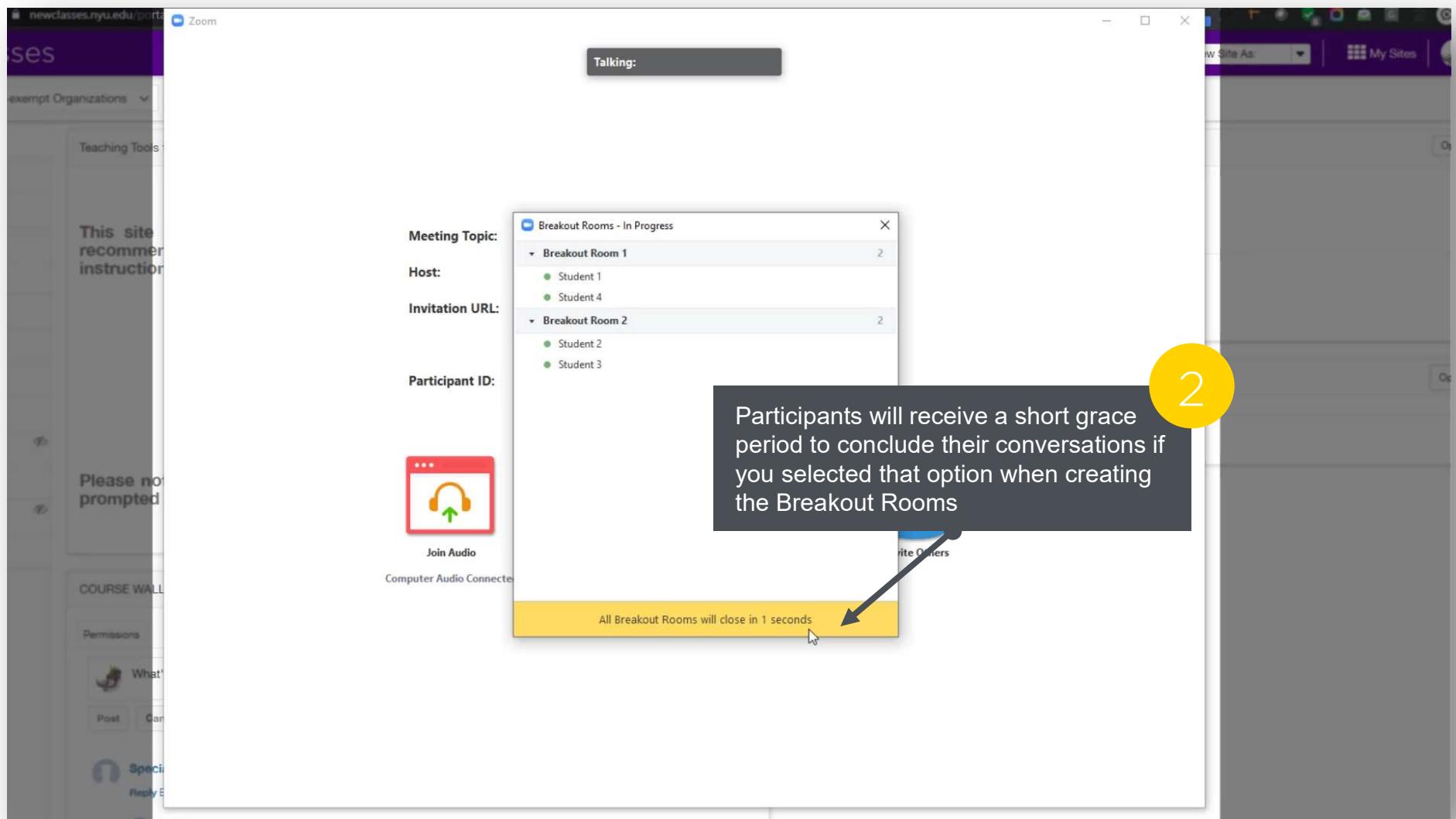


Closing Breakout Rooms



Closing Breakout Rooms (cont.)

The way your Breakout Rooms end will depend on which configurations you selected in the **Options** menu during the room creation process



Note on Recording in Breakout Rooms

