



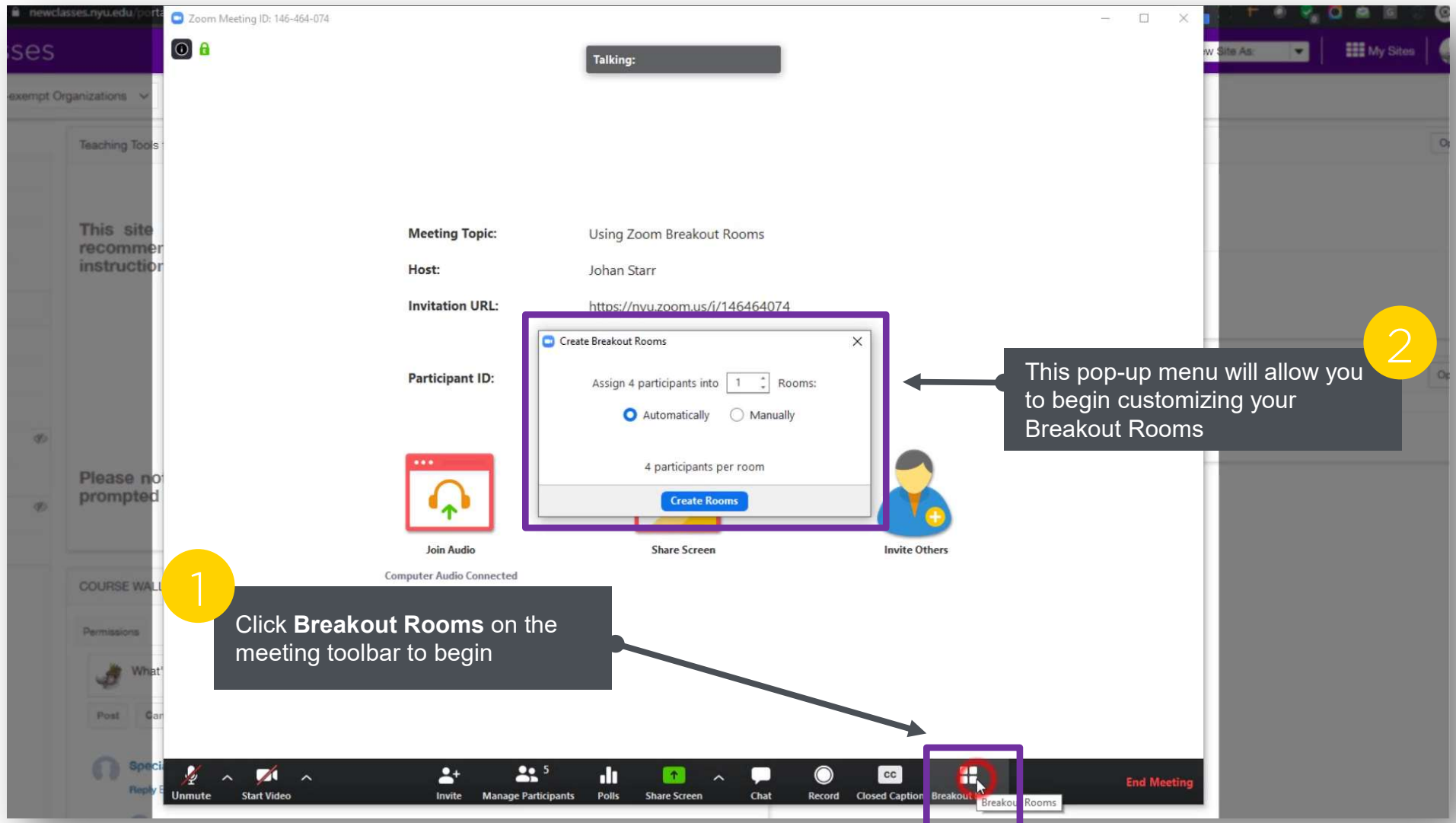
Getting Started with Breakout Rooms

Within a Zoom Meeting

Last Updated 3/26/2020



Setting up a Breakout Room



The screenshot shows a Zoom meeting interface with the following details:

- Meeting Topic:** Using Zoom Breakout Rooms
- Host:** Johan Starr
- Invitation URL:** <https://nyu.zoom.us/j/146464074>
- Participant ID:** (blank)

A pop-up menu titled "Create Breakout Rooms" is displayed in the center. It contains the following options:

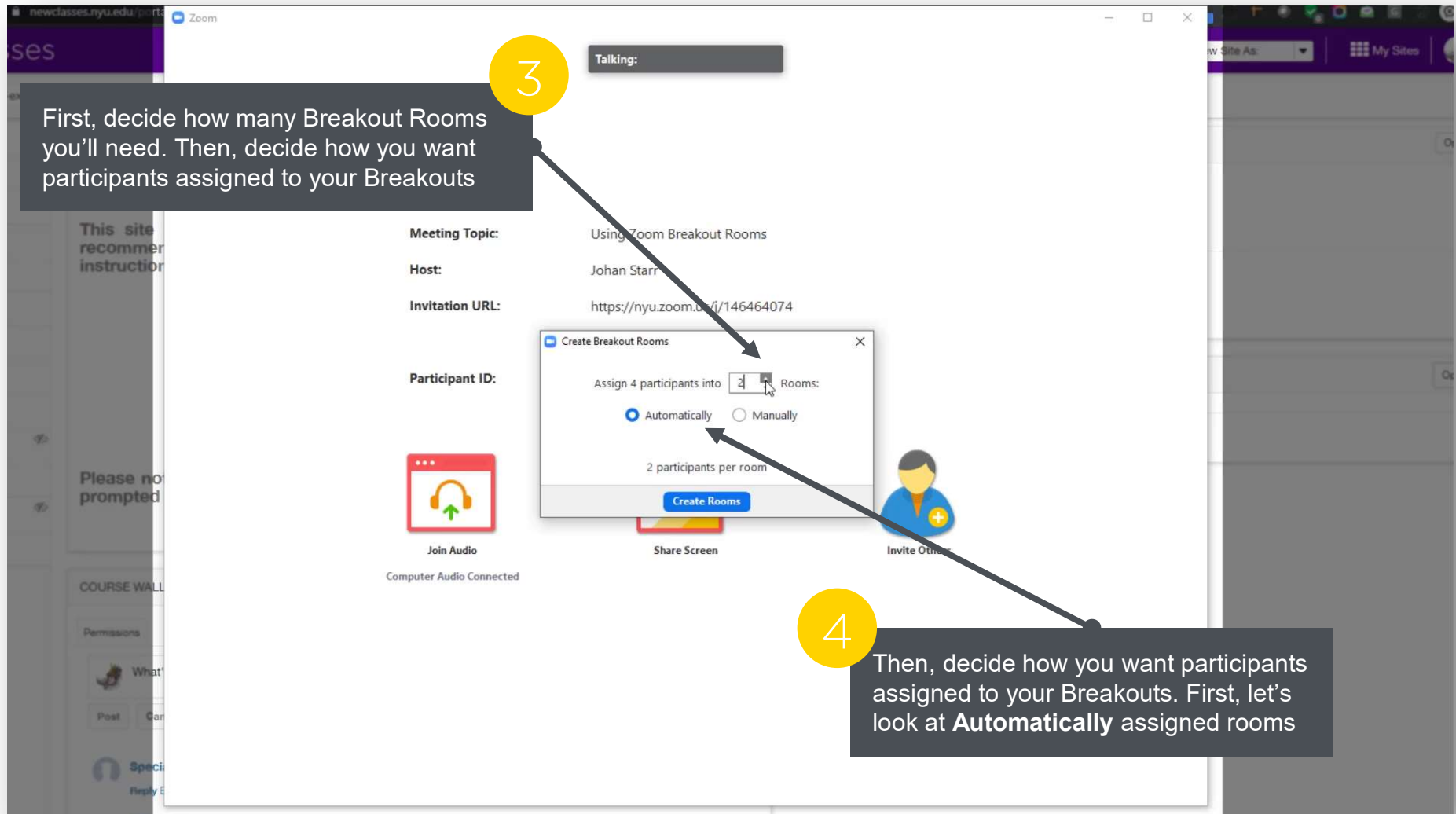
- Assign 4 participants into 1 Rooms:
- ☒ Automatically ☐ Manually
- 4 participants per room
- Create Rooms** (button)

At the bottom of the screen, the meeting toolbar is visible. The "Breakout Rooms" button, represented by a red icon with a white grid, is highlighted with a purple box.

Two numbered callouts provide instructions:

1. Click **Breakout Rooms** on the meeting toolbar to begin
2. This pop-up menu will allow you to begin customizing your Breakout Rooms

Setting up a Breakout Room (cont.)



3

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

4

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

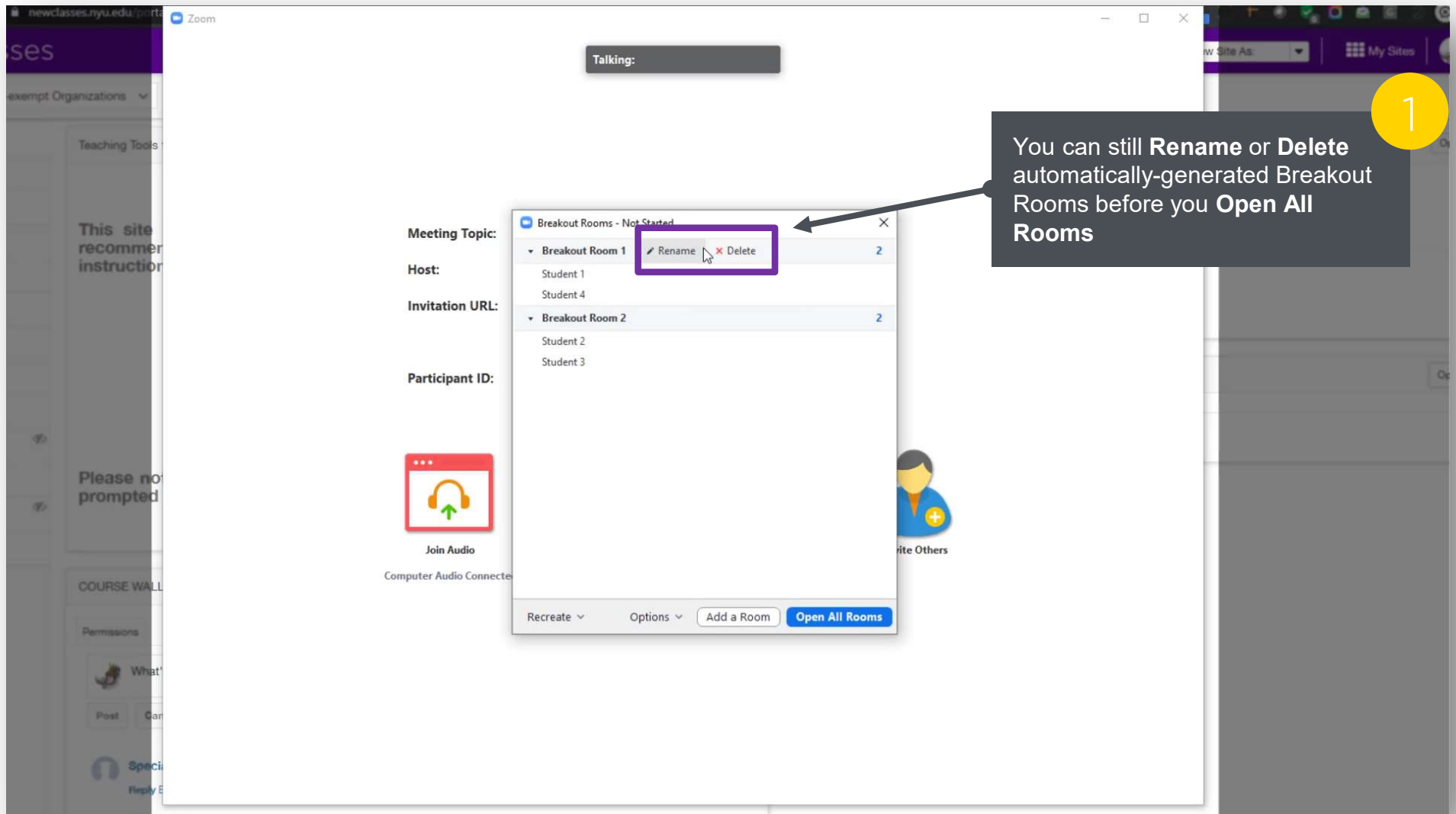
The screenshot shows the Zoom interface with the 'Create Breakout Rooms' dialog box open. The dialog box contains the following information:

- Meeting Topic:** Using Zoom Breakout Rooms
- Host:** Johan Starr
- Invitation URL:** <https://nyu.zoom.us/j/146464074>
- Participant ID:** [Redacted]
- Assign 4 participants into** **Rooms:**
- ☒ **Automatically** ☐ **Manually**
- 2 participants per room**
- Create Rooms** (button)

Below the dialog box, there are icons for 'Join Audio' (Computer Audio Connected), 'Share Screen', and 'Invite Others'.

Breakout Setup – Automatically Assigned

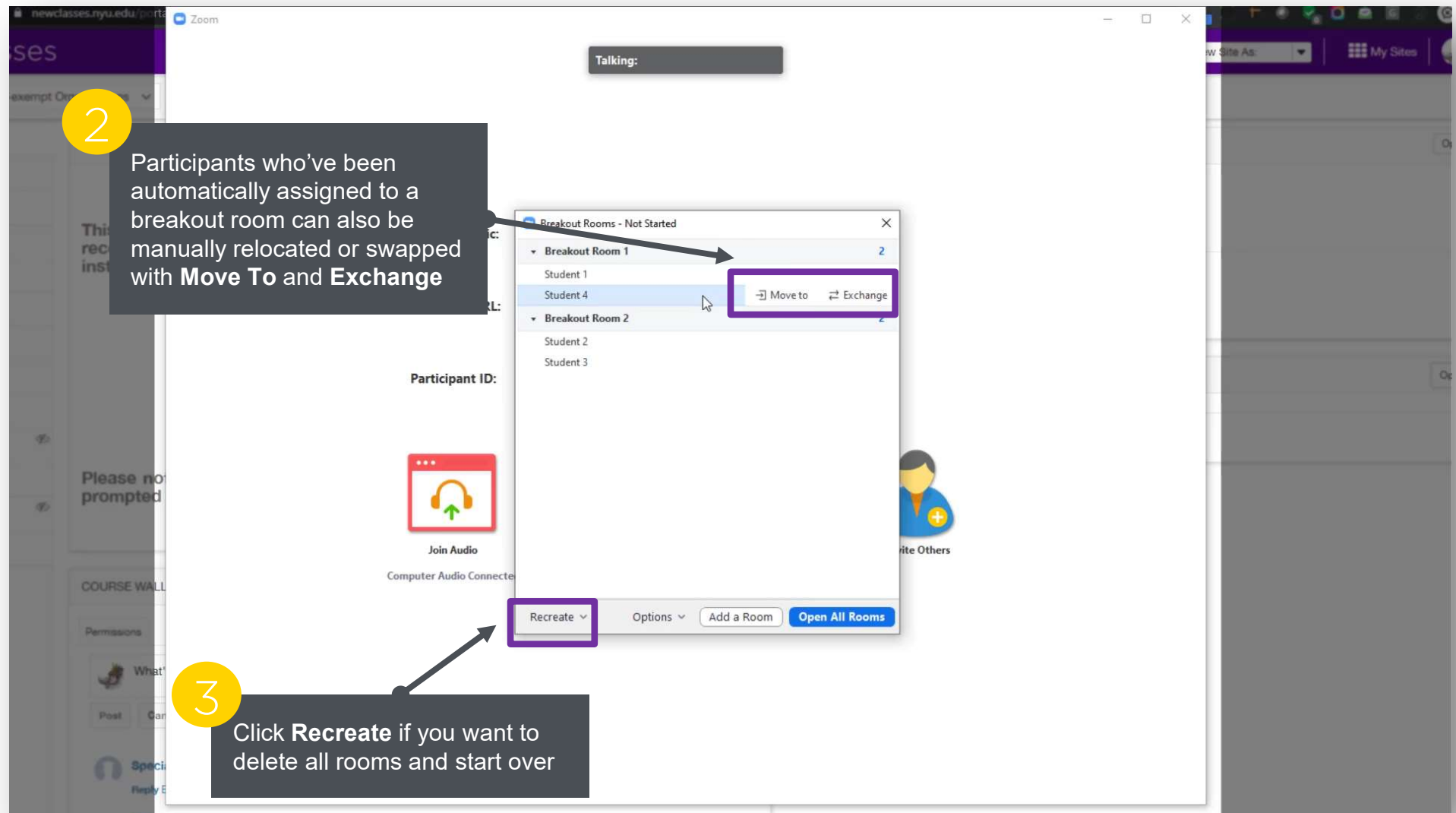
If you selected **Automatically** before clicking **Create Rooms**, Zoom will randomly sort your participants into equally-sized groups



The screenshot shows the Zoom Breakout Rooms interface. A window titled "Breakout Rooms - Not Started" is open, displaying a list of rooms. The first room, "Breakout Room 1", has a "Rename" button (pencil icon) and a "Delete" button (red X icon) highlighted with a purple box. The second room, "Breakout Room 2", also has a "Rename" button and a "Delete" button. The interface includes fields for "Meeting Topic:", "Host:", "Invitation URL:", and "Participant ID:". There is a "Join Audio" button with a headset icon and a "Computer Audio Connected" status. At the bottom, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".

1 You can still **Rename** or **Delete** automatically-generated Breakout Rooms before you **Open All Rooms**

Breakout Setup – Automatic Assignment (cont.)



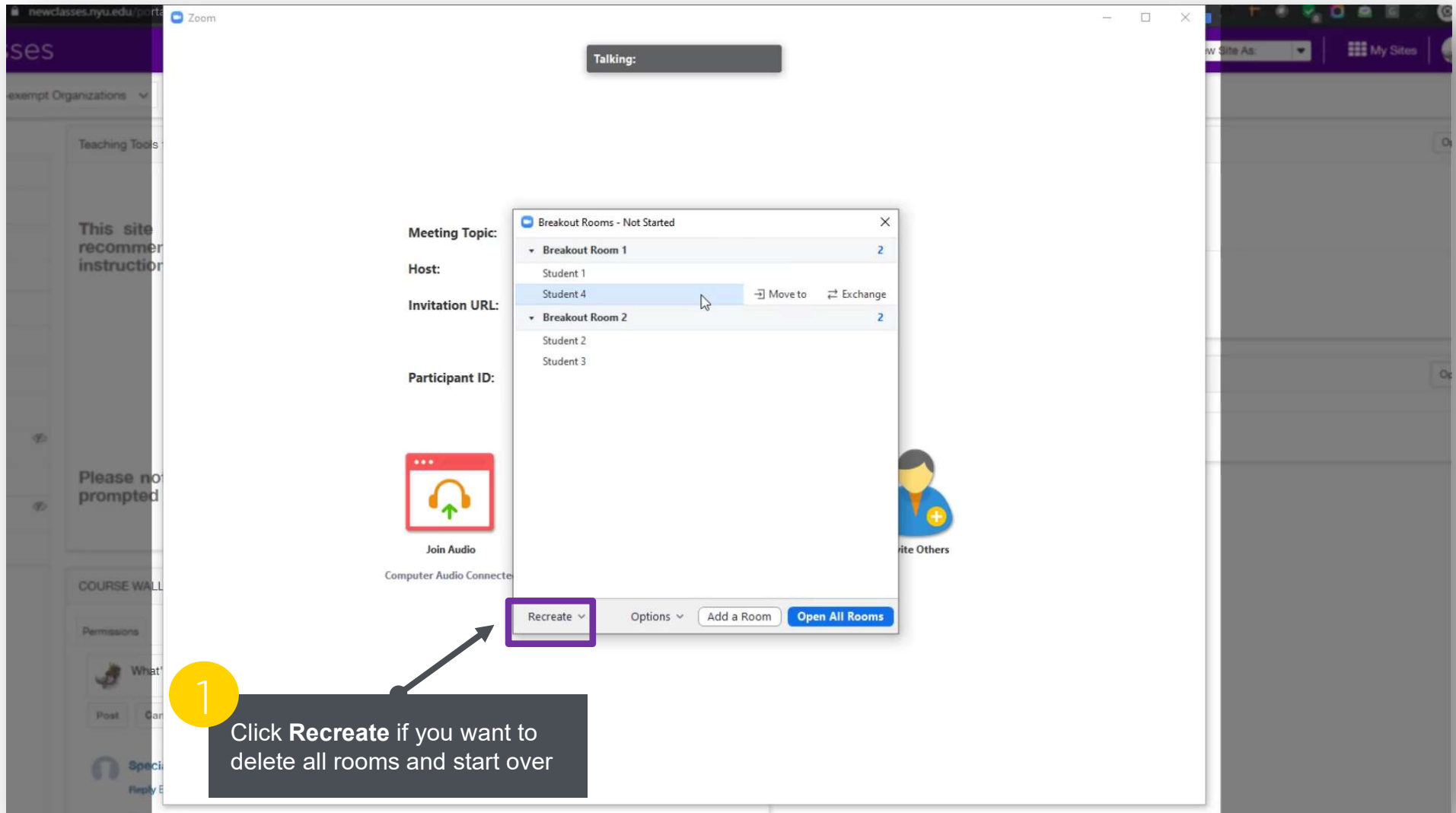
2 Participants who've been automatically assigned to a breakout room can also be manually relocated or swapped with **Move To** and **Exchange**

3 Click **Recreate** if you want to delete all rooms and start over

The screenshot shows the Zoom interface with a 'Breakout Rooms - Not Started' panel. In this panel, 'Breakout Room 1' is expanded, showing a list of participants: 'Student 1', 'Student 4', 'Student 2', and 'Student 3'. 'Student 4' is highlighted. To the right of the participant list, there are two buttons: 'Move to' and 'Exchange', both of which are highlighted with a purple box. An arrow points from the callout text to the 'Move to' button. Below the participant list, there is a 'Recreate' button, also highlighted with a purple box. An arrow points from the callout text to this button. The background shows a Zoom meeting in progress with a 'Talking:' bar at the top and a 'Join Audio' button in the bottom left.

Breakout Setup - Recreating Rooms

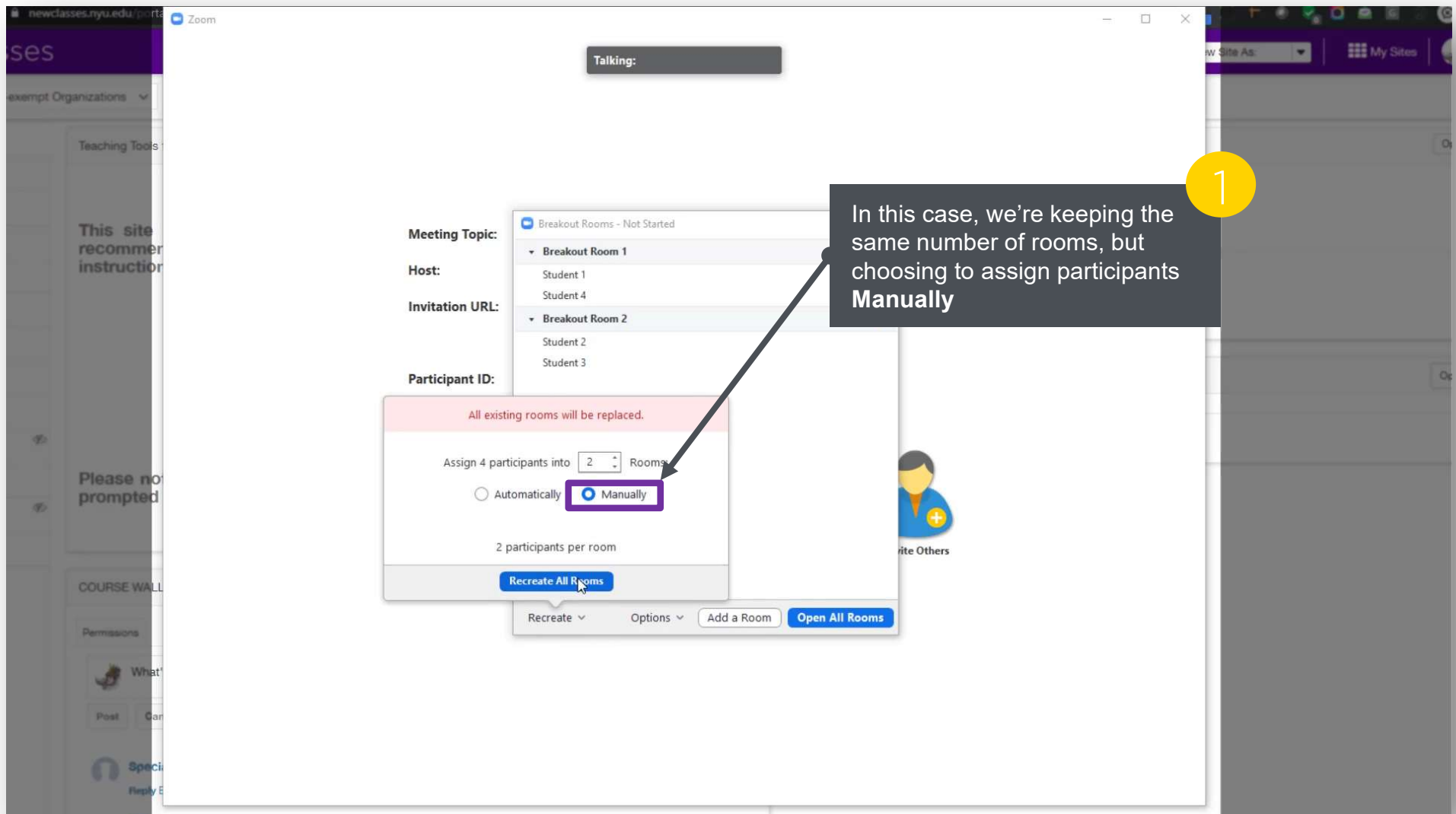
Instead of opening your Breakout Rooms, you can choose to **Recreate** them from scratch, as for instance to switch assignation modes from Automatic to Manual (or vice versa) or change the number of rooms



The screenshot shows the Zoom Breakout Rooms interface. A modal window titled "Breakout Rooms - Not Started" is open, displaying a list of breakout rooms. The "Recreate" button at the bottom of the modal is highlighted with a purple box. A callout arrow points from a yellow circle with the number "1" to the "Recreate" button.

1 Click **Recreate** if you want to delete all rooms and start over

Breakout Setup – Manual Assignment



The screenshot shows the Zoom Breakout Rooms setup interface. A modal window is open with the following fields:

- Meeting Topic:** Breakout Rooms - Not Started
- Host:** (empty)
- Invitation URL:** (empty)
- Participant ID:** (empty)

Below these fields, a list of breakout rooms is shown:

- Breakout Room 1:** Student 1, Student 4
- Breakout Room 2:** Student 2, Student 3

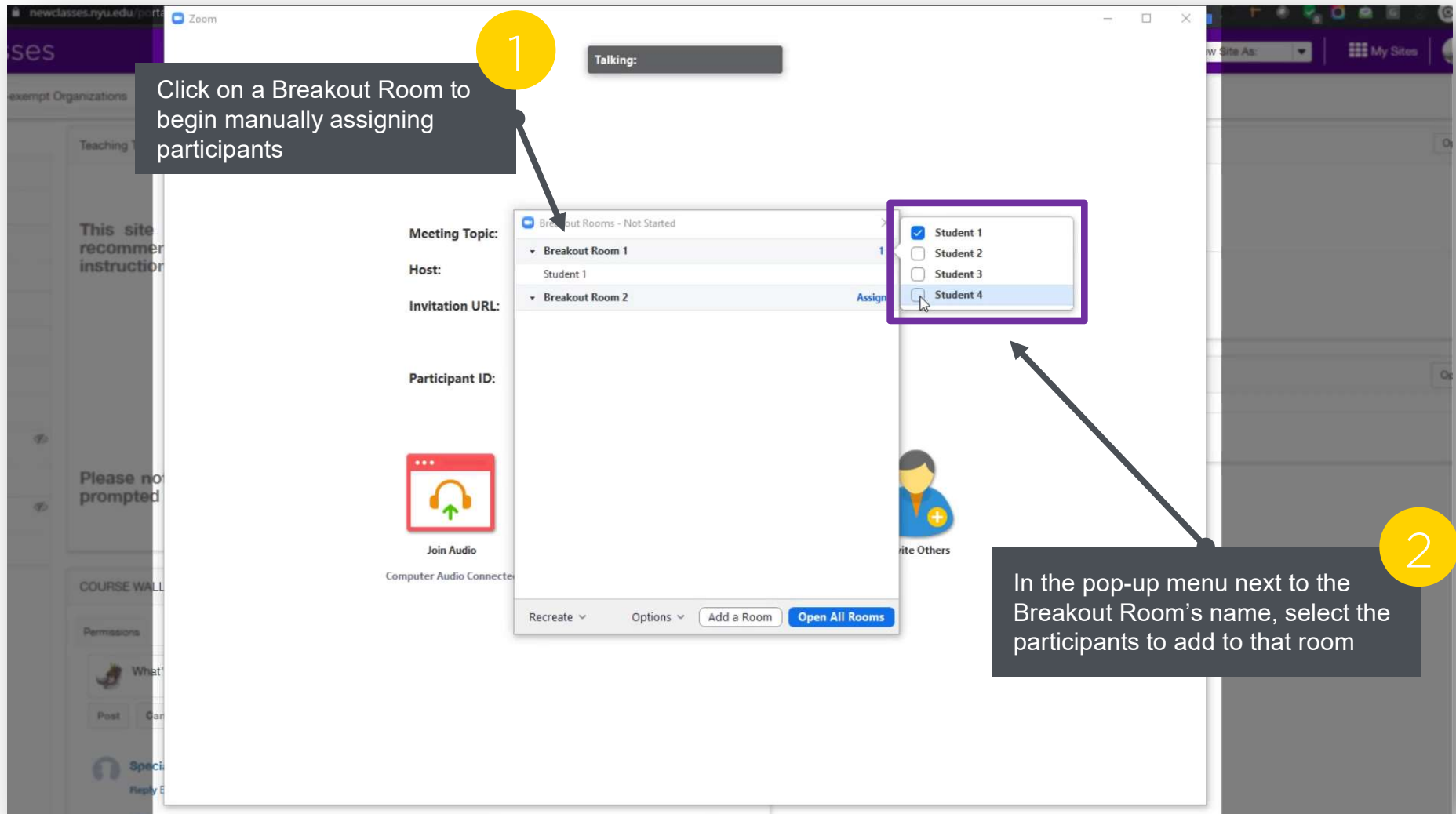
A callout box with a yellow circle containing the number '1' points to the 'Manually' option in the assignment settings. The settings include:

- A message: "All existing rooms will be replaced."
- A dropdown menu set to "2" Rooms.
- Two radio buttons: "Automatically" (unselected) and "Manually" (selected and highlighted with a purple box).
- A label: "2 participants per room"
- A blue button: "Recreate All Rooms"

At the bottom of the modal, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".

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

Breakout Setup – Manual Assignment (cont.)

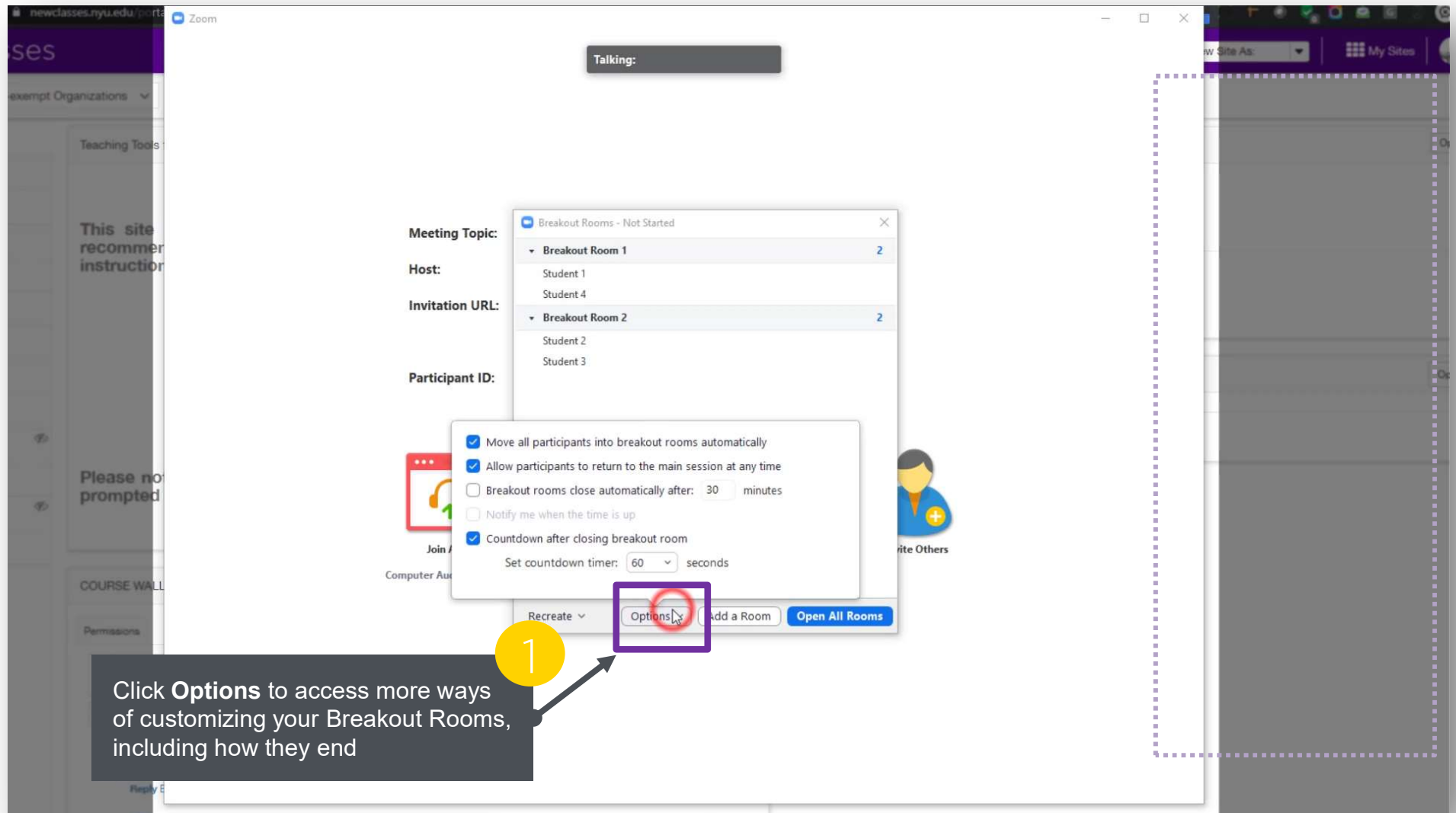


The screenshot shows the Zoom Breakout Rooms interface. A yellow circle with the number '1' points to the 'Breakout Room 2' entry in the list. A callout box next to it says: 'Click on a Breakout Room to begin manually assigning participants'. Below the list, a pop-up menu is shown for 'Breakout Room 2', with a yellow circle with the number '2' pointing to it. A callout box next to the pop-up says: 'In the pop-up menu next to the Breakout Room's name, select the participants to add to that room'. The pop-up menu shows a list of participants: 'Student 1' (checked), 'Student 2' (unchecked), 'Student 3' (unchecked), and 'Student 4' (unchecked). The 'Assign' button is visible next to the room name.

1 Click on a Breakout Room to begin manually assigning participants

2 In the pop-up menu next to the Breakout Room's name, select the participants to add to that room

Breakout Setup - Options

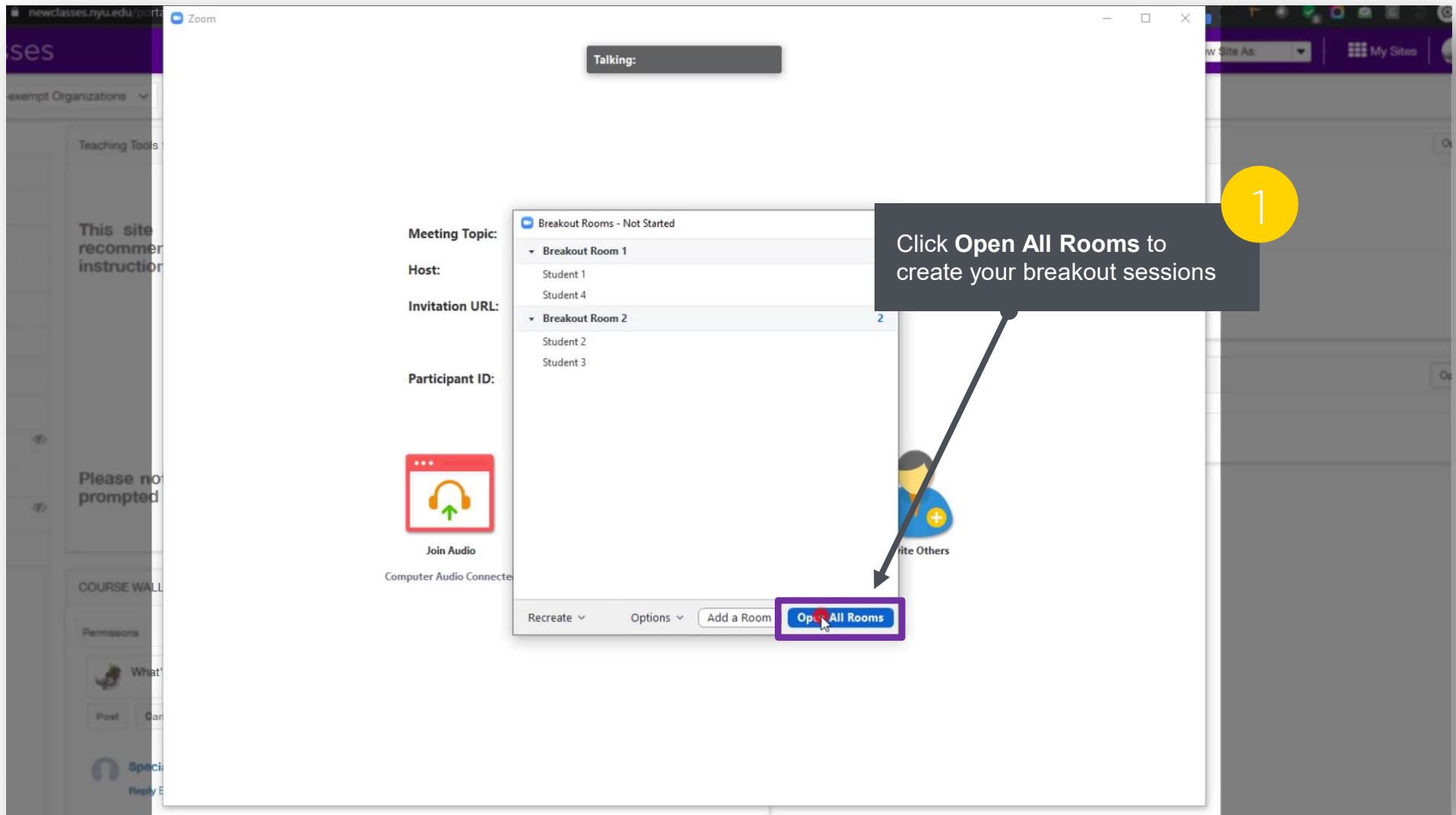


The screenshot shows the Zoom Breakout Rooms setup window. The 'Breakout Rooms - Not Started' dialog is open, displaying a list of breakout rooms: 'Breakout Room 1' with 2 participants (Student 1, Student 4) and 'Breakout Room 2' with 2 participants (Student 2, Student 3). Below the list, a settings panel is visible with 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

The 'Set countdown timer' is set to 60 seconds. At the bottom of the dialog, there are buttons for 'Recreate', 'Options', 'Add a Room', and 'Open All Rooms'. The 'Options' button is highlighted with a red circle and a yellow callout bubble containing the number '1'. A text box with an arrow points to the 'Options' button, containing the text: 'Click **Options** to access more ways of customizing your Breakout Rooms, including how they end'.

Breakout Setup – Creating Breakout Rooms



The screenshot shows the Zoom Breakout Rooms interface. On the left, there are fields for Meeting Topic, Host, Invitation URL, and Participant ID. Below these is a 'Join Audio' button with a headset icon. The main area displays a list of breakout rooms under the heading 'Breakout Rooms - Not Started'. There are two rooms: 'Breakout Room 1' with participants Student 1 and Student 4, and 'Breakout Room 2' with participants Student 2 and Student 3. At the bottom of the interface, there are buttons for 'Recreate', 'Options', 'Add a Room', and 'Open All Rooms'. A yellow circle with the number '1' is placed next to the 'Open All Rooms' button, which is also highlighted with a red box. A callout box with an arrow pointing to the button contains the text: 'Click **Open All Rooms** to create your breakout sessions'.

Managing Breakout Rooms

1

From the main session the host can see who has yet to enter a Breakout Room, as well as **Join** one manually

Breakout Rooms - In Progress

Breakout Room 1

Student 1

Student 4 (not joined)

Join

Breakout Room 2

Student 2 (not joined)

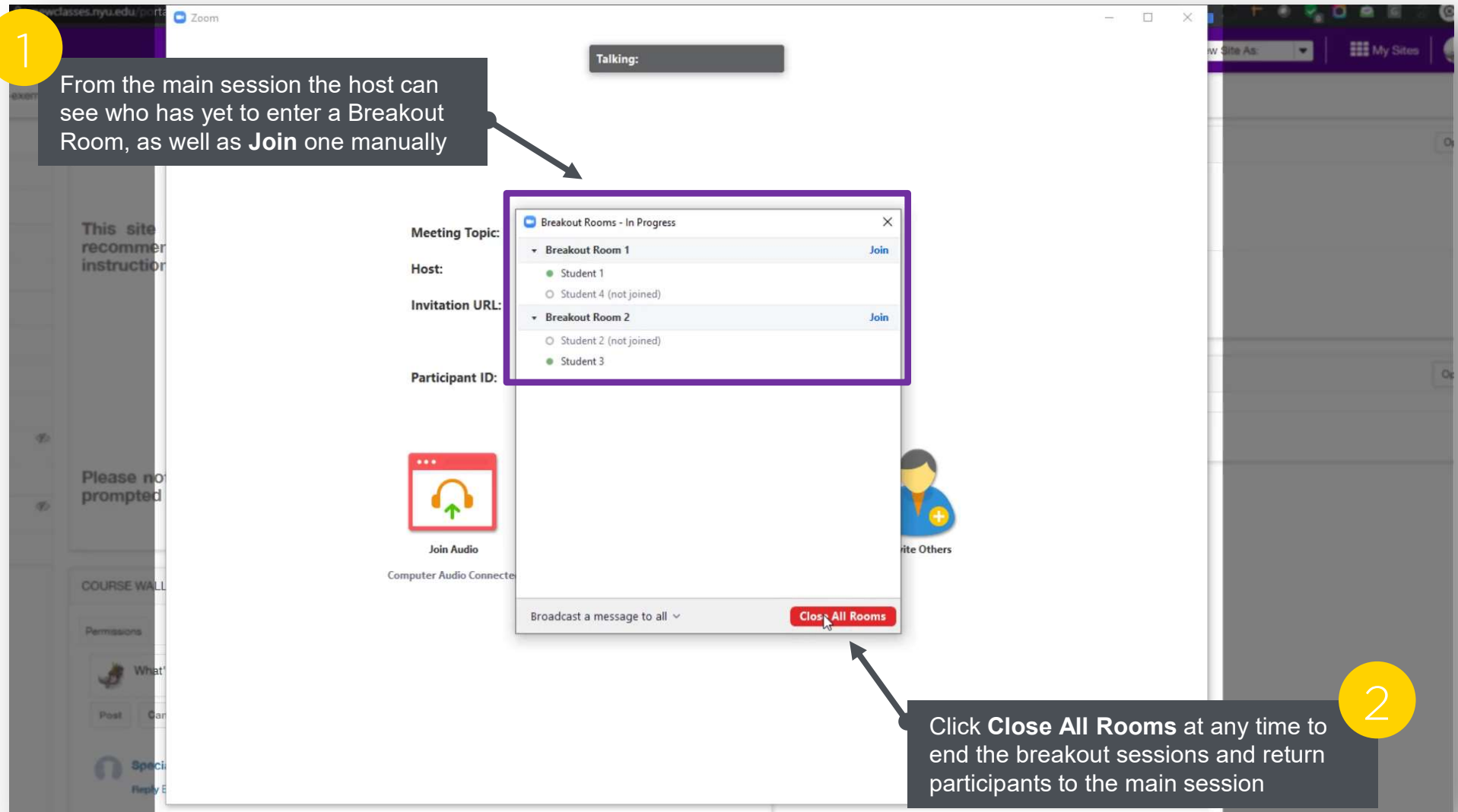
Student 3

Join

Close All Rooms

Click **Close All Rooms** at any time to end the breakout sessions and return participants to the main session

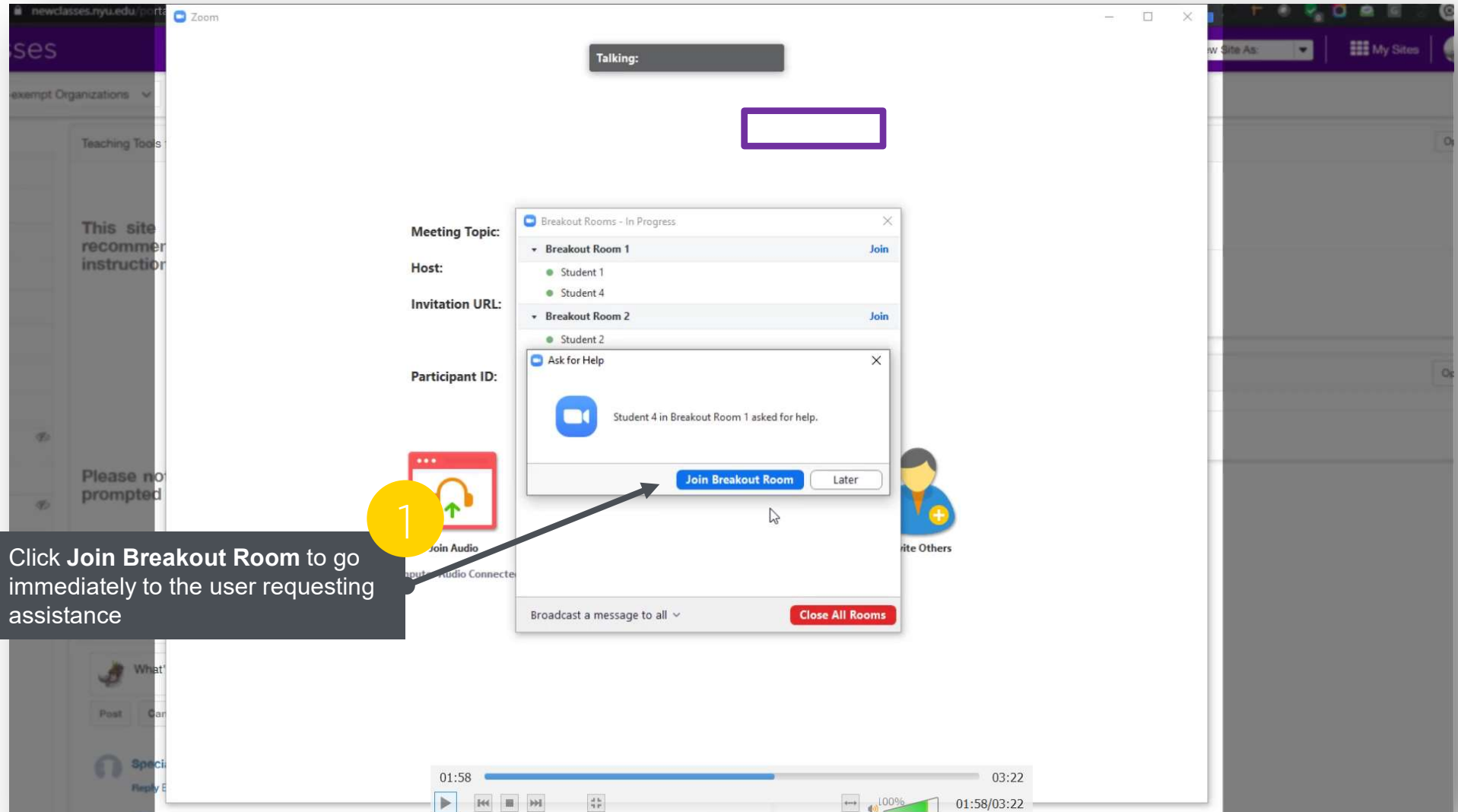
2



The screenshot shows the Zoom web interface during a breakout session. A 'Talking:' bar is at the top. On the left, there's a sidebar with 'This site recommen instruction', 'Please no prompted', and 'COURSE WALL'. The main area shows 'Meeting Topic:', 'Host:', 'Invitation URL:', and 'Participant ID:'. A 'Join Audio' button with a headset icon is visible. A 'Breakout Rooms - In Progress' window is open, showing two rooms: 'Breakout Room 1' with 'Student 1' (green dot) and 'Student 4 (not joined)' (grey dot), and 'Breakout Room 2' with 'Student 2 (not joined)' (grey dot) and 'Student 3' (green dot). Each room has a 'Join' button. At the bottom of this window is a 'Broadcast a message to all' dropdown and a red 'Close All Rooms' button. A 'Write Others' button with a person icon is also visible.

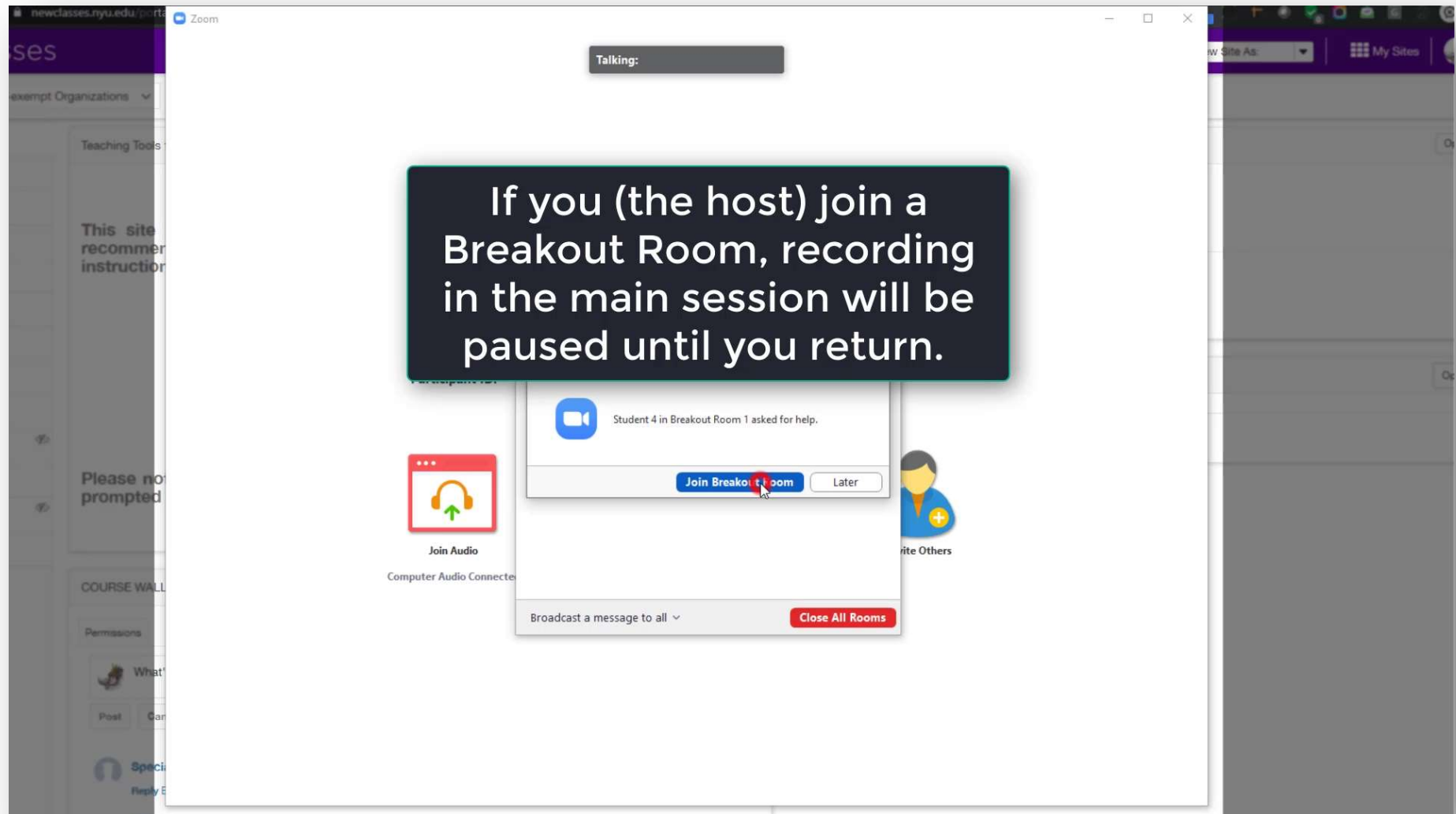
Responding to Help Request

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



Click **Join Breakout Room** to go immediately to the user requesting assistance

Entering a Breakout Room (cont.)

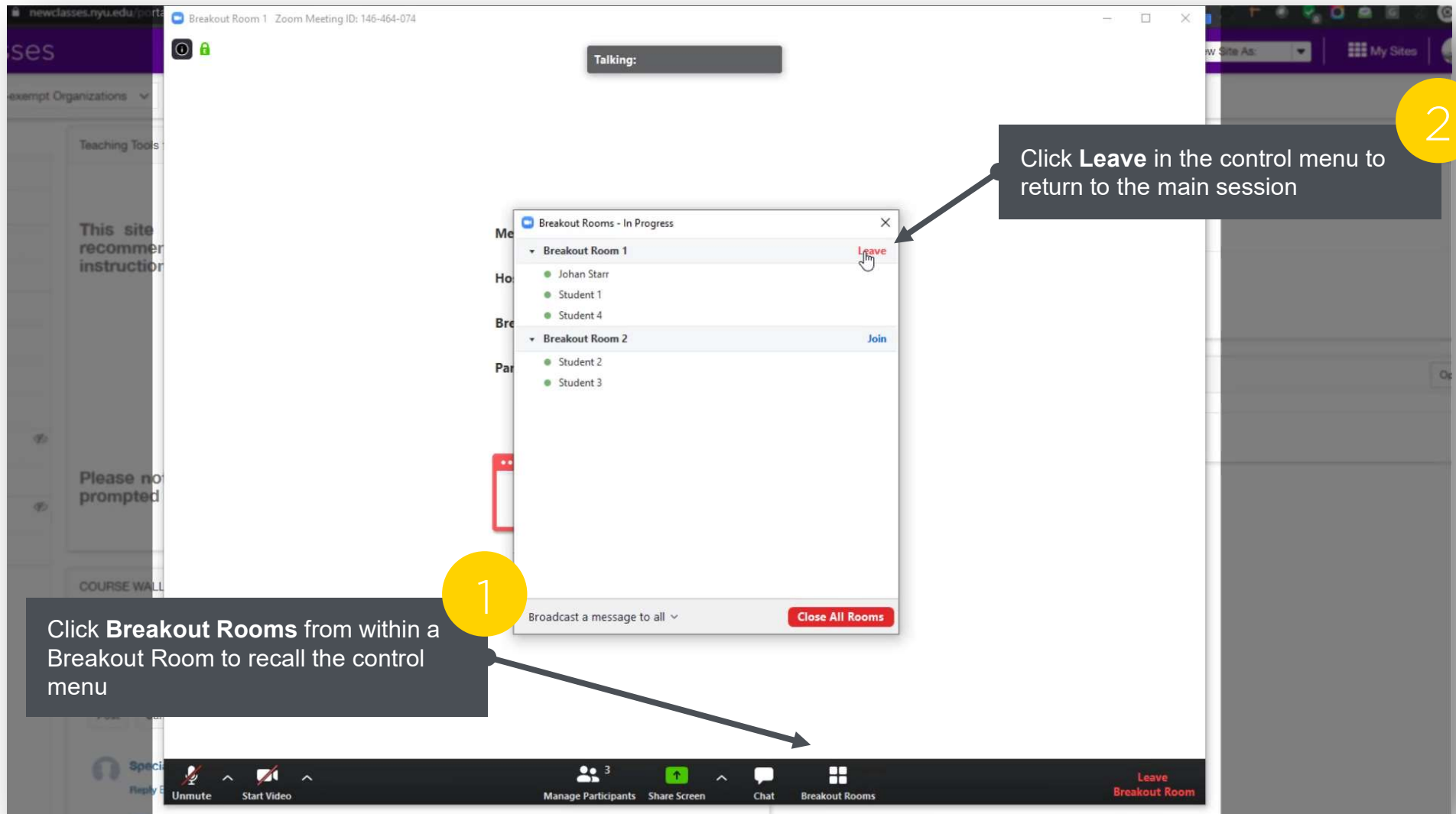


Entering a Breakout Room (cont.)

The screenshot shows a Zoom Breakout Room interface. A yellow circle with the number '2' is positioned over a notification box that reads: "This notification will alert you that you've moved from the main session into a Breakout Room". An arrow points from this box to a central message: "You are now in a Breakout Room". Below this message are two icons: "Join Audio" (with a headset icon) and "Share Screen" (with a screen icon and a tooltip that says "Share (Alt+S)"). Below these icons, it says "Computer Audio Connected".

A second yellow circle with the number '3' is positioned over a simplified meeting control bar at the bottom of the screen. An arrow points from a text box to this bar. The text box reads: "A Breakout Room can also be distinguished from the main session by the simplified meeting control bar". The control bar includes buttons for "Unmute", "Start Video", "Manage Participants" (with a group of 3 people icon), "Share Screen" (with a green screen icon), "Chat", "Breakout Rooms" (with a grid icon), and a red "Leave Breakout Room" button.

Leaving a Breakout Room



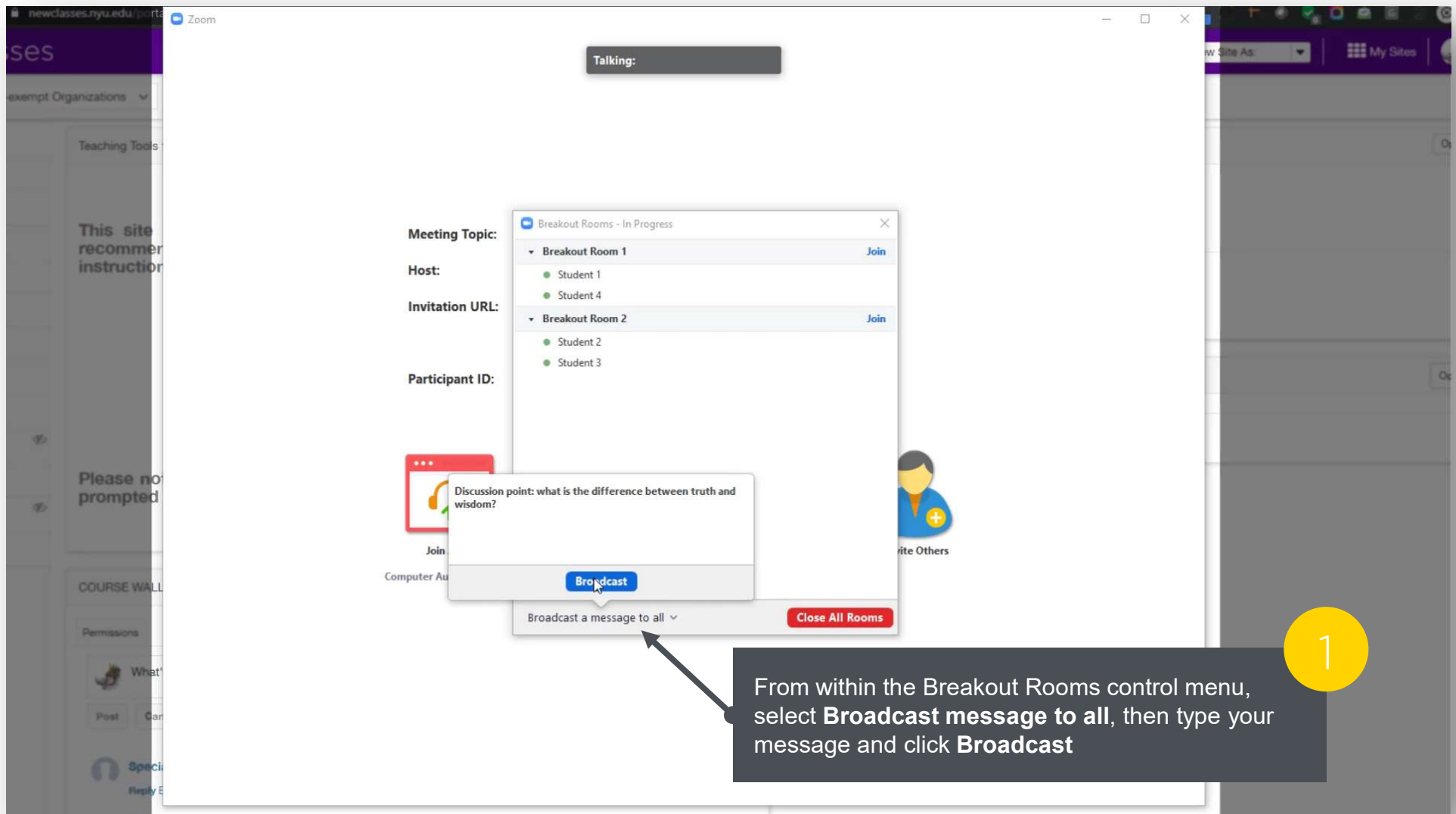
The screenshot shows a Zoom meeting interface with a breakout room active. A 'Breakout Rooms - In Progress' window is open, listing two breakout rooms. Breakout Room 1 contains Johan Starr, Student 1, and Student 4. Breakout Room 2 contains Student 2 and Student 3. A 'Leave' button is visible next to Breakout Room 1, and a 'Join' button is next to Breakout Room 2. A 'Close All Rooms' button is at the bottom of the window. A 'Talking:' bar is at the top. The Zoom toolbar at the bottom includes buttons for Unmute, Start Video, Manage Participants, Share Screen, Chat, and Breakout Rooms. A 'Leave Breakout Room' button is also visible in the bottom right corner of the toolbar.

1 Click **Breakout Rooms** from within a Breakout Room to recall the control menu

2 Click **Leave** in the control menu to return to the main session

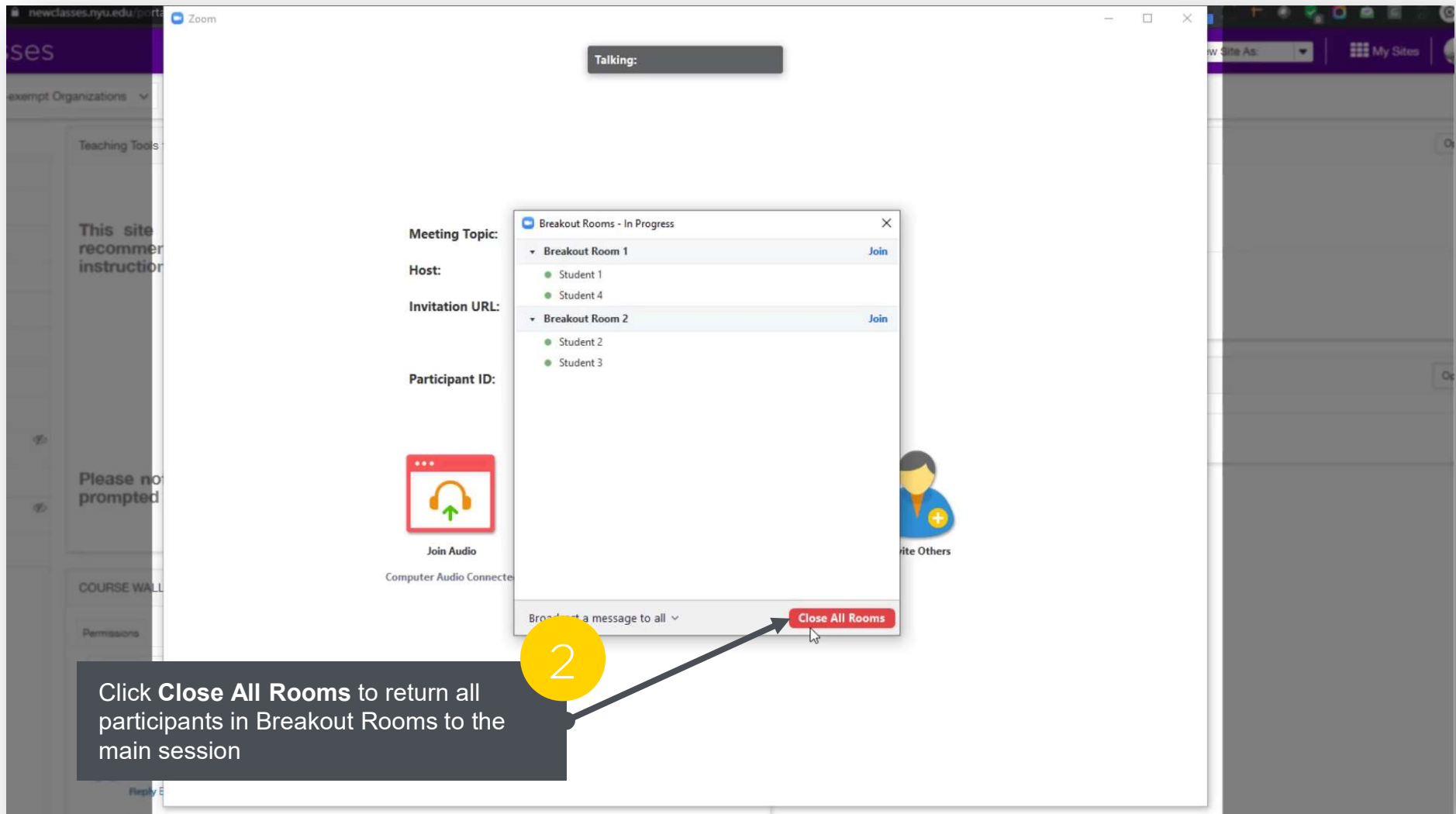
Broadcasting to Breakout Rooms

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



The screenshot shows the Zoom interface with a 'Breakout Rooms - In Progress' control menu open. The menu lists two breakout rooms: 'Breakout Room 1' with participants Student 1 and Student 4, and 'Breakout Room 2' with participants Student 2 and Student 3. A 'Broadcast' button is highlighted in the bottom left of the menu. A callout box points to this button with the text: 'From within the Breakout Rooms control menu, select **Broadcast message to all**, then type your message and click **Broadcast**'. A yellow circle with the number '1' is in the bottom right corner.

Closing Breakout Rooms

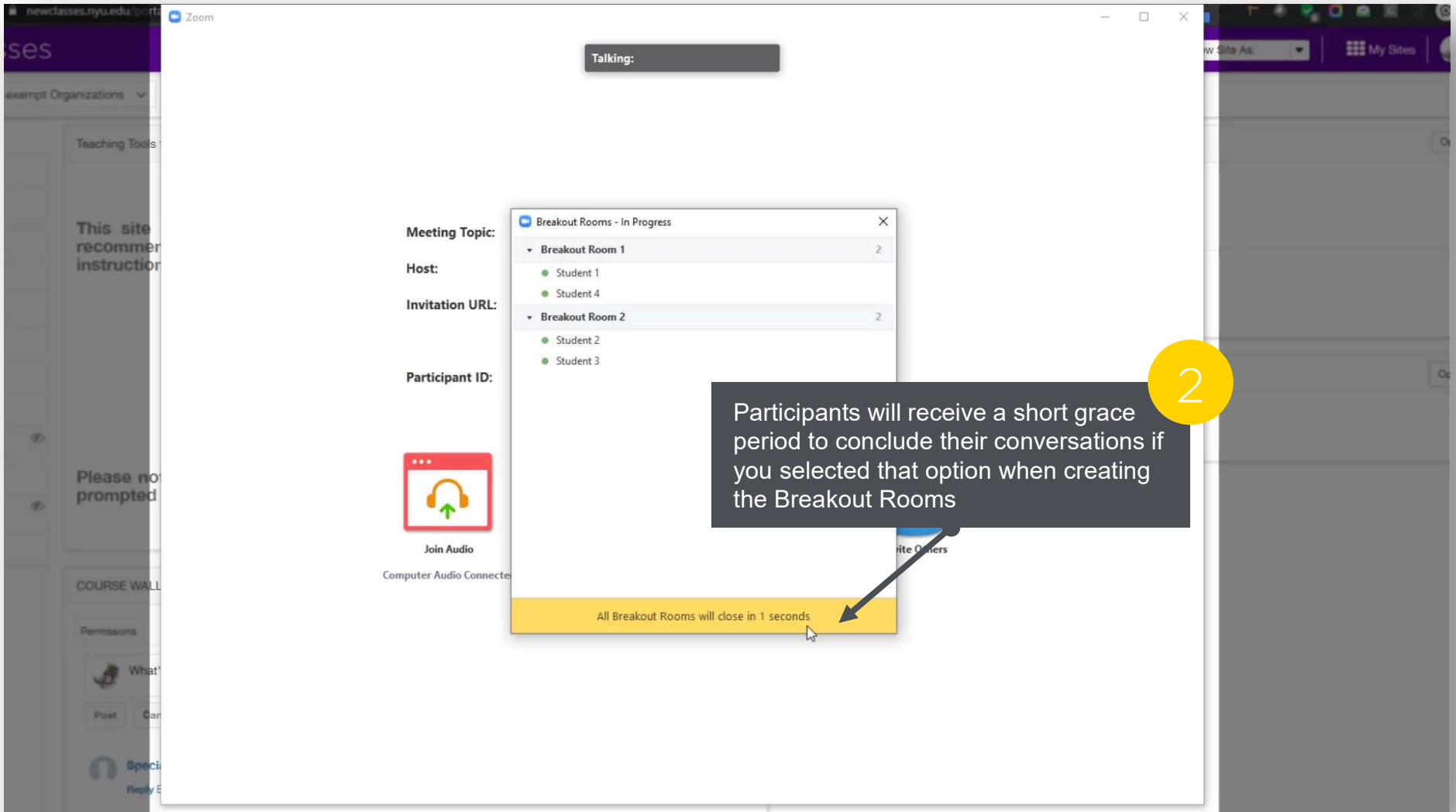


The screenshot shows a Zoom meeting interface. In the center, a window titled "Breakout Rooms - In Progress" is open. It lists two breakout rooms: "Breakout Room 1" with participants Student 1 and Student 4, and "Breakout Room 2" with participants Student 2 and Student 3. Each room has a "Join" button. At the bottom of this window, there is a "Broadcast a message to all" dropdown menu and a red button labeled "Close All Rooms". A yellow circle with the number "2" and an arrow points to the "Close All Rooms" button. A text box at the bottom left of the image contains the following text:

Click **Close All Rooms** to return all participants in Breakout Rooms to the main session

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



Meeting Topic:

Host:

Invitation URL:

Participant ID:

Join Audio

Computer Audio Connected

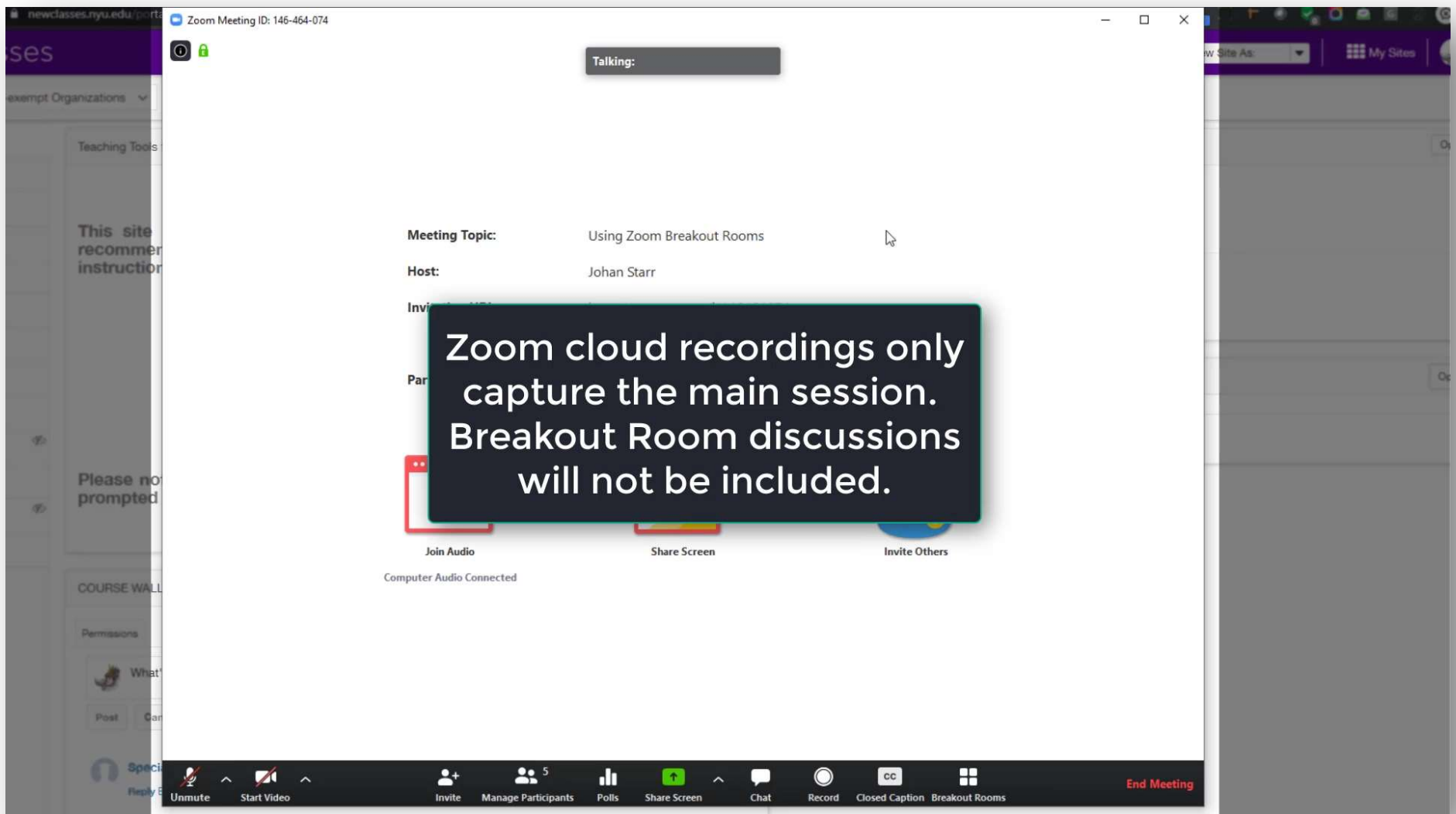
Breakout Rooms - In Progress

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

All Breakout Rooms will close in 1 seconds

Participants will receive a short grace period to conclude their conversations if you selected that option when creating the Breakout Rooms

Note on Recording in Breakout Rooms



The image is a screenshot of a Zoom meeting window. The window title bar shows "Zoom Meeting ID: 146-464-074". The main content area displays the meeting topic "Using Zoom Breakout Rooms" and the host "Johan Starr". A large, dark blue text box with a white border is centered over the meeting information, containing the text: "Zoom cloud recordings only capture the main session. Breakout Room discussions will not be included." Below this text box are three buttons: "Join Audio", "Share Screen", and "Invite Others". The bottom of the window shows the Zoom toolbar with icons for Unmute, Start Video, Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and an "End Meeting" button. The left sidebar of the Zoom window shows a "newclasses.nyu.edu" browser window with a "Teaching Tools" section and a "COURSE WALL" section.

Zoom Meeting ID: 146-464-074

Talking:

Meeting Topic: Using Zoom Breakout Rooms

Host: Johan Starr

Zoom cloud recordings only capture the main session. Breakout Room discussions will not be included.

Join Audio Share Screen Invite Others

Computer Audio Connected

Unmute Start Video Invite Manage Participants Polls Share Screen Chat Record Closed Caption Breakout Rooms End Meeting