easterseals
Southern California

Virtual Community Workshop

Zoom Breakout Rooms

Learning Goals

In today's workshop we will learn...

- What breakout rooms are
- How to use breakout rooms in a Zoom meeting
- Why breakout rooms are helpful

Breakout room Basics

Breakout Room Basics

What are breakout rooms?

- <u>Breakout rooms</u> allow you to split your Zoom meeting in up to 50 separate "sessions"
- <u>Sessions</u> are the smaller groups that are created within the larger Zoom meeting

Breakout Room Basics

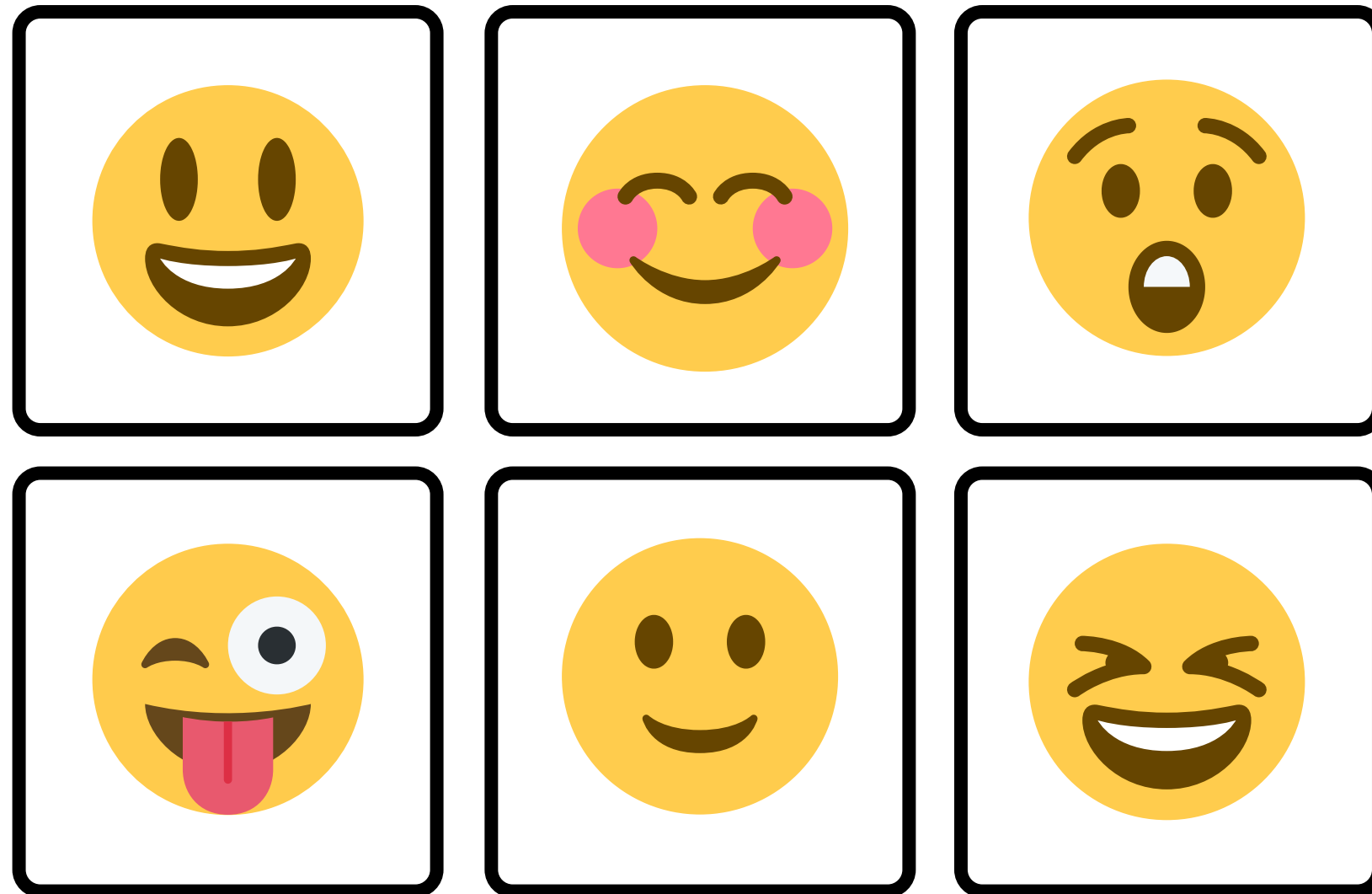Who can create breakout rooms?

- The meeting host

Who can join breakout rooms?

- The participants in the meeting
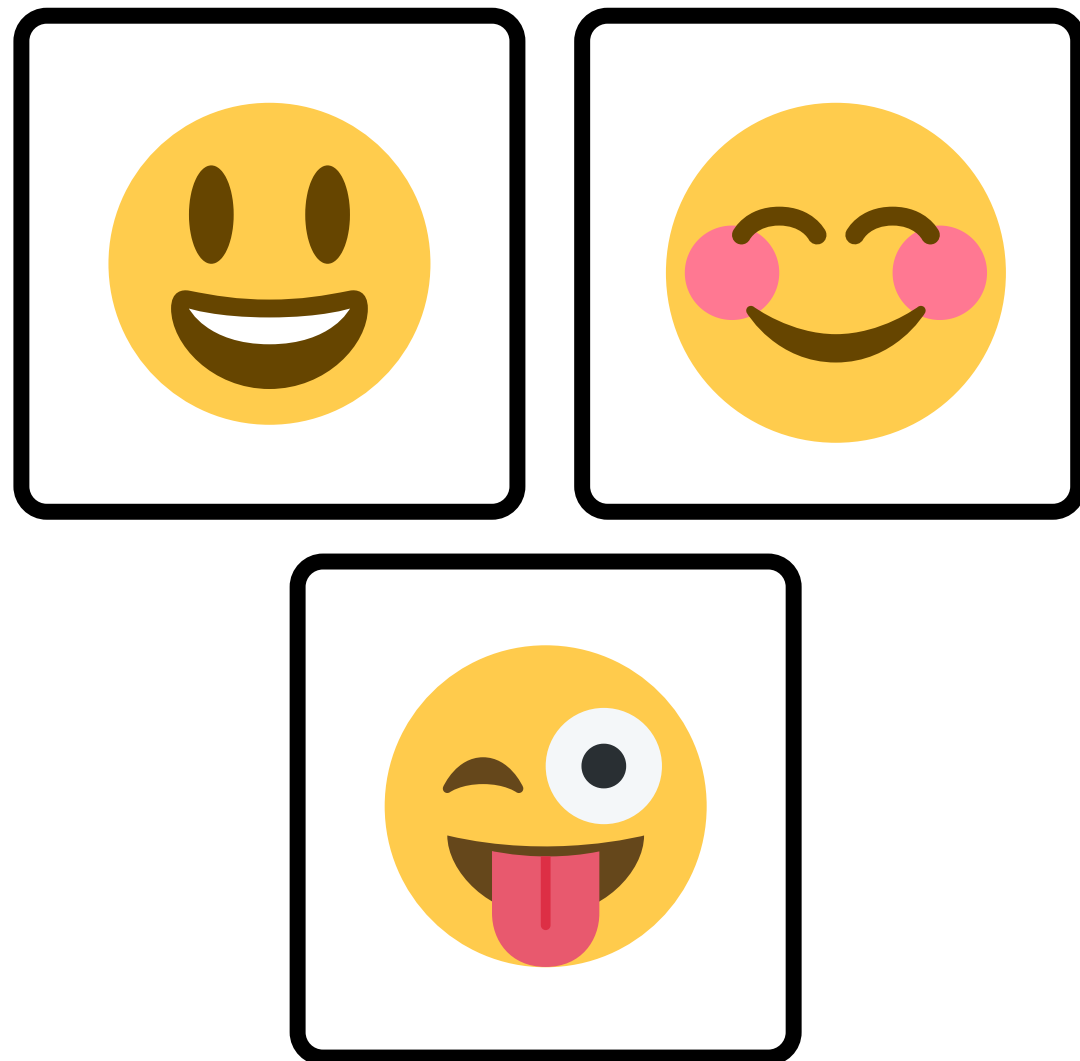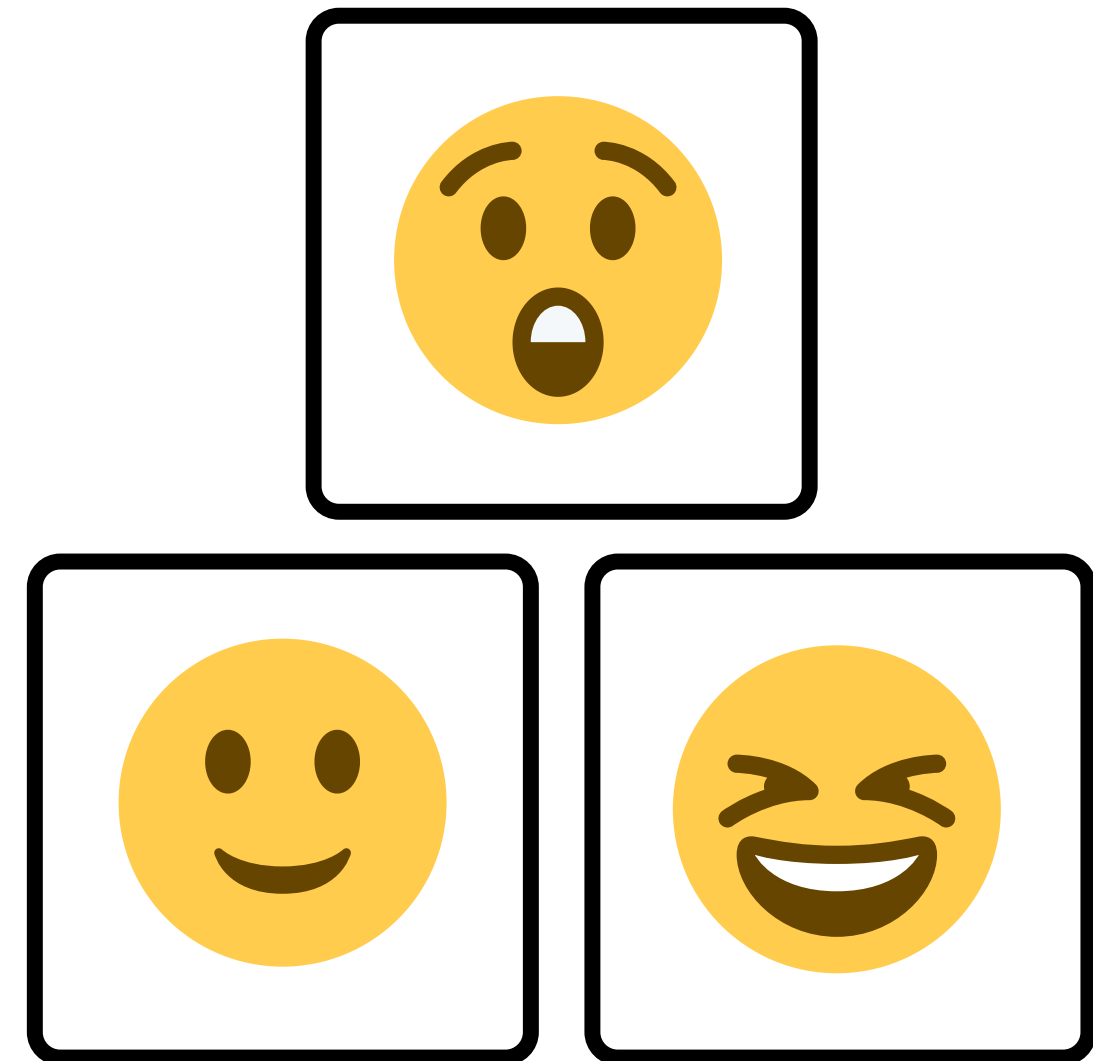
Breakout Room Basics

Zoom meeting

Breakout Room Basics

Breakout Room 1

Breakout Room 2

Enabling Breakout Rooms

Enabling Breakout Rooms

Step 1

Go to zoom.us and log into your Zoom account

Step 2

In your account settings, under "In Meeting (advanced)" you can enable the Breakout Room feature

Enabling Breakout Rooms

Creating Breakout Rooms Within a Meeting

Creating Breakout Rooms

In your Zoom meeting, click the "Breakout Rooms" icon located in the bottom toolbar

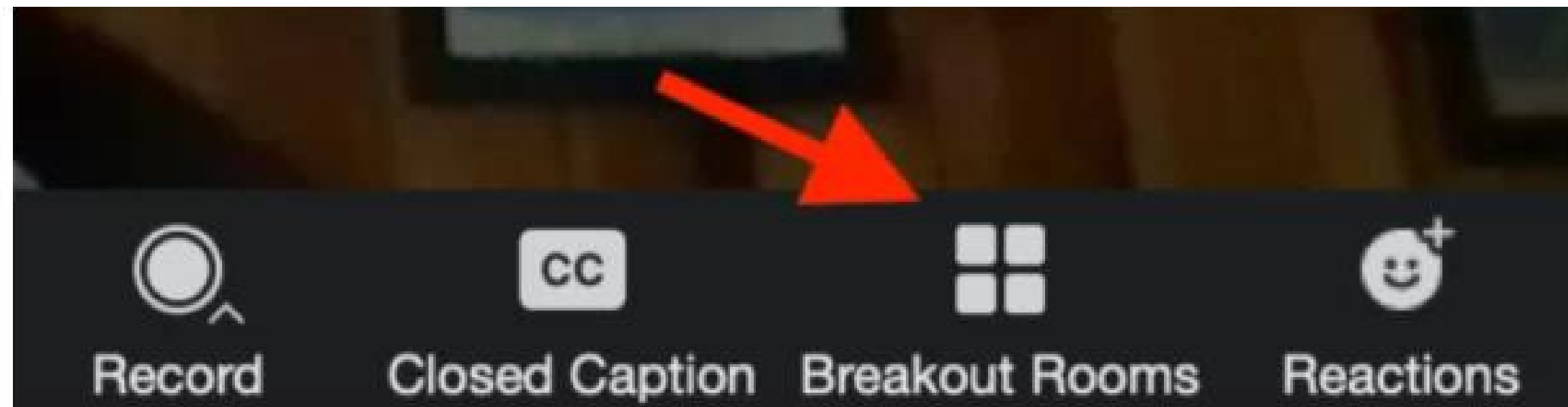# Creating Breakout Rooms

Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

- Automatic room creation will create your Breakout Rooms automatically, placing participants into rooms randomly
- Manual room creation will allow you to create each room and assign participants to each room individually

Creating Breakout Rooms

Step 3

Select "Create Breakout Rooms"

Setting Breakout Room Options

Setting Breakout Room Options

Inside the Breakout Room panel there is an Options menu with features to help you shape the Breakout Room experience

You can...

Setting Breakout Room Options

- Move all participants to Breakout Rooms – This option automatically moves all participants to a Breakout Room when you select the Open All Rooms option, allowing you to create Breakout Rooms on the fly.

- Set a timer – You can put your Breakout Rooms on a timer that forces everyone to return to the main session when the timer expires. This option is great for group activities or brainstorming sessions.

Setting Breakout Room Options

- Countdown after closing Breakout Rooms – This option gives participants in Breakout Rooms a visible countdown to when they will return to the main session, giving participants the time they need to wrap up the discussion.

- Allow participants to return to the main session at any time – This option gives participants the ability to return to the main session without any time constraints.

How can Breakout Rooms be Helpful?

How can Breakout Rooms be Helpful?

- Group discussions & brainstorming
- Group activities
- Can give individualized help to a single individual

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Thank you!

For more information visit
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