



# 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?

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



# Breakout Room Basics

Who can create breakout rooms?

- The meeting host

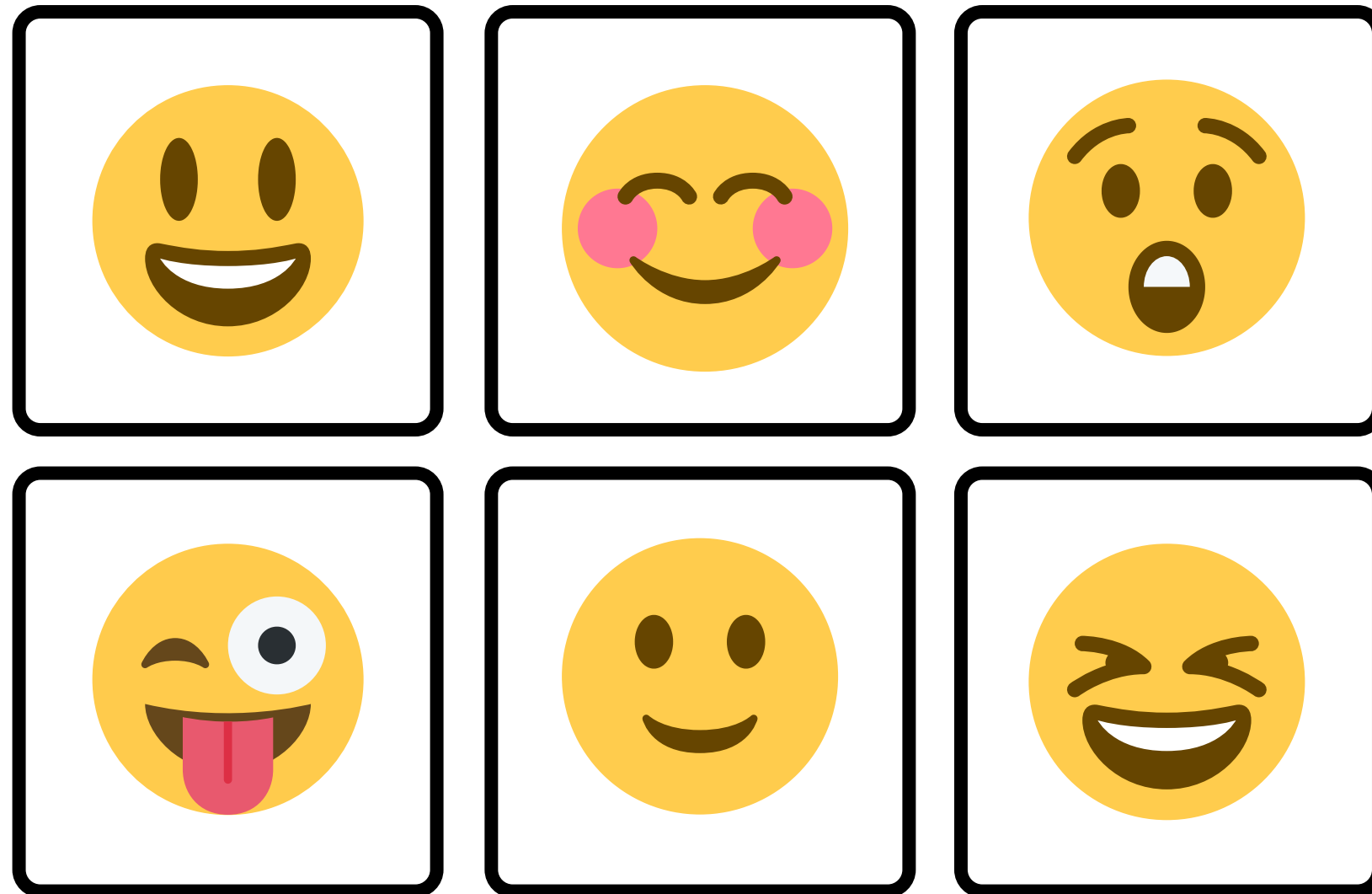
Who can join breakout rooms?

- The participants in the meeting



# Breakout Room Basics

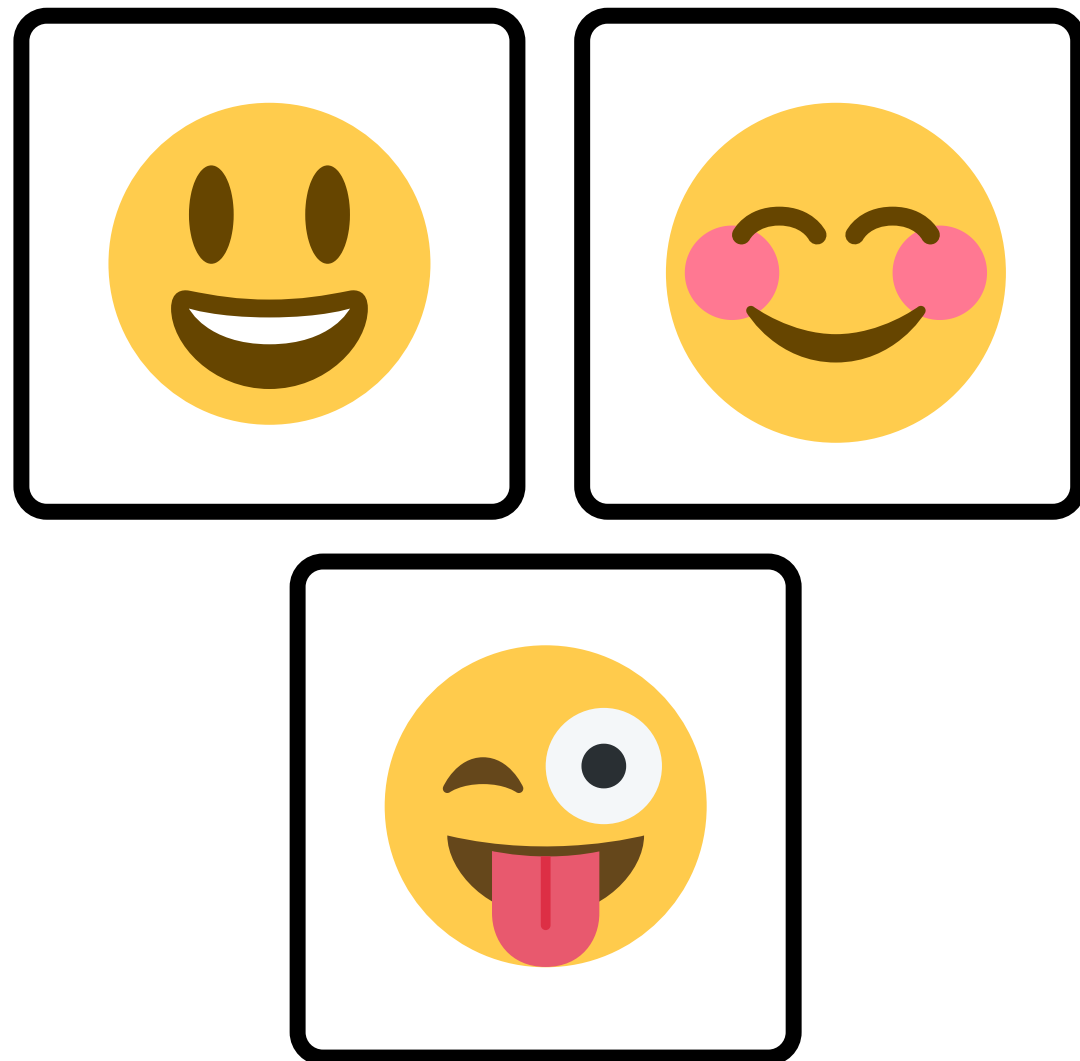
Zoom meeting



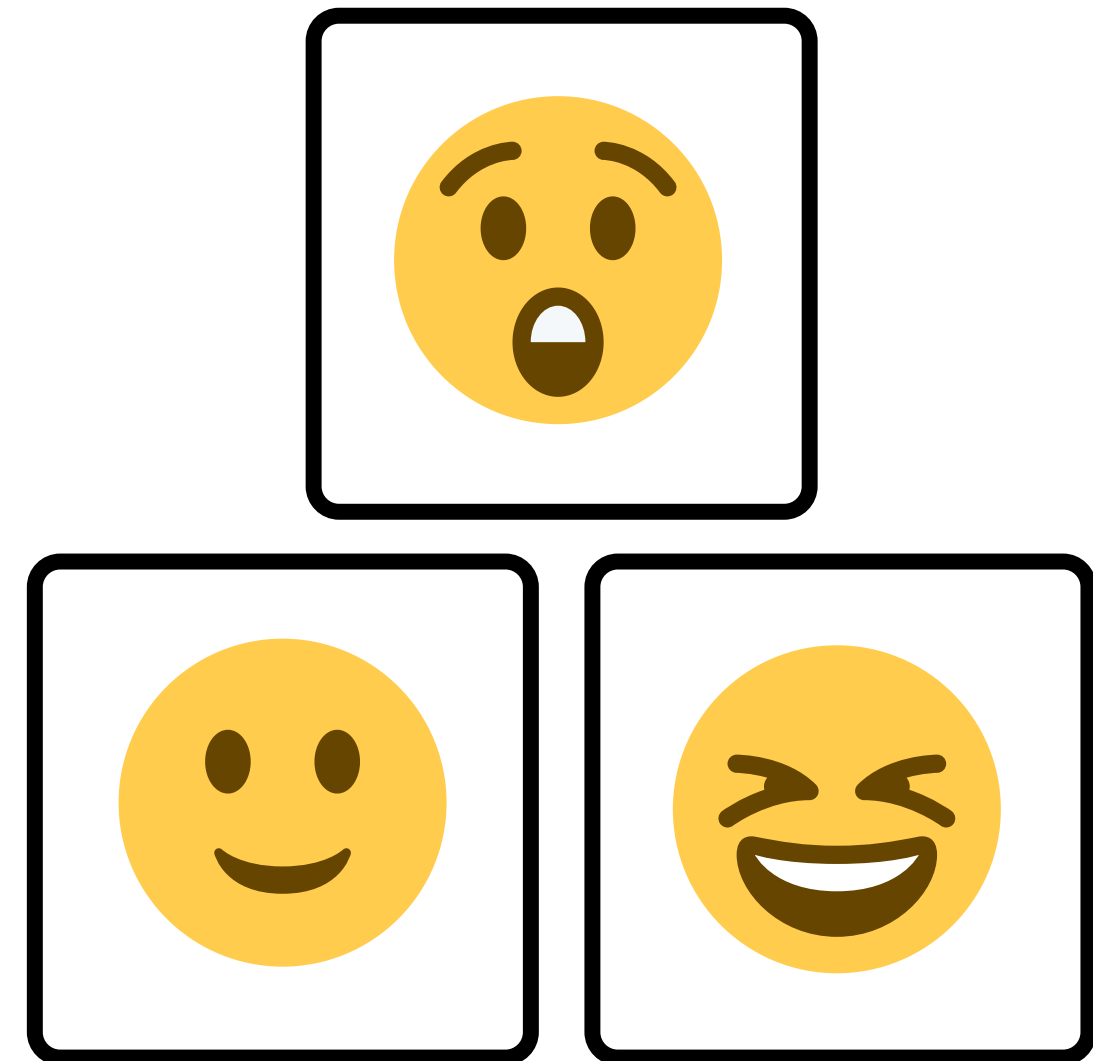


# Breakout Room Basics

Breakout Room 1



Breakout Room 2





# Enabling Breakout Rooms





# Enabling Breakout Rooms

## Step 1

Go to [zoom.us](https://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

success.zoom.us/profile/setting

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT



SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

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.



### Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling

Modified [Reset](#)

### Remote support

Allow meeting host to provide 1:1 remote support to another participant



### Closed captioning


Allow host to type closed captions or assign a participant/third party device to add closed captions



Enable live transcription service to show transcript on the side panel in-meeting





A top-down view of a bright yellow surface. In the top left, there are several yellow pencils, one of which is broken with pink shavings. In the top center is a clear glass containing a yellow liquid. In the top right is a pair of clear-framed glasses. In the bottom right corner, a portion of a yellow folder is visible.

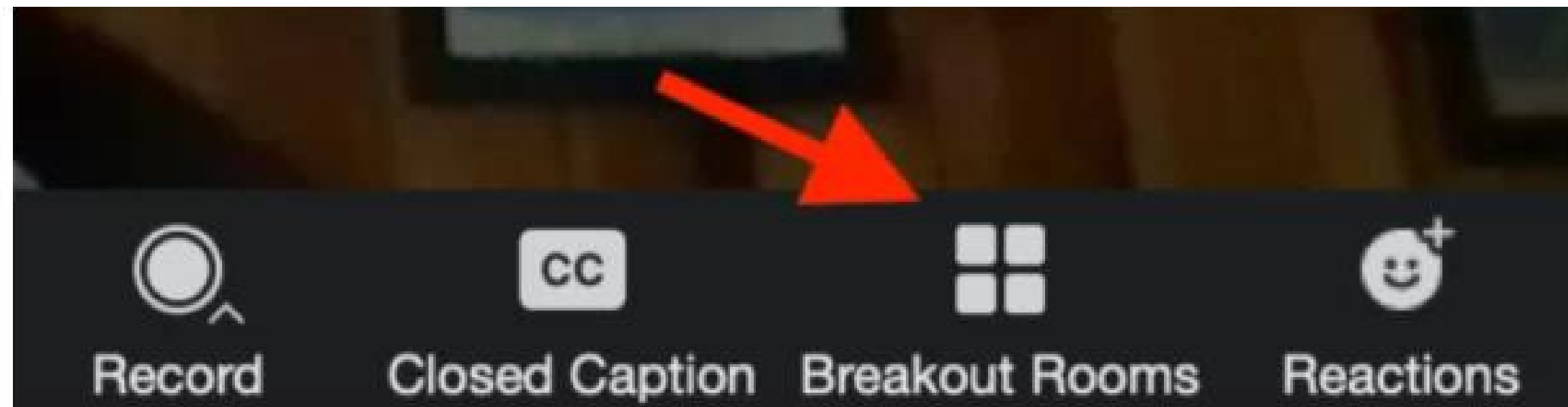
# Creating Breakout Rooms Within a Meeting



# Creating Breakout Rooms

## Step 1

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





# Creating Breakout Rooms

## Step 2

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"



The background is a solid, bright yellow color. In the top left corner, there are several yellow pencils and a pink eraser with some shavings. In the top center, there is a clear glass jar. In the top right corner, there is a pair of clear-framed glasses. In the bottom right corner, there is a yellow folder or binder.

# 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.



A pair of blue-handled scissors is positioned in the upper right quadrant of the image. To its right, a grey box contains several blue pencils with sharpened tips. The background is a solid, light blue color. The text is centered in the middle of the page.

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



# Learning Goals

In today's workshop we learned...

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







# Thank you!

For more information visit  
[www.esscvirtualcommunity.com](http://www.esscvirtualcommunity.com)

or contact  
[sabrina.pascual@essc.org](mailto:sabrina.pascual@essc.org)

