

BREAKOUT ROOMS

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and coordinator can switch between sessions at any time. They are a good tool for a large group to discuss a topic and report back to the larger group.

Settings

- Go to your settings "In Meeting Advanced" and enable Breakout room

In the session

Once you enable Breakout Rooms, it appears in your Zoom session in the control bar (host only, not co-host). You can:

- Specify how many rooms you want (based on the number of members in the class, e.g. if you have 40 members in class, you may want 5 rooms so there will be 8 people per room)
- Let Zoom assign participants. If you want, you can move/exchange people.
- Select the time limit and when the warning should be sent.
- Start the breakout room when you are ready.
- Visit each room if you want.
- At the end of the time limit (6-8 minutes?), everyone returns automatically to the full room. A reporter from each group summarizes one or two things about the groups discussion. Here is a link to a helpful video:

<https://www.youtube.com/watch?v=dNCrdSnnqiU>