TIPS FOR BREAKOUT ROOMS

General Info

- o Zoom's video on this is really fantastic. Clear. Short. Helpful. [Here's the link](#).
- o This quick cheat sheet is for those who want their tips in writing.

How to CREATE Quick Breakout Rooms During a Live Session

When to use breakout rooms:

- To enable students to work together on something, for example, a case or case-based question, to generate questions or brainstorm ideas during a live session.

Where do I click?

- On your Zoom toolbar, click on "Breakout Room"
- Usually this appears at the bottom right side of the Zoom toolbar.
    - o If you don't see this, click on the word "More" on the toolbar and select Breakout Rooms form the dropdown list.
    - o If you still don't see it: Settings, General, then click on Breakout Rooms to add it to your toolbar.
- RANDOM ASSIGNMENT OF STUDENTS to breakout rooms: After Clicking "Breakout Room", a window pops up to ask you if you want to set-up breakout rooms *Automatically* or *Manually*.
    - o SELECT, "**Automatically**"
    - o Then, SELECT how many breakout rooms you want
        - Example: IF you have 70 students on Zoom, creating 10 rooms assigns 7 students per breakout room. If you want smaller groups, you would create 15-20 rooms.
    - o Then click, OPEN ROOMS to move students to breakout rooms
- TO BRING THEM BACK: Click CLOSE breakout rooms. There is usually 30 seconds to 1 minute grace period for students to return.

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- Once students are in a breakout room, they will be able to:
    - o Share their screens with one another
    - o Verbally talk to one another
    - o Type messages or share links to resources using the CHAT feature
- Breakout rooms will NOT see what other breakout rooms are doing, saying, showing, writing, etc., which is what we want.

The HOST can...

- "BROADCAST" message to all breakout rooms
- Enter any of the breakout rooms
- Be called to join a breakout room if students have a question

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