Using Breakout Rooms in Zoom

Once you are logged into Zoom and have started your class
1. Click on “Breakout Rooms”
2. Select how many Breakout Rooms you would like to use, whether you would like to Automatically or Manually choose who goes in which room, and click on “Create Breakout Rooms”
   a. If you select Automatically it will sort the students into Breakout Rooms, but you will have a chance to move students around before they enter their Breakout Rooms
   b. If you select Manually you will be required to add each student into Breakout Rooms before they enter a Breakout Room
3. Once your students are in the appropriate Breakout Rooms on the list, click on “Open All Rooms”
   a. Students will disappear from the Main Meeting Room and transfer to their Breakout Rooms
4. Click on “Join” to join one Breakout Room
   a. Your video/name will show up in the Breakout Room
5. Click on “Broadcast a message to all” to send a Text message to all Breakout Rooms
6. Click on “Close All Rooms” to close the Breakout Rooms
   a. By Default, the students will have 60 seconds to wrap-up before being transferred from the Breakout Room to the Main Meeting Room