

Using breakout rooms in Zoom

Zoom’s breakout rooms are smaller group rooms which can be opened from any zoom meeting. Up to 50 breakout rooms can be set up within a zoom meeting.

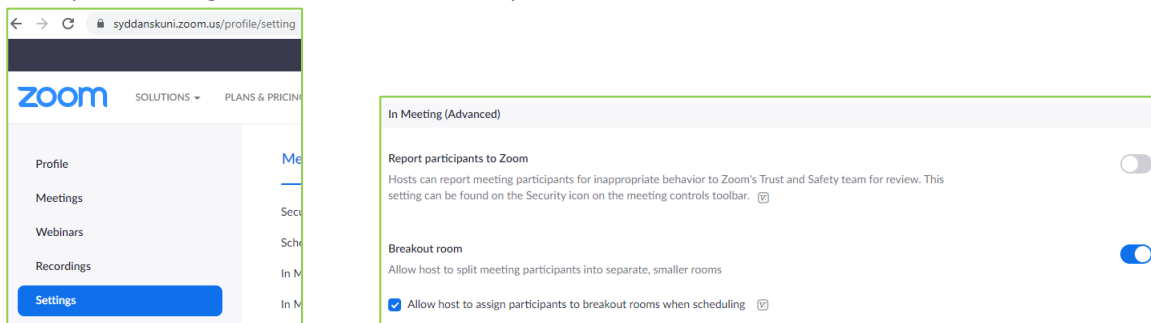
Breakout rooms are set up by the host of the Zoom meeting. As of Oct. 1st 2020, breakout rooms can also be set up so participants can choose which room they wish to join.

Breakout rooms can be used for different activities:

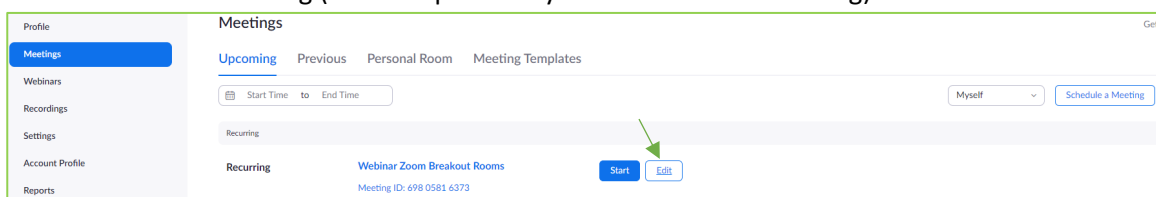
- “Discuss this with the person next to you”-type exercises (e.g. [think-pair-share](#)).
- Group work in pre-assigned, manually or randomly generated groups.

Technical guide to pre-assigning breakout rooms

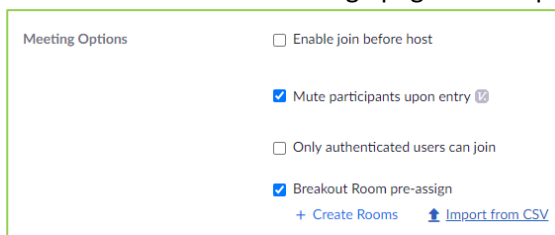
- 1) Breakout rooms must be enabled in your settings (log in to syddanskuni.zoom.us. Click “Sign in” and open “Settings” in the menu on the top left).



- 2) Schedule a Zoom meeting (or edit a previously scheduled zoom meeting)



- 3) Scroll down the “Edit meeting”-page to set up pre-assigned breakout rooms manually or via csv



- a. If you choose to “Import from CSV”, make a file in excel which looks like this (including the headline!):

Pre-assign Room Name,Email Address	
room1,xxxxx@student.sdu.dk	
room1,xxxxx@student.sdu.dk	
room1,xxxxx@student.sdu.dk	
room2,xxxxx@student.sdu.dk	
room2,xxxxx@student.sdu.dk	
room3,xxxx@student.sdu.dk	
room3,xxxx@student.sdu.dk	

Technically, the students themselves could help you construct such a list by entering their e-mail address into a shared excel document.

- b. If you choose “Create rooms”, you can manually create rooms and enter the students e-mail addresses. This process is more time-consuming, however it can be relevant if you have under 20-30 participants.

Breakout Room Assignment 1 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

+

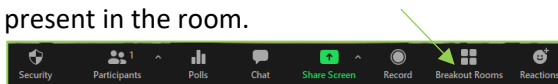
Breakout Room 1

Breakout Room 1

xxxxx@student.sdu.dk

NB! If you are using pre-assigned breakout rooms, the students must log in using their SDU account for it to work. A Zoom guide for students is located at mitsdu.dk.

- 4) Once you enter the Zoom meeting, you will have the option of opening the breakout rooms. It isn't possible to test pre-assigned rooms ahead of time, as they only work when there are participants present in the room.



Create Breakout Rooms

Create **breakout rooms**

Assign automatically

Assign manually

Let participants choose room

X participants per room Create

- 4a. Without pre-assigned rooms, you will get these options:
(including the option of letting participants choose their own room)

Breakout Rooms - Not Started

- Breakout Room 1 Assign
- Breakout Room 2 Assign

Options Recreate Add a Room Open All Rooms

- 4b. With pre-assigned rooms, you will get these options:

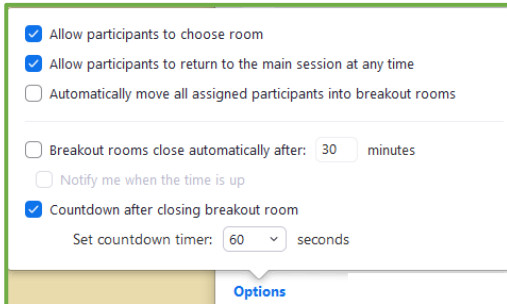
Tip: Clicking “Recreate” and “Recover to pre-assigned rooms” can be a quick fix if your pre-assigned rooms don't show up the way they're supposed to.

Recover to pre-assigned rooms

Recreate all Rooms

Recreate

- 5) Clicking “Options” will allow you to adjust the breakout room functionalities (including allowing participants to choose rooms):



The screenshot shows a settings panel for breakout rooms. It contains several checkboxes and input fields. The first three checkboxes are checked: 'Allow participants to choose room', 'Allow participants to return to the main session at any time', and 'Countdown after closing breakout room'. The third checkbox has a sub-field 'Set countdown timer: 60 seconds'. The other two checkboxes are unchecked: 'Automatically move all assigned participants into breakout rooms' and 'Breakout rooms close automatically after: 30 minutes'. There is also an unchecked checkbox for 'Notify me when the time is up'. At the bottom of the panel is a blue button labeled 'Options'.

- 6) Click “Open All Rooms” to have the students enter the breakout rooms. You can join any breakout room by clicking “Join” next to the name of the room.

You also have the option of broadcasting a message to all breakout rooms. The broadcasted message will appear at the top of each room for about 5 seconds.

- 7) Click “Close All Rooms” to have the students re-enter the main meeting room (students can re-enter manually or will be automatically moved to the main room after 60 seconds).

Tips and tricks:

- Before opening the breakout rooms, ensure that all participants know
 - 1) what they’re supposed to do in the breakout rooms and
 - 2) how long they have before returning.

The main meeting screen share is *not* shown in the breakout rooms, so any relevant questions/drawings etc. need to be shared by other means, e.g. in Blackboard or a shared Office 365 document.

The main room zoom chat is also open in the breakout rooms, so shorter questions and answers can be shared there, too.

- Write the breakout room task in a [shared word or excel document](#) and give the students editing rights, so they can write their notes there as they discuss. This will also give you an overview of how each group is progressing – and the groups can inspire each other.
- Once everyone has re-entered the main meeting room, pick up important points on a [shared whiteboard](#).
- Visit a few breakout rooms to find volunteers who will share what they’ve discussed once they re-enter the main meeting.