

Setting up Breakout Rooms in Zoom

Breakout Rooms can be created to allow groups of students within a class to consider a case, discuss research topics, or perhaps formulate a project plan, away from the class. There are a number of ways to setup and sort Breakout Rooms. Students can be sorted randomly, they can self-assign, or they can be pre-assigned. Breakout Rooms can be recorded.

Randomise assignment

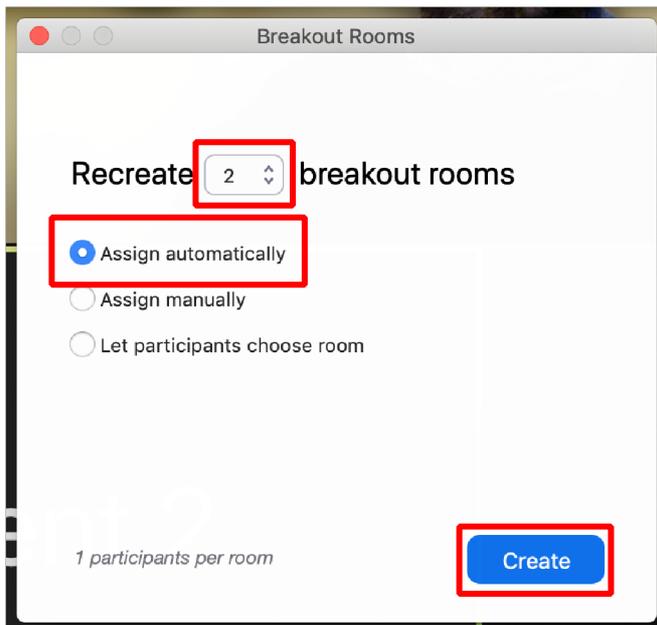
Step 1 – To create Breakout Rooms for your students, with a randomised membership, click on *Breakout Rooms* on the bottom-right hand side of the Zoom meeting window.



Step 2 – Set the number of Breakout Rooms to be created for your students **Step**

3 – Click to *Assign automatically*.

Step 4 – Then click *Create*.

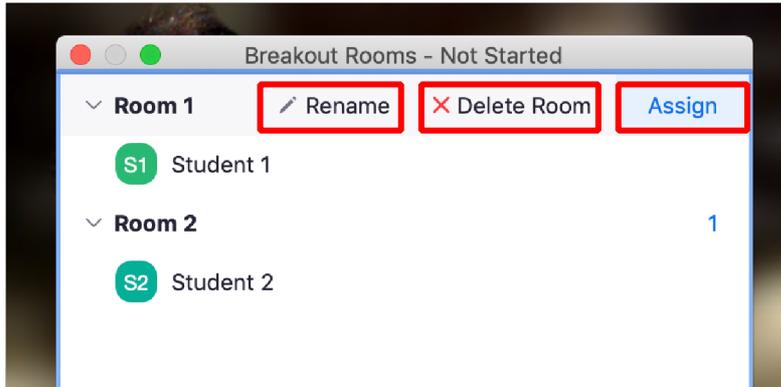


The Breakout Rooms panel appears (*see below*). Students will be distributed randomly in the list of rooms, but the rooms have not yet been opened.

From the Breakout Room panel there are a number of options to edit for each room:

- Click on *Rename* to edit the name of a room.
- Click on *Delete Room* to delete a named room.

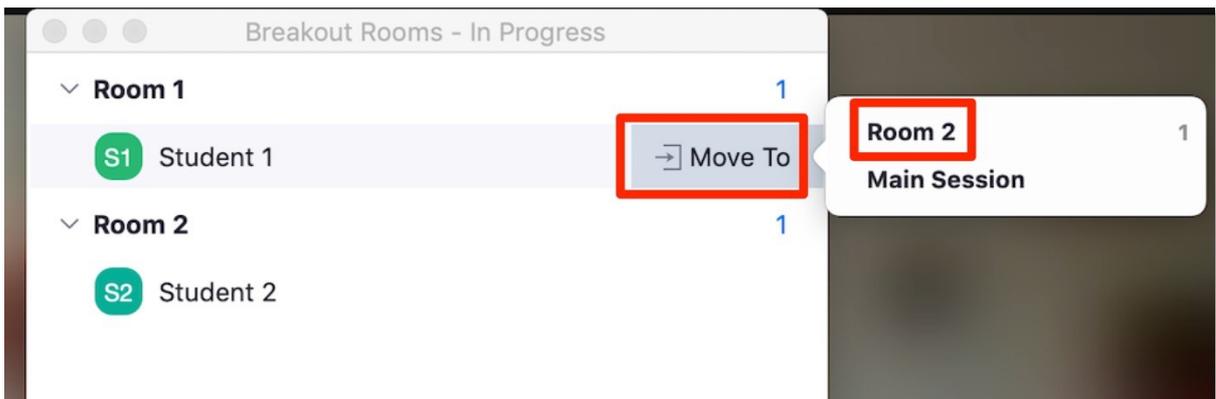
- Click on *Assign* to assign named students to a room.



To move a student to another Breakout Room:

Step 1 – Click *Move To*, and then...

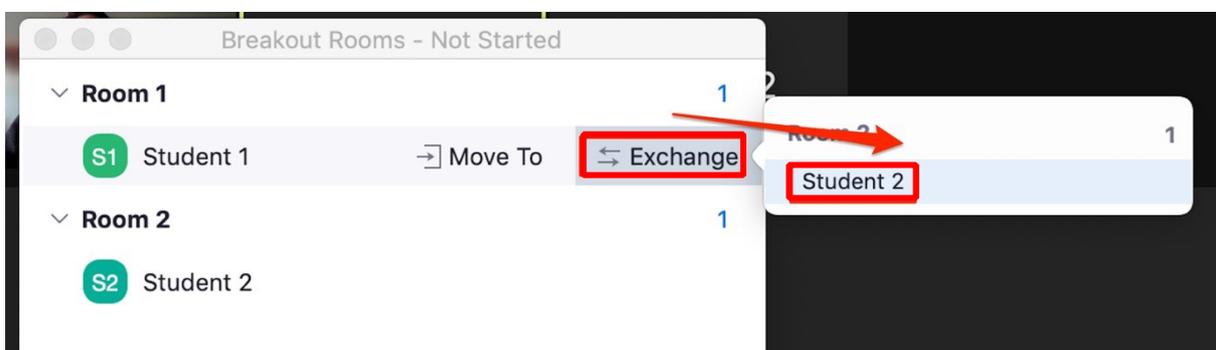
Step 2 – Select by name the room to move the student to.



To exchange 2 students between rooms:

Step 1 – Click the *Exchange* option on the student you want to exchange.

Step 2 – Then select the name of the student in the room you want to swap with.



The bottom of the Breakout Rooms panel has a number of additional edit options.

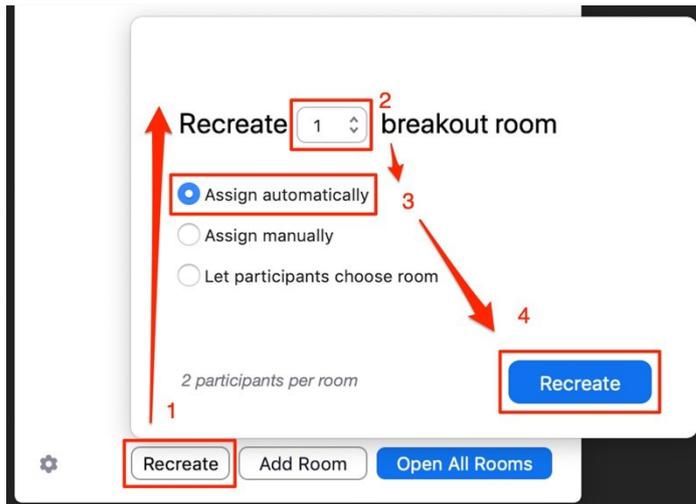
The *Recreate* option allows you to run the room setup process again. *To run the room setup process again:*

Step 1 – Click *Recreate*

Step 2 – Set how many rooms to be created

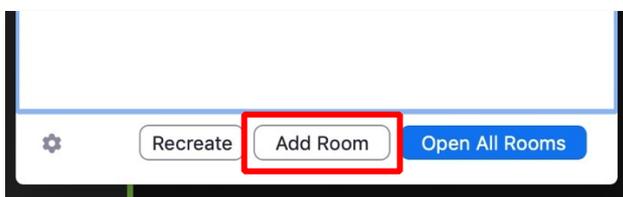
Step 3 – Set whether to Assign automatically, manually or to allow students to choose for themselves

Step 4 – Click *Recreate*



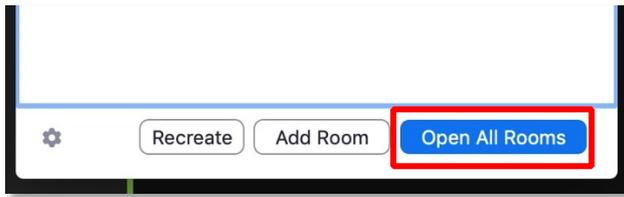
To add extra room to the Breakouts:

Step 1 – Click *Add Room* to add an additional room



When you are ready for the Breakout Rooms to go live:

Step 1 - Click *Open All Rooms*, students will be remove from the main session and will start to appear in the assigned rooms.



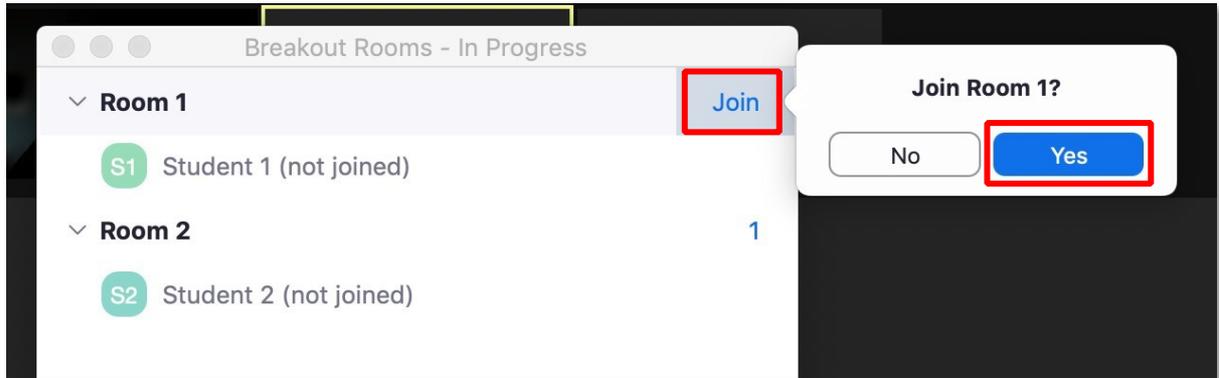
As the students join their rooms, the Instructor will be left in the main session and other options appear on the Breakout Room panel. The Instructor will be able to *Join* any Breakout Room they wish.

To join a Breakout Room:

Step 1 – Click on the name of the room you want to join

Step 2 – Click *Join* **Step**

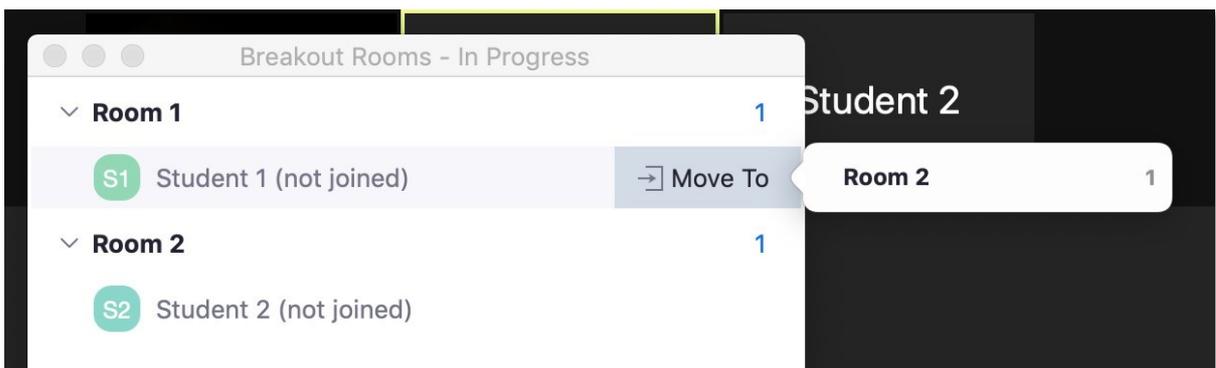
3 – Click *Yes*



The Instructor will still be able to move any student to a different Breakout Room. *To move a student between rooms:*

Step 1 – Click on the name of the student to move

Step 2 – Select the name of the room to move the student to

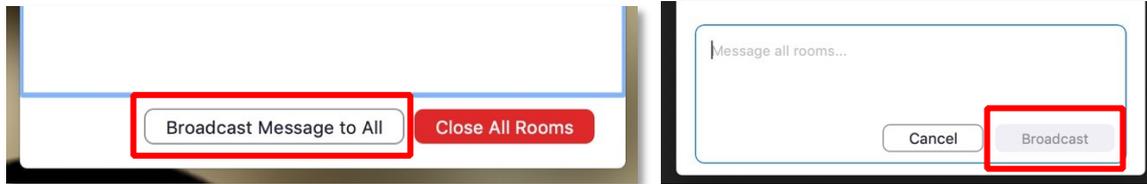


To Send a message to all Breakout Rooms at once:

Step 1 – Click on Broadcast Message to All

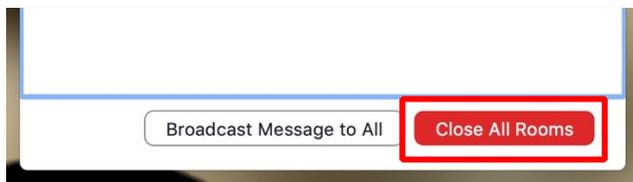
Step 2 – Type your message into the text field

Step 3 – Click *Broadcast*



In addition the Instructor can close all breakout rooms at once:

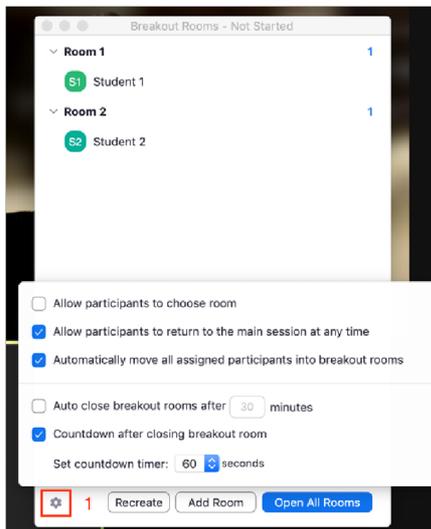
Step 1 – Click *Close All Rooms*



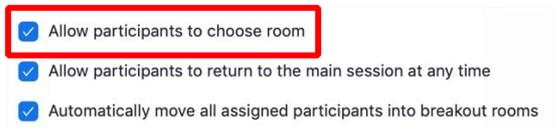
Self-enrolment

To allow students to join Breakout Rooms themselves:

Step 1 – Click on the additional settings menu available under the Cog icon to the bottomleft of the Breakout Rooms panel (1).

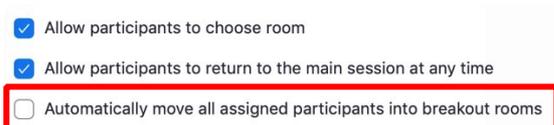


Step 2 – Where Instructors have assigned rooms initially, but want to allow students to change their assigned rooms, they should select the *Allow participants to choose room* option.



This would allow students to Leave their assigned room after Breakout Rooms had been opened. When they leave their assigned room, they can choose to enter any room they wish.

Step 3 – If an instructor wanted students to have the initial choice of which room they would enter, they could deselect the *Automatically move all assigned participants into Breakout Rooms* option.

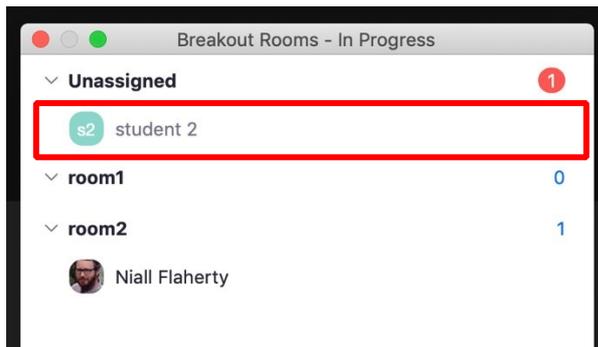


Manage pre-assign

Pre-assigned Breakout Rooms are arranged before sessions via .csv file (an uploaded list of Room assignment). Where mistakes occur some students may be in the wrong room or are not assigned. To correct this issue, after a pre-assigned Breakout Rooms are opened, the Instructor should look for any unassigned students.

To find and assign unassigned student to a breakout room:

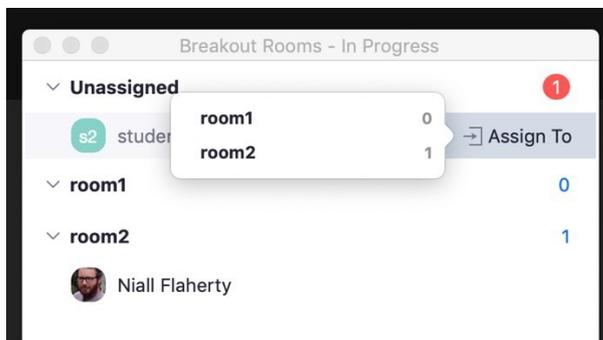
Step 1 – Click on any student names which appear towards the top of the Breakout Rooms panel under the *Unassigned* label.



Step 2 – Click on the Unassigned student's name

Step 3 – Click on *Assign To*

Step 4 – Select the room to assign the student to



Step 5 – Go through each unassigned student to assign each student to the correct Breakout Room.

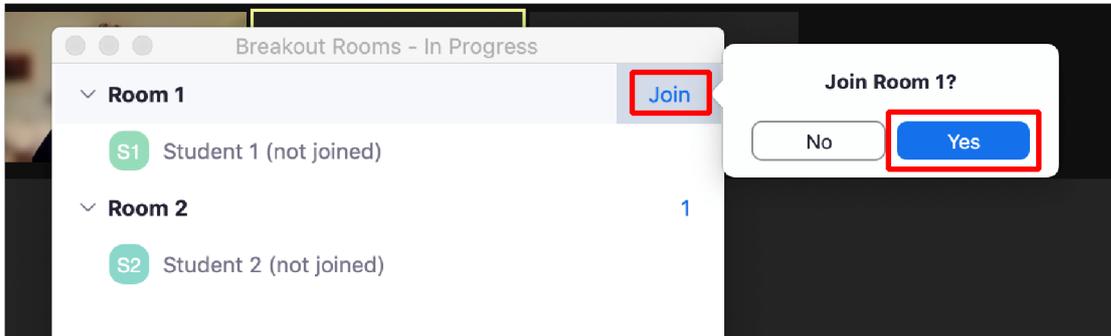
Record Breakout Rooms

To allow individual students to record their Breakout Rooms, the Instructor must be in an open Breakout Room and must allow the student to record local files.

Step 1 – Click on the Breakout Rooms panel



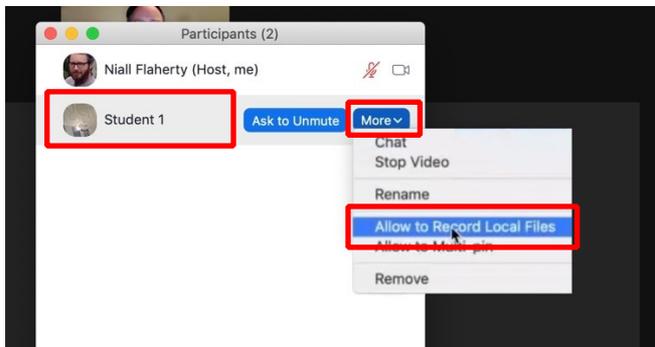
Step 2 – Click *Join* and then *Yes* for the room you wish to enter.



Step 3 – When you enter the selected breakout room click on the Participants panel



Step 4 – Click on the name of a student, then click on *More*, and then select *Allow to record local files*.



The student can now access the *Record* icon in the bottom-middle of the screen to initiate a recording of their Breakout Room.

When the session is over, the student will be able to save the recording to their local drive.