LiveOnline@UT (Zoom) – Leader Guide to Breakout Rooms

LiveOnline@UT (Zoom) is the UT branded name for the Zoom application. Zoom, a cloud-based technology, allows faculty, staff and students to have high quality interaction in real-time from their computers and mobile devices.

Breakout Rooms are small groups that may be engaged during the meeting. Meeting leaders may choose to assign participants to a room automatically or choose to assign participants manually to a room.

The information in this guide will explore the following topics.

- How to open Breakout Rooms
- Communication tools available in Breakout Rooms
- How to close Breakout Rooms

Getting Started with Breakout Rooms

Breakout Rooms may be setup and engaged by the meeting leader at any time during the meeting. As you explore the Breakout Rooms feature, please keep the following tips in mind.

- The meeting leader may choose to assign participants to a room at random or select participants and assign them to a specific room.

- Breakout Rooms may be engaged multiple times during the meeting.
- Leaders may join any room at any time.
- Audio, video (webcam) and chat tools may be available in Breakout Rooms.

How to Open Breakout Rooms

Before engaging Breakout Rooms, consider how and when you would like to use them in your meeting. The meeting leader may open, close and recreate rooms at any time.

1. To begin, select the Breakout Rooms icon on the toolbar.

2. The leader will be prompted to select the number of rooms and how to distribute participants to the rooms. Select Create Rooms when these options have been set.
The meeting leader may choose to

- Allow Zoom to distribute participants to room automatically
- Assign participants to rooms manually

Please note the following examples.

In this example

- Three Breakout rooms have been created and the leader may assign participants to the rooms.
- To assign a meeting participant to a room, select the Assign option and it will expand to list the names of all participants present in the meeting at the time. Next, add a check by the name of the participant you wish to add to that room.
- Note the top of the Breakout Room window. The rooms have not been started yet. In this example, after assigning participants to the room, the meeting leader should select Open All Rooms to engage Breakout Rooms.

In this example

- The leader opted to allow Zoom to distribute participants automatically. However, the leader must select Open All Rooms to engage the Breakout Rooms.
Please note, the setup of Breakout Rooms is done behind-the-scenes and participants do not view this process on their meeting interface.

In the following examples, the meeting leader has decided to rename the Breakout Rooms. To rename a room, move the mouse over the original room name and select the rename option.

Communication Tools Available in Breakout Rooms

Breakout Rooms may include many of the same communication tools as the main room, plus one additional option. For example, while in a Breakout Room, participants may use the following communication tools.

- Audio
- Video (webcam)

- Chat

The meeting leader may join a room at any time and contribute to the audio, webcam and chat conversations.

In this example, the meeting leader may select Join next to any room to join that room.

Additional Communication Tools:

- Ask for Help icon - There is an additional notification tool available to participants within a Breakout Room. Participants may select the Ask for Help icon on the meeting toolbar.
- After selecting this icon, the meeting leader receives a notification that the participant is asking for assistance in a Breakout Room. The notification will arrive at the leader’s location, whether the leader is already in a Breakout Room or in the main room.
However, please keep in mind that the meeting leader may join any room at any time.

- Broadcast Message to All icon – Meeting leaders may select this icon on the Breakout Rooms menu and broadcast a text message to all rooms at the same time. The message will appear at the top of each user’s meeting window.

How to Close All Rooms

When it is time to stop the current Breakout Rooms, the meeting leader should return to the main meeting room. If necessary, select the Breakout Room icon on the meeting toolbar to reveal the Breakout Room control window.

- Select the Close all Rooms icon on the Breakout Rooms control panel.

- Breakout Room participants will join the main meeting room after a 60-second countdown.

Review of Breakout Room Information

- Meeting leaders may create Breakout Rooms at any time during the meeting.
- Meeting participants may be assigned to rooms automatically or they may be assigned manually by the meeting leader.
- Participants may access the audio, video (webcam), chat and Share Screen tools in a Breakout Room.
- Meeting participants should select the Ask for Help icon on the meeting toolbar to request assistance from the meeting leading during a Breakout Room.
- The following examples display two Breakout Room messages that participants may receive during a meeting.
  - Example 1: After the meeting leader selects Start all Rooms, participants will receive a prompt to their screen to join a room.
Example 2: When the meeting leader selects the close the Breakout Rooms, participants will receive a notification of a 60-second countdown to rejoining the main room. This screen shot was taken at the 18th second of the countdown.