LiveOnline@UT (Zoom) - Quick Start Guide for Meeting Leaders and Breakout Sessions

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 Sessions are small-group sessions that may be engaged during a meeting. Meeting leaders may choose to assign participants to sessions automatically or choose to assign participants manually to a session.

The following information will assist meeting leaders with getting started in using Breakout Sessions and will explore the following topics:

- Start Breakout Sessions
- Communication tools available in a Breakout Session
- Stop Breakout Sessions

Getting Started:

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

- The meeting leader may choose to assign participants to a session at random, or select participants manually and assign them to a particular session.
- Sessions may be engaged at several points during the meeting.
- Meeting leaders may redistribute and re-arrange meeting participants to sessions.
- Leaders may join any session at any time.
- Audio and Video broadcasts, as well as Chat conversations, are available within a Breakout Session.

In this example, the meeting leader is broadcasting Audio and Video (webcam) content, and preparing Breakout Sessions.

Start Breakout Sessions:

Before engaging Breakout Sessions, consider how and when you would like to use them in your meeting. The meeting leader may start, stop, rearrange, and restart the Breakout Sessions at any time.

- To begin, select the Breakout Session icon on the meeting toolbar.
Next, the leader will be prompted to select the number of sessions and how to distribute participants to the sessions. The meeting leader may choose to:

- Allow the application to distribute participants to sessions automatically.
- Assign participants to sessions manually. In this case, meeting leaders may expand the Breakout Session list and then assign participants via a check box to a Breakout Session.

Next, the meeting leader may select Start All Sessions to begin the Breakout Sessions.
- At this point, meeting participants are prompted on screen to join a Breakout Session. After selecting to join, the participants enter the Breakout Session.

* Please note the following examples.

- In this example, the meeting leader has chosen to automatically distribute participants to Breakout Sessions.
- In this example, the meeting leader has chosen to assign participants to sessions manually. The Assign option appears next to each Breakout Session. The leader may select Assign, and then add a check by the name of the participant(s) for that session.
Communication Tools Available within a Breakout Session:

While in a Breakout Session, participants may use the following communication tools:

- Audio
- Video (webcam)
- Chat

The meeting leader may join any Breakout Session at any time by selecting the Join icon that appears by a session’s name.

Once the leader has joined the Breakout Session, he/she may also participant in the Audio, Video (webcam), and Chat conversations in that session.

Participants may contribute to the Audio, Video (webcam), and Chat conversations in the Breakout Session they are currently attending. Participants may also engage the Share Screen tool.

Participant’s Ask for Help icon:

There is an additional notification tool available to participants within a Breakout Session. Participants may select the Ask for Help icon on the meeting toolbar.

After clicking this icon, the meeting leader receives a notification that the participant is asking for assistance in a Breakout Session. The notification will arrive at the leader’s location, whether the leader is in a Breakout Session or in the main room.

Stop Breakout Sessions:

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

- Select the Stop all Sessions icon on the Breakout Sessions control panel.
- Breakout Session participants will join the main meeting room after a 30-second countdown.

Review of Breakout Session information:

- Meeting leaders may create Breakout Sessions at any time during the meeting.
- Meeting participants may be assigned to Breakout Sessions automatically or they may be assigned manually by the meeting leader.

However, please keep in mind, the meeting leader may join a Breakout Session at any time.
• Participants have access to the Audio, Video (webcam), Chat, and Share Screen tools within the Breakout Session.

• Meeting participants should select the Ask for Help icon on the meeting toolbar to request assistance from the meeting leader during a Breakout Session.

• The following screen shot examples display two Breakout Sessions messages that participants may receive during a meeting.
  
  o Example 1: After the meeting leader selects to Start All Sessions, participants will receive a notification on their screen with a prompt to join a session.

  ![Example 1](image1.png)

  o Example 2: When the meeting leader selects to stop the Breakout Sessions, participants will receive a notification of a 30-second countdown to rejoining the main room. This screen shot was taken at the 18th second in the countdown.

  ![Example 2](image2.png)