

Video Title: Hosting Breakout Rooms in Zoom

Target Audience: Hosts of virtual meetings

Learning Objectives:

1. Create breakout rooms with appropriate settings
2. Apply features to manage breakout rooms

Outline:

- Introduction
- Create Breakout Rooms
- Settings and Options
- Manage Breakout Rooms
- Management Features
- Conclusion

Color Palette:



Seat Time: 3.5 minutes

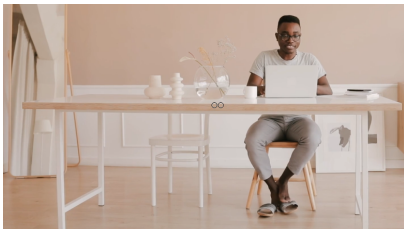
Directions for Reviewer(s):

Please focus on the **accuracy** and **completeness** of the content during this review cycle and provide actionable feedback with examples. Use comments section in this storyboard to provide feedback by January 30.

Global Comments:

- Canvas dimensions 1080p HD (1920x1080)
- Canvas color: Hex #013893
- Use custom color palette for shapes throughout
- Font: Montserrat
- Font color is white on blue or green background
- Text in [brackets] should not appear in the video or be recorded in voiceover (VO)

1. Introduction			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
LAH Learning Design Logo Background image: Photographic image below (from Pexels) or similar showing virtual meeting  Rectangle in palette color with Title text in top left corner [Title] Hosting Breakout Rooms in Zoom [1] Video below (from Pexels) or similar showing bored meeting participant  [2] Video below (from Pexels) or similar showing engaged meeting participant	[1] Need a way to make your virtual meetings more engaging? [2] Break free from boring virtual meetings with breakout rooms in Zoom! Breakout rooms allow hosts to create smaller group sessions within a larger meeting for [3] focused discussions, activities or collaboration. [4] After watching this video, you'll be able to [5] create breakout rooms with appropriate settings and [6] apply features to manage your breakout rooms. Let's get started!	Logo has Drifting behavior Background image transitions in with Arrows Background music track technicolordreams (from Camtasia library) starts as background image appears Images/videos enter and exit timeline timed with VO reference Callout shapes with text fade in and out timed with VO reference Learning Objectives shapes with text enter timeline timed with VO reference and remain through end of scene Scene transitions out with Arrows	

 [3] Circle in palette color with text in top left corner [Text] Discussions Activities Collaboration [4] Video below (from Pexels) or similar showing engaged meeting participant  Two rectangles in palette color with Learning Objectives text centered on left [Learning Objectives] [4] Create breakout rooms with appropriate settings [5] Apply features to manage breakout rooms			
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2. Create Breakout Rooms			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments

Screencast following VO reference [1] Arrow in palette color pointing to More [2] Arrow in palette color pointing to “Assign automatically” [3] Arrow in palette color pointing to “Assign manually” [4] Arrow in palette color pointing to “Let participants choose room”	To begin, log into Zoom and start your meeting. Once your participants have joined, you can initiate breakout rooms. On the bottom menu, select [1] More, then Breakout Rooms. Now, you can choose how many breakout rooms to create, and if you want Zoom to [2] automatically assign participants to rooms, if you want to [3] assign participants to specific rooms, or if you will have [4] participants choose their breakout room. Then, select Create!	Scene transitions in with Arrows Arrows fade in and out timed with VO reference Zoom in to “Create Breakout Rooms” menu timed with VO reference “choose how many breakout rooms to create”	
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3. Settings and Options			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Screencast following VO reference [1] Arrow in palette color pointing to Add a Room [2] Arrow in palette color pointing to Recreate	When you hover over each room, you'll see the option to rename the room. Or, you can delete a room if you've changed your mind. On the right, select Assign if you've chosen to assign participants to specific rooms, then choose the participants. Once participants are assigned, you can easily move them to a different room or exchange their place with another participant. If you need to [1] add another breakout room or [2] completely recreate your rooms, you can use the buttons at the bottom.	Zoom out after VO reference “then choose the participants” Arrows fade in and out timed with VO reference Zoom in to “Options” menu timed with VO reference Zoom out just before VO reference “When you're ready”	

	The options menu gives you choices about how participants will move between the main session and the breakout rooms, and the timing of the breakout rooms, including notification options for you and the participants. When you're ready, select Open All Rooms.		
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4. Manage Breakout Rooms			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Screencast following VO reference, showing partial computer screen background in solid palette color [1] Arrow in palette color pointing to Rooms [2] Arrow in palette color pointing to Participants [3] Arrow in palette color pointing to More [4] Arrow in palette color pointing to Leave Breakout Room [5] Arrow in palette color pointing to Leave Meeting [6] Arrow in palette color pointing to End Meeting for All	Use the tabs at the top to monitor your [1] rooms and [2] the participants. You can also move between breakout rooms to observe, assist or participate. Just select Join and then Yes to join a room. A quick and easy way to navigate between breakout rooms is to [3] select More, then Breakout Rooms. This will bring you back to your Breakout Rooms menu where you can easily join another room. Another way to leave a breakout room is to select the Leave Room button. Here, you'll have options to [4] leave the breakout room and return to the main session, [5] leave the meeting completely, or [6] end the meeting for all participants.	Arrows fade in and out timed with VO reference	

5. Management Features			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Screencast following VO reference, showing partial computer screen background in solid palette color [1] Arrow in palette color pointing to More [2] Arrow in palette color pointing to In Progress timer	When you return to the main session, you can open your Breakout Rooms menu again by [1] selecting More, then Breakout Rooms. If you'd like to send a message to all of the rooms, use the Broadcast button to say your message, or send a written message. If you've set a timer for your breakout rooms, [2] they will end automatically. You can also manually close the rooms at any time using the Close All Rooms button and confirming your choice. Participants will be notified of the close of the breakout rooms with a countdown timer if you've selected this option.	Arrows fade in and out timed with VO reference Zoom in to "Breakout Rooms" menu timed with VO reference "If you'd like to send a message" Zoom out timed with VO reference "and confirming your choice" Scene transitions out with Arrows	

6. Conclusion			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments

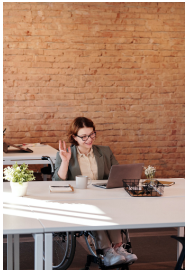
Background image:
Photographic image below (from
Pexels) or similar showing virtual
meeting host



[1] Circle in palette color with text
in top right corner

[Text]
Breakout Rooms

Background image:
Photographic image below (from
Pexels) or similar showing
engaged virtual meeting host,
covering left 1/3



Canvas color revealed on right 2/3
with text in bottom half

[Text}
[2] Interaction
[3] Engagement

LAH Learning Design Logo

And that's it!

Now that you can host and
manage [1] breakout rooms,
begin planning how you will
incorporate activities, discussions
or collaboration into your next
virtual meeting.

Break free from boring and
create [2] interaction and [3]
engagement with your team in
breakout rooms!

Scene transitions in with Arrows

Circle with text fades in timed with
VO reference [1]

Fade transition between
background images

Interaction and Engagement text
have Pop Up behavior timed with
VO reference [2] and [3]

Just after VO ends, Interaction and
Engagement text ends on timeline;
Circle with text fades out

Logo transitions in with Arrows

Logo has Drifting behavior

Background music track fades out

