



Teaching and Learning Center

Using Zoom Breakout Rooms

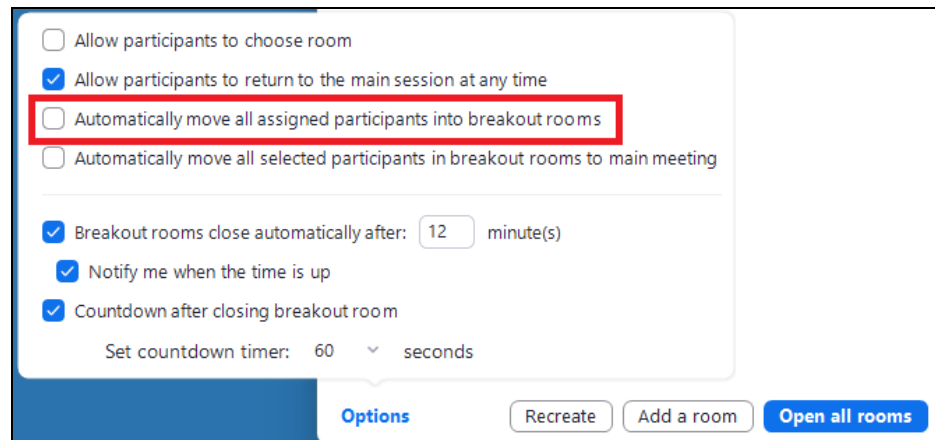
Prior to sending students to the breakout rooms, make sure you have provided them with specific instructions on what you would like them to do in the breakout rooms, how long they will be in the breakout room, and what are the outcomes (e.g. Notes typed out in a shared document, ready to share back with the group, etc). You can drop these notes or a link into the chat box **before** you open the breakout rooms, to ensure that the notes and links follow them into their breakout rooms. The breakout rooms will have a private group chat and screen share for the room.

Randomly assigned breakout rooms

These breakout rooms are great if you need to send students to the breakout room right away while you are in your Zoom meeting room. You must host the meeting and sign into your Zoom account before launching the meeting room.

1. Click on the **Breakout Room** button () at the bottom of the Zoom bar
2. Click **Recreate**, then select **Recreate all rooms**
3. A new window will appear, select the number of rooms you would like to create by clicking on the drop-down box to the left of **Rooms**:
4. Click on the **Assign automatically** radio button
5. Click the **Recreate** button
6. Review who has been assigned into the Breakout room
7. OPTIONAL: Click on the **Options** at the bottom of the Breakout room assignment window
 - a. Click the checkbox to enable **Automatically move all assigned participants into breakout rooms** to send students to room without asking them to Join the

breakout room



The screenshot shows the 'Options' panel for Zoom breakout rooms. It contains several checkboxes and a timer setting. The checkbox 'Automatically move all assigned participants into breakout rooms' is highlighted with a red rectangle. Other options include 'Allow participants to choose room', 'Allow participants to return to the main session at any time', and 'Automatically move all selected participants in breakout rooms to main meeting'. There are also checkboxes for 'Breakout rooms close automatically after' (set to 12 minutes), 'Notify me when the time is up', and 'Countdown after closing breakout room' (set to 60 seconds). At the bottom, there are buttons for 'Options', 'Recreate', 'Add a room', and 'Open all rooms'.

- ☐ Allow participants to choose room
- ☒ Allow participants to return to the main session at any time
- ☐ Automatically move all assigned participants into breakout rooms
- ☐ Automatically move all selected participants in breakout rooms to main meeting

Breakout rooms close automatically after: 12 minute(s)

- ☒ Notify me when the time is up
- ☒ Countdown after closing breakout room

Set countdown timer: 60 seconds

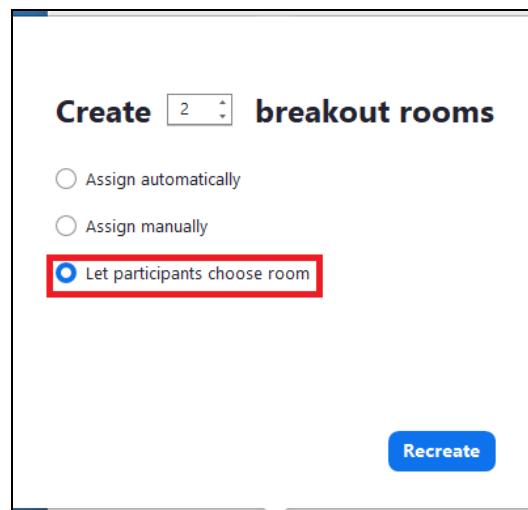
Options Recreate Add a room Open all rooms

8. When you are ready to send your students to the breakout rooms, click **Open All Rooms** at the bottom of the Breakout room assignment window

Visit Zoom's Help Center site for more information about [Managing Breakout rooms](#).

Self-selecting a breakout room

When creating the breakout rooms, you can allow students to self select and join breakout rooms. Students will need to join the Zoom meeting with the **desktop or mobile Zoom app on version 5.9.6 or higher**.



The screenshot shows the 'Create breakout rooms' dialog box. It has a title 'Create 2 breakout rooms'. Below the title are three radio button options: 'Assign automatically', 'Assign manually', and 'Let participants choose room'. The 'Let participants choose room' option is selected and highlighted with a red rectangle. At the bottom right, there is a blue 'Recreate' button.

Create 2 breakout rooms

- ☐ Assign automatically
- ☐ Assign manually
- ☒ Let participants choose room

Recreate

Visit Zoom's Help Center for more information on [how to self select a breakout room as a student](#)

Pre-assigned breakout rooms

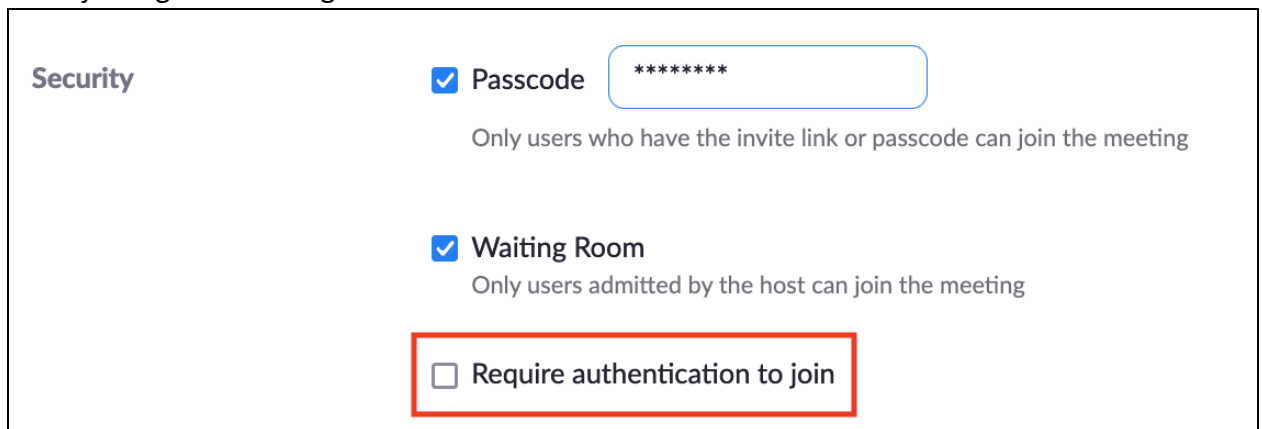
If you already know how you want to split up your participants, you can pre-assign them to breakout rooms before launching your Zoom meeting room.

It is **important** to instruct the students, that before class, they should:

1. Verify their [official email address](#) is correct by signing into <https://my.ucla.edu>, then click on **Settings** in the upper right and select **Official Email/Address/Phone**
 - a. TIP: Tell the students they have a certain date to update their email addresses. Then **AVOID** updating their email address after you have created the pre-assigned breakout rooms
2. Sign into <https://ucla.zoom.us> with their UCLA logon at the start of the Quarter to activate their Zoom accounts
3. Visit <https://zoom.us/support/download> to download the Zoom app on their devices
4. Install the Zoom app on their devices, or update to Zoom version 5.3+
5. Sign into the Zoom app with their Single Sign On (https://docs.ccle.ucla.edu/index.php?title=Zoom_for_Students#How_do_I_attend_these_meetings.3F or instructions as an animated image: <https://docs.ccle.ucla.edu/index.php?title=File:Signing-into-zoom-app-shorter.gif>)

When you are ready to create pre-assigned breakout rooms:

1. Schedule a Zoom meeting (through your Zoom app or over the web)
2. Sign into <https://ucla.zoom.us>
3. In the **Meetings** page, click on the link to your scheduled meeting
4. Scroll to the bottom of the page and click **Edit this Meeting**
5. **OPTIONAL:** Click on the checkbox to enable **Require authentication to join** -- this isn't generally recommended because not all students will be signed into their Zoom app when joining the meeting



Security

☒ **Passcode** *****
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**
Only users admitted by the host can join the meeting

☐ **Require authentication to join**

6. Click on the checkbox to enable **Breakout Room pre-assign**, two links should appear

Meeting Options

☐ Allow participants to join anytime

☒ Mute participants upon entry 

☒ Breakout Room pre-assign

+ [Create Rooms](#) [Import from CSV](#)

7. Click on the **Import from CSV** link
8. A new window will open, then click on the **download** to download a CSV template

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

[Cancel](#)

9. Open the CSV template and fill in your student's email address (from your official roster)

- a. **TIP:** Expand Column A to see the full header and **avoid** editing the entries in **Row 1**

	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
8			
9			
10			

10. Upload your updated CSV file in the **Import Rooms and Participants from CSV file** window
11. Review the student assignment in the rooms

Breakout Room Assignment

2 Breakout Rooms, 2 participants

Assign participants to breakout rooms by adding their email. You can create up to 100 breakout rooms and assign up to a total of 1000 participants. [Learn more](#)

Rooms +

Breakout Room 1 1

Breakout Room 2 1

Breakout Room 1

@ucla.edu

Move to Remove

Export as CSV

Cancel

Save

12. If you are happy with the assignment, click **Save**
13. Start your Zoom meeting with the students
 - a. **TIP:** Remind students that they need to be signed into their Zoom app with their UCLA logon

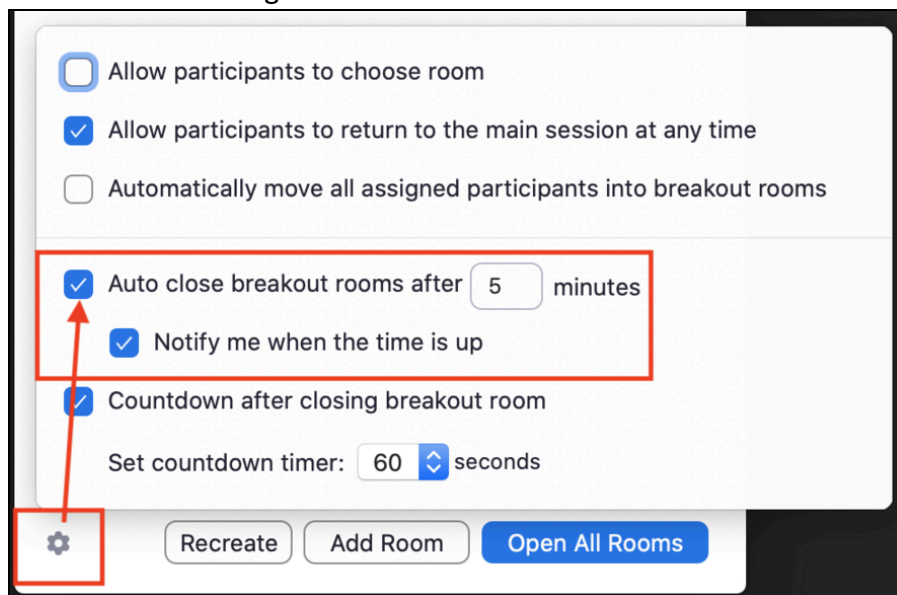
9. When you are ready to move your students to their breakout rooms, click on the **Breakout Room** button () at the bottom of the Zoom bar
14. Review the assignments, if there is a student who has not been assigned into a breakout room, you can manually move them into a Breakout room
15. Click **Open All Rooms** at the bottom of the Breakout room assignment window

Visit Zoom's Help Center site for more information about [Pre-assigning participants to breakout rooms](#).

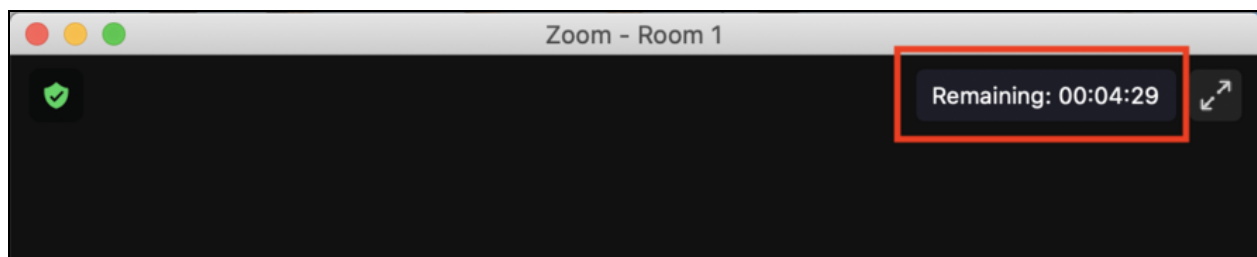
Add a timer to the breakout rooms

When creating the breakout rooms, click on the gear icon in the lower left-hand corner of the box and enable **Auto close breakout rooms after *n* minutes** (you can also enable **Notify me when the time is up**). This will display a count down time in the upper right-hand corner of the breakout room.

View of the breakout room setting:



View of what the timer in a breakout room:



Once the breakout rooms have started...

1. Hosts can join any breakout rooms by clicking on the blue **Join** button



2. Leave a breakout room (and return to the main screen) by clicking on the **Leave** button
3. Call the students back to the main room by clicking on the **Close All Rooms** button
4. If a student clicks on the **Ask for Help** button in their breakout room, the host will be prompted to join the breakout room
5. Send a message to all breakout rooms by clicking on the **Broadcast Message to All** button and entering a message

Visit Zoom's Help Center site for more information about [Managing breakout rooms in progress](#).