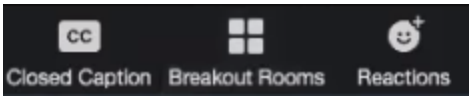
Zoom Tips - Breakout Rooms

Sometimes in a large class it's good to break down into smaller groups for purposes such as small group discussions, team-based projects, or check-ins. For these times, Zoom has a Breakout Room feature.

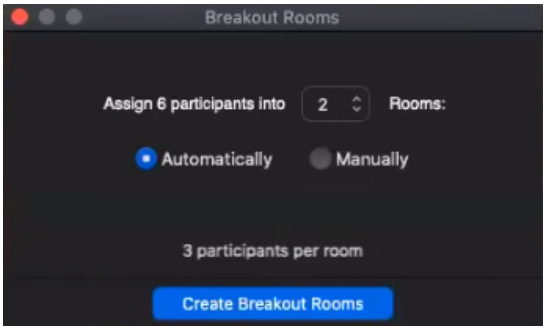
Starting Breakout Rooms

1. To use it, simply start by clicking "Breakout Rooms" on the bottom bar of your Zoom screen.



2. In the window that appears, you can select the options for your rooms:

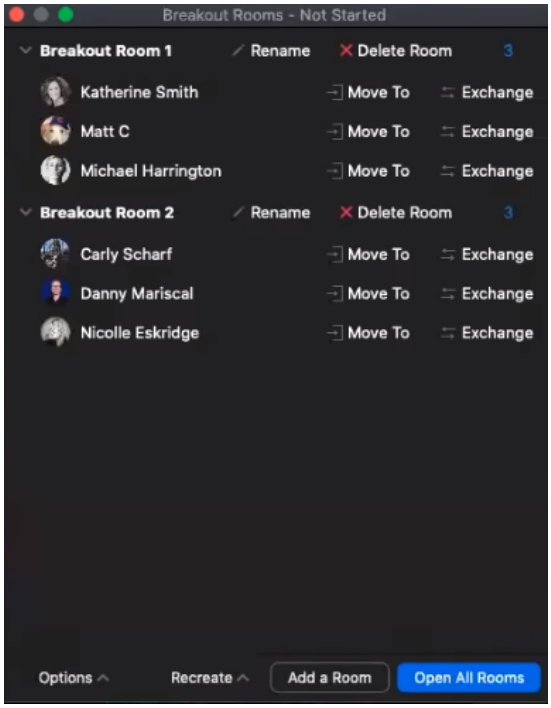
   If you don't care who goes in each room, leave the "Automatically" box checked and put how many rooms you'd like. The room members will be randomly assigned to rooms as closely to evenly as possible.



3. When you are ready, select "Create Breakout Rooms"

4. In the next window, you can switch around participants as you like.

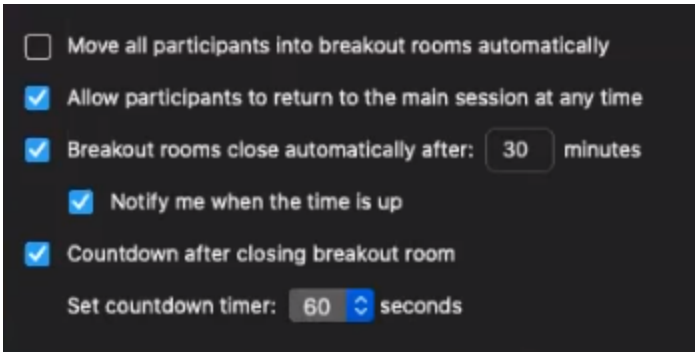
   You can also change options and settings to affect how the rooms will operate.
   (see below)



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Settings for Breakout Rooms



"Move all participants into breakout rooms automatically" will do as it describes. Normally, they're presented with a prompt that they must press to move themselves into their assigned room, but when this is selected their movement will be automatic.

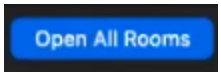
"Allow participants to return to the main session at any time" will provide people in breakout rooms with a button to exit a breakout room at any time during the breakout session. (If they leave a room, and they want to return, the host needs to move them back.)

"Breakout rooms close automatically after [X] minutes" allows you to set the rooms to close without you needing to take any action after a set amount of time. "Notify me when the time is up" will simply give you a notification when that time's come.

"Countdown after closing breakout room" will set how much time participants in breakout rooms have to wrap things up when the host closes the rooms (default is 1 minute).

Opening Breakout Rooms

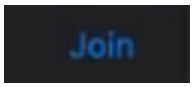
When the participants are sorted as you'd like them and all your settings are prepared, press "Open All Rooms". Participants will be prompted to enter, or move automatically, depending on the setting.



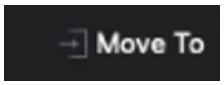
Managing Breakout Rooms

While the participants are in their rooms, there are a few features you have access to as the host, all of which are accessible from the breakout rooms management window:

To enter a breakout room as the host, select "Join" next to the room name.



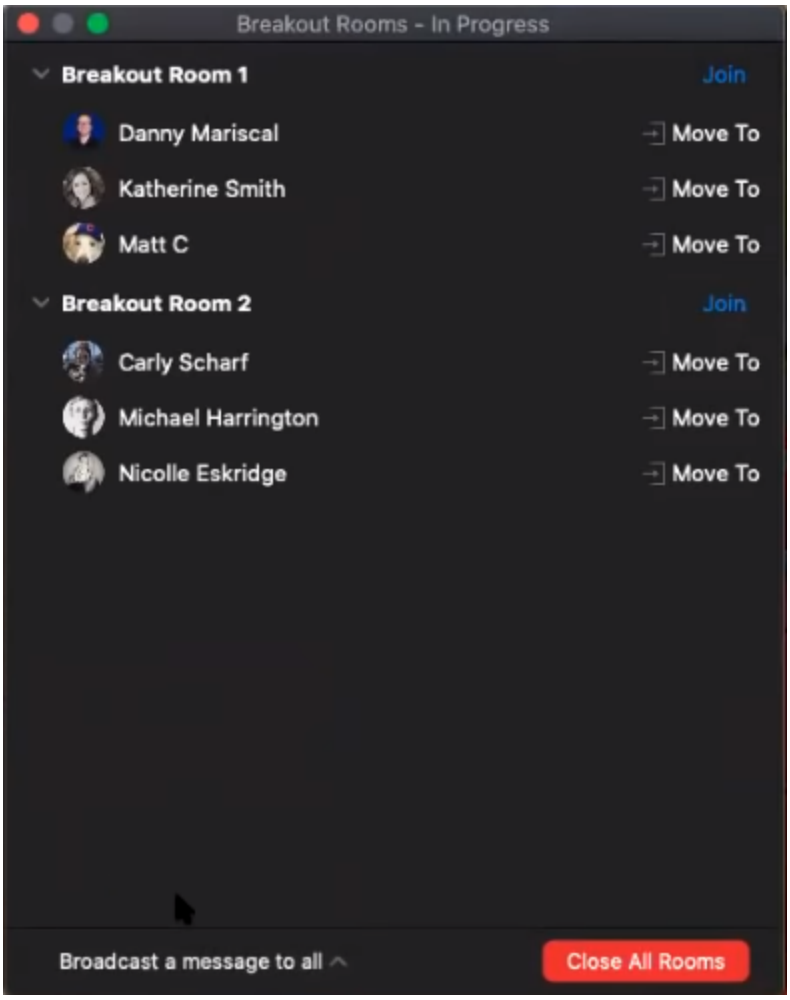
To move someone into a new room, select "Move To" next to their name.



This allows you to move participants while the rooms are ongoing, instead of having to restart the rooms to rearrange participants.

To send a message to all the rooms, select "Broadcast a message to all".

Pressing this will pull up a small text window in which you can type a message to everyone in the breakout rooms. The message will appear on the top of all of their screens when you hit "Broadcast".



To end the breakout session, select "Close All Rooms".

This button will notify all the rooms that they will be closing soon and begin a countdown (sixty seconds is the default, change this in the settings).

After the countdown, all participants will be sent back into the main room. If allowed in settings, participants can also return to the main room at any time. (If they wish to return to a breakout room, the host will need to move them back.)

For more information, check out Zoom's own video guide on the subject.