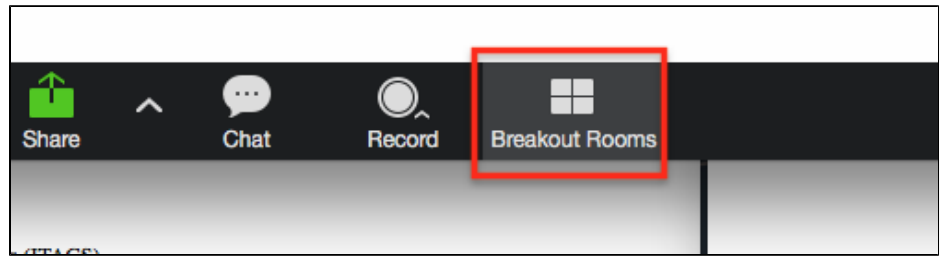


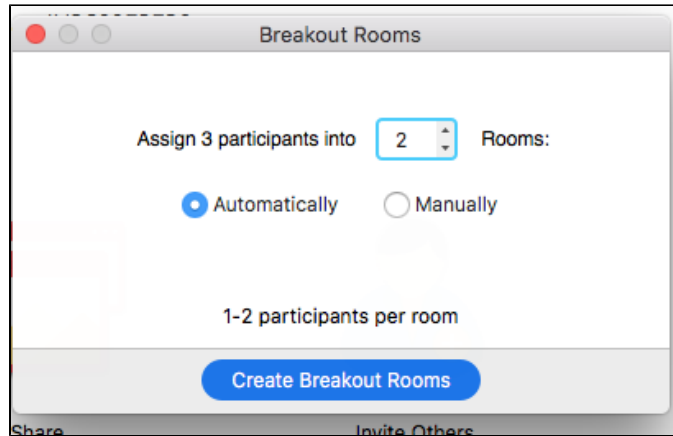
# Breakout Rooms in Zoom

1) To create Breakout Rooms in your meeting, click the "Breakout Rooms" icon in your Zoom menu. \*Note: Only instructors with a Zoom account will have the "Breakout Rooms" icon in their menu. If you don't have the breakout room icon on Zoom, go to the Zoom.us website and login with your Zoom account. Then go to Settings> In Meeting (Advanced), and turn the Breakout Room toggle button on.

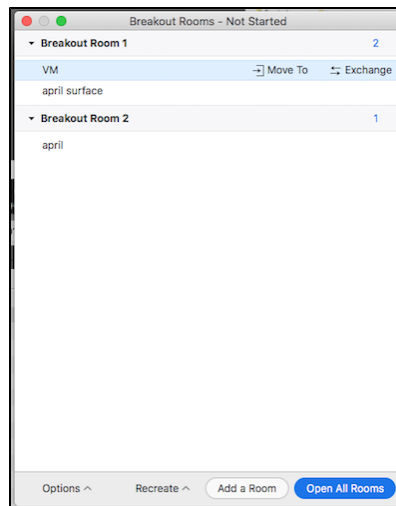


2) Rooms can be created Manually or Automatically. Click on "Create Breakout Rooms" to start. This opens the Room Control window.

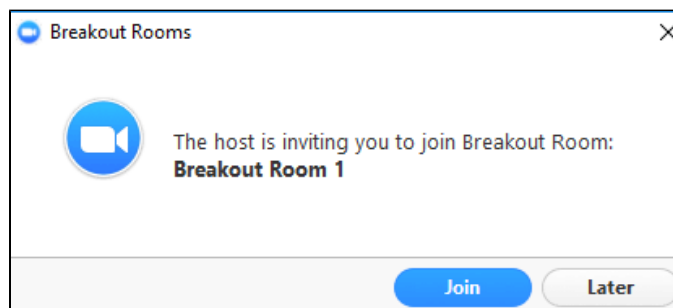
- Manual creation lets you assign participants to rooms
- Automatic assigns rooms randomly



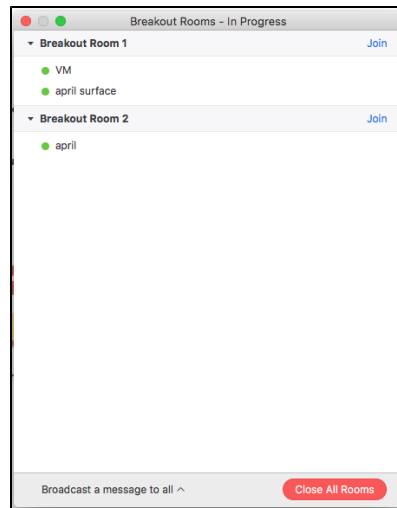
3) Prior to opening all rooms, the Room Control window allows you to add and delete rooms, and move students from one room to another.



4) When you click on "Open All Rooms," Students will be sent invitations to join their assigned room



5) Once the rooms are in session, they can be monitored and joined with the Room Control Window. From Room Control you can also send a message to all.



Please note:

- Only students using the downloaded desktop client can join breakout rooms in Zoom. Students using the Web Client through their browser can use the main room as an alternative breakout room.
- If the meeting is being recorded, it will only record the main room, regardless of what room the meeting host is in. In order to record their session, students can either be made "Co-Host" before the session starts or be given record permission from within the room.

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