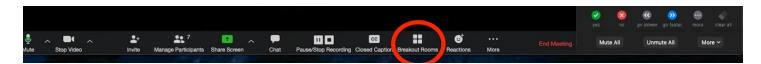
## Zoom Breakout Rooms

Start your zoom meeting and locate Breakout Rooms from the bottom navigation bar.



When clicked it will automatically put your students into groups based on the number of people in the zoom meeting. OR you can set them up manually.



From there you can adjust the groups to make them more level or to keep the kids in groups that will be the most productive.

You can:

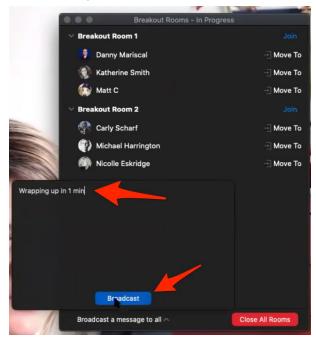
- Rename a group
- Move kids from one group to another
- Exchange on kid for another at random

Once you have them set the way that you want you can Open All the rooms - it will automatically show your participants a pop up box that tells them which room they are going to. After 30 secs. It will automatically send them there but they can join once they see the box.

While everyone is in breakout rooms, the host will be the only one on the screen in the original zoom room, the host or co-host can jump from one room to another to help facilitate.

🕽 🔵 🔵 Breakout	t Rooms - No	ot Started	
∨ Breakout Room 1	🖉 Rename	× Delete Ro	om 3
👔 Katherine Smith		- Move To	🚍 Exchange
🚯 Matt C		- Move To	🚍 Exchange
Michael Harrington		Move To	🚍 Exchange
✓ Breakout Room 2	/ Rename	× Delete Ro	om 3
🔮 Carly Scharf		- Move To	🚍 Exchange
👂 Danny Mariscal		- Move To	😄 Exchange
Nicolle Eskridge		- Move To	😄 Exchange
Options A Recreat	e ^ Add	a Room O	oen All Rooms

As the host you can send all the participants a message:



When you close the breakout rooms the participants will get a warning like the one shown below:

• • •	Breako		ogress	
∀ Breakou	ıt Room 1			
🏮 Da	nny Mariscal			
👔 Ka	therine Smith			
🎲 Ma	itt C			
✓ Breakou	ıt Room 2			
💮 Ca	rly Scharf			
🕐 Mi		n (not joined)		
Nic Nic	colle Eskridge			
	All Breakout R	ooms will close i	in 56 seconds.	
				-

You can easily send the participants back into rooms by opening the rooms again. Once the participants are assigned to a room unless you move them they will stay in the same room for the whole meeting.

				Speaker View	× 10	_
••	0	Breakout	Rooms - No	t Started		
→ Br	eakout Room		/ Rename	× Delete Ro	iom 3	
	Danny Mar	iscal		- Move To	🚐 Exchange	
	Katherine :	Smith		- Move To	🚐 Exchange	
i 6	🦆 Matt C			- Move To	🗄 Exchange	
∨ Br	eakout Room	2	/ Rename	🗙 Delete Ro	iom 3	
1	Carly Scha	rf		- Move To	🚐 Exchange	
"	Michael Ha	rrington		- Move To	🚍 Exchange	
	Nicolle Esk	ridge		] Move To	. ⊑ Exchange	
Op	otions ^	Recreate	Add a	a Room 🔽	pen All Rooms	

You have lots of options with breakout rooms:

- Move participants
- Allow the participants to return to the main room at will
- Set the automatically close time
- Countdown to breakout room closing
- Recreate your groups

	Move all participants into breakout rooms automatically
	Allow participants to return to the main session at any time
	Breakout rooms close automatically after: 30 minutes
n	🗹 Notify me when the time is up
	Countdown after closing breakout room
	Set countdown timer: 60 ᅌ seconds
	Options A Recreate Add a Room

## Other Features

## Adding a Co-Host -

From the bottom choose Manage Participants

You can make any participant a co-host by choosing more from the participant list.



## Pre Assign groups

To pre assign groups you have to be in the web version of zoom @ zoom.us Choose your Meeting

And Scroll down to the meeting options:

Meeting Options	🕅 Enable join before host
	Mute participants upon entry []
	Enable waiting room
	Only authenticated users can join
	Breakout Room pre-assign + Create Rooms  timport from CSV
	Record the meeting automatically
Alternative Hosts	Example: mary@company.com, peter@school.edu
Interpretation	Enable language interpretation
	Save