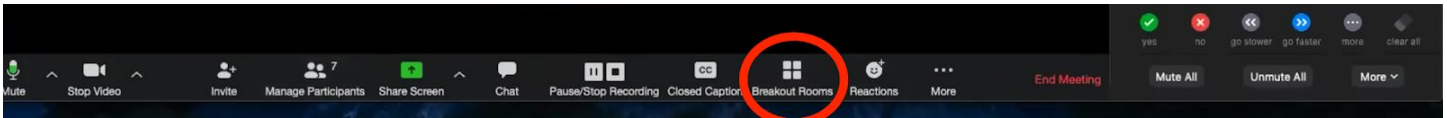
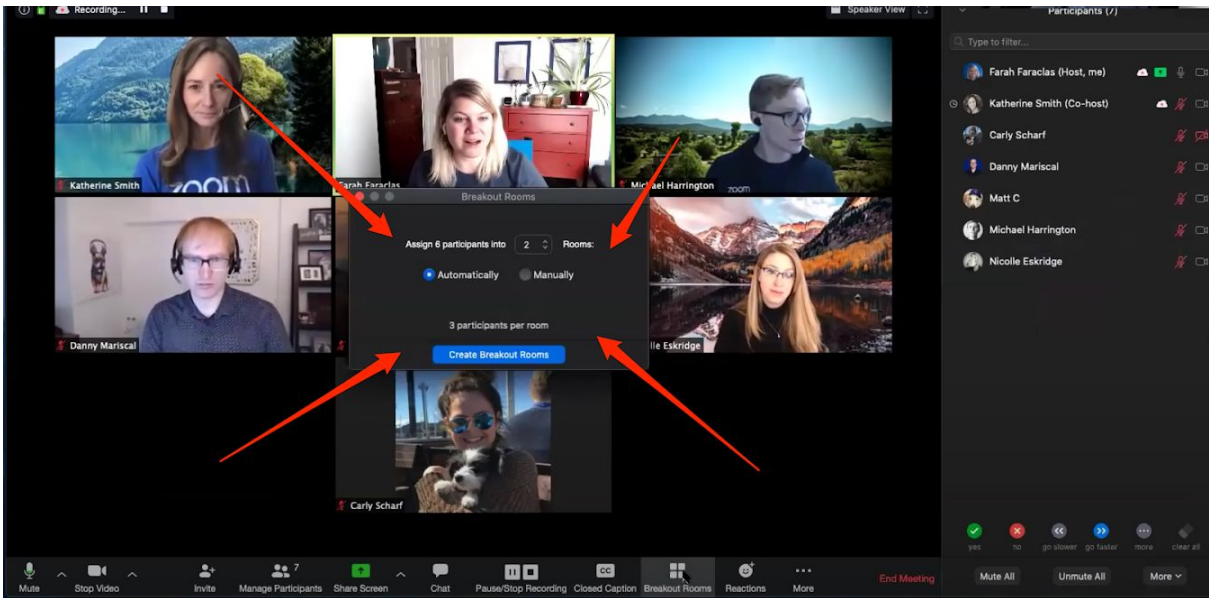


# Zoom Breakout Rooms

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.



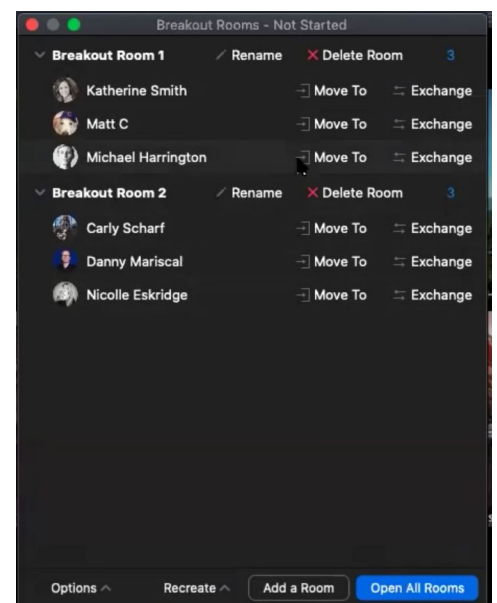
From there you can adjust the groups to make them more level or to keep the kids in groups that will be the most productive.

You can:

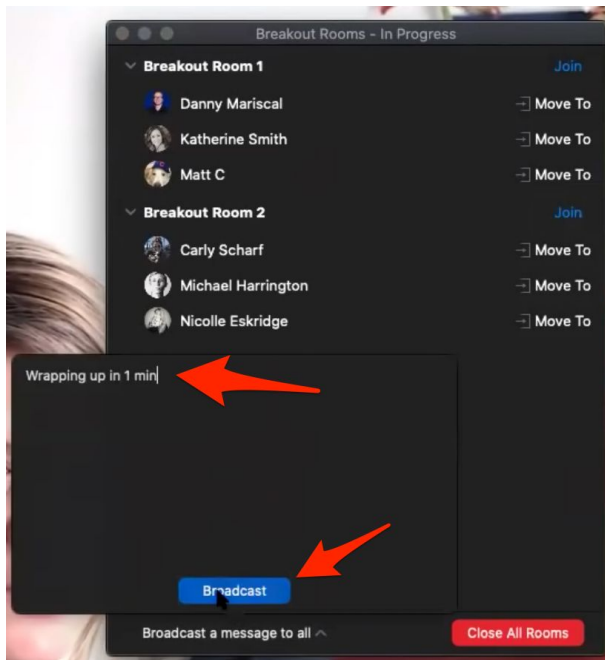
- Rename a group
- Move kids from one group to another
- Exchange on kid for another at random

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.

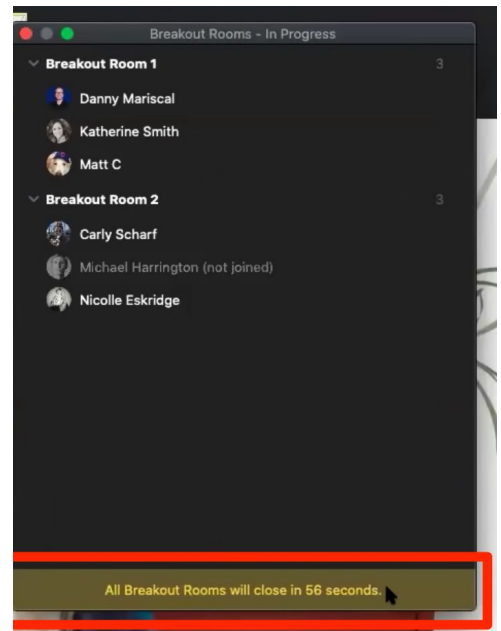
While everyone is in breakout rooms, the host will be the only one on the screen in the original zoom room, the host or co-host can jump from one room to another to help facilitate.



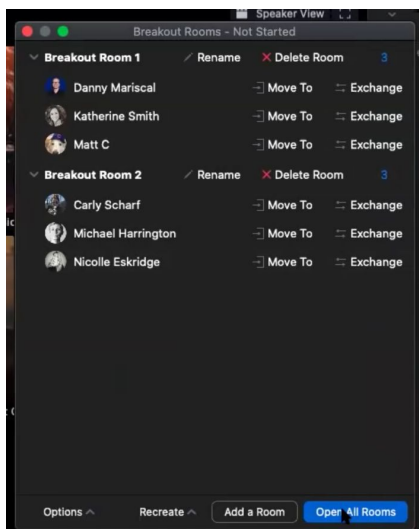
As the host you can send all the participants a message:



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

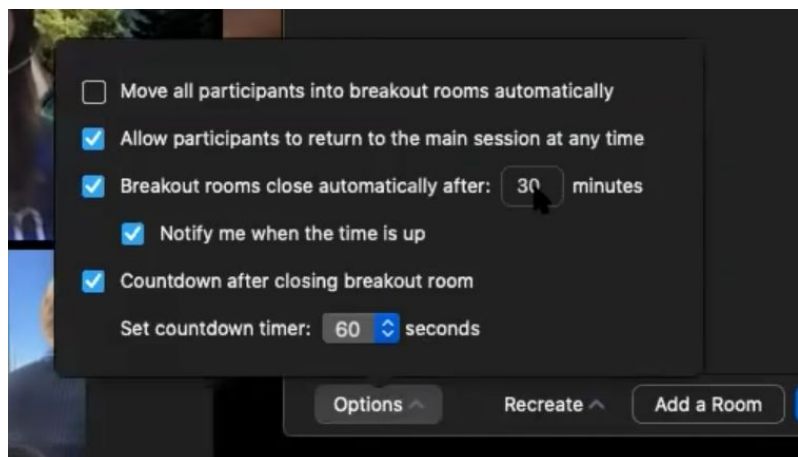


You can easily send the participants back into rooms by opening the rooms again. Once the participants are assigned to a room unless you move them they will stay in the same room for the whole meeting.



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

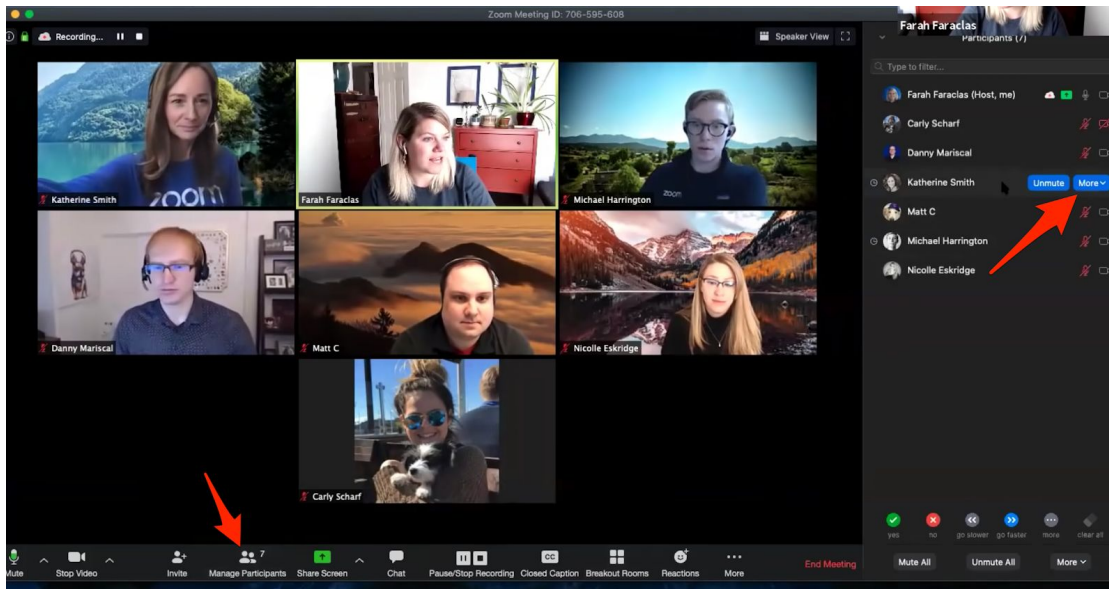


# Other Features

## 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:

