PROVIDENCE
COLLEGE

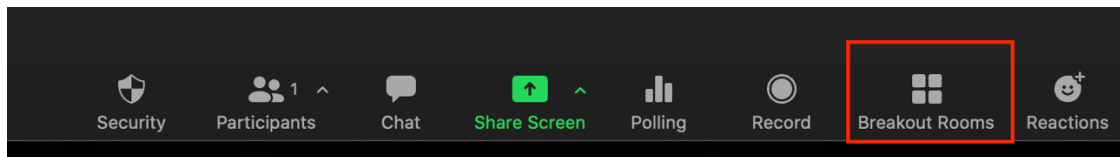**Breakout Rooms Basics**

What are Breakout Rooms?

Breakout Rooms are a feature of Zoom that allow the Host to place students in separate video conference rooms. This feature is especially useful for conducting group or partner activities during a class session.

How Do I Set Up Breakout Rooms?

You can create Breakout Rooms in two different ways: by manually setting them up during the class session, or by setting them up in advance using a class roster.
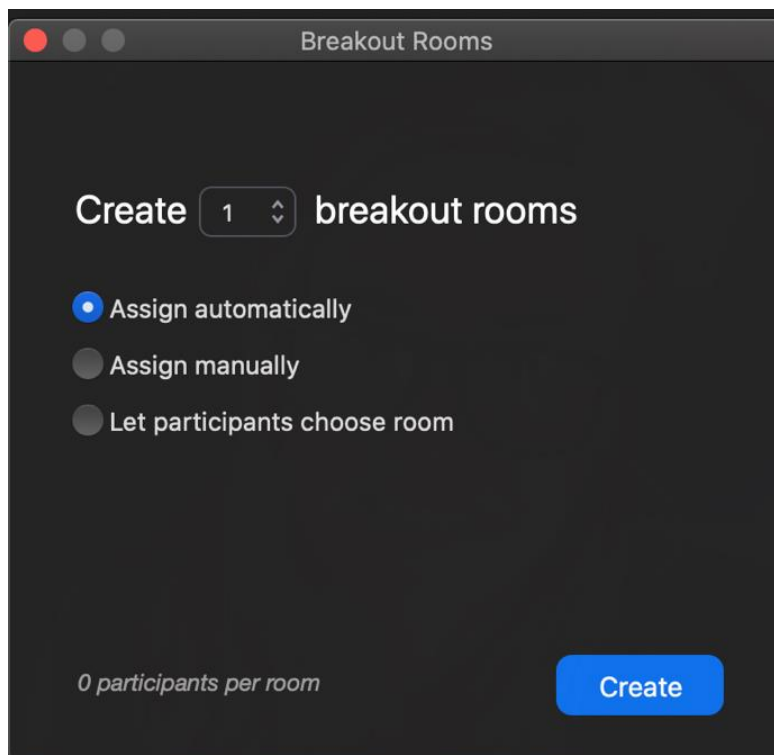
Creating Breakout Rooms During Zoom Session

The easiest way to create a breakout room is to launch them during the meeting:

You can then choose how many breakout rooms there should be, and choose from several options:

- Assign automatically: Zoom will randomly put students in breakout rooms
- Assign manually: You can choose which students to put in the rooms
- Let participants choose room: Students can opt into the room they would like to join
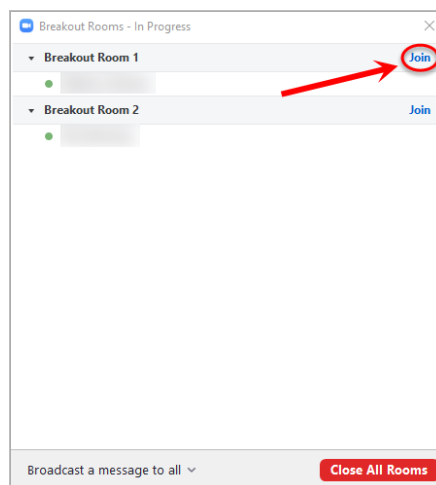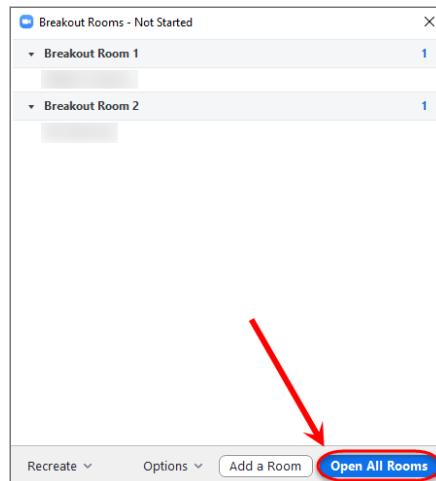
Creating Pre-Defined Breakout Rooms

If you know the specific group configurations you wish to put your students in and don't want to waste class time on manually assigning those groups, you can do the work in advance using your Sakai roster. For tutorials on this process, check out the documents below:

- Create a Breakout Room CSV Using Sakai Roster
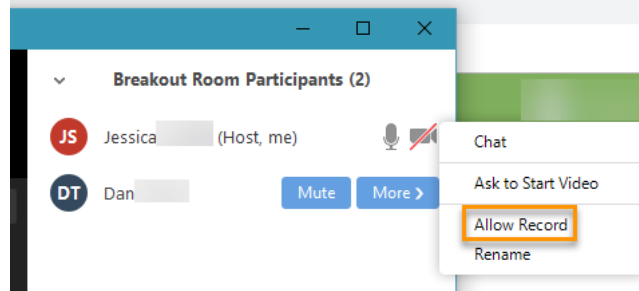- Creating Pre-Defined Breakout Rooms from Sakai

How Does the Host Join Breakout Rooms?

As the host, you can move from one breakout room to another if you would like to check in on student progress or contribute to the conversation. Once breakout rooms are launched, simply click "Open All Rooms" and then click "Join" next to the room you wish to enter. For more information on entering and exiting breakout rooms, this is a great resource.

Recording Breakout Rooms

Breakout rooms can only be recorded by a participant within that breakout room. To do this, the Host can use the Participants list to enable a group member in each breakout room to record:
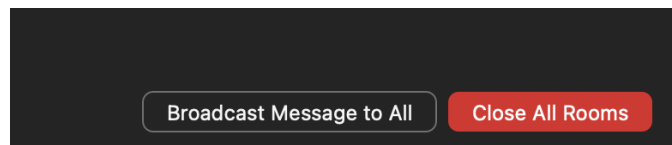

This recording will save to the student's computer, so in order for students to share the recording with the instructor or their groupmates, they would need to upload the video to OneDrive. Here are some step-by-step instructions on using OneDrive to share files: Sharing OneDrive Files.pdf

How Do I End Breakout Rooms?

Ending Breakout Rooms

Once you are done with a breakout rooms session it is simple to call everyone back into the main room by clicking "Close All Rooms". Note that you can also warn participants that you are about to end the session by clicking "Broadcast Message to All" and typing a message to send into all breakout rooms.

Creating Timed Breakout Rooms

As the Zoom host, you can set a timer on breakout rooms so that they automatically close after a set period of time. You can also set a timer so that students can see a countdown to when the room will close once you click the "Close All Rooms" button.

To access these settings, simply open Breakout Rooms in your meeting, and then click the Settings wheel.