CTS-DOL
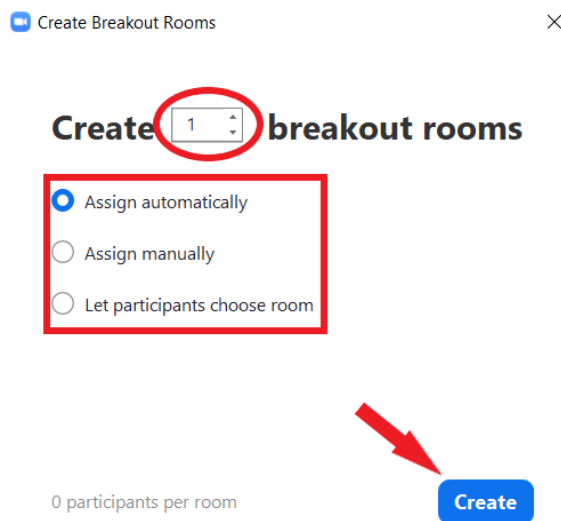
How to Create and Moderate Breakout Rooms

In order to utilize Breakout Rooms, you will need to make sure that Breakout Rooms are enabled in your Zoom settings. To check if it is, use the Zoom_Special_Settings.pdf document to find the setting.

Note: If you are recording the session, only the main session room is being recorded. While participants are in breakout rooms, it is suggested that you pause the Zoom recording as nothing from those rooms will be recorded.

Creating Breakout Rooms in Zoom

1. Launch a Zoom meeting as the host

2. Click the Breakout Rooms button on the Zoom Menu button

3. A Create Breakout Room window will pop-up. On this window, you will select how many breakout rooms you want created, how you would like participants divided into these breakout rooms and then click Create

4. Regardless of the options chosen, another Breakout room window will open. How it looks will depend on the options chosen on the previous window.

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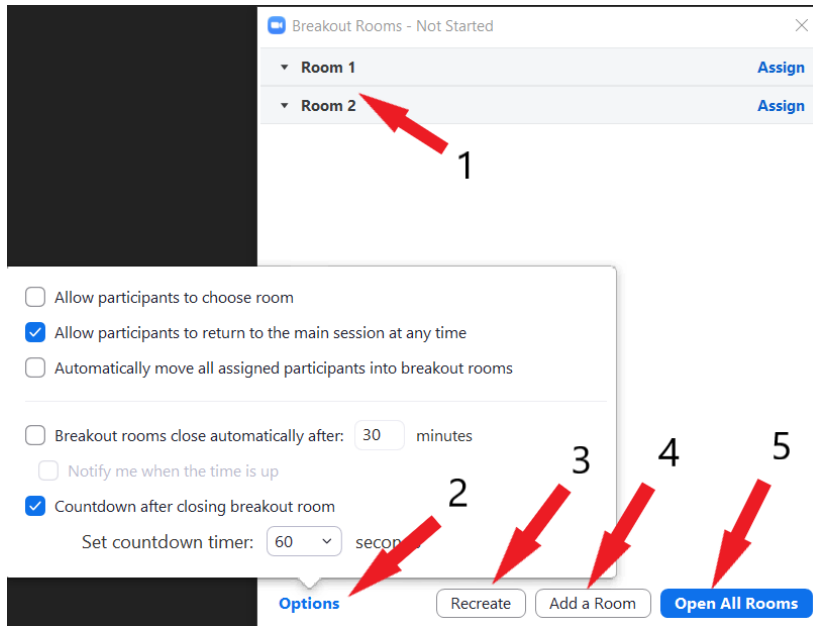
1. Breakout Rooms

    a. All the breakout rooms you have created will be listed here. If you selected

        Assign Automatically, participants will already be added. Otherwise, you will

        need to assign participants using the Assign button on the right side of this

        section.

2. Options

    a. This section allows you to set many different options for breakout room

        i. Allow participants to choose room

            1. Allows participants to choose what breakout room they will be in

        ii. Allow participants to return to the main session at any time

            1. Allows participants to exit the breakout room at any time back to

                the main session

        iii. Automatically move all assigned participants into breakout rooms

                1. When opening breakout rooms, participants will automatically be moved to the breakout room instead of having them accept an invitation to the breakout room

        iv. Breakout rooms close automatically after: [time]

                1. This option allows you to set a time period for how long the breakout rooms will last

        v. Countdown after closing breakout room

                1. Gives participants a set amount of time to finish up conversations before the breakout rooms close

3. Recreate

    a. Brings up the previous breakout room window allowing you to change the breakout room configuration completely

4. Add a Room

    a. Adds another breakout room

5. Open All Rooms

    a. Opens up Breakout rooms for all participants

5. Once all of your rooms at set-up and participants assigned to rooms, click Open All Rooms

6. Once the rooms are open, all participants will move to their breakout rooms and the host will remain in the main session and have a Breakout Room – In Progress window
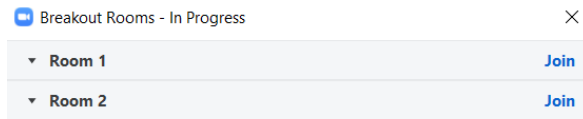
- You can join any breakout room by pressing Join next to the room's name
    1. To exit the room, click Leave Room
- Broadcast Message to All
    1. Use this option to send a message to all breakout rooms at the same time
- Close All Rooms
    1. If you don't have rooms set to automatically close, click this to close all breakout rooms bringing everyone back to the main session

7. To get everyone back to the main Zoom session, click Close All Rooms