Zoom Breakout Rooms & Security Tool
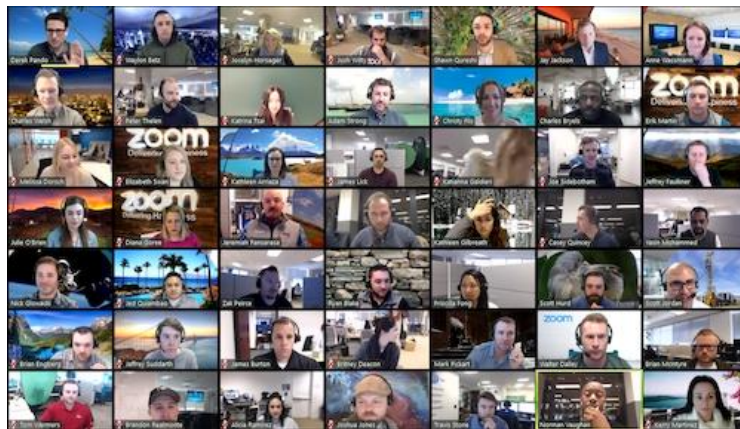
Contents

Zoom Breakout Rooms

Zoom Breakout Rooms allows a host/co-host to break the main meeting group into multiple subgroups for brainstorming, small group activities, one-on-one training, socializing and more. Some participants can stay in the main meeting or all participants can be sent to a breakout room.

⭐ The locations of the tools might be different on your device than what is indicated here.

Host or Co-host Can

Change the Settings

If the host/co-host does not have the icon on their toolbar, you need to check the settings. But for this tool, you should never have to do this because CSUS's admin has it locked to always be on. But if there is an issue:
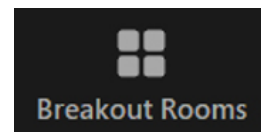
1. Go to CSUS.Zoom.US (Portal).
2. Sign in and go to Settings.
3. Scroll down to Closed captions (In Meeting Advanced section).
4. The Breakout room indicator should be blue to show it is on.

Breakout room   🔵⚪ Locked by admin

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling ⓥ
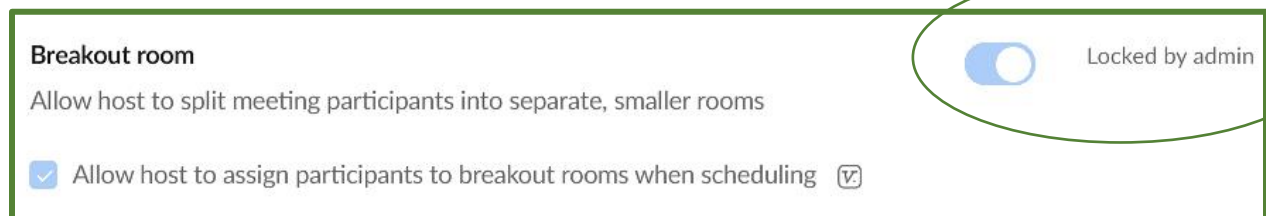
Create

Click on **Breakout Rooms** icon.

Select one of the following:
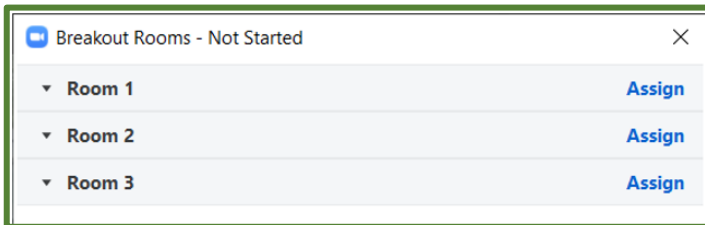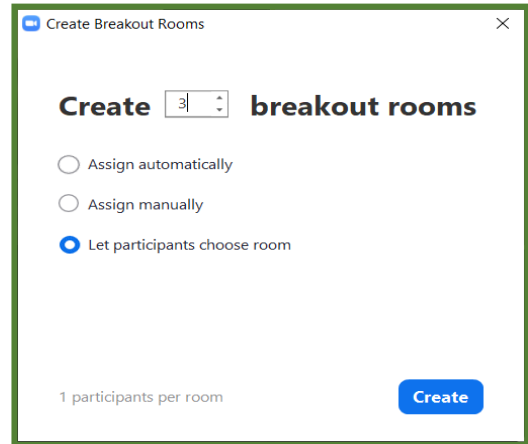
1. **Assign automatically** – Zoom will divide up the amount of room by the number of participants and assign them randomly.
2. **Assign manually** – Zoom will create the rooms you asked for and then allows you to assign participants to a particular room by clicking the the **Assign** on the right side and selecting the **names**.

3. **Let participants choose room** – this gives the same popup dialog box as above, but when you click on the bottom to **Open All Rooms**, a notice goes to the partiicpants to choose their room and the hosts sees then notice that they have been invited.
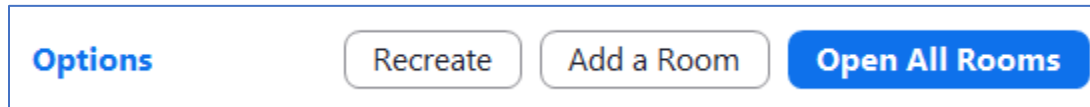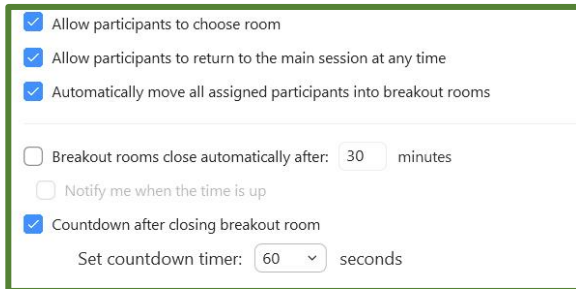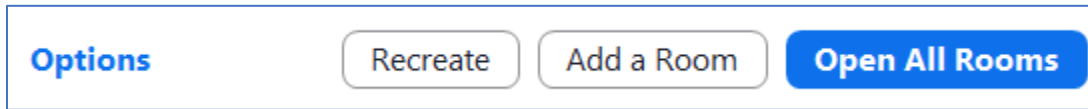
Participant Didn't Join

If you invited them to join and they didn't, their name will show up on the top of the Breakout Room panel.

You also get a red dot on the Breakout room icon with the number of how many participants have not joined a breakout room.

You can hover over their name and you get the option to assign to a particular room.

Options

Before you click to **Open All Rooms**, you can click on options and set it the way you want.

- Allow participants to choose room.
- Allow participants to return to main session.
- Automatically move all assigned participants into breakout rooms. If this is not checked, the participants will get message to join the breakout room.
- Have a timer set so all breakout rooms close automatically after a set period of time. When the time is up, you will get a notification and you can add more addition time as long as you have also click the notification button below it.
- Set a countdown timer for when you manually close the room. You can adjust the timing for this.

★ Note: Make sure your options are the way you want for this session otherwise you will need to Close All Rooms to get back to these options.

Pre-Assign Breakout Rooms

- If you want to pre-assign the participants to the different breakout rooms, you can do that by uploading a CSV (Comma Separated Values) file.
- You can do this for up to 200 participants.
- If your meeting is a recurring meeting, the pre-assignment will be applied to all of the occurances for that meeting.
- For more information, click on this link.

https://support.zoom.us/hc/en-us/articles/360032752671#h_f1d7287d-ade8-4b73-b0b9-37365faecf55

Make Adjustments

Move Participant or Add a Room

You have everyone assigned to go, and then you realaize you need to move or exchange someone, you can do that by hovering on that person's name and move them.

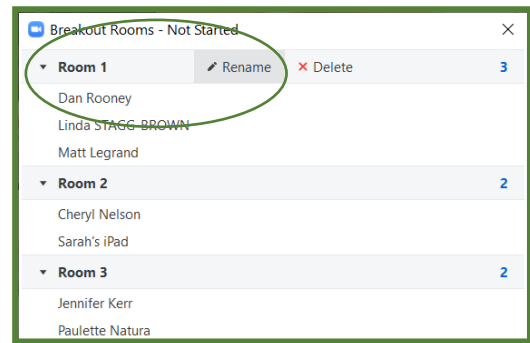You can also decide you need another room.
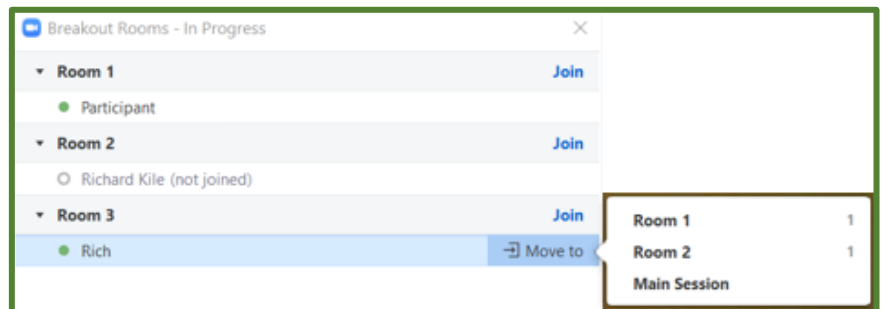
Rename or Delete Breakout Room

If you hover over a room, you get the option to Rename or Delete a room.

You can rename before the participants even join the meeting so you are ready to go.

If you are giving the participants the option to select a room to join, you might want to give the rooms a meaningful name.
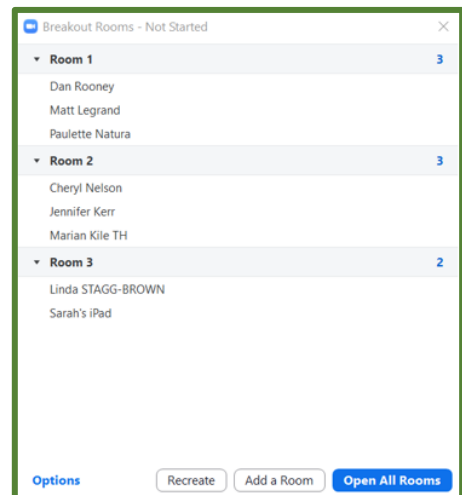
Open the Rooms

Once you have created the rooms and checked your options, click on the **Open All Rooms** to move the assigned participants to the room or it lets them choose a room.

In options, if Automatically Move is not checked, the members will get a message telling them to join.

If they have the option to choose a room, they will get a message to click on the room they want.

Join a Breakout Room

- The Host and co-host can join any of the breakout rooms by click on the icon, hovering over the room number and clicking the **Join** on the right side of the room they want.
- They can move from one room to another by clicking on Breakout room icon and selecting the room.
- They can go back to the main room by clicking the Leave Room on the bottom of the screen.

Manage Breakout Rooms

Recreate/Change the Rooms

Before you *Open all Rooms*, if you want to redo the rooms, you can click on **Recreate** the room. This allows you to start from scratch by randomly recreating your Breakout Rooms and placing participants into rooms automatically. Or you can manually recreate the Breakout Rooms.

If the rooms are already open, you need to **Close All Rooms** before you can **Recreate**.

Move Participants

To move a participant, simply select the participant's name from the Breakout panel and move them to a different room.

Delete a Room

This option will delete the Breakout Room you have selected. However, it does not remove the participants in that room from the meeting. Once a room is deleted, its participants will be placed back into the queue to be placed into another Breakout Room.

Broadcast Message

You can click on this option and type in your message. It will be displayed to all participants in all the rooms.

If you open the Broadcast dialog box and decide not to send a message, just close the Breakout Room panel itself.

I will be closing the rooms in 5 minutes

Broadcast
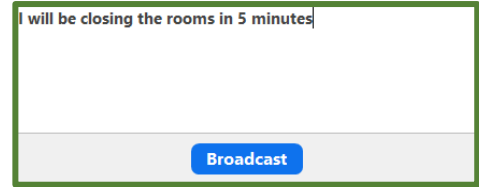
Close all Rooms

On the bottom of the Breakout Room panel, click Close All Rooms.

The participants can leave the room at that point or can wait till their time runs out.

Share Screen to Breakout Rooms

Once breakout rooms are open, the host or co-host can share their screen from the main session directly into all open breakout rooms. This allows the presenter to share visual information to all breakout rooms as once, guiding them on next steps or tasks.

Click **Share Screen** in the Zoom meeting toolbar

Share sound ⌄   Optimize for video clip   Share to breakout rooms NEW
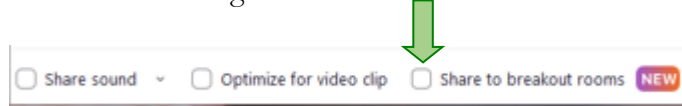
Click the **Share to breakout rooms** on the bottom

Proceed as usual

Tools Available in Breakout Rooms

Each room can have the use of:

- **Share Screen** – (including Whiteboards) as long as it enabled in the main room for participants to share. Check the advanced Share Screen settings.
- **Chat** – it stays just within that room – if someone arrives late or leaves early, they will not see anything that was shared before they were there or after they left.
  The **file transfer** and **save chat** features are available in the breakout rooms if those features were enable for the main room.
- **Audio** – all participants can unmute/mute their audio within the breakout room even if the participants were muted and not allowed to unmute in the main room.
  When they return to the main room, the setting will default to that room.
- **Video** – if in the main room, the host or co-host turns a participant's video off, the participant cannot turn it back on, even in the breakout room. So the host turned it off, the host or co-host must **hover** over their name in the participants panel and click on **More** and

then **Ask to Start Video** before they go to the breakout room. (The host can be asked to join in the room in order to click to Ask to Start video so the participant can then turn it on.)

- **Recording** – for cloud recording, only the main room is recorded, regardless of what room the host is in. If participants are allowed to record locally (given permission by the host before opening the breakout room) their local recordng will record whichever room they are in. Multiple participants can record locally in the same room or in different rooms.
- **Closed Caption (live transcript) is not available in the breakout rooms (even if the host is there.)**

Host vs Co-host

The co-host can do almost everything with the Breakout Rooms that the host can. Including:

- Assigning
- Starting
- Ending
- Move between rooms
- Broadcast messages to all

The co-host does not receive the notification that someone wants help in a room or the notification that someone is waiting to join the meeting.

If you want the technical person to be notified to go to help in the room, then consider making them the host.

If you want the leader to be notified to go to help in the room, then consider making them the host.

It is a good practice for the host and co-host to have each other's cell phone number so they could text each other during the meeting. This would help with breakout rooms if one person got the call for help but is not available or wants the other to see if they can help in that particular room.

At the beginning of the meeting, the host and co-host(s) will have the Breakout Room icon on their tool bar. But once the rooms are closed, only the host will see the icon.

Moderator/Facilitator

You might want to have a moderator or facilitator in one or more of your breakout rooms to provide direction and keep the participants on task. They might lead the group or just be there to assist.

It can be beneficial for this moderator to be given the role of co-host, so they have access to the necessary tools like: video, audio, raised hands and more.

If the participants are automatically assigned, the co-host will remain unassigned.

The host can either assign them to their particular room or since they are co-host, they can join their room.

Making them a co-host has to be done prior to starting the breakout session.

If you want to have a scribe to take notes in the different rooms, they might not need to be a co-host. But you might need to move them to their room before you **Open the Room** to ensure they are placed where you want them.

Tips

1. You should do a few test meetings so you are comfortable with the different options to you know what works best for your meeting.
2. Once you decide on how you want the meeting set up and the different options selected, you might want to write down that selection or make a screen print for your reference. That information should be shared between the leader and the TH.
3. If you are allowing participants to choose their room, you might want to have meaningful names for the room so they know what room they are selecting.
4. Before you open the breakout rooms, you might remind the participants:
   - they can leave the room at any time by clicking on the blue sign
   - watch the top of their screen so see if there is a message from the host
   - how to as for help
   - join another breakout room (if that is permitted).
5. If pre-assignments for breakout rooms are active, participants will be asked to join their pre-assigned breakout rooms. Otherwise, the host can assign participants directly to a breakout room.
6. You can have up to 50 breakout rooms.
7. Participants who join the meeting with a Zoom version lower than 5.3 will not be able to self-select a breakout room. The host will need to move them into the room.
8. Participants who join the meeting from the Zoom Mobile App or H.323/SIP devices can participate in breakout rooms, but cannot manage them.
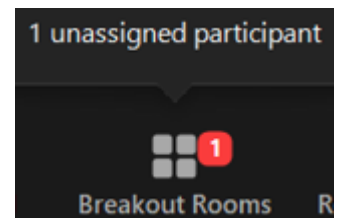
Check the website below and watch the very information video that is only 3.2 minutes long.
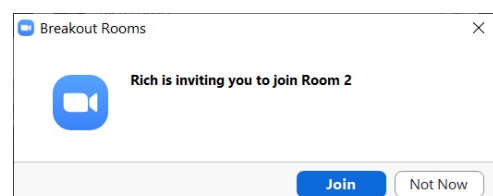
https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms

Participants Can:

Join

The Host/co-host invite you to join a breakout room.

Depending on the settings:
- you might be moved directly to the assigned room
- you might have to click on Join
- you might have the option to select which room you want to join.

When Allow to Choose a Room

Select Room

You will see a little notice above the tool bar to **Join a breakout room** (on some smaller devices it might be above the screen).

Click on the **Breakout Rooms** icon and find the room your want, hover on the right side of it and click **Join.** You will need to confirm by clicking **Join** again.
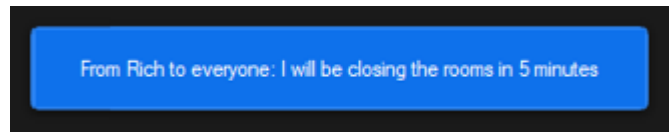
Move to Another Room

Just like above, Click on the **Breakout Rooms** icon, on the right side hover over the room you want and click **Join**. Click **Join** again to confirm.
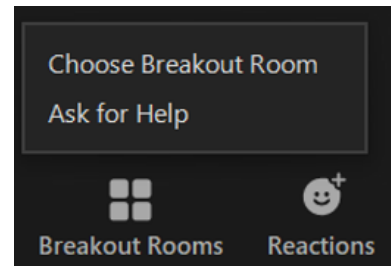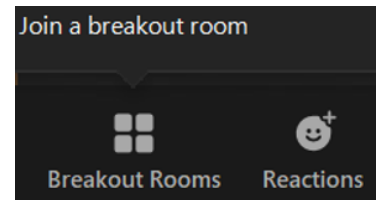
Watch for the Broadcasts

The host or co-host can send a broadcast that goes to all of the rooms.

It usually shows up above the screen but on smaller devices, it might be below the screen.

Ask for Help

- If you do not have the option to select or change rooms, you will not have the Breakout Rooms icon. But you do have the **Ask for Help** icon.
- If you have the option to select or change rooms, you have the **Breakout Rooms** icon that you can click on and then select **Ask for Help.**
- Clicking on this means that you want the host to join your room. You have to click it twice to confirm your request.
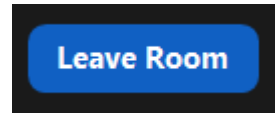- This notice only goes to the Host, not the co-host.
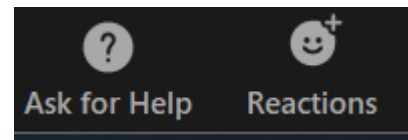
Participants List Vs Breakout Panel

Participants and Hosts have the same options. Participants List just shows who is in that room. The Breakout panel shows where everyone is. This is also true for the main room.
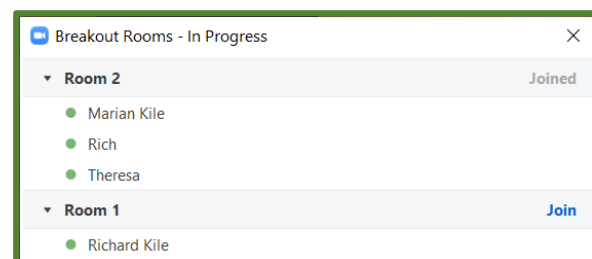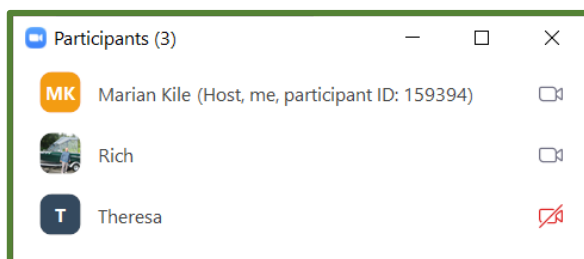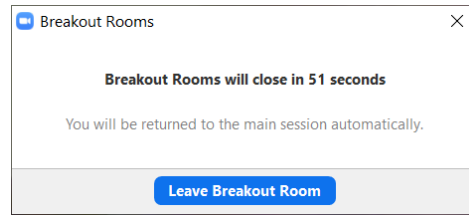
Leave the Breakout Room

Click on the blue icon to leave the room to go back to the main room at any time.

Leave Room

If host/co-host, closes the rooms, you will get at notice with the timing of the closing.

Breakout Rooms ✕

Breakout Rooms will close in 51 seconds

You will be returned to the main session automatically.

Leave Breakout Room

Have fun practicing!

Zoom Security Tool

If the host or co-host clicks on the Security Shield on their toolbar, they can access a list of settings to ensure they have the controls set the way they want.

This includes:

- Lock Meeting (no one else can enter even with id and passcode)
- Enable Waiting Room
- Hide Profile Pictures (participants that have turned off their videos will not show on the screen for everyone)

You can also allow participants to:

- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves
- Start Video
- Remove Participant (this can also be done in the participants list)
- Suspend Participant Activities (everyone's video and audio will be turned off, screen sharing will stop, and the meeting will be locked)
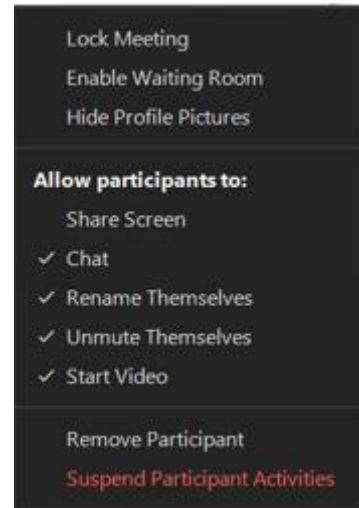
There might be more or less items depending on the setting for this meeting.

At you CSUS portal for your Zoom account, there are more security settings that you should be familiar with. Go to **Settings** on the right side, and then slick on **Security**.