Contents
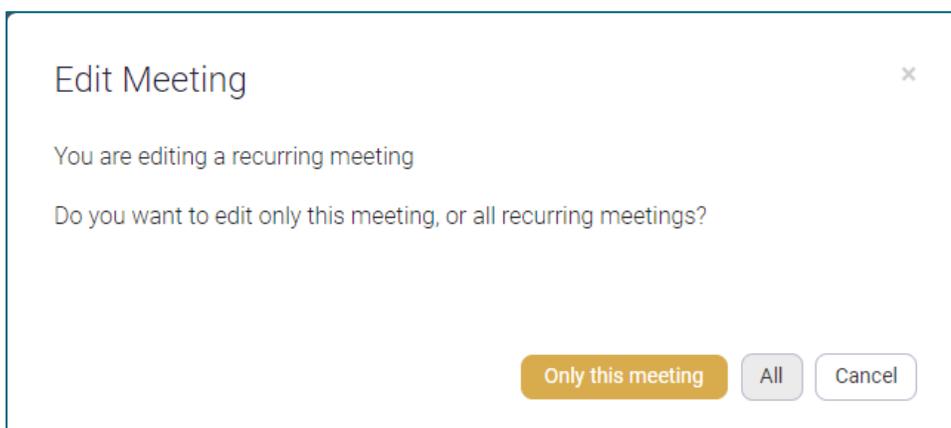
Breakout Rooms Overview

- Breakout rooms have the same screen sharing, video, and audio chat capability as the main Zoom session.

- Breakout rooms can be used to send participants into small group rooms. Their time in the breakouts can be limited (e.g., five minutes to discuss a specific question), or they can be given indefinite time in the breakout.

- While in a breakout room, users cannot hear audio from the main Zoom session. If the Host wishes to communicate to everyone at once, they can "Broadcast" a text-based message to all participants.

- The Host can choose to wait in the main session while participants work, or they can enter and leave the breakouts to provide guidance or listen to what's happening.

- Participants in breakouts who would like help from the Host can "Ask for Help" to request that the Host join their breakout.

- The Host can move participants between breakout rooms while they are in rooms to mix up the discussion.

- The Host can end the breakout rooms, bringing all participants back to the main Zoom meeting. They can then send participants back to the same breakout groups or create new breakout groups.

Pre-Assign Breakout Rooms before a Meeting

1. If it does not already exist, create your meeting or recurring meeting in Brightspace using the Zoom tool.

2. Access https://vanderbilt.zoom.us/signin and sign in with your VUnetID and e-password.

3. Navigate to **Meetings** in the left navigation and click the topic of the meeting you wish to edit. Select **Edit this Meeting** near the bottom of the page.
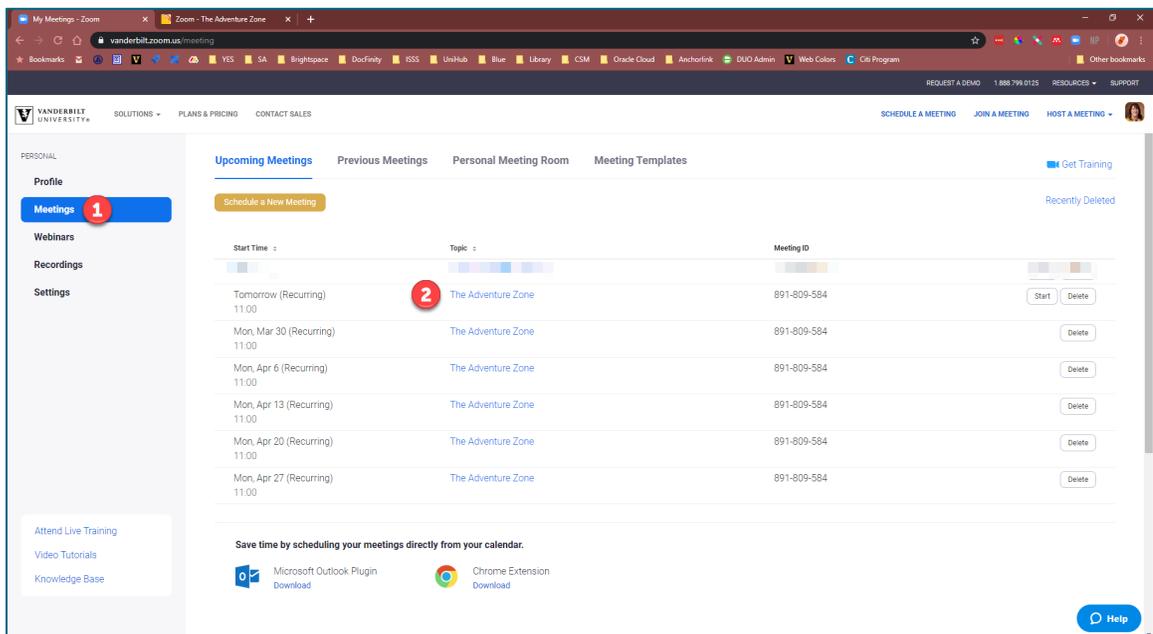
4. To pre-assign the same breakout rooms for all sessions of a recurring meeting, select **All** in the **Edit Meeting** dialog. If you only wish to pre-assign breakouts for one meeting, select **Only this meeting**.

5. Near the bottom of the page, check the box for **Breakout Room pre-assign**. You are provided options to **Create Rooms** or **Import from CSV**.
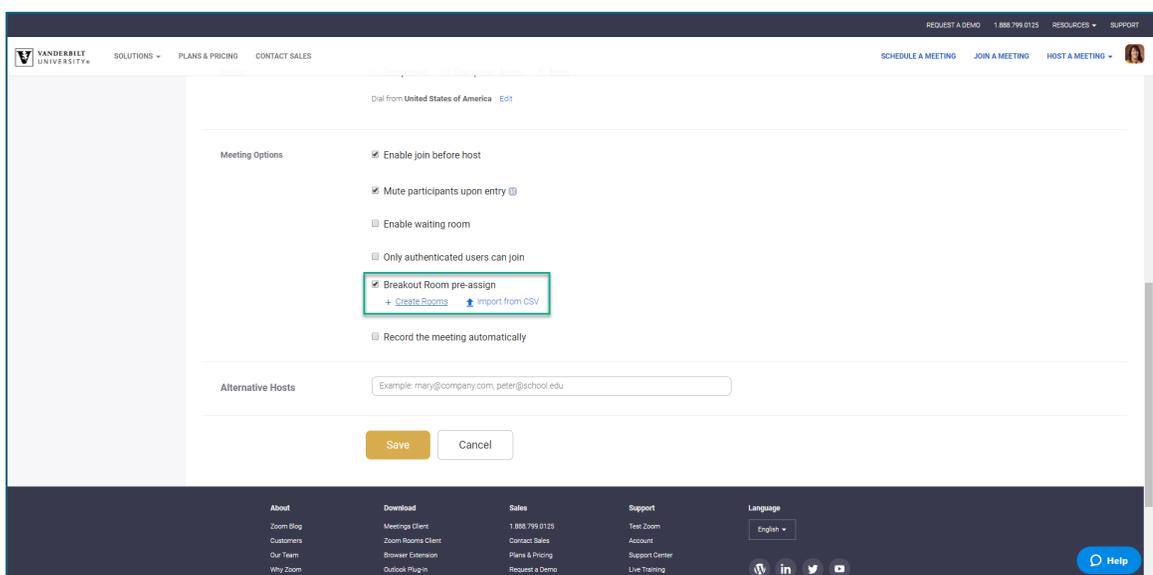
Create Breakout Rooms (Basic)

1. Click **Create Rooms** in the meeting settings.

2. Create rooms by clicking the plus sign (+) in the **Breakout Room Assignment** dialog.

3. Add participants to the room by Vanderbilt email address (available in the Brightspace classlist).
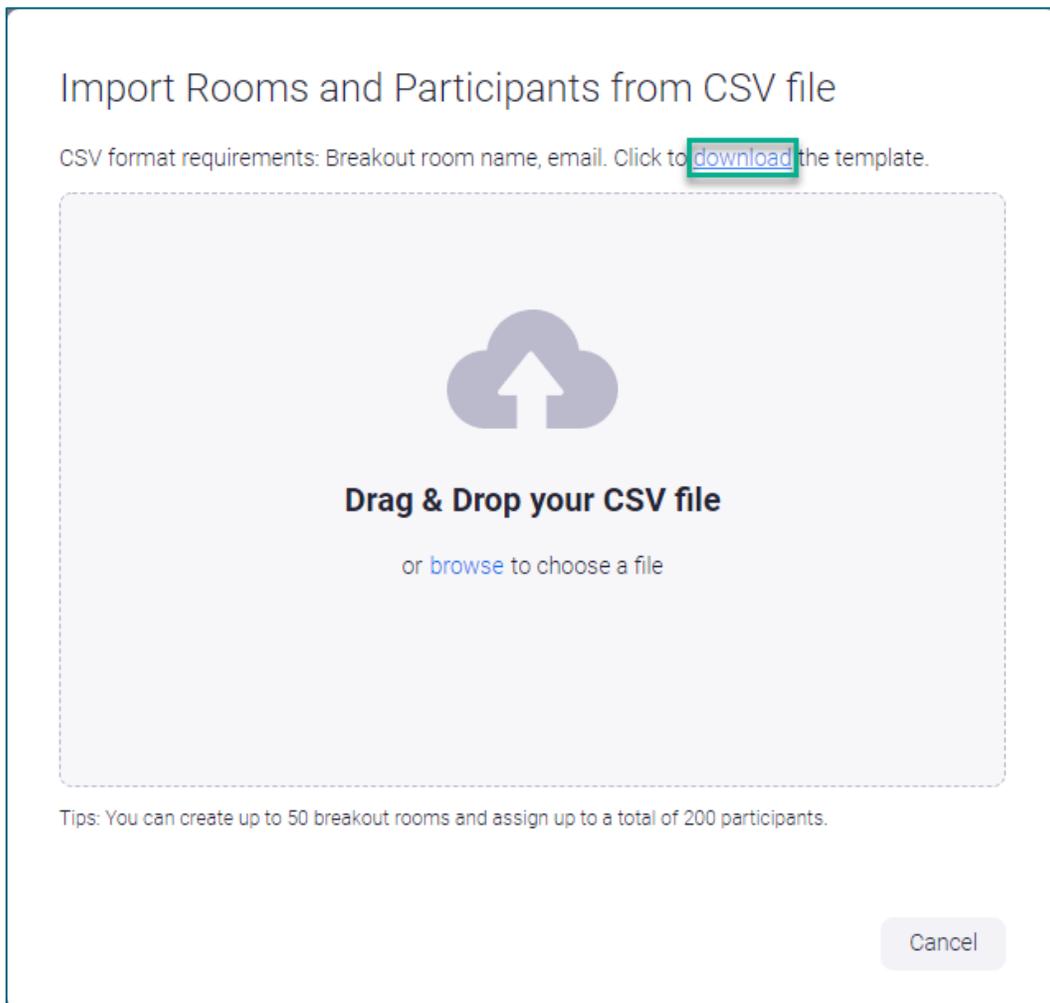

4. Click **Save** in the Breakout Room Assignment dialog box.

5. Click **Save** in the meeting settings.

Import CSV to Pre-Assign Breakout Rooms (Advanced)

1. Click **Import from CSV** in the meeting settings.

2. If this is your first time using pre-assignment by CSV, click to **download** the template.

3. Open the template in Excel.

4. Add room names and participant email addresses to the template. You can change the room names to something meaningful for your course (group numbers, group names, etc.) or keep the default room names.

   Note: You can download a CSV file of your course enrollments from the Online Grading > Class Roll module in YES.

5. Save As a new file in an easy to find location on your computer. *Be sure to save in .csv format even if Excel warns against it.*

6. Upload the list in the **Import Rooms and Participants from CSV File dialog**.

7. Click **Save** in the dialog box.

8. Click **Save** in the meeting settings.

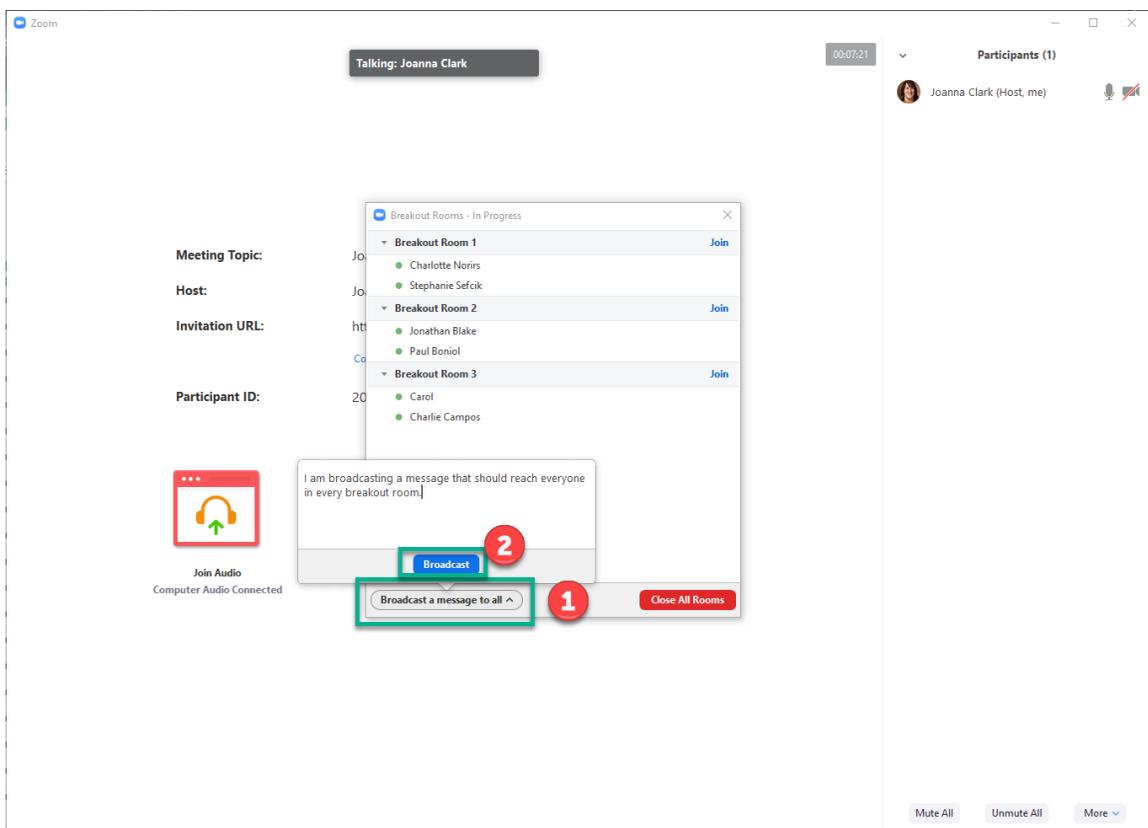# Create Breakout Room during a Meeting

1. Click **Breakout Room** from bottom menu bar.
2. Choose to create rooms automatically or manually.
3. Click **Create Room**.
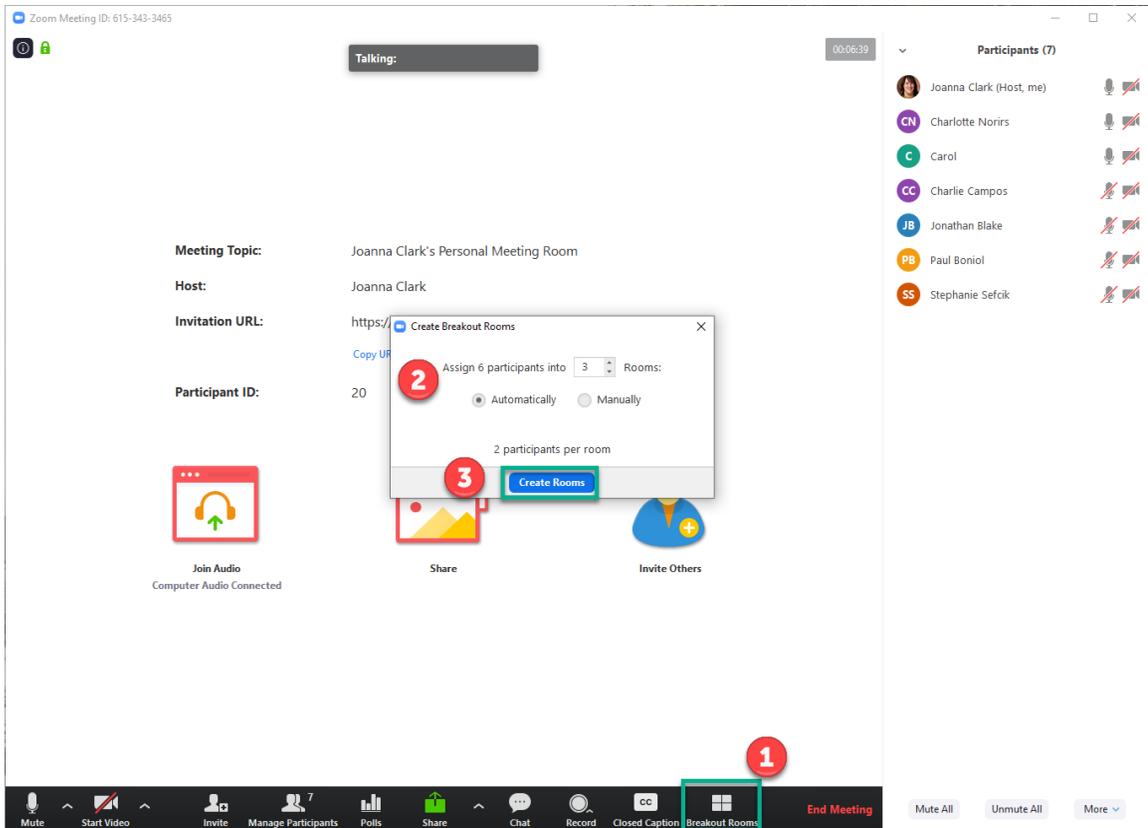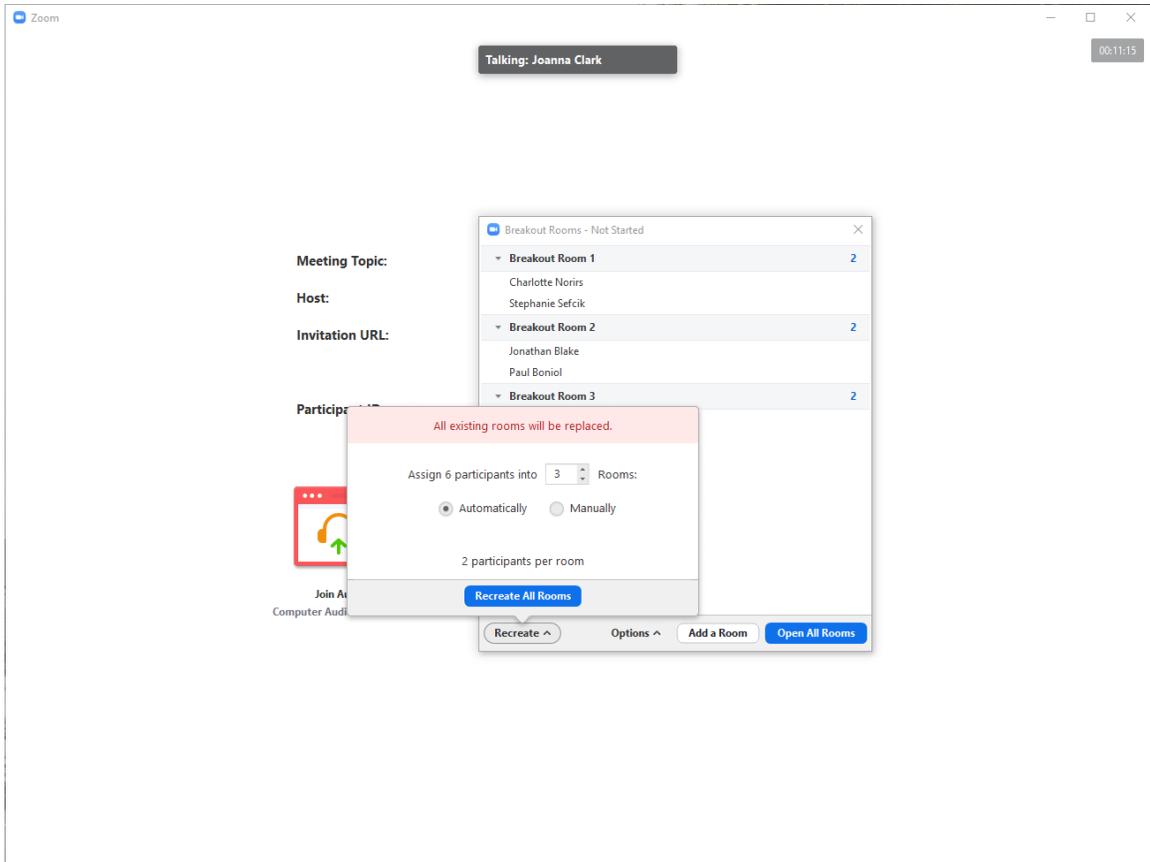
Controlling Breakout Rooms during a Meeting
Communicate with Everyone in Breakout Rooms

1. Click **Broadcast a message to all**.

2. Type desired message and click **Broadcast**.

Send Participants Back to Breakout Rooms

1. Click **Open All Rooms** *or*
2. Click **Recreate** to design new breakout rooms.

Move Participants between Rooms

1. Hover over a user's name in the breakout list.
2. Choose which room to move the participant to.