

ZOOM Guide for Facilitating Breakout Rooms

Use this guide to help you facilitate a Zoom session that includes breakout rooms activities

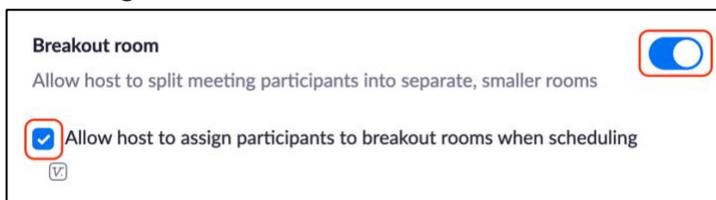
Set up the meeting

1. Login to **UCSF MyAccess** (myaccess.ucsf.edu), then click **Zoom**, then click **Login** in the upper-right of the Zoom site



NOTE: If Zoom is not already a favorite app in your list of MyAccess apps, click **Manage Favorites** on top, then find **Zoom**. Click the star next to **Zoom**, then click **Save Favorites** on top.

2. To enable breakout rooms for your Zoom account, in your Zoom site, go to **Settings**, then in your **In Meeting (Advanced)** settings, enable **Breakout room**. Also check **Allow host to assign participants to breakout rooms when scheduling**.

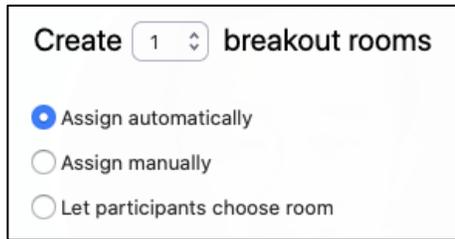


3. Schedule your meeting
 - a. If needed, enable the **Breakout room** setting for the Zoom account used to schedule the meeting
NOTE: All large and small group Bridges class sessions will already have breakout rooms enabled. For more information, contact your course coordinator or email iROCKET@ucsf.edu
 - b. There is an option to upload pre-assigned breakout rooms using a **.csv** file—this feature requires practice

Run the meeting

1. If needed, watch this [video](#) for an overview of how to manage breakout rooms and practice using breakout rooms
2. Start your meeting and make sure you can see the breakout rooms icon 
 - a. It's located on the bottom of the Zoom meeting window on the black toolbar
 - b. When sharing your screen, you can also find it in the top menu bar in the **More** section
 - c. To see the breakout rooms icon, you must be a host or co-host
3. As participants join the meeting, they will all enter the **Main Zoom Room** with you
4. Begin the whole group activities (e.g., discussions, presentations, or announcements)
5. When you are ready to start the breakout rooms activity, click the breakout rooms icon, then:
 - a. Enter the number of groups you want in the text box, then decide if you want to divide the participants **Automatically, Manually, or Let participants choose room**
 - i. **Automatically:** Zoom will distribute participants equally across the number of rooms you specify
 - ii. **Manually:** You will need to assign participants into rooms one-by-one, which will take more time

- iii. **Let participants choose room:** Participants can join any room and move to other rooms anytime



- b. Click **Create**, then assign participants to breakout rooms and re-name rooms, if needed. Notice the  **Options** and **Recreate** buttons on the bottom of the **Breakout Rooms** window—they provide advanced functionality.



- c. When you're ready to start the breakout rooms activity, click **Open all Rooms**
- Participants will join their breakout room. You can confirm they have joined a room by monitoring the list of breakout rooms and participants.
 - As a host, you can join any breakout room and the **Main Zoom Room** anytime. Depending on the breakout room options you select, participants can also join other breakout rooms and the **Main Zoom Room** anytime.
NOTE: As the host, consider staying in the **Main Zoom Room** most of the time, so participants can locate you easily
 - Once you click **Close All Rooms**, participants will return to the **Main Zoom Roo**.