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.

   ![Zoom login page](image)

   **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.

   ![Breakout room settings](image)

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](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.

<table>
<thead>
<tr>
<th>Create breakout rooms</th>
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</thead>
<tbody>
<tr>
<td>- Assign automatically</td>
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<tr>
<td>- Assign manually</td>
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<tr>
<td>- Let participants choose room</td>
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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.

![Options and Recreate buttons](image)

c. When you’re ready to start the breakout rooms activity, click **Open all Rooms**

6. Participants will join their breakout room. You can confirm they have joined a room by monitoring the list of breakout rooms and participants.

7. 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.

8. Once you click **Close All Rooms**, participants will return to the **Main Zoom Room**.