Use the competency checklist to assess your knowledge and skills, then use the practice guide to solidify existing skills—or develop new skills to reach full competency. Review the Zoom Breakout Rooms (BRs) slides and guide as needed.

# Competency checklist

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| --- | --- |
|  | Goal: Describe breakout rooms (BRs) |
| c | Define BRs |
| c | Identify BR use cases |
|  | Goal: Set up BRs |
| c | Join meeting as host |
| c | Enable BRs in your Zoom site |
| c | Describe BR host capabilities |
| c | Transfer host role |
| c | Assign co-hosts |
|  | Goal: Run BRs |
| c | Run BRs |
| c | Prepare BRs |
| c | Identify BR options |
| c | Manage BRs |
| c | Describe BR participant capabilities |
|  | Goal: Identify BR good practices |
| c | List good practices for BRs |
| c | Identify host communication tools |
|  | Goal: Practice hosting BRs |
| c | Practice BRs by yourself |
| c | Host BRs |

# Practice guide

On your primary device or computer, create a practice Zoom meeting, then use the Zoom app on your mobile device or second computer (without signing in) to join your own meeting again as a participant so you can practice using BRs (you need at least one meeting participant). Or, consider completing the practice activities below with a colleague, TA, or student.

## Practice activity 1 (basic): Host BRs

1. Create BRs **Automatically** and assign participant(s) into those BRs
2. **Open all rooms** to open the BRs
3. **Close all rooms** to close the BRs

## Practice activity 2 (experienced): Host BRs

1. **Before opening BRs:**
   * **Add Room, Rename, and Delete Room**
   * **Move**, **Exchange**, and **(Un)assign** participants to BRs
   * Try BR host options
   * Assign co-hosts in main session
2. **After opening BRs:**
   * **Broadcast Message to All** participants
   * Ask co-hosts to **Join** other BRs
   * **Join** BRs