This guide provides information about Zoom Breakout Rooms that you can use in your Zoom meetings and small and large group class sessions. Some content in this guide is not covered in the Zoom Breakout Rooms workshop.

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## Define breakout rooms (BRs)

## BRs let you divide meeting participants into separate rooms

## Identify BR use cases

* Small group sessions
* Consultations and one-on-one meetings
* Poster sessions for symposia

## Join meeting as host

1. To run BRs, you need to be the meeting host
2. Log in to [MyAccess](https://myaccess.ucsf.edu/) then click **Zoom** near the bottom and log in to the Zoom site (see [video](https://vimeo.com/438296111/24c1ab9aaf))   
   **Note:** If you don’t see **Zoom** in your list of favorite MyAccess apps, click the **Manage Favorites** button on top
3. After logging in to Zoom through MyAccess, you can start or join your meeting in two ways (the Zoom site or Outlook). To start or join your meeting from the Zoom site:
   1. In the left menu of the Zoom site, click **Meetings**A screenshot of a cell phone

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   2. Find your meeting, then click the **Join** or **Start** button at the right
   3. Your Zoom app will launch and you will be in your meeting
4. To start or join your meeting from Outlook:
   1. Find the meeting link in Outlook and click it to join or start the meeting
   2. Or, you can copy-paste the link into a browser address bar to join or start the meeting

## Enable BRs in your Zoom site

For meetings created using your Zoom site, first enable BRs:

1. Log in to [MyAccess](https://myaccess.ucsf.edu/), then click **Zoom** and log in to the [Zoom site](https://ucsf.zoom.us/)  
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2. In the left **PERSONAL** menu, click **Settings**, then enable **Breakout room**A picture containing bird

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## Describe BR host capabilities

Hosts can:

## Add, rename, and delete BRs

## Assign participants to any BR & move them to another

## Join any BR, any time

## Open and close BRs repeatedly

## Transfer host role

1. If you are host, in the **main session**, put your cursor over a participant’s name
2. Click **More**, then **Make Host**

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## Assign co-hosts

1. Co-hosts can do most of the things a host can:
   1. Co-hosts can manage participants (e.g., **Mute All**, **Rename**, **Remove**)
   2. Co-hosts can join other BRs (or host can move them to other BRs)
2. In the **main session**, put your cursor over a participant’s name  
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3. Click **More**, then **Make Co-host**

Run BRs

* This [video](https://vimeo.com/471513176/ac33a1c097) will show you how to:
  1. Prepare BRs
  2. Manage BRs

# Prepare BRs

1. [Update your Zoom app](https://meded.ucsf.edu/sites/meded.ucsf.edu/files/2020-05/zoom_update_zoom_app.pdf) for latest features
2. If you are host, click A picture containing drawing

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3. Create rooms **Automatically**, **Manually**, or **Let participants choose room**
4. Add, delete, or rename BRs if needed
5. **Move To**, **Exchange**, or **(Un)Assign** participants

# Identify BR options

1. Allow participants to choose room (new!)
2. Allow participants to return to the main session at any time
3. Automatically move all assigned participants into breakout rooms
4. Auto close breakout rooms after X minutes
   * Notify me when the time is up
5. Countdown after closing breakout room
   * Set countdown timer: X seconds

# Manage BRs

1. Click **Open All Rooms** button when ready
2. (Optional) Type a message and click **Broadcast Message to All**
3. (Optional) Click **Join** to enter a BR

## Describe participant capabilities

Participants can:

* Use **Ask for Help tool** to contact host (click **A picture containing drawing

  Description automatically generated** then click Graphical user interface, text, application, chat or text message

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## Return to Main Session any time (if host selects option)

## Choose a BR & change BRs (if host selects option)

## Interact and chat with people in their BR

# List good practices for BRs

1. Provide break or activity while setting up BRs (or transfer host role)
2. Transfer host role to someone who can set up BRs for you
3. Look out for late participants who need to be assigned to a BR
4. Use shared doc or app (e.g., Box, OneNote, MS Teams) for BR activities
5. Add extra BR room(s):
   * For overflow
   * For facilitators to touch-base
   * For special cases: consultations or one-on-ones

# Identify host communication tools

1. Hosts can:
   * Broadcast messages
   * Allow participants to return to main session
   * Visit BRs periodically
   * Use external shared document
   * Use external collaboration app
   * Respond to **Ask for Help** tool

# Practice BRs by yourself

1. If you can’t practice with colleagues or Tas, join your own practice meeting again using a second device or computer:
   1. In Zoom, create your own meeting and start it
   2. Click the **Invite** buttonon the bottom of the **Participants** window to get your Meeting ID and meeting passcode
   3. Start the Zoom app on your second device or computer
   4. Click **Back** or **Cancel** as needed until you see the **Join a Meeting** button
   5. Click the **Join a Meeting** button and enter your Meeting ID and Password **without** signing in  
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   6. To prevent echo and feedback, don’t use the audio on your second device or computer
2. As host, click the A picture containing drawing

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---------- EXTRA CONTENT NOT IN WORKSHOP ----------

# Set up pre-assigned breakout rooms before a meeting

**Note:** If host and all participants have the latest version of the Zoom app, and the host chooses the **Allow participants to choose room** option, pre-assigning will not be necessary. Participants will be able to choose their own room and jump between rooms anytime.

**Note:** You can only *set up* pre-assigned breakout rooms for meetings created using your own UCSF Zoom account

1. Login to your [UCSF Zoom account](https://ucsf.zoom.us/)
2. On the Zoom site, click **Settings** in the left menu  
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3. In the **In Meeting (Advanced)** section of the **Settings:**
   * Enable **Breakout room**
   * Check the box next to **Allow host to assign participants to breakout rooms when scheduling**A picture containing bird

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4. (Optional) Enable these two settings if you want to easily identify non-UCSF participants and UCSF participants who are not logged in correctly to UCSF Zoom via MyAccess. In the **In Meeting (Advanced)** section of the **Settings:**
   * Enable **Identify guest participants in the meeting/webinar**  
     **Note:** If you enable this, non-UCSF participants and UCSF participants who are not logged in correctly to UCSF Zoom via MyAccess will have **(Guest)** next to their name in the **Participants** window
   * In the **Security** section of the **Settings**, enable **Waiting Room** and click **Edit Options** to edit the **Waiting Room Options** so that **Users not in your account** are placed in the waiting room   
     **Note:** You can also click **Customize Waiting Room** if you want to add instructions in the waiting room description  
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5. On the Zoom site, in the left menu, click **Meetings** to see your list of Zoom meetings:
   * **Schedule a Meeting,** or edit an existing meeting that needs pre-assigned breakout rooms
6. In the meeting settings:
   * Check the box next to **Waiting Room** to enable it for the meeting
   * Check the box next to **Breakout Room pre-assign** to enable it for the meeting
   * Click **Create Rooms** to create as many rooms as you need, and add participants one-by-one by typing their first and last name   
     **Note:** Don’t **Import from CSV**; add participants one-by-one instead because their UCSF email addresses must match exactly what’s in Zoom’s case-sensitive database of UCSF email addresses

**Note:** You can edit the pre-assignments anytime before you start the meeting

# Use pre-assigned breakout rooms during a meeting

**Note:** If host and all participants have the latest version of the Zoom app, and the host chooses the **Allow participants to choose room** option, pre-assigning will not be necessary. Participants will be able to choose their own room and jump between rooms anytime.

**Note:** Any meeting host can *use* pre-assigned breakout rooms that have already been set up

1. Make sure that participants logged in to their [UCSF Zoom account](https://ucsf.zoom.us/) via MyAccess before joining the meeting   
   **Note:** If necessary, ask participants to leave the meeting, log in to their [UCSF Zoom account](https://ucsf.zoom.us/), and re-join the meeting so that the Zoom database recognizes them correctly and matches them correctly with the pre-assignments made before the meeting
2. If participants are held in the waiting room, you can message them in the waiting room directly (they can’t message you back), and remind them to login via their [UCSF Zoom account](https://ucsf.zoom.us/) first  
   **Note:** Or, you can admit those participants and use **Chat** to ask them to leave the meeting, log in to their [UCSF Zoom account](https://ucsf.zoom.us/), and re-join the meeting

**Note:** Or, you can admit those participants and later manually assign them to breakout rooms

1. When you want to start setting up your breakout rooms, click the A picture containing drawing

   Description automatically generated button, which only you (the host) can see  
   **Note:** Depending on the breakout room **Options** you choose, co-hosts and participants might only see the **Breakout Rooms** button after you **Open All Rooms**
2. Manually edit the breakout rooms if needed, and assign unassigned participants (there will probably be quite a few)  
   **Note:** Make sure all co-hosts are assigned to an initial room too, so they can later join other rooms (this feature doesn’t always work, so you might need to assign co-hosts to other rooms manually)
3. Click the breakout room **Options** to select the options you need  
   **Note:** To make it easier for participants to interact with you, consider enabling **Allow participants to return to the main session at any time**Graphical user interface, text, application

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4. Click **Open All Rooms** to start the breakout rooms
5. If participants leave the meeting and return (or join the meeting late) after the breakout rooms are set up or opened, you’ll need to assign them manually, even if they were pre-assigned already before the meeting

# Get More Information and Support

* To learn more about Zoom, check out [Zoom’s Help Center](https://support.zoom.us/hc/en-us), [IT’s Zoom site](https://it.ucsf.edu/services/zoom-web-conferencing), [ETS’s Zoom site](https://edtech.ucsf.edu/zoom-conferencing), the [TEE Zoom Guides](https://meded.ucsf.edu/ZOOM), and the [TEE Poll Everywhere](https://meded.ucsf.edu/tee/poll-everywhere) site