Breakout Rooms on Zoom:
Create and use

This instruction shows how you can create and use
the function Breakout Rooms on Zoom for group work.

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Creating and using Zoom's Breakout Rooms

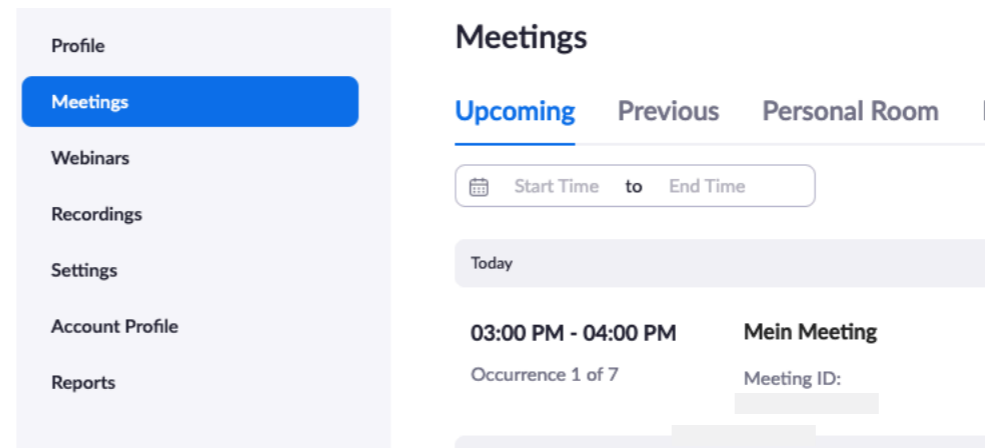# Remarks in advance

→ Breakout Rooms allow to facilitate and coordinate **group work** on Zoom.

→ You can create Breakout Rooms **in advance or directly during the ongoing meeting**. However, you cannot provide materials in the rooms in advance.

→ In Breakout Rooms, the participants can communicate and collaborate as if this were their own meeting. They can use the **Whiteboard** and even save their work results here.

→ You as the teacher can **switch between the rooms** of the separate groups to supervise them. The participants can also switch rooms if the appropriate settings have been made.

→ The participants can **ask the host for help** if, for example, questions about understanding arise. Then you can enter a room to help the students.

→ You can set a **time frame** after which all participants return to the main session.
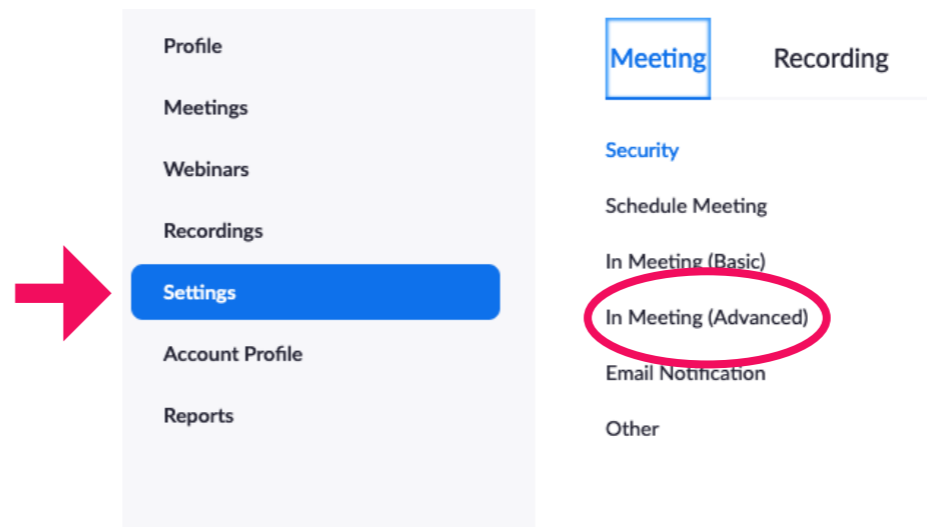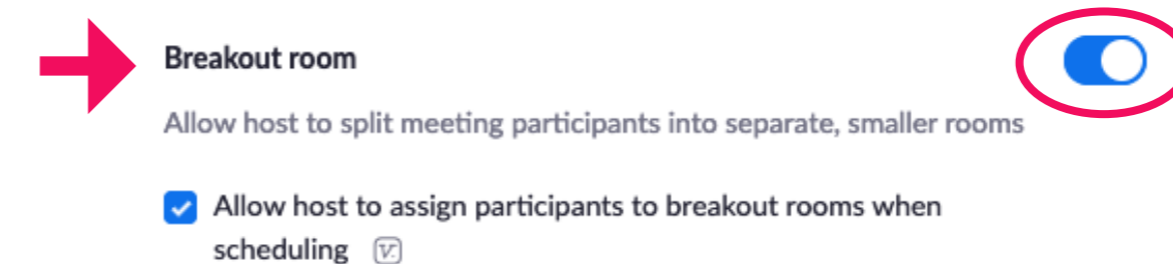
Activate Breakout Rooms in the Settings

Log into Uni Bonn's Zoom website. You receive the following view:

Profile	Meetings
Meetings	
Webinars	Upcoming Previous Personal Room M
Recordings	
Settings	Start Time to End Time
Account Profile	Today
Reports	03:00 PM - 04:00 PM **Mein Meeting**
	Occurrence 1 of 7 Meeting ID:

Navigate to the area **Settings** and there to be **In Meeting (Advanced)**:

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Meeting   Recording

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Check if the switch Breakout Room is turned on. If not, turn the switch to activate this function:

Breakout room

Allow host to split meeting participants into separate, smaller rooms

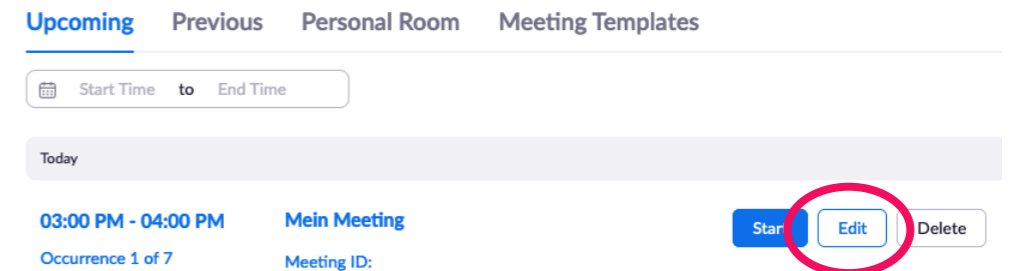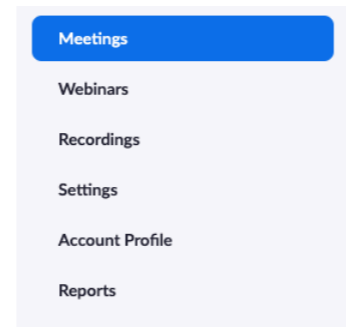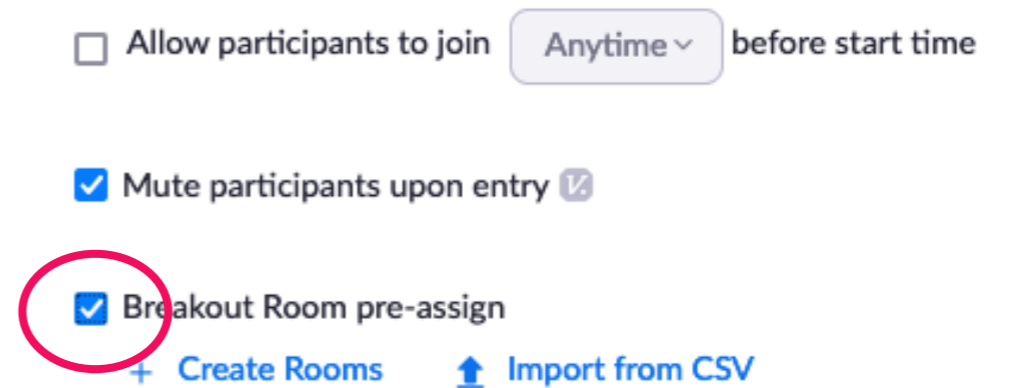☑ Allow host to assign participants to breakout rooms when scheduling ⓥ

2   # Creating Breakout Rooms in advance

Return to the area **meetings**. When you hover with the mouse over the meeting name, a button appears. Click on **Edit**:

Click on the option **Breakout Room pre-assign** and click on **Create Rooms**:

2 Creating Breakout Rooms in advance

Via the small **plus sign** you can create rooms. The rooms will automatically receive a name which can be changed when hovering over the name.

Via the text field **Add participants** you can add your students by entering their email addresses to the respective rooms. You can also do this during the ongoing meeting.

Save the settings.

Now, when starting a Zoom meeting and clicking on the button **Breakout Session**, you will see an overview with the created rooms.

3   Creating Breakout Rooms during meetings

Now return to the area **Meetings**. When you hover your mouse over the meeting name, buttons on the right side become visible. Start the meeting.

In this meeting you will see the button **Breakout Session**. Here, you can create each Breakout Room.

Create the desired number of rooms. Pick whether the participants should be automatically sorted, manually via the host of the room, or can choose a room themselves. Once you have clicked **Create**, an overview of all rooms appears. Here you can perform further settings as well as begin the sessions by clicking on **Open All Rooms**.
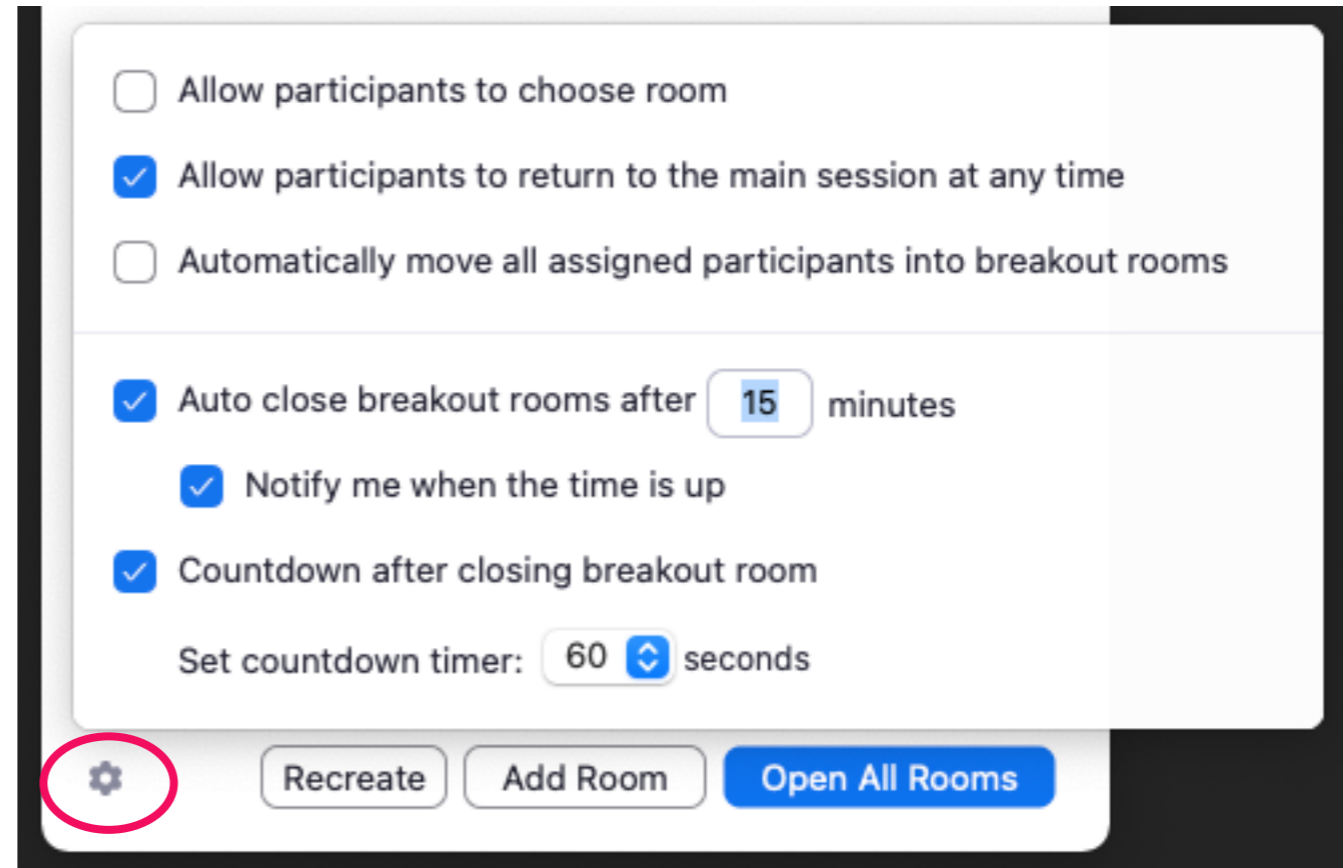
4 Options

Via the small symbol on the bottom left a window opens with **options**:

If you plan that your participants select the room themselves, pick that option here.

Here you can also set the **time** for the room. Once the time has expired, the participants receive a notification. If you set a **countdown**, the participants receive further time to finish their work. Otherwise, they will immediately be moved back to the main room. As a host you receive the question whether the rooms should be closed or remain open.
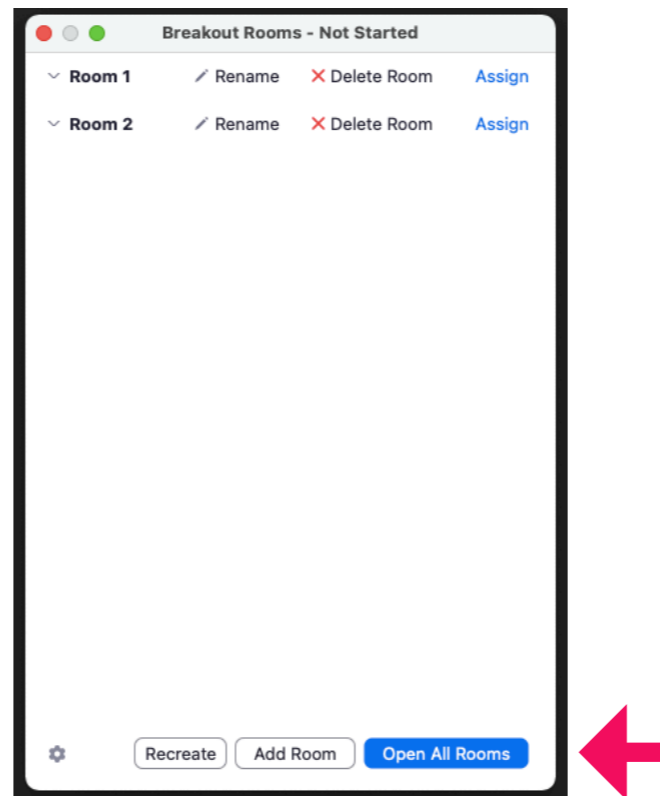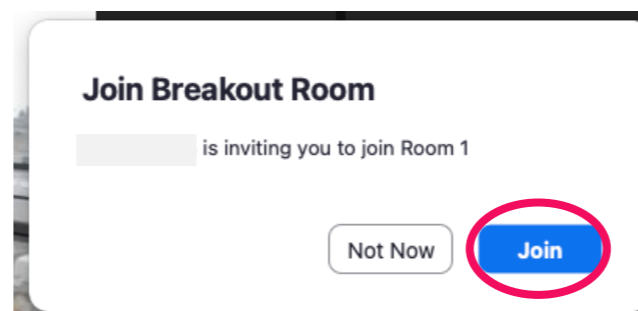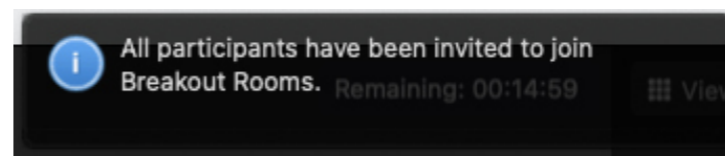
5   Options for group allocation: automatic allocation

When you pick the option **Assign automatically**, the participants will automatically be moved into the created rooms:

Once you have clicked on **Open All Rooms**, the notification appears on the right side. The participants receive an invitation and can enter the room.
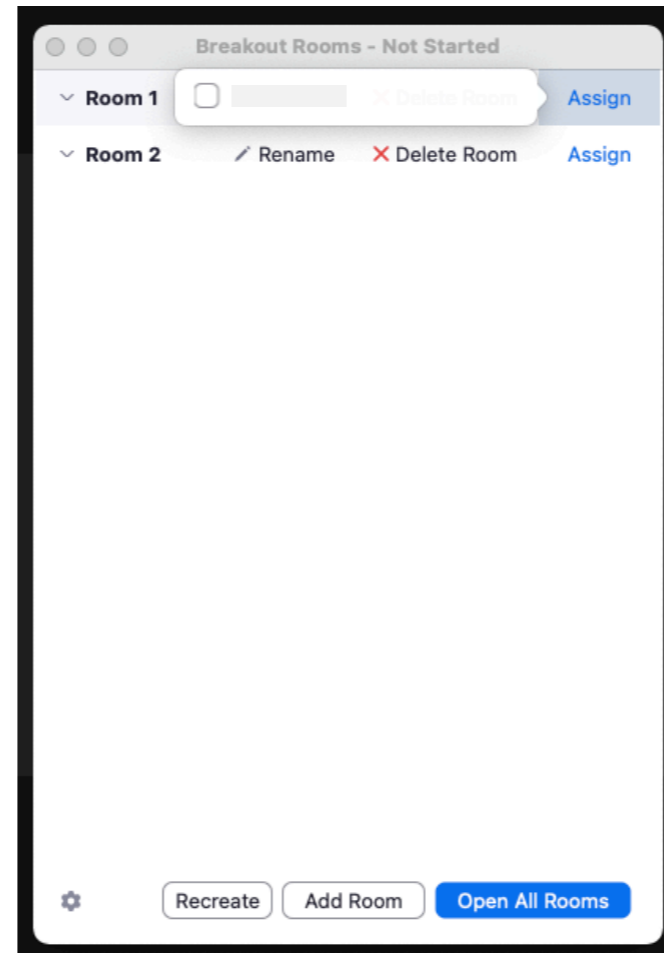
Options for group allocation: manual allocation

When you pick the option **Assign manually**, a list of participants appears which you can separate into specific rooms:

Afterwards, click on **Open All Rooms** and the participants are once again invited to join the room.
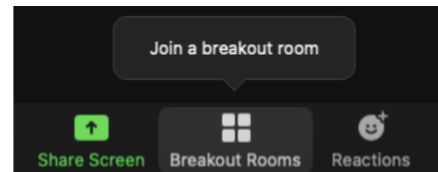

Use this option to separate the group assign consciously: Following prior knowledge, topic, assignment etc.
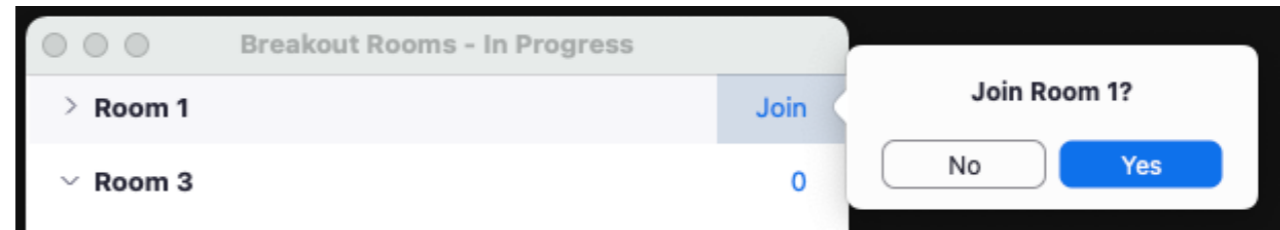
## 5   Options for group allocation: Allow participants to pick a room

When picking the option **Let participants choose a room**, a hint appears to the participants that they can enter a room:

In front of the participants, a list appears with the available rooms that they can join. By clicking **Yes**, the participants join the selected room.
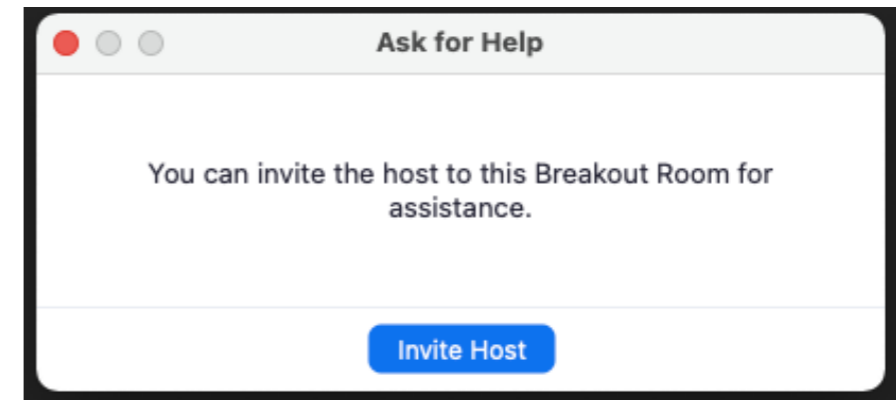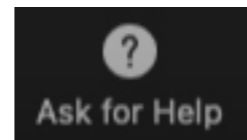

On your screen you will see the distribution of the groups. If needed, you can move participants manually to other rooms. Hover with your mouse over the name of a participant and you will see the option **Assign To**.
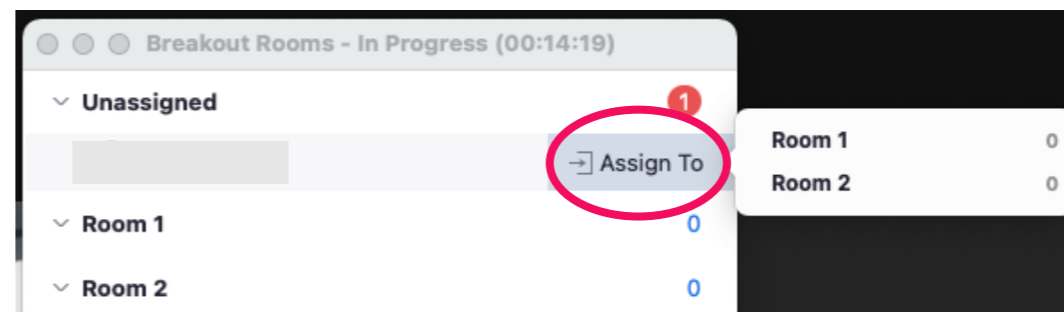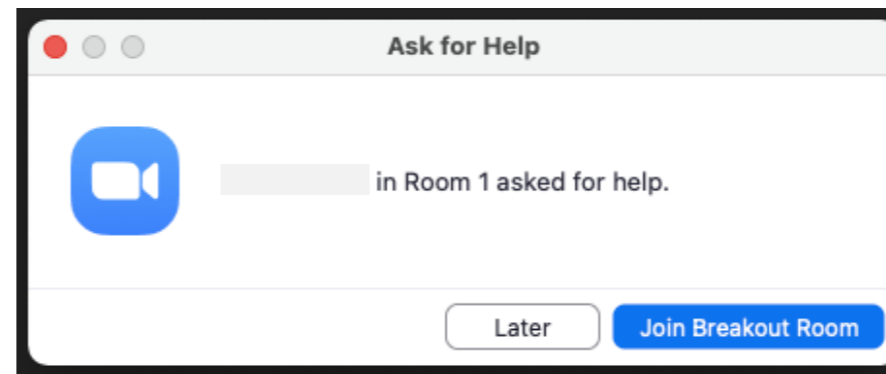
6 The help function in Breakout Rooms

The participants in the Breakout Rooms can **Ask For Help** and can invite the lecturer to the room:

In such a case, a notification appears for you and you can **join the Breakout Room**:

Simultaneous support for all groups presents a great challenge for the lecturer, as one can only be present in and aiding one group.
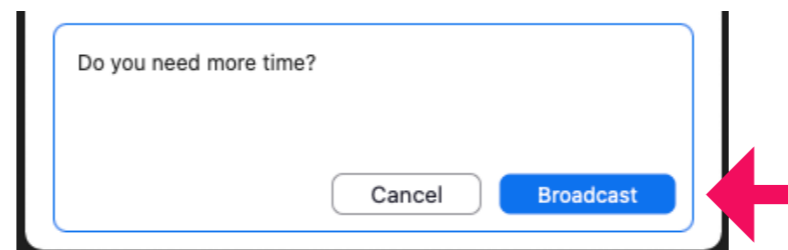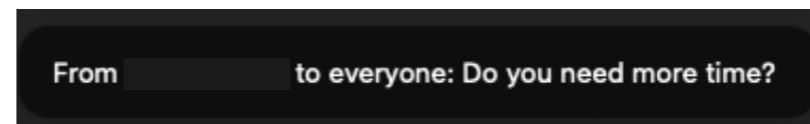
7 Sending a message to the Breakout Rooms

While the Breakout Rooms are opened, in the overview you can **Broadcast Message to All**. That way you can send a message to the participants in the rooms. It is not possible to send a message to only a specific group.
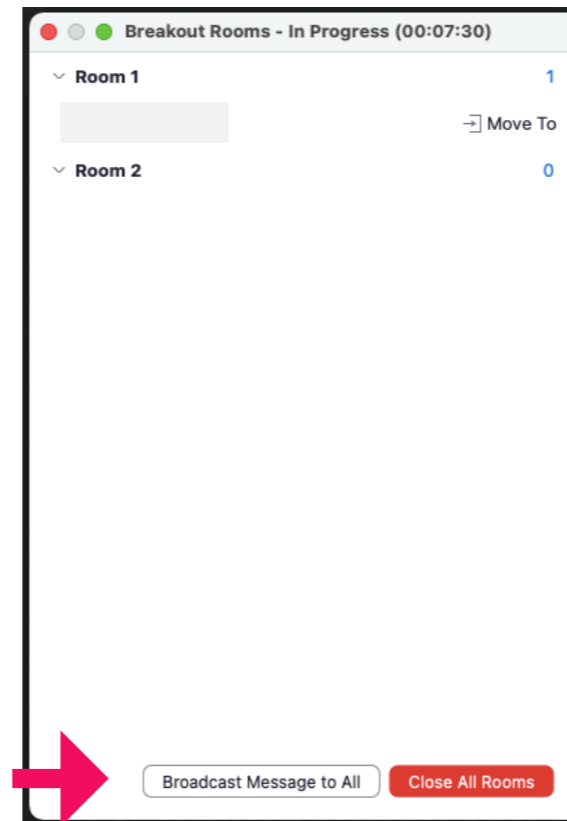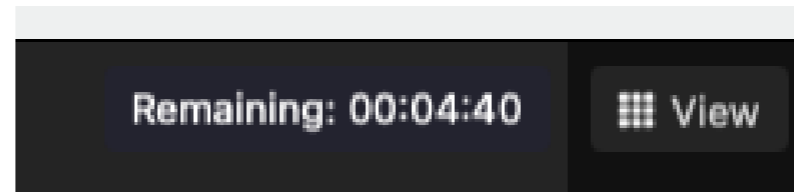

Click on **Broadcast** to send the message:

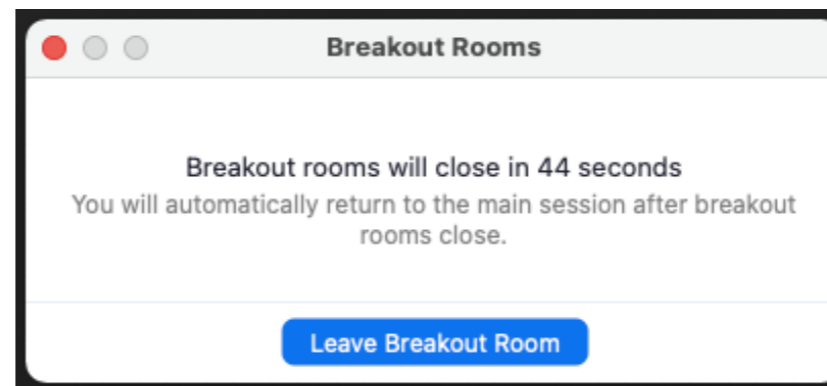The participants in the rooms will be shown the message this way:

8   Display the remaining time

When you have decided upon a time frame for the group work, you and the group members see the remaining time displayed:

Remaining: 00:04:40 | ▦ View

When you use a countdown, your participants receive an additional time after the countdown that remains until the room is fully closed and all participants are moved back to the main room:

Breakout Rooms

Breakout rooms will close in 44 seconds
You will automatically return to the main session after breakout rooms close.

Leave Breakout Room

Need more help?

If questions arise on using Zoom for teaching, you can always contact the BZH. The BZH offers workshops and advice on using Zoom for teaching.

bzh-qualifizierung@uni-bonn.de

Further instructions on Zoom can be found on the website of the HRZ:

Weitere Anleitungen zu Zoom

If you have technical questions when using Zoom, please contct the HRZ:

zoom@uni-bonn.de