Managing Zoom Breakout Rooms: Instructor Guide

Prior to the start of the remote training session:

Step 1: Ask the CWRC moderator to assign you as the "host."

Step 2: Set up Zoom rooms as specified in the *Zoom "Room" Set up* document, including three team rooms and one conference room.

- **Click "Breakout Rooms" at the bottom of your Zoom screen**

- Select the number of rooms you would like to create and select "manually" to assign participants to the rooms.

- Click "Create breakout rooms." Here is an example for a session with 6 total participants, two teams, and three participants assigned to each team:
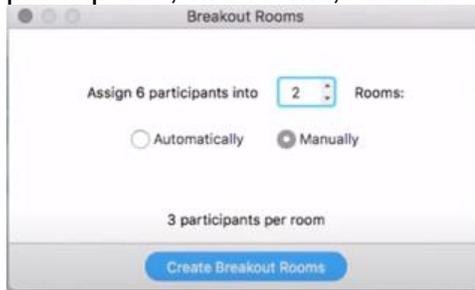

- Your team rooms are now created. Participants will join the session and enter the large group room until you provide them access to their team room.

Step 3: Set options for breakout rooms

- After creating the breakouts rooms in Step 1, click "Options" to view additional breakout room options and select the following 3 options:
  - "*Move all participants into breakout rooms automatically*"
    - Checking this option will move all participants into the breakout rooms automatically when you start the team activities.
  - "*Allow participants to return to the main session at any time*"
    - This option allows participants to move back to the main room at any time.
  - "*Countdown after closing breakout rooms*"
    - Participants will be given a countdown of how much time they have left before being returned to the main room. This will ensure all participants return to the main room after team activities.

    (see screen shot below)

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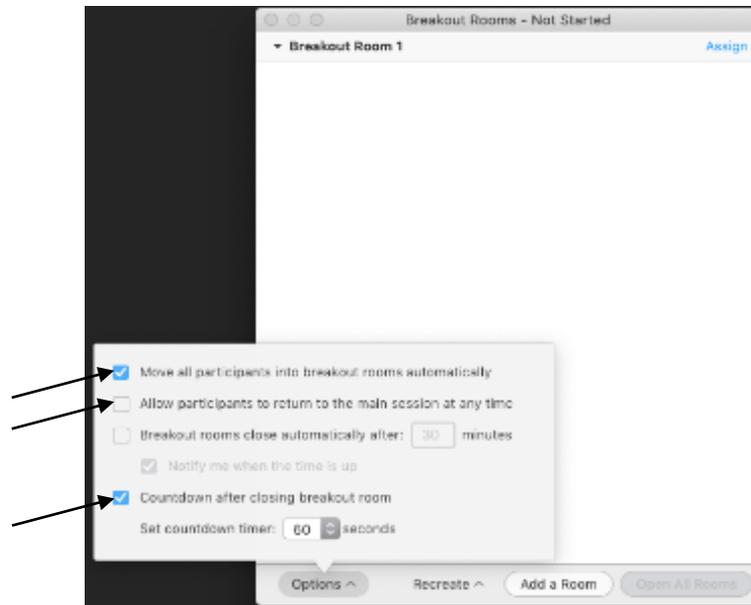
Step 4: Return the "host" role to the moderator until you are ready to use the breakout rooms for the first team activity.

During the remote training session:

Step 5: Assign all participants to a team using the team formation criteria in the Instructor Guide.

Step 6: Ask the CWRC moderator to assign you as the "host".

Step 7: Assign participants to the breakout rooms set up in Step 2.

- Select "Assign" next to the breakout room you wish to assign participants to.
- Check the box next to the participant's name to assign the participant to the breakout room. Repeat this step for each breakout room.
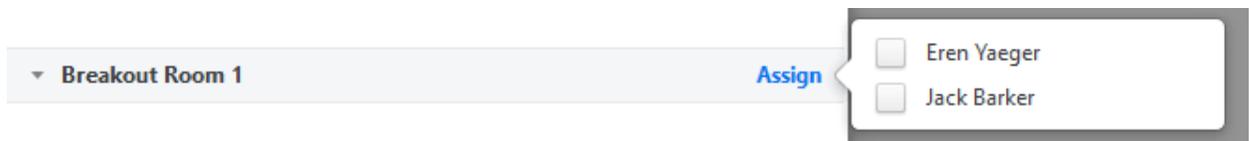
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- Once a participant has been assigned to a room, the number of participants will show in place of the "Assign" button.
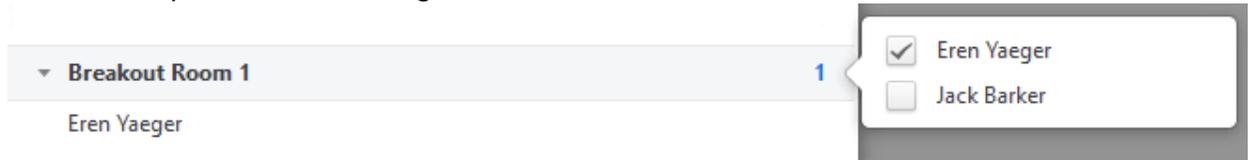
Instructor Note: Participants should not change teams throughout the training session. If you make an error in assigning participants to breakout rooms, follow these steps:

If you need to move a participant from one team's breakout room to another, float your mouse over a participant name, click on "Move To" to assign the participant to a different team.
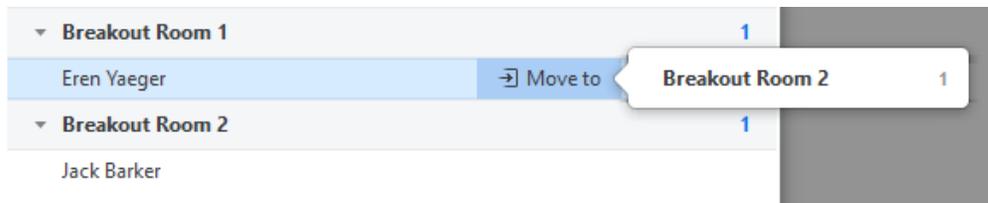
Click on "Exchange" to switch one participant on a team with another participant from another team.
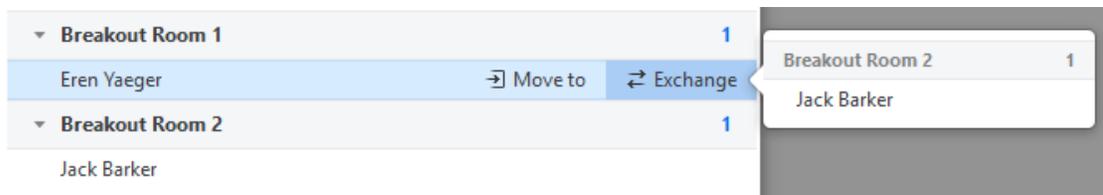
Step 8: Rename the Breakout Rooms to reflect each team's name.
- After teams have created their team name, float your mouse over the breakout room to rename the room to the team name.
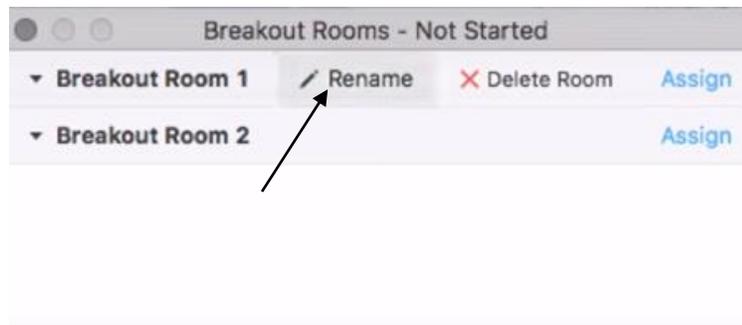

- Keep the numbers behind each team's name and ensure that these numbers and the team's name match the numbers and team names in InteDashboard™, if applicable.

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Step 9: Return the "host" role to the CWRC moderator until you are ready to begin the next team activity using breakout rooms. At the beginning of each activity involving breakout rooms, ask the CWRC moderator to assign you as the "host."

- The switching back and forth of the "host" role in Zoom allows the moderator to monitor the Zoom "waiting room" in case anyone leaves the session and returns in between activities. The instructor maintains the host role during breakout room time, allowing them to move in and out of the breakout rooms throughout the activity.

Step 10: Start team breakout rooms.

- When you are ready for teams to work together in their assigned breakout room, click the green button "Open All Rooms." This will automatically move participants into their assigned team breakout room.
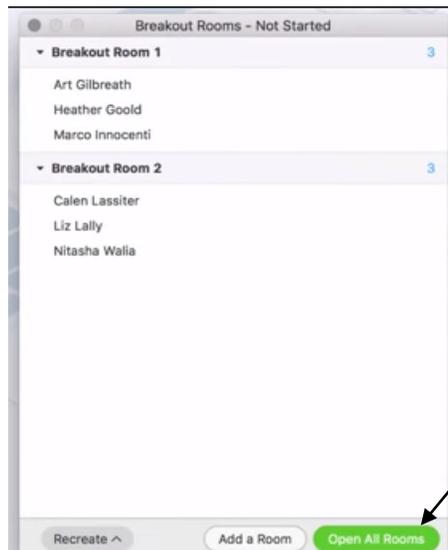

- When the instructor clicks on "Open All Rooms," the participants will each receive a prompt and must select "Join Breakout Room."
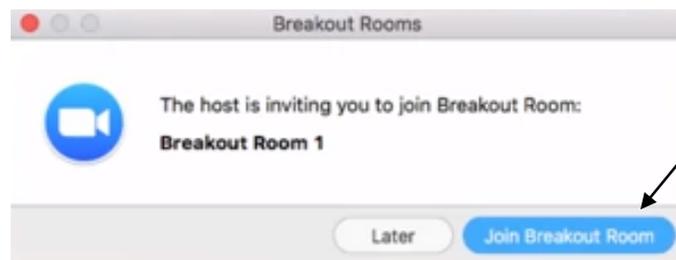
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- When participants and instructors join breakout rooms, they will see the following message:
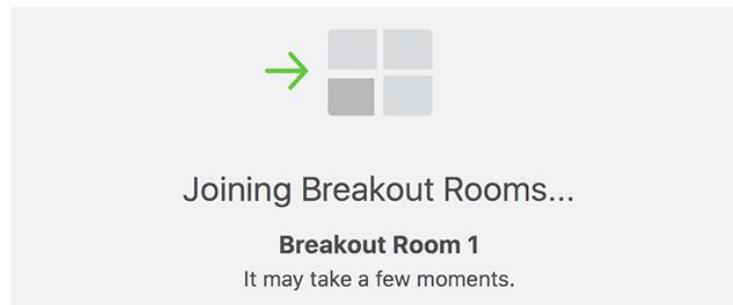
- The "Breakout Rooms – In Progress" list will appear for the instructor to see and will indicate when participants have connected to their assigned team's breakout room.

    o A green dot beside the participant's name indicates the participant has successfully connected to their team's breakout room.

    o A gray dot indicates they have not yet connected to their team's breakout room.
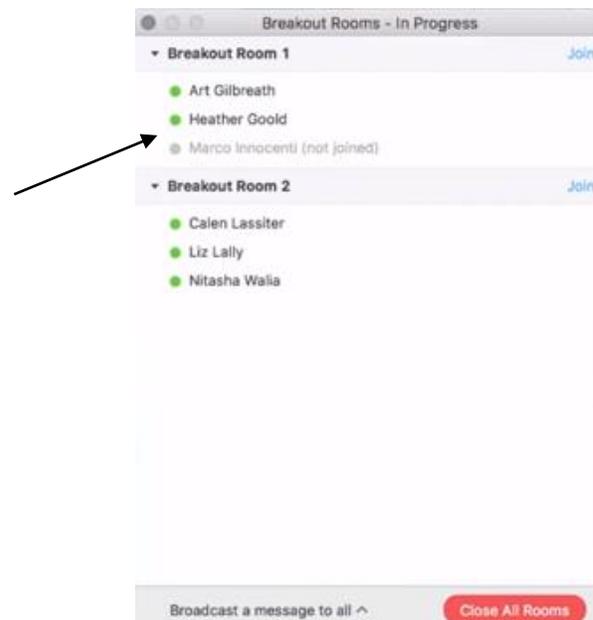
Step 11: Managing breakout rooms in progress

- While participants are working in breakout rooms, instructors and moderators will remain in the main meeting room until manually joining a team's breakout room. Instructors should enter each team's breakout room at least once per activity to check on the team's progress.

- To join a breakout room, click "Join" next to the team's breakout room, then click "Yes" to join the team.
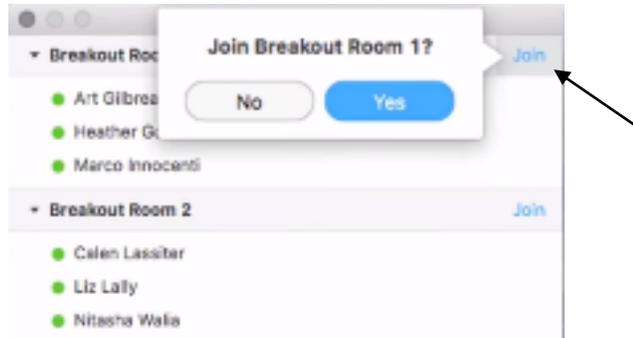
- When instructors join a team's breakout room, the "Join" button next to the team's breakout room will change to a "Leave" button. Click "Leave" to exit a team's breakout room and return to the main room, or to join a different breakout room.


- While teams are in breakout rooms, instructors can join, leave and re-join a breakout room at any time.

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Broadcasting messages to all breakout rooms

- While teams are working in breakout rooms, instructors can send all participants a message at any time. First, click "Breakout Rooms" in the meeting controls bar.
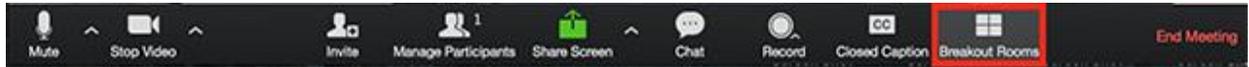

- Next, click "Broadcast a message to all."
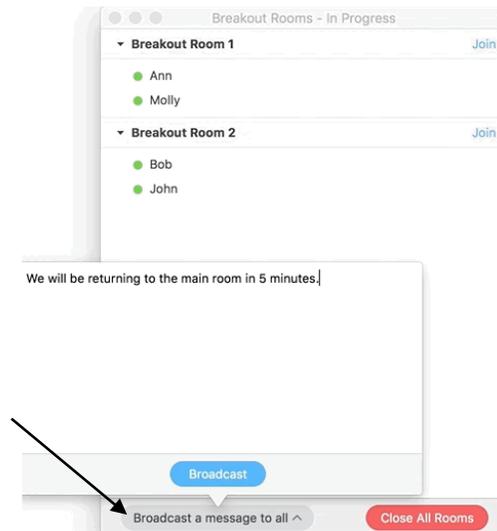
- A text box will appear, enter your message and click the blue "Broadcast" button to share the message with all participants.

- The instructor's message will appear for all participants in breakout rooms. Example:

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

Responding to requests for help while participants are in breakout rooms.

- While teams are working in breakout rooms, participants can send a message via the chat feature or they can click the "Ask for Help" button on their controls bar.

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- Please inform all participants of the option to use the chat feature and the "Ask for Help" feature prior to moving participants into breakout rooms. Instructors and moderators must monitor both features closely throughout the training session.

- When a participant clicks on the "Ask for Help" button, the instructor will be prompted to join the breakout room where the request originated from. Click "Join breakout room" to join the team requesting help.

Eren Yaeger in Breakout Room 1 asked for help.

**Join Breakout Room**   Later
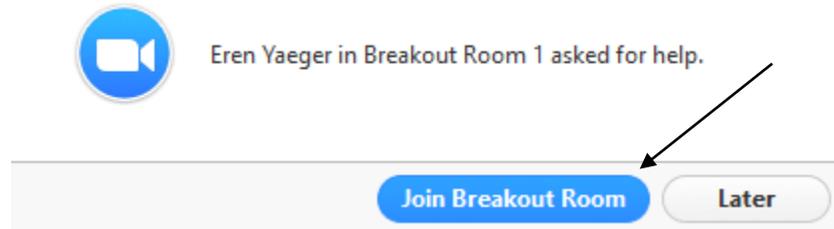
Step 12: Ending a breakout room session and returning all participants to the large group room.

- Provide teams a 5-minute notice prior to concluding each breakout room activity.

- End each breakout room activity by clicking on the red button "Close All Rooms."

▾ **Breakout Room 1**   Join
   ● Eren Yaeger
▾ **Breakout Room 2**   Join
   ● Jack Barker

Broadcast a message to all ^   **Close All Rooms**
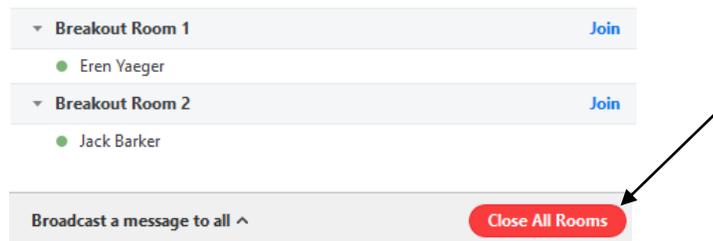
- Participants and the instructor will see a 60 second countdown after the instructor selects "Close All Rooms." This provides teams a final moment to wrap-up their discussion if needed. After 60 seconds, participants will automatically be returned to the large group meeting room.

All Breakout Rooms will close in 60 seconds.
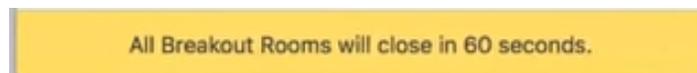
Step 13: Restarting breakout rooms for subsequent activities

- Open the breakout rooms menu to quickly re-open the same breakout rooms and move participants to their team's room to work on activities throughout the training day.

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- Click on the green "Open All Rooms" button to restart the breakout rooms.
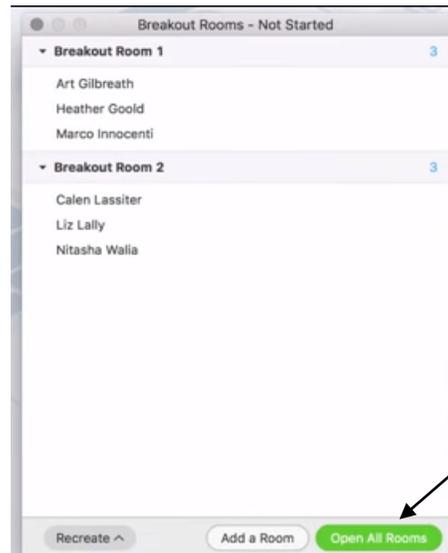
- Repeat Step 9-Step 13 as needed throughout the remainder of the training session.

- Ask your assigned moderator for support if needed.