

Breakout Rooms

Breakout rooms are used to set participants into groups where they can further discuss topics. You can choose to create breakout room while scheduling the meeting or during a meeting.

To Create Breakout Rooms while Scheduling a Meeting:

Note: This option is only available in the online browser.

1. In the Meeting Options section, select Breakout Room pre-assign.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [↑ Import from CSV](#)
- Record the meeting automatically

2. Two options will appear: you can either create the room or Import from CSV.
3. Creating a room will open the Breakout Room Assignment form.
4. To create a room click the plus sign (+) next to Rooms on the right side pane you can add participants to this room.
5. To remove a participant from the room click the Remove button next to their name, this will remove them from that breakout room.
6. To delete a breakout room hover your mouse over the breakout room on the left side pane, a trash can will appear. Click the trash can icon to delete the room.

Breakout Room Assignment 2 rooms, 1 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Breakout Room 1
Breakout Room 1	1	<input type="text" value="Add participants"/>
Breakout Room 2	0	jjuel12@tamu.edu <input type="button" value="→] Move to"/> <input type="button" value="Remove"/>
		<input type="text" value="jjuel12@tamu.edu"/>

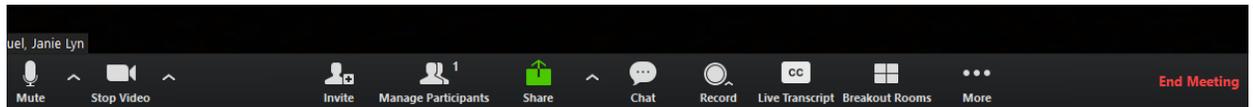
[Import from CSV](#)

7. Click save when complete. An option to edit the Breakout rooms will appear on the Schedule a Meeting form once a breakout room is created.
8. If you choose to Import a CSV a download window will appear. At the top right you can choose download to download a template of how to organize the information.
9. When the CSV is ready you will need to drag and drop the file on the download window or click browse to search for the file. When a file is uploaded the Breakout Room Assignment form will appear with the information filled in.
10. You can edit as needed and click save once completed.
11. When the meeting is in session click the Breakout room Icon and select Open All Rooms button on the bottom right of the window to open the breakout windows.

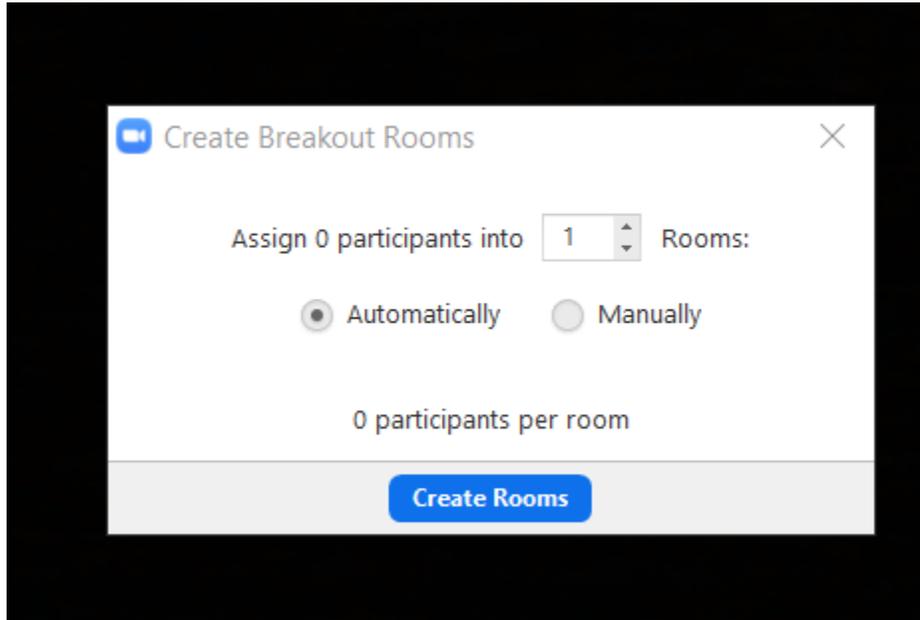
During

1. Hover the mouse over the lower portion of the Zoom window for the settings bar to appear.

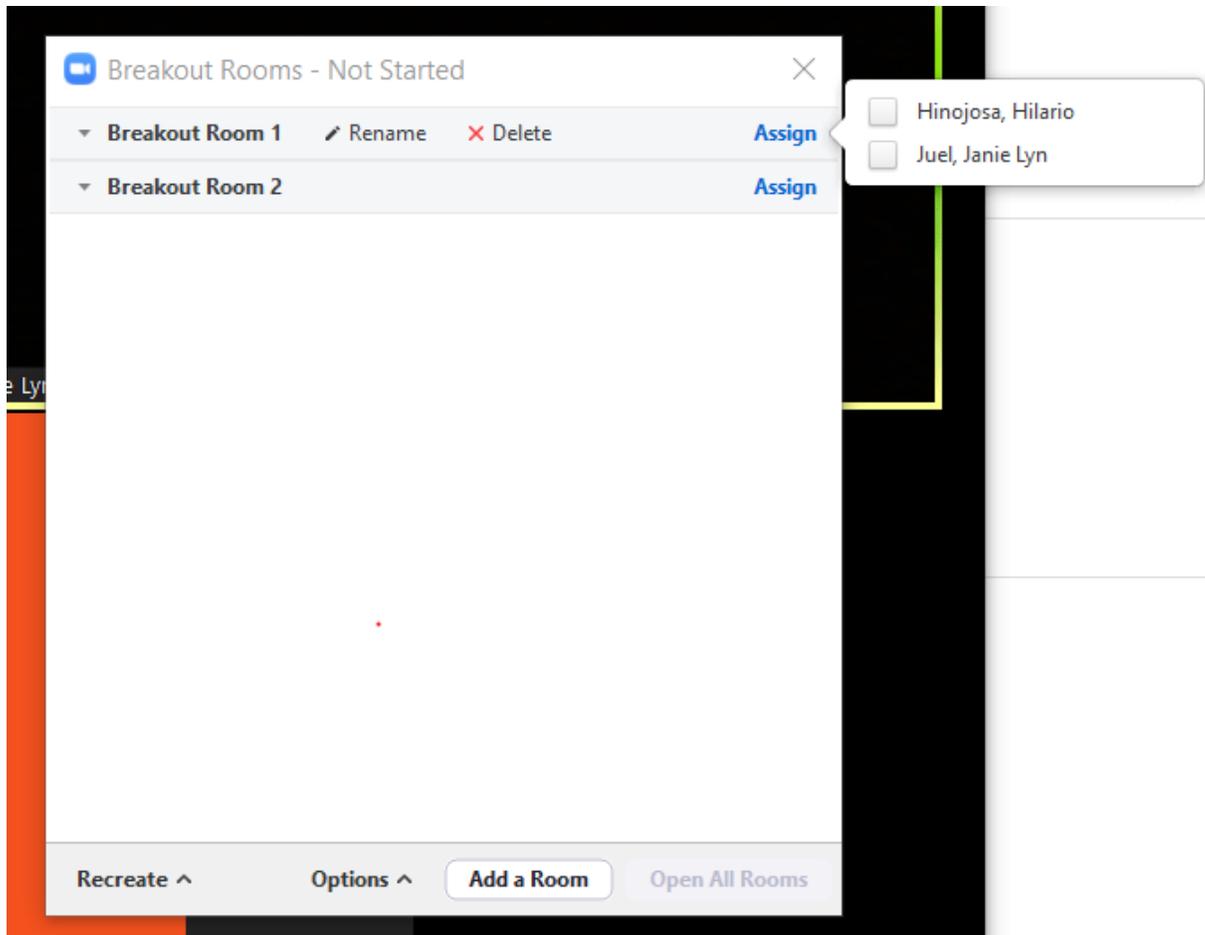
2. Select the Breakout Rooms Icon.



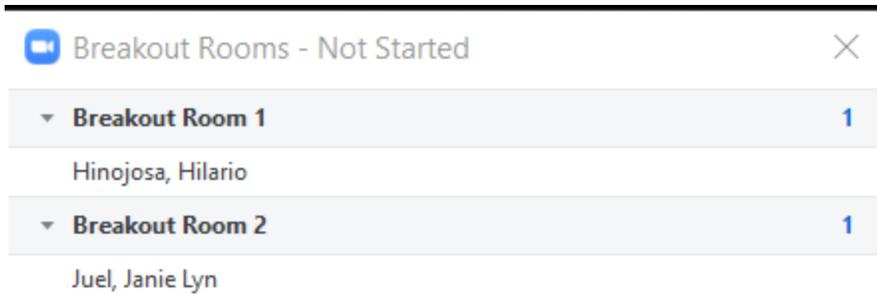
3. The following prompt will appear you can change the number of room by using the up and down arrows in the Assign # participants into (#) Rooms. Then you can choose to assign participants Automatically or to Manually assign students. Click Create Rooms.



4. The following Breakout Rooms window will pop out, here you can assign participants by clicking the Assign button and selecting the participants to assign to that group



5. Once assigned to a room the window will appear as below with the participants for that room listed below. When all participants are assigned you can click the Open All Rooms button located at the bottom of the window.
Note: If another room is needed you can click the Add a Room button located at the bottom of the window.



Breakout Rooms - Not Started

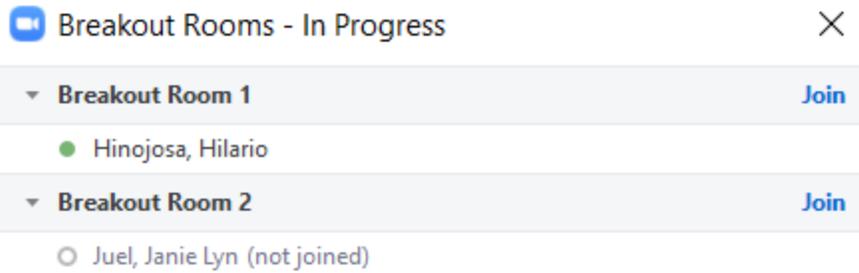
- ▼ Breakout Room 1 1
Hinojosa, Hilario
- ▼ Breakout Room 2 1
Juel, Janie Lyn



Recreate ^ Options ^ Add a Room Open All Rooms

6. After you open the Breakout Room you can choose to join a breakout room by clicking the blue Join to the right of that breakout room.

Note: If you close out of the Breakout Room window you can access it again by clicking the Breakout Room icon on the settings bar.



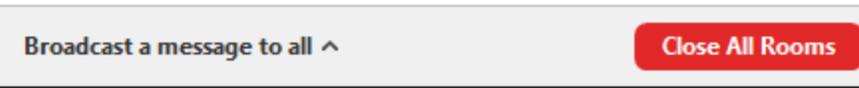
Breakout Rooms - In Progress

Breakout Room 1 Join

- Hinojosa, Hilario

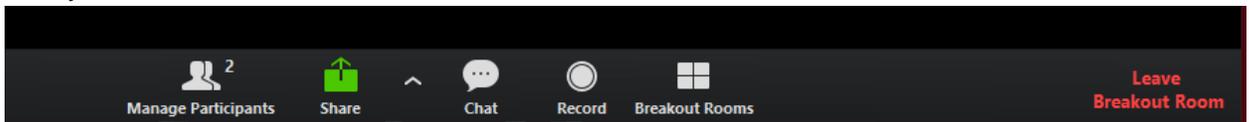
Breakout Room 2 Join

- Juel, Janie Lyn (not joined)



Broadcast a message to all ^ Close All Rooms

7. Once you enter a Breakout room you can choose to Leave the Breakout Room, this will take you back to the main session.



Manage Participants 2 Share ^ Chat Record Breakout Rooms Leave Breakout Room

If you need any help or have any questions please contact us at OAThelp@tamu.edu.