

What are Zoom breakout rooms?

Zoom breakout rooms provide separate meeting spaces for participants in a Zoom meeting to facilitate smaller group discussions. Participants in the breakout rooms are essentially in their own zoom meetings and can interact with each other as they would in a larger meeting.

When breakout rooms are enabled in a meeting, the host can choose how many rooms to create and have the system automatically assign users to rooms, manually assign users, or have participants choose their own groups (Zoom version 5.3.2 or higher is required). There is also an option to pre-assign participants to breakout rooms ahead of time.

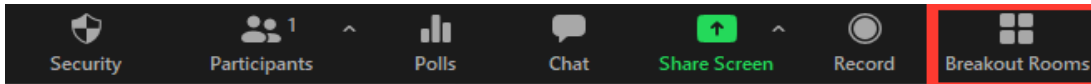
- Only the Host can enable breakout rooms. Once the breakout rooms are initialized, a host and/or co-host can move around to different rooms.
- There is a limit of 100 breakout rooms that can be created at one time.
- These breakout rooms are different from groups that may be set up in UR Courses.

NOTE: For using Zoom Breakout Rooms for Exam Supervision, please see instructions at:
<https://ursource.uregina.ca/is/tts/manuals-videos/manuals/zoom-breakout-exam-supervision.pdf>

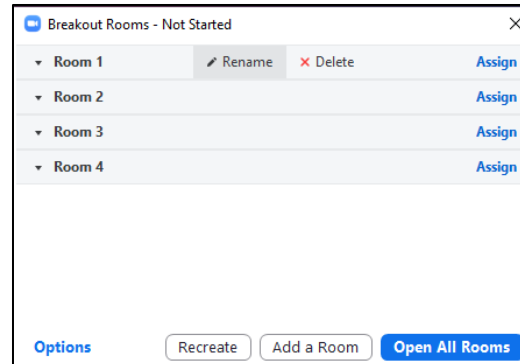
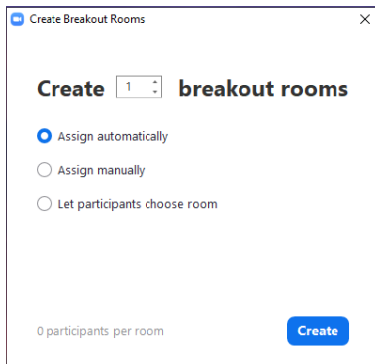
Enabling Breakout Rooms during a Live Meeting

To access breakout rooms, during a live meeting:

1. Click the 'Breakout Rooms' option in the Zoom meeting menu bar



2. Enter the number of breakout rooms to be created
3. Click to select Assign automatically, Assign manually, or Let Participants choose
4. Click 'Create'
5. Options for managing the Breakout Rooms will be presented



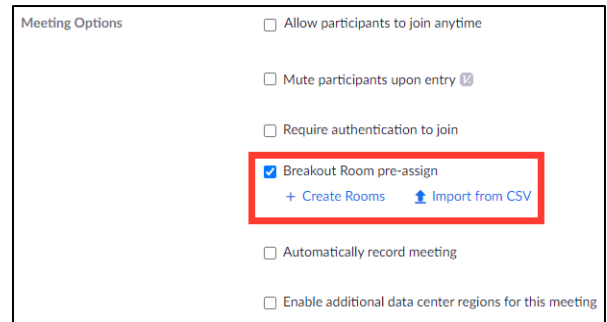
Instructions, including a video on creating breakout rooms, are available at:
<https://support.zoom.us/hc/en-us/articles/206476313>

Pre-assigning Participants to a Breakout Room

If it is necessary to pre-assign breakout rooms prior to a live meeting time, this can be done by either asking participants to register for the meeting ahead of time, or by creating and uploading a list of the participants names and Zoom account email addresses prior to the start of the meeting.

Option A: Require participants to register for the Zoom meeting ahead of time, then create the breakout rooms in the Zoom meeting settings before the meeting begins.

1. Create a new meeting
2. Click the Registration: Required checkbox
3. Ask participants to register for the Zoom meeting
4. Access the meeting options
5. Check the 'Breakout Room pre-assign' option
6. Click '+ Create Rooms' to assign registered participants into breakout rooms



Instructions on requiring registration for a meeting are available at:

<https://support.zoom.us/hc/en-us/articles/211579443-Setting-up-registration-for-a-meeting>

Instructions on how to create pre-assigned breakout rooms are available at:

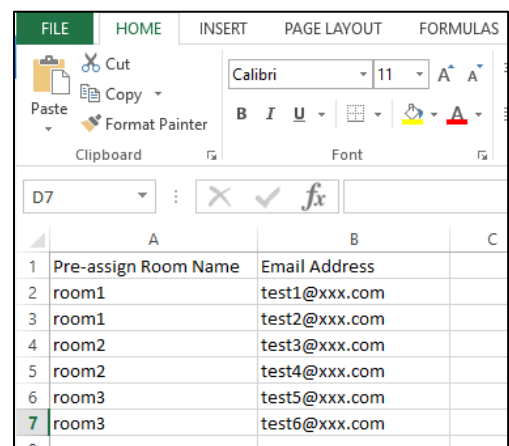
<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

Note: The registration feature cannot be used with a room that uses a Personal Meeting ID (PMI). Ensure you have created a unique meeting ID, or have integrated Zoom into UR Courses as an activity.

Option B: Compile a spreadsheet of participants and their Zoom account email addresses, then create the breakout rooms by uploading the spreadsheet as a .csv file.

Note: For this option participants need to have a Zoom account, share the Zoom account email address with the host ahead of time, and log into Zoom when they connect to the meeting.

1. Set up the Zoom meeting
2. Create an Excel spreadsheet with Column A as 'Pre-Assign Room Name' and Column B as "Email Address"
3. Enter the email addresses of the participants, with the desired room name next to each
4. Save-As and select *.csv format
5. Access the meeting options
6. Check the 'Breakout Room pre-assign' option
7. Click 'Import from CSV' option
8. Select to file to upload
9. Participants in the CSV file will be assigned to breakout rooms as specified

A screenshot of an Excel spreadsheet with two columns: 'Pre-assign Room Name' and 'Email Address'. The data is as follows:

	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
8			

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