


## Zoom Breakout Rooms and Creating Collaborative Spaces Cheat Sheet

### Pre-Assigning Breakout Rooms

- Go to <http://suffolk.zoom.us> and click **Meetings** in the menu on the left.
- You can create a new meeting or edit an existing meeting.
- In the Meeting Options 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

Record the meeting automatically in the cloud

Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)

- You will see this prompt:
- To import from a CSV, create an Excel document.
  - Label the first column **Pre-assign Room Name**.
  - Label the second column **E-mail**. Enter the email addresses of the students you wish to be assigned to the rooms on each row.
  - Save the file as a .CSV and upload it after selecting **Import from CSV** in your meeting editor.

	A	B	C	D
1	Pre-assign	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				

- Alternatively, select **Create Breakout Rooms**.
  - Click the **+** icon beside Rooms to create new rooms.

**Breakout Room Assignment** 2 rooms, 0 participants

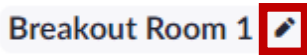
Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	Add participants
Group B	0	

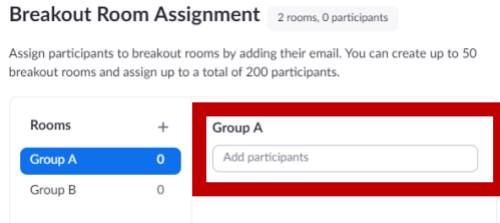
No participants yet

Export as CSV

- Hover over the default breakout room name and click the pencil icon to rename it.



- In the **Add Participants Box** add a student's email address (preferably the @suffolk.su.edu) and press **enter** to assign them to that room.

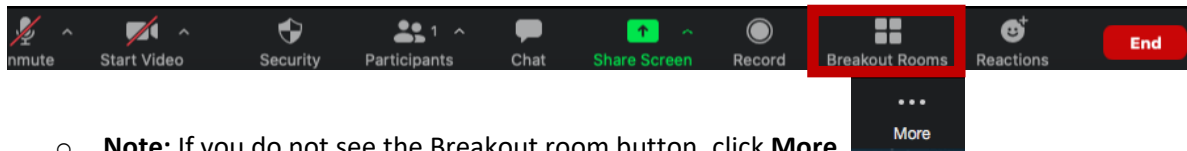


- Click **Save**.

- [Zoom Help: Pre-Assigning Breakout Rooms](#)

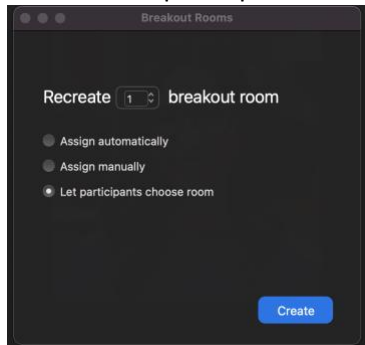
## Creating and Managing Breakout Rooms in Meeting

- Breakout rooms allow the host (that's you) to split a Zoom meeting into different, smaller sessions (up to 50). The host can create these sessions and manually assign attendees to them.
- The host and co-host can create and manage breakout rooms. You can temporarily assign your TA hosting privileges or make a Co-Host to assist with this in class. As soon as you are ready, you may reclaim your host privileges.
- To create a breakout room, the host or co-host must click the Breakout Rooms button on the Zoom bottom menu bar.




- **Note:** If you do not see the Breakout room button, click **More**.

- When prompted, select the number of rooms you would like to create. **Automatically** will enable Zoom to put attendees in rooms at random. **Manually** will allow you to place attendees in rooms yourself. **Let Participants Choose Room** allows participants to choose their own breakout rooms once you have created them (**note:** Both the host and participants must [have updated to the latest version of Zoom](#) for this feature to work).



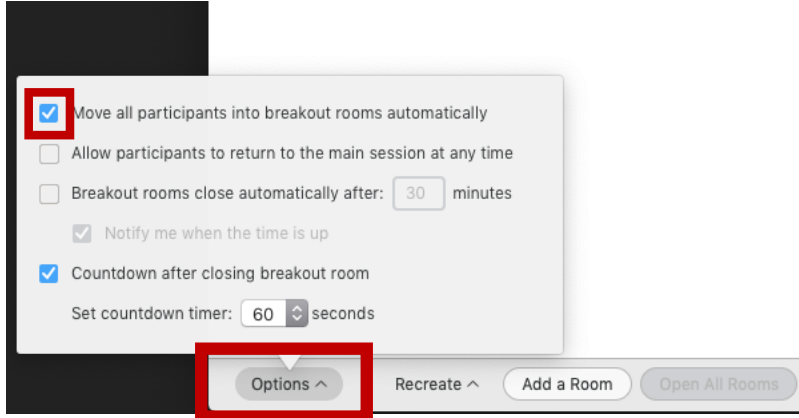
- Click **Create**.

**For students to choose a room if the host chooses that option:**

1. Click the **Breakout Rooms** option in your meeting controls.
 

This will display the list of open breakout rooms created by the host.
2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.
3. Repeat as necessary to join other breakout rooms throughout the meeting or click **Leave Room** to return to the main session.

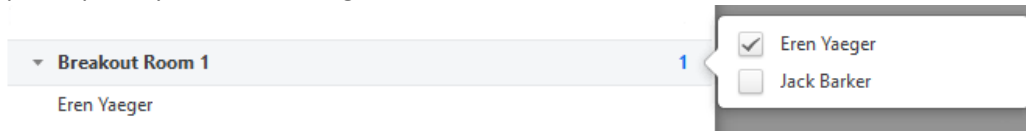
- **After** creating the room, click Options, located at the bottom left corner. Select Move All Participants to Breakout Rooms Automatically. This will send students to the rooms without a prompt they need to accept whenever you open them.



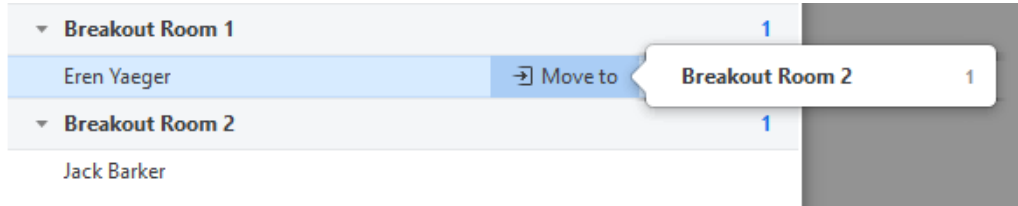
- Hover over the breakout room name (Breakout Room 1 by default) and click the pencil icon to change the name.



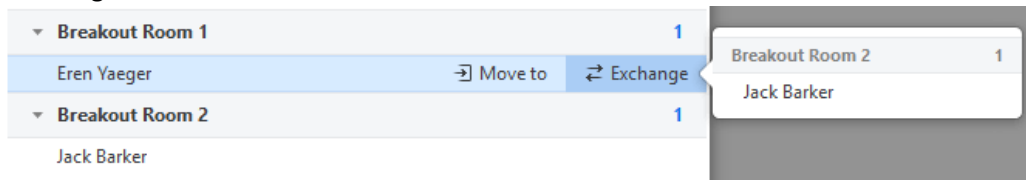
- To assign participants, click Assign to the right of the breakout room name. Click the boxes by the names of participants you wish to assign to the room.



- Move a participant to another room by selecting **Move to** and the room you wish to move the participants to.




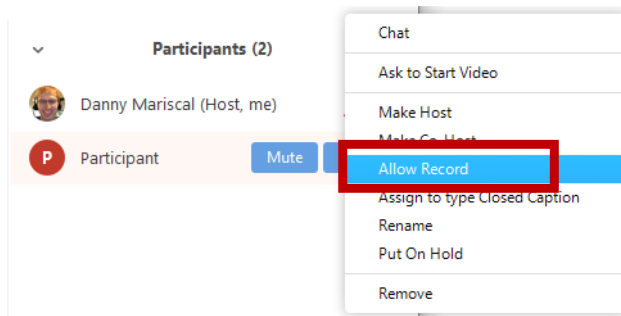
- Exchange participants between rooms by selecting **Exchange** and the name of the participant you wish to exchange.




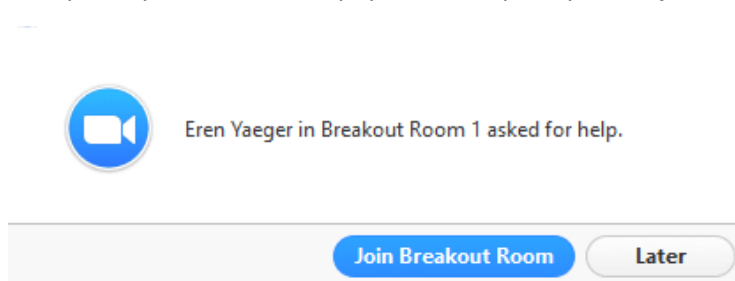
- To send attendees to the room, click Open All Rooms at the bottom right of the Breakout Rooms window. Attendees will be sent to the room automatically. This will leave only the host and any unassigned attendees in the main Zoom session.



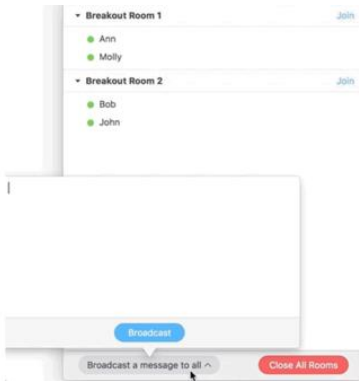
- The Host can join the Breakout Room any time.
  - Click the Breakout Rooms button on the Zoom bottom menu bar. Select Join to the right of the room name.
- **Leave Room** at the bottom right of the Breakout Room. You will be prompted to leave the room or close the room for all. Select **Leave Room** to return to the main session.
- To send an unassigned student to the breakout room from the main session, the Host must click the Breakout Rooms button on the Zoom bottom menu bar. The unassigned student's name will show. Click the checkbox to send the student to the Breakout Room.
- If you are recording your class, the breakout rooms will **not be recorded**. Students may record individual breakout sessions locally (to their own computers) if you allow them recording privileges. To allow a student to record, join their breakout room. Open the **Manage Participants** panel  and hover over the student's name. Select **More** and click **Allow to Record**.



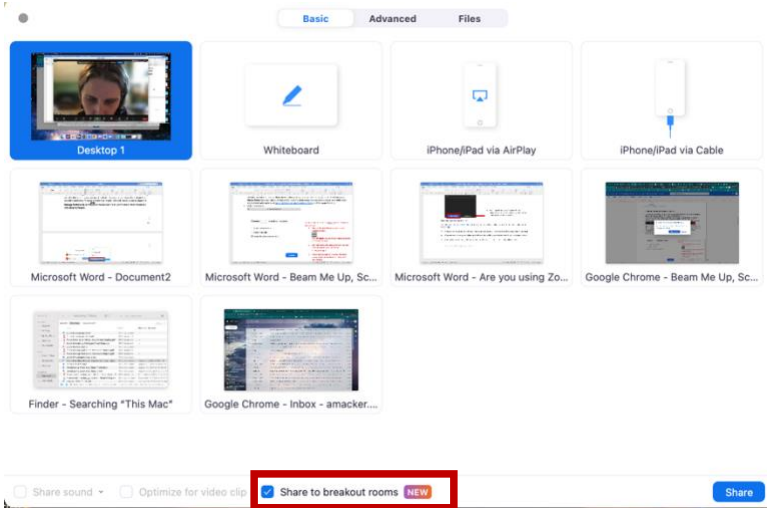
- Participants inside the breakout rooms can ask for help by clicking the question mark icon: 
  - If a participant asks for help, you will be prompted to join their breakout room.



- To send a message to the Breakout Room, the Host must click the Breakout Rooms button on the Zoom bottom menu bar then click Broadcast on the bottom left of the Breakout Rooms window. Type the message and send.
  - This message will go to all participants in the Breakout Rooms



- Share your screen with all breakout rooms by selecting **Share Screen** and checking **Share to breakout rooms**:



- Close breakout rooms by selecting **Close All Rooms**. This will bring participants back to the main session.



- There is no need to reassign Zoom rooms if you would like to open them again after they are closed. Click the **Breakout Rooms** button on the taskbar and select **Recreate**.



- [Zoom Help: Managing Breakout Rooms](#)