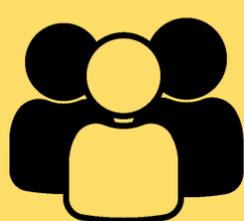




QUICK TIPS

TEACHING WITH ZOOM

Manage Groups with Breakout Rooms



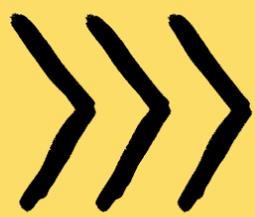
Create Rooms

1. Click on **Breakout Rooms**,
2. Select desired number of rooms,
3. Choose **Manually** or **Automatically**.
4. Click **Create Rooms**.



Set Length of Group Activity

Under **Options**, enter the length of the group activity under **Breakout rooms close automatically after x minutes** and a wrap up time under **Countdown after closing breakout rooms**.



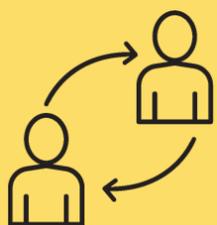
Place Student Groups in Rooms

If you selected **Manually**, click on **Assign** and check on student names to assign the selected students to a room. Do this for each room. Then click on **Open All Rooms**.



Move Between Rooms

- Click on **Breakout Rooms** and click **Join** to enter a room.
- To move between rooms, click on **Breakout Rooms** again to **Join** another room.



Move Students to Other Rooms

Click on a student name for options to move the student to another room (**Move to**) or **Exchange** that student with a student from another room.



Communicate with All Students

Click on **Breakout Rooms** and select **Broadcast a message to all** to send an announcement to all participants in Breakout Rooms.



Close All Rooms

You can let the Breakout Rooms expire or click on **Breakout Rooms** and **Close All Rooms** to manually close the Breakout Rooms and return students to the main Zoom meeting room.