

ZOOM Guide for Facilitating Breakout Rooms

Use this guide as a supplement to the [ZOOM Guide for Conducting a Small Group](#)

1. Login to **MyAccess** (myaccess.ucsf.edu)
2. Click **Zoom**, then click **Login** in the upper-right
 - a. If Zoom is not already a favorite app in your MyAccess list, click **Manage Favorites** and find **Zoom**. Click the star next to **Zoom**, then click **Save Favorites** on top.
3. To enable breakout rooms for your Zoom account, go to **Settings**, then go to your **In Meeting (Advanced)** settings and enable **Breakout room**. Also check the box **Allow host to assign participants to breakout rooms when scheduling**.
 - a. A meeting can be scheduled by the small group leader or by a person that has scheduling privileges in Zoom for the small group leader. A person with scheduling privileges must all enable the breakout room settings in their account.
 - b. There is an option to upload pre-assigned breakout rooms using a **.csv** file. This function requires practice. We recommend assigning rooms *manually* during the meeting with a small group.
4. Schedule your meeting (see [ZOOM Guide for Facilitating a Small Group](#)).
5. Explore this video for an overview of how to manage breakout rooms:
 - a. <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
6. It is recommended to take advantage of a practice session implementing breakout rooms before utilizing this functionality with a live class meeting.

Running the Meeting

1. Launch your meeting as the host (a co-host cannot launch the meeting)
2. Confirm that you see the breakout rooms icon:
 - a. It's located on the bottom of the Zoom meeting window on the black toolbar
 - b. It's also located in the top menu bar in the **More** section when sharing your screen
3. As participants join the meeting, they will all enter the **Main Zoom Room** with you
 - a. Begin the whole group activities (e.g., discussions, presentations, or announcements)
4. When you are ready to move from a whole group activity to the breakout rooms (or slightly before), click the breakout rooms icon.
 - a. Decide if you want to divide the participants automatically or manually
 - i. Automatically (recommended): Zoom will distribute participants equally across the number of groups that you specify
 - ii. Manually: You will need to place participants into groups one by one, which will take more time
 - b. Enter the number of groups you want, then click **Create Breakout Rooms**
 - c. Assign participants to breakout rooms as needed. Notice the **Options** and **Recreate** menus on the bottom of the **Breakout Rooms** window—they provide advanced breakout room functionality.
 - d. When you're ready, click **Open all Rooms**.
5. Participants will be asked to join their breakout room. You can confirm they have joined successfully by viewing the list of breakout rooms and participants (the green dot means the participant joined a room successfully).
6. As a host, you can move between the breakout rooms and the main room
7. Participants can move back and forth between their assigned breakout room and the main room
8. Call everyone back to the main room as needed. Consider bringing everyone together before you **Close All Rooms** and end the meeting

