



Practicing with Breakout Rooms

Language Resource Center
Columbia University
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Settings

1. Check the settings: columbiauniversity.zoom.us
 - a. Annotation
 - b. Breakout Rooms
 - c. Chat
 - d. File Transfer (if needed)





File Sharing

- Once in their breakout rooms, students won't be able to see what is happening in the main room.
- Share your materials with students before you break out into separate rooms:
 - Email
 - Canvas
 - Zoom Chat



Initializing Breakout Rooms

1. Select “Breakout Rooms”.
2. Declare how many rooms you will be using.
3. Assign students manually or automatically.



Breakout Rooms - The Basics

1. Click “Open All Rooms” to start.

-OR-

2. Rename your rooms.
3. Swap the participants.
4. Delete your rooms.
5. Add rooms
6. You can also manually assign participants to breakout rooms.



Opening and Managing the Rooms

1. Once you've clicked on "Open All Rooms", your students will get an invitation to join their respective breakout rooms.
2. As an instructor, you will be able to see whether your students have joined the rooms.
3. You will also be able to drop in on each group.



Managing Communication

1. **Students:** When in their breakout rooms, students can ask for help, by clicking on the “Help” button at the bottom of the screen. The instructor will then receive a notification.
2. **Instructor:** As an Instructor you can broadcast a message, which can then be seen by all of your students



Closing Your Rooms

1. As an instructor, you can close all rooms. Students will see the the countdown and move back to the main session.



Additional Information on Zoom