Breakout rooms allow you to divide your class into smaller groups for discussion. Additional information about breakout rooms can be found on the Zoom webpage at <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>.

**Setting up a Breakout Room in Zoom**

Random Assignment:

As the host of a Zoom session, you can create breakout rooms at any time by hitting the “Breakout” button on your screen. The pop-up window allows you to set the number of rooms you want and can randomly distribute participants evenly between rooms. Participants will not be able to see what is going on in other rooms.

Pre-Assigned Breakout Rooms

Information on pre-assigning students to breakout rooms can be found here: <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

Note: students must have a Zoom account in order to be pre-assigned, so make sure all students in your class have registered their Zoom accounts before assigning them to breakout rooms.

**Recording Breakout Rooms:**

**Breakout rooms will not be recorded** **unless you provide someone in the breakout room permission to record.** If you would like a breakout session to be recorded:

1. Click on “Participants” on your Zoom screen”
2. Click on the name of the participant to whom you would like to grant recording permission
3. Click on the “More” button, then select “Permission to record”
4. Because this recording is being made locally, the participant will have to send you the recording later to post

**Other Options with Breakout Rooms**

“Move all participants into breakout rooms automatically”: This prevents students from inadvertently being left out of a breakout room if they don’t affirmatively enter the room

“Allow participants to return to the main session at any time”: This allows students to return to the classroom if they finish with their small group early

“Breakout rooms close automatically after [] minutes”: This allows you to set how long the breakout rooms will be open rather than closing them manually (you can also check the box to be informed when the rooms have closed)

“Countdown after closing breakout rooms”: This lets participants know when they only have a few minutes left in their breakout rooms and should be finishing up- you can set the amount of time students have