

TIPS FOR THE ZOOM HOST

General Info

- Zoom's video on this is really fantastic. Clear. Short. Helpful. [Here's the link.](#)
- That said, this quick cheat sheet helps by having the basics handy.

Individual URLs using each facilitator's UA NetID for Zoom login

- **Pros**
 - A separate meeting URL means the specific group is instantly connected to an insular meeting space for only the students in that group
 - The coordinator does NOT need to worry about setting up breakout rooms
- **Who would this work best for?**
 - CRC or other small group instruction that does NOT require reconvening a larger group consisting of the breakout room participants.

Breakout Rooms

- **Pros**
 - This allows the lead facilitators or coordinator to reconvene the ENTIRE group of students and to switch back and forth between large group and breakout rooms.
- **Who would this be best for?**
 - Large group sessions that involve small group active learning, such as case-based activities, team learning, think-pair-share, and so on.

How to CREATE Breakout Rooms

NOTE: CREATING ROOMS is Separate from ASSIGNING PARTICIPANTS

- **To save time**, open the meeting and **create the BREAKOUT ROOMS before** students and facilitators get there.
- Click on Breakout Room (bottom right of toolbar) (If you don't see this, go to Settings, General, then click on Breakout Rooms to add it to your toolbar.)
- You will be prompted to indicate HOW you want to set-up breakout rooms.
 - Options: Automatically or Manually
 - Choose MANUALLY, if you want specific students grouped together
- Breakout Room Names
 - Breakout rooms are named automatically by zoom as Breakout Room 1, Breakout Room 2 and so on.

- To change the name to CRC Group names:
 - HOVER over the name of a breakout room and you will see the option to RENAME or DELETE the room.
 - Select, RENAME
 - Then type the CRC Group (Group A, Group B, and so on)

How to ASSIGN Participants To Breakout Rooms

COMMENT - MAIN Campus IT indicates you can assign participants BEFORE they login, by uploading a .csv file of participants (which can be made in Excel). However, at least one faculty member has experienced that despite doing this, the assignments did not persist and they had to assign people in real time. [[Zoom.us HELP Page](#) on pre-assigning participants]

- Once participants have logged in to the Zoom meeting with their UA Net IDs, you will be able to ASSIGN them to their breakout rooms
- Click on BREAKOUT ROOMS feature, then click the ASSIGN button of a particular group.
- The list of participants will appear and you can simply CHECK the name of each person you want to assign to that room.
- Do this for each room.
- Students and faculty will NOT be moved to their breakout rooms UNTIL you Click OPEN ROOMS.
- To ACTIVATE the zoom breakout rooms and MOVE students there...
 - When you're done assigning everyone
 - CLICK OPEN ROOMS
 - When you do this, the students will be automatically moved to their breakout rooms

ATTENDANCE

- When students sign in with their UA NetID, this gives you a list of who is there. So, that takes care of monitoring attendance.

COMMUNICATION WITHIN BREAKOUT ROOMS

- Once participants are in a breakout room, they will be able to:
 - SHARE SCREENS with one another
 - TALK - Audio feature enables group discussion
 - MESSAGE one another individually or as a group using the CHAT feature
- Breakout rooms will NOT see what other breakout rooms are doing, saying, showing, writing, etc., which is what we want.

HOST Communication TO Breakout Rooms

- If you need to make an announcement at the end of the session to all rooms,
 - you can go to BREAKOUT ROOMS again
 - Click on CLOSE ROOMS
 - This gives all rooms a 60 seconds warning to wrap it up and the room will close.
- Once the breakout rooms close, everyone is returned to the MAIN room, so to speak, and you can make an announcement.
- You can also broadcast a typed announcement if you wish that would go out to the separate rooms.