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## HOW TO SET-UP BREAKOUT ROOMS VIA ZOOM

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### THE BASICS

#### Host REQUIRED:

- Host for the meeting who will set up the “breakout rooms” for teams to meet
- **Optional:** co-host to assist in assigning participants (students) to “breakout rooms”

#### UA Net ID Login

- All students and faculty should log in with their UA Net ID login
- This will identify all participants by name, which makes it easier to assign students and facilitators to the right groups

#### 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.

#### Use of Camera & Audio

- Camera or no camera?
  - Use of cameras can help to make it seem more personable.
  - For some, it can be difficult sometimes to have a faceless conversation.
  - For others, they feel more comfortable with audio-only.
  - I would leave this up to students, but recommend that facilitators use a camera when feasible.
- **RECOMMENDATION: USE AUDIO FOR ALL PARTICIPANTS**
  - YES, audio!
  - It is quite challenging to have a conversation with participants solely via the CHAT feature.
  - In small group learning experiences, there is a lot of back and forth.
  - Having to type messages is not only inefficient but, at times, something can be lost in the “black and white” translation.
- **ZOOM ETIQUETTE**
  - AUDIO should be MUTED for ALL participants not currently speaking
  - When someone wants to speak, they can indicate via camera by a raised hand, or click the raised hand icon in the PARTICIPANTS menu on the toolbar.
  - Why is this important? It becomes difficult to hear anyone when all mics are open. Ambient noise affects the sound as well as the diminution of bandwidth taken up by having cameras and mics all on at the same time.

## HOW TO CREATE BREAKOUT ROOMS

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### Help Info Online

- Zoom's video on this is really fantastic. Clear. Short. Helpful. [Here's Zoom's Help Video.](#)
- That said, this quick cheat sheet helps by having the basics handy.
- [Click to view](#) "What about having a co-host?" for Using the Breakout Room feature.



### Setting up the Breakout Rooms

- **BEFORE the Meeting Starts**
  - To save time, open the meeting and create the 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
    - If you want to assign specific students (and faculty) to specific groups), Choose MANUALLY
    - If group assignment does not matter, choose AUTOMATICALLY
  - After clicking one of these options, you will be presented with a window with 2 breakout rooms (Breakout Room 1, Breakout Room2). This is the minimal number.
  - Click ADD ROOMS to create additional rooms until you have the number you need.
- **RENAME Breakout Rooms**

## Tips for using Zoom to Conduct Team Learning Sessions (Large and Small Group Discussions)

- Breakout rooms are named automatically by Zoom as Breakout Room 1, Breakout Room 2 and so on.
- If you have group or team names that already exist with assigned students:
  - HOVER over the name of a breakout room to see the option RENAME
  - Click on RENAME
  - Then type the Group name you want
  - Do this for each breakout room
- DELETE Breakout Rooms
  - If you added too many rooms, HOVER over the breakout room you want to delete.
  - The menu items RENAME and DELETE will appear
  - Click DELETE

## HOW & WHEN to ASSIGN PARTICIPANTS TO BREAKOUT ROOMS

### WHEN

#### Pre-loading assignments

- MAIN Campus IT indicates you can assign participants BEFORE they login, by uploading a .csv file (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 HELP PAGE** on pre-assigning participants to breakout rooms
  
- Reserve the first few minutes of the meeting time to create the breakout rooms
- Please advise students and faculty that you will need to do this.
- Assign a participant (coordinator, faculty member) as a CO-HOST to assist in this process and reduce the time it takes to assign everyone to a breakout room.

### ASSIGN AS PARTICIPANTS LOGIN

- As participants log in to the zoom meeting with their UA Net IDs, you can start assigning them to specific rooms
- Click on BREAKOUT ROOMS in the toolbar
- Click ASSIGN to the right of a particular room.
- You will see the list of participants that have logged in
- CLICK the BOX to the LEFT of the participants you wish to add to that breakout room
- They will be “sent” to that room shortly
- Do this for each room.
- HOW DO I KNOW The Participants were actually assigned to their rooms? You will see a GREEN CHECKMARK in the box to the left of their names

### To ACTIVATE the zoom breakout rooms...

- When you're done assigning everyone

## Tips for using Zoom to Conduct Team Learning Sessions (Large and Small Group Discussions)

- CLICK OPEN ROOMS
- When you do this, the students will be automatically moved to their breakout rooms

### How can we use set up time?

- SET-UP time takes a few minutes to assign participants to groups, so how can we
- Having a co-host means you can assist one another in the set-up process, which could reduce the wait time at the start of the session.
- DURING Set up Time- faculty...
  - SHOULD DESCRIBE the process (especially 1<sup>st</sup> time using breakout rooms) so students know they will shortly be switched to small group discussion spaces.
  - SHOULD advise participants when it is time to switch from large to small discussion spaces
  - SHOULD advise participants they will receive a 60 second warning in their small group spaces when it is time to switch to the LARGE group discussion space.
  - CAN SHARE THEIR SCREEN to...
    - Share learning objectives
    - Begin the large group discussion before breaking into small groups
    - Post a poll to the class at large to promote reflection on some pertinent topic

### Communication WITHIN Breakout Rooms

#### What can we do in breakout rooms?

- Once facilitators and students are in a breakout room, they will be able to:
  - SHARE SCREENS with one another
  - TALK with one another
  - CHAT – This feature allows you to send written messages or share links to resources
  - Contact the HOST if you need assistance or information.

#### Can breakout rooms hear or see one another?

- No. Breakout rooms will NOT see what other breakout rooms are doing, saying, showing, writing, etc., which is what we want.

### HOST Controls of Breakout Rooms

- BROADCAST FEATURE - The HOST can send a TYPED message to all breakout rooms by clicking the BROADCAST button on the breakout rooms window.
- CLOSE ALL ROOMS – returns all participants to a single online zoom meeting space
  - Click on CLOSE ROOMS
  - This gives all rooms a 60 seconds warning to wrap it up and the room will close.
- To return to BREAKOUT ROOMS with ....
  - SAME assigned groups – OPEN ALL ROOMS
  - NEW automatically assigned groups, click on NEW ROOMS

## What about having a Co-Host?

Faculty and coordinator can

- Co-host the meeting and share responsibilities: For example...
  - the coordinator can set up the breakout rooms and verify attendance via UA Net ID sign in to zoom, while faculty focus on interacting with students.
  - The coordinator can assist in watching for student questions in the CHAT space and bring these to the attention of the instructor using the CHAT space PRIVATE messaging feature.
- Designate the Coordinator as the HOST
  - Message the coordinator using private messaging feature in CHAT space to indicate when to switch from small to large group spaces
  - The Coordinator as HOST would OPEN or CLOSE breakout rooms as needed

## WHAT ABOUT ASSESSMENT?

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### Comment re: IRAT/GRAT

**It is my understanding that many or all of you might not choose to use the existing ExamSoft IRAT and GRAT for Team Learning sessions via Zoom.**

That said, it's a great idea to pose discussion questions to help teams focus their discussions in breakout rooms. Questions could be used to promote critical and analytical thinking as well as serve as a knowledge checks to ensure students understand key concepts or application of medical knowledge.

### SOFTWARE RECOMMENDATION: POLL EVERYWHERE

Whether you are running a team learning session or any other type of session with breakout rooms for small group discussion, you can use Poll Everywhere in the large group session by sharing your screen and in the small group (breakout rooms) session by sharing your URL.

- Your **Poll Everywhere** URL looks like this: [http://pollev.com/\[YOURNAME\]](http://pollev.com/[YOURNAME])

It's EASY to learn and use for faculty. Students already know how to use and have been using since orientation before school started.

### How can I use Poll Everywhere in Large Group Space & Breakout Rooms?

You can use Poll Everywhere in LARGE group space and BREAKOUT ROOMS

#### In the LARGE Group space

- Display a poll using Poll Everywhere either by embedding it in your PowerPoint presentation or using your Poll Everywhere account online
- All students will see the poll and can use their computers or mobile devices to respond

#### In BREAKOUT ROOMS

- BEFORE opening breakout rooms, make sure students have your Poll Everywhere address.
- You can do this by displaying the address on the screen BEFORE opening breakout rooms
- During breakout rooms, if you want teams to answer certain surveys or questions, you can ACTIVATE those surveys or questions in your Poll Everywhere account online. Whatever you have

## Tips for using Zoom to Conduct Team Learning Sessions (Large and Small Group Discussions)

activated is what will show up on every student's device even though you are not sharing your PowerPoint or online poll everywhere account screen in those breakrooms

- BEFORE closing breakout rooms and returning everyone to the large group space...
  - Students can then consider and respond to those polls as a team and post responses before returning to the LARGE group space
  - You can REVIEW the results and determine how to use that data for facilitating the large group discussion

### What about Zoom's Poll Feature?

- Zoom Polls (limited features)
  - Zoom has a Polls feature that allows you to ask multiple choice questions only.
  - Types: Single best choice and multiple option choice
  - Feature is active in the Large group session