



## Zoom: Using Breakout Rooms

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/zoom/access>

<https://training.health.ufl.edu/zoom/zoom-files>

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Video Conference Support: 352-273-5010

**EVALUATION:**

[https://ufl.qualtrics.com/jfe/form/SV\\_10jjkl6lRsKV3XT](https://ufl.qualtrics.com/jfe/form/SV_10jjkl6lRsKV3XT)

# Upcoming Zoom Sessions

Thu 8/13 11am - Excel Data 2: Advanced Filter and Basic PivotTables

Thu 8/13 2pm - Outlook Calendars

Fri 8/14 11am - Excel Formatting 2: Conditional Formatting and Tables

Mon 8/17 11am - Excel Math 2: Naming and Functions

Wed 8/19 9:30 am - Zoom Recordings

Wed 8/26 9:30 am - Zoom Polls and Reports

# The Plan

- Quick Overview – Slides
- Demo
- Questions / Discussions



# Coming Soon

Zoom will require and enforce meeting passcodes and/or waiting rooms

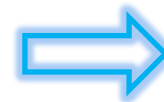
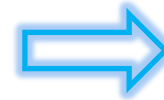
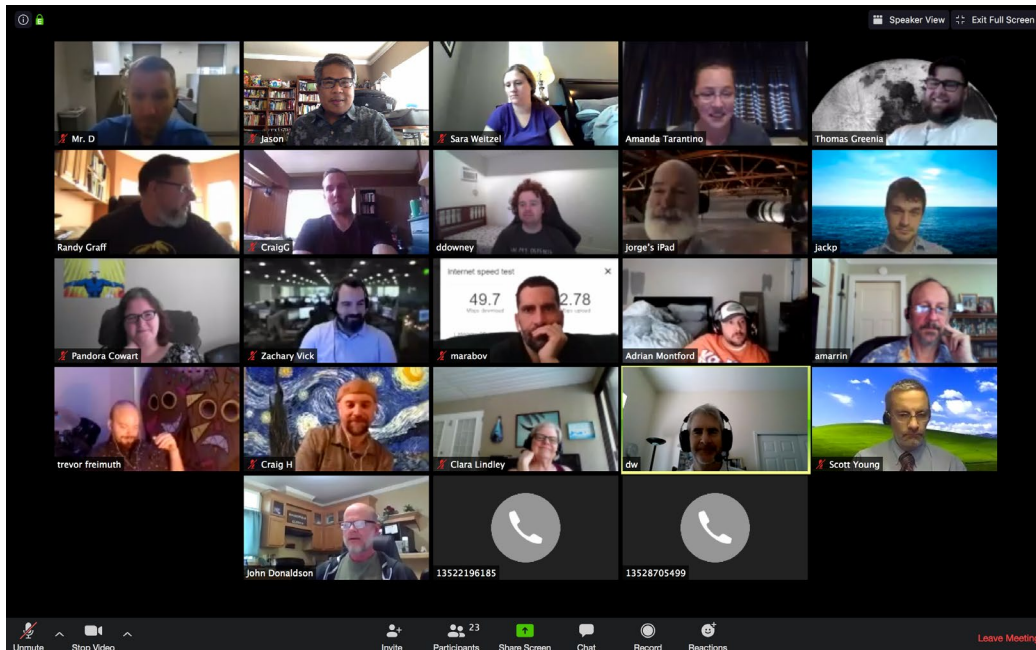
Zoom Deadline: September 27

UF Health: Possibly sooner / TBD (?)



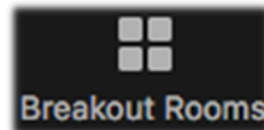
# What are Breakout Rooms?

Separate, smaller sessions within a meeting. Each individual session is group or pod of participants assigned to that breakout room.



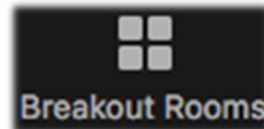
# 3 Main Things to Remember\*

- 1) Only the Meeting Host can open the breakout rooms and assign participants
- 2) Participants cannot jump between breakout rooms
- 3) Alternate Hosts / Co-Hosts can jump between breakout rooms (once they have been assigned)



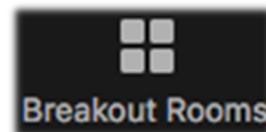
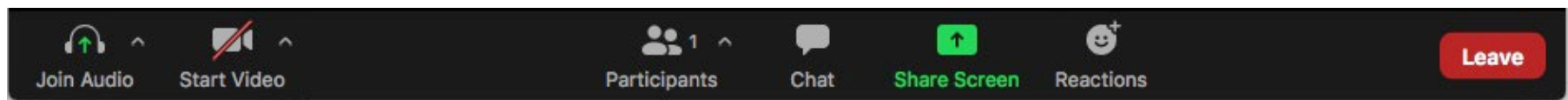
# 3 Main Things to Remember\*

- 1) Only the Meeting Host can open the breakout rooms and assign participants
- 2) Participants cannot jump between breakout rooms
- 3) Alternate Hosts / Co-Hosts can jump between breakout rooms (once they have been assigned)
  - a) Only jump from another breakout room
  - b) If you go back to the main session, you are still assigned to a breakout room



# 3 Main Things to Remember\*

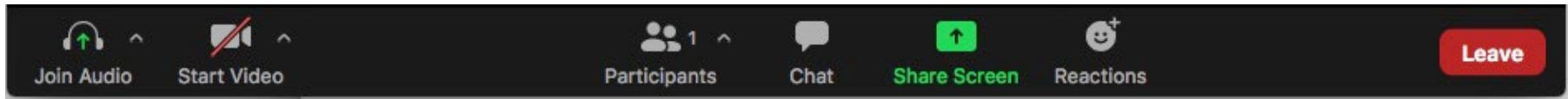
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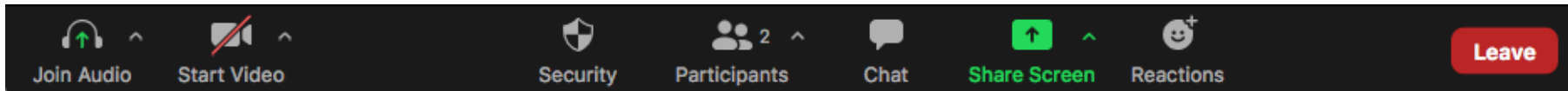


# Meeting Controls

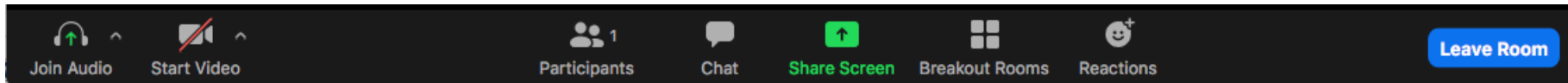
## Typical Participant



## Co-Host



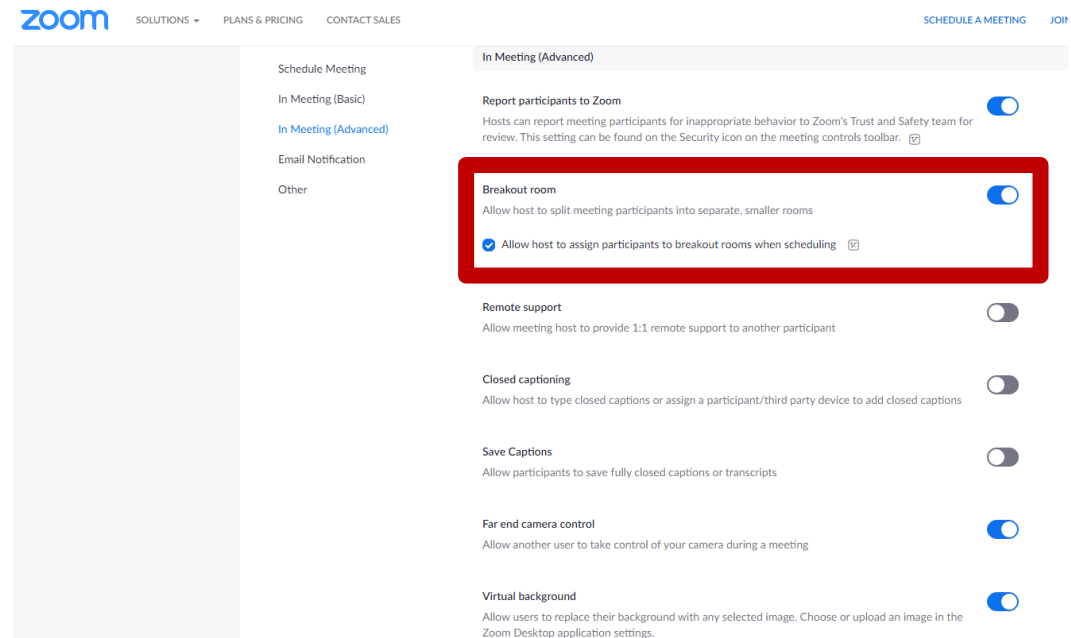
## Co-Host in Breakout Room



# Account Configuration

(Might be necessary)

1. Open a web browser
2. Log into your Zoom portal
3. Settings
4. Click on In Meeting (Advanced)
5. Turn on Breakout Rooms

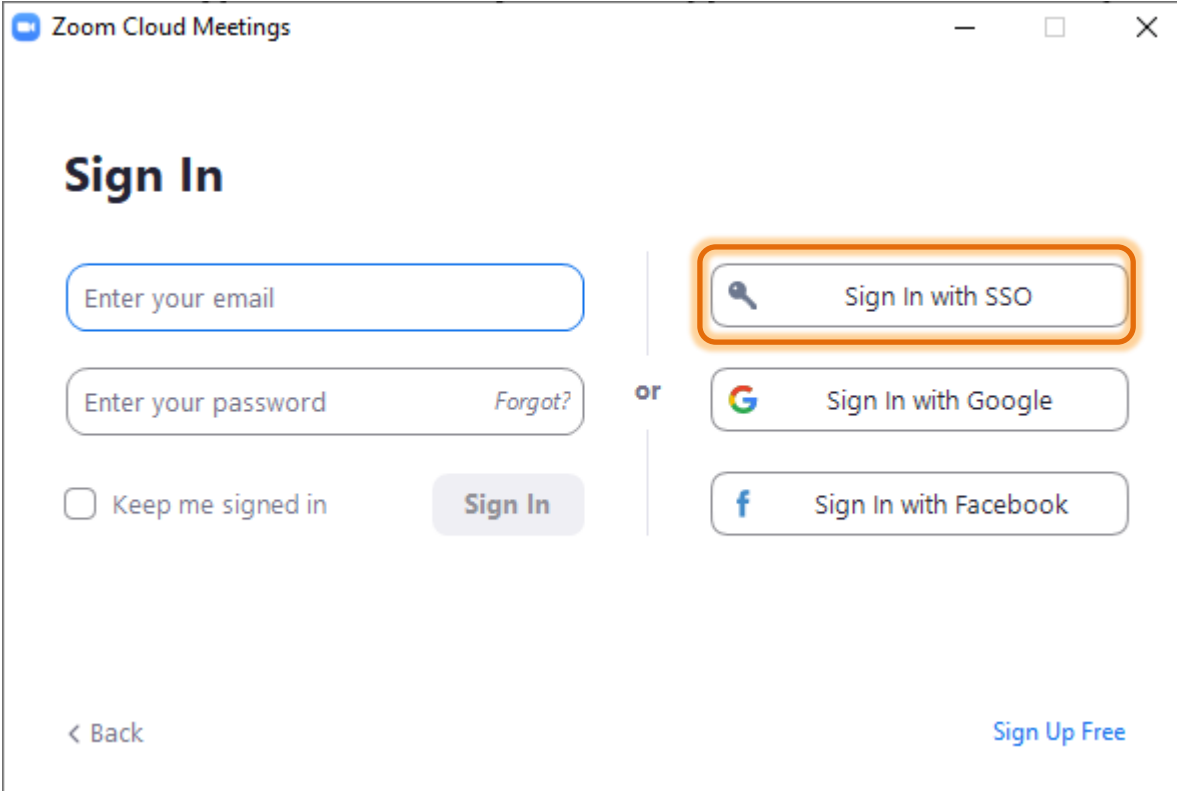


The screenshot displays the Zoom account configuration interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, along with SCHEDULE A MEETING and JOIN buttons. The left sidebar lists navigation options: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (selected), Email Notification, and Other. The main content area is titled 'In Meeting (Advanced)' and contains several settings:

- Report participants to Zoom:** A toggle switch is turned on. Description: Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.
- Breakout room:** This section is highlighted with a red box. It includes a toggle switch turned on and a checked checkbox for 'Allow host to assign participants to breakout rooms when scheduling'.
- Remote support:** A toggle switch is turned off. Description: Allow meeting host to provide 1:1 remote support to another participant.
- Closed captioning:** A toggle switch is turned off. Description: Allow host to type closed captions or assign a participant/third party device to add closed captions.
- Save Captions:** A toggle switch is turned off. Description: Allow participants to save fully closed captions or transcripts.
- Far end camera control:** A toggle switch is turned on. Description: Allow another user to take control of your camera during a meeting.
- Virtual background:** A toggle switch is turned on. Description: Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

# Important to Login

If you are not already logged into Zoom, you will be prompted to enter your information. To use your work account you will choose the SSO (single sign on) option.



Zoom Cloud Meetings

## Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

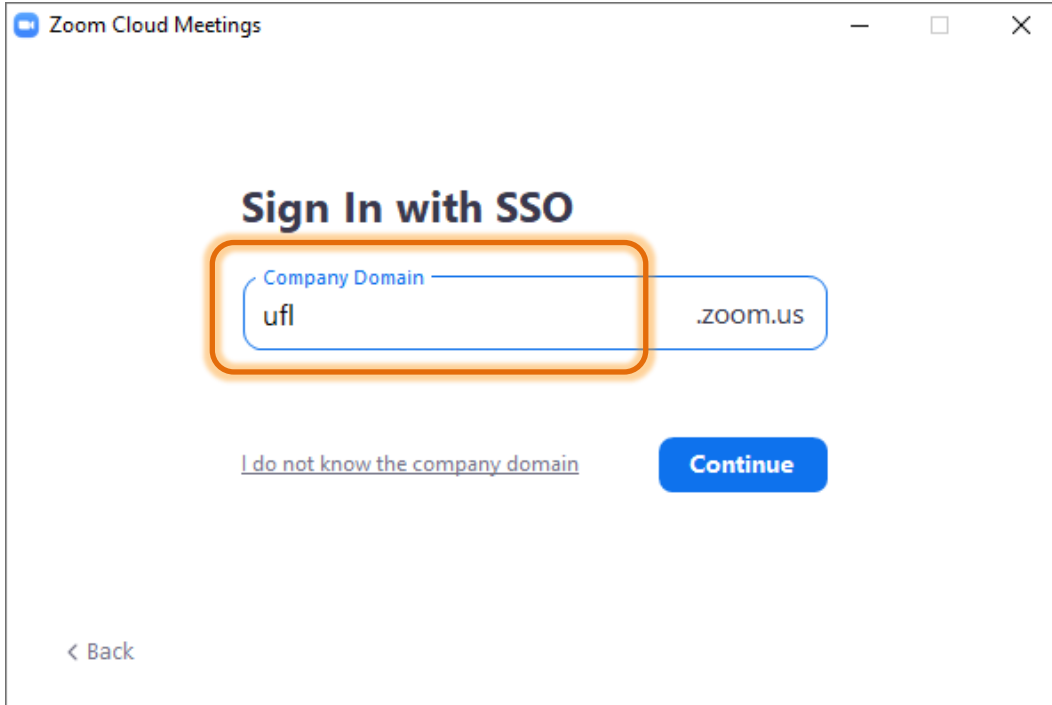
[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

[< Back](#) [Sign Up Free](#)

# Company Domain (Instance)



Zoom Cloud Meetings

## Sign In with SSO

Company Domain

ufl .zoom.us

[I do not know the company domain](#)

**Continue**

< Back

## **ufl**

UF Students, Faculty, and Staff

## **ufhshands**

UFHealth Shands employees  
in *Gainesville*

## **ufhjax**

UFHealth Shands employees  
in *Jacksonville*

When you click Continue, Zoom will open the login page for your domain.

You can also go directly to the webpage (Zoom Portal):

<https://ufl.zoom.us>

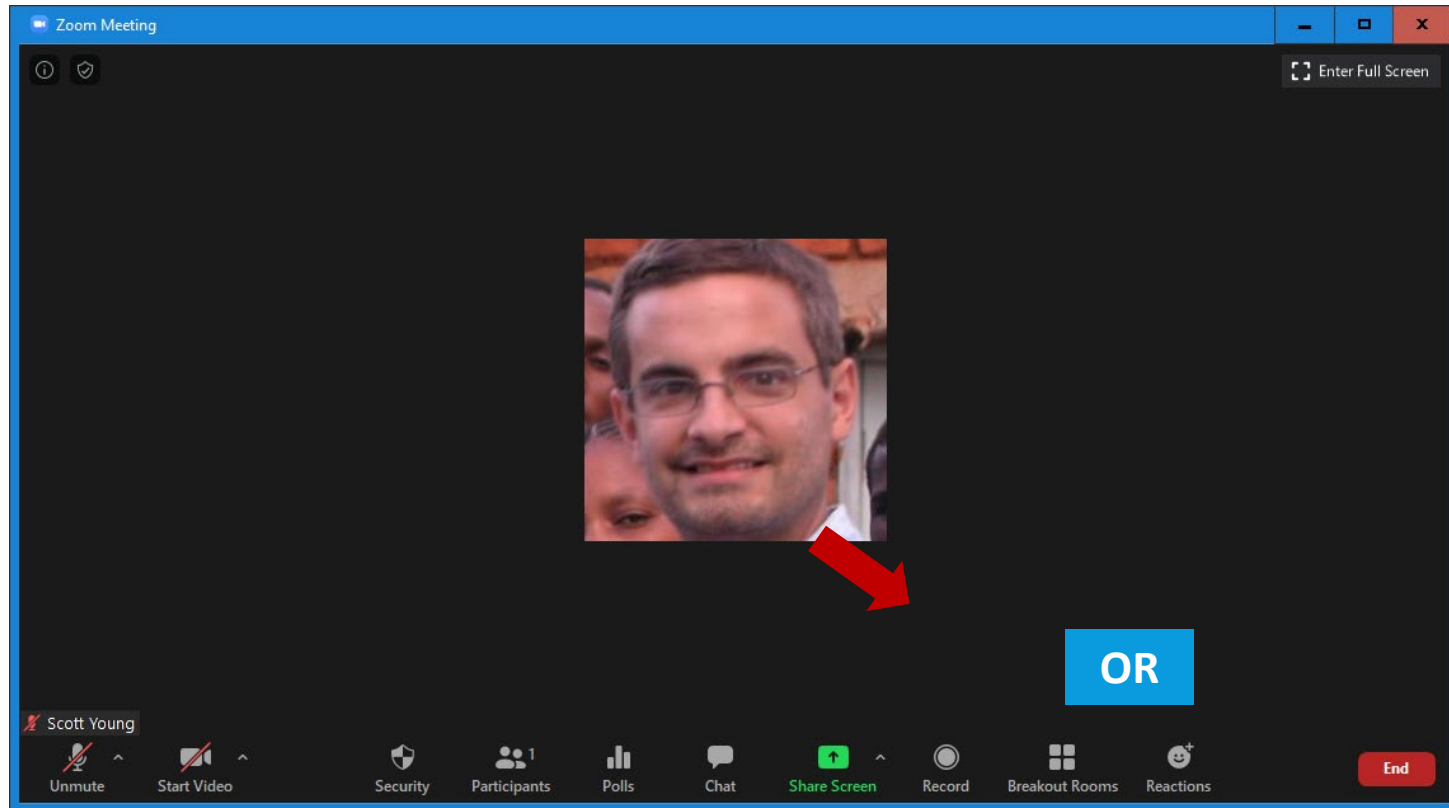
<https://ufhshands.zoom.us>

<https://ufhjax.zoom.us>

During the meeting

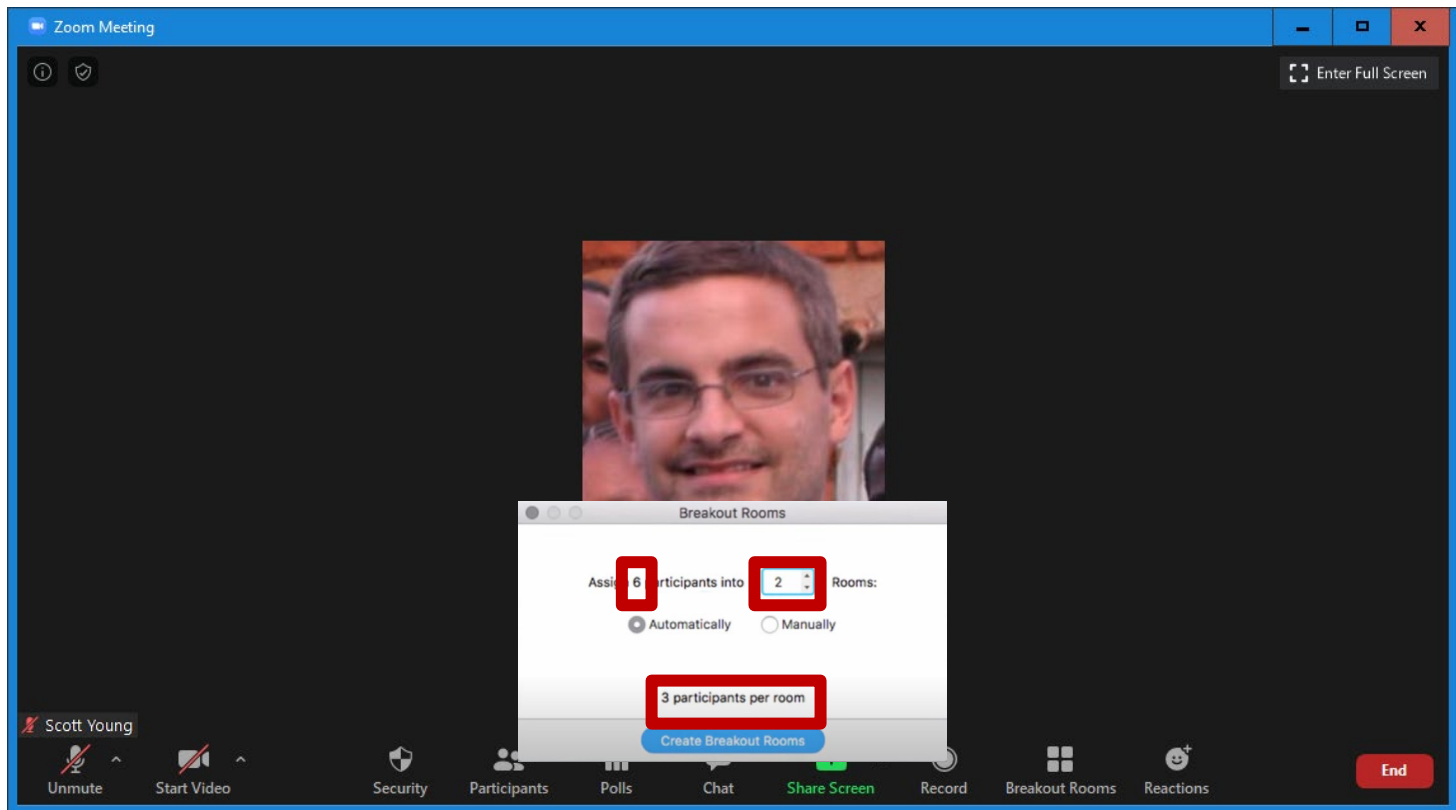
# **BREAKOUT ROOMS**

# Starting Breakout Rooms



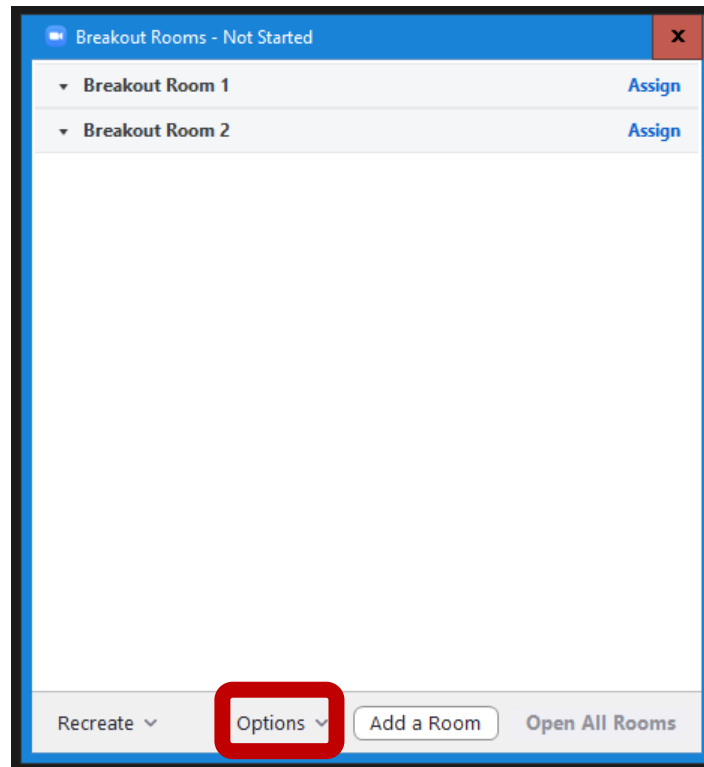


# Starting Breakout Rooms





# Starting Breakout Rooms



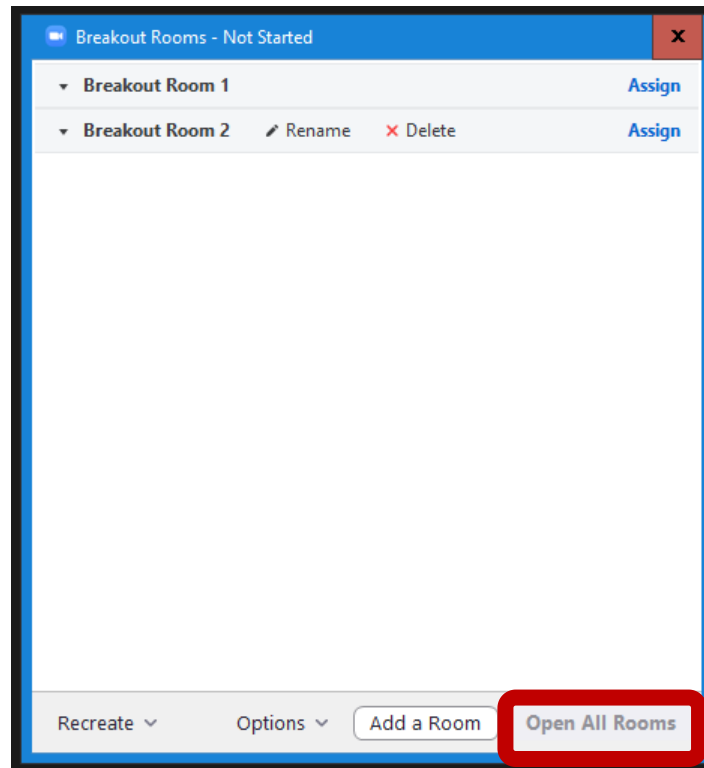
# Starting Breakout Room Options

The screenshot displays a window titled "Breakout Rooms - Not Started" with a close button (X) in the top right corner. Below the title bar, there are two rows representing breakout rooms: "Breakout Room 1" and "Breakout Room 2", each with a downward arrow on the left and an "Assign" button on the right. A settings dialog box is open in the foreground, containing the following options:

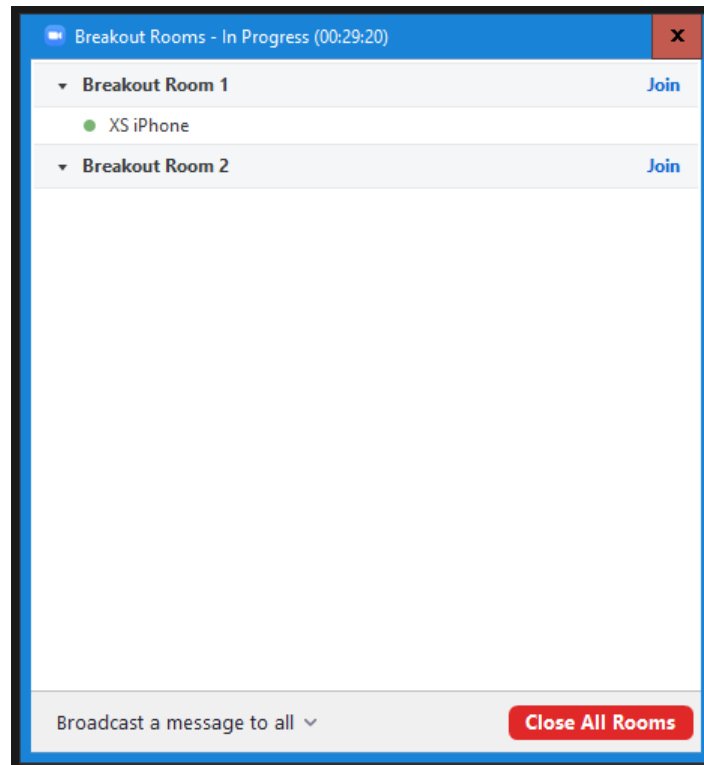
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Below the "Countdown after closing breakout room" option, there is a "Set countdown timer:" label, a dropdown menu showing "60", and the word "seconds". At the bottom of the dialog box, there are four buttons: "Recreate" with a dropdown arrow, "Options" with a dropdown arrow (highlighted with a red square), "Add a Room", and "Open All Rooms".

# Starting Breakout Rooms



# Starting Breakout Room Options



# Time to Practice

