

Zoom 2

Breakout Rooms and Sharing Multiple Screens



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0.5 hours

Contents

Breakout Room: Before the meeting	3
Setting up your account.....	3
Pre-assigning participants to breakouts rooms using a CSV file	3
Breakout Room: In the Meeting.....	4
Screen Sharing	5
Sharing your screen	5
Advanced Sharing Options.....	6

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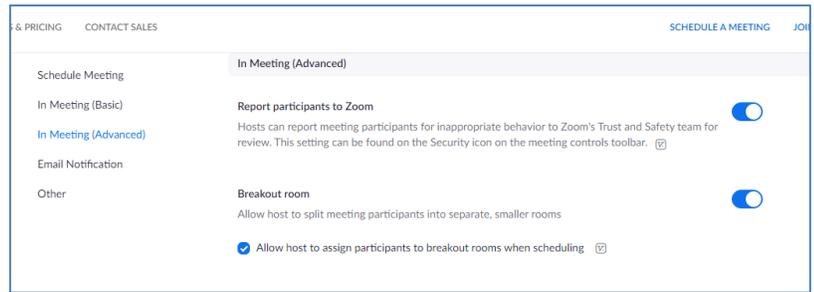
Class Evaluation: https://ufl.qualtrics.com/jfe/form/SV_10jkl6lRsKV3XT

Breakout Room: Before the meeting

Setting up your account

Before the meeting begins and even before you set up a meeting you will have to configure your account in the Zoom portal.

1. Open a web page
2. Log into the Zoom Portal
3. Go to Settings
4. Click on In Meeting (Advanced)
5. Turn on Breakout rooms
6. Turn on Allow Host to assign participants...

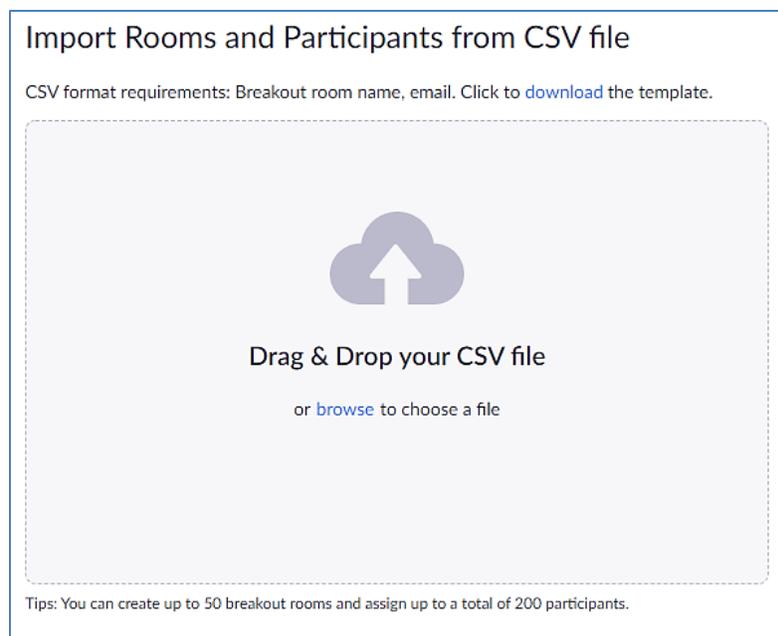


Pre-assigning participants to breakout rooms using a CSV file

You can pre-assign up-to 50 breakout rooms and 200 participants. There are two important stipulations. One, this feature only works for people that are in the same domain as you are. For example, if you sign into Zoom with a Shands account, you can only pre-assign Shands employees. Two, the participants must be signed in to Zoom with the account you used in the CSV file.

1. Open a web browser
2. Sign in to the Zoom web portal
3. Click Meetings and schedule a meeting
4. In the Meeting Options section, select Breakout Room pre-assign and click Import from CSV
5. Click download to get a sample CSV file you can fill out
<https://zoom.us/meeting/downloadBreoutRoomTemplate>
7. Save the CSV
8. Fill out the CSV with room names and email addresses of the attendees.
9. Add it to the meeting by dragging and dropping the CSV in to the designated window

	A	B
1	Pre-assign Room Name	Email Address
2	room1	test1@xxx.com
3	room1	test2@xxx.com
4	room2	test3@xxx.com
5	room2	test4@xxx.com
6	room3	test5@xxx.com
7	room3	test6@xxx.com
8		



Breakout Room: In the Meeting

There are two ways to configure and start Breakout Rooms once the meeting has started.

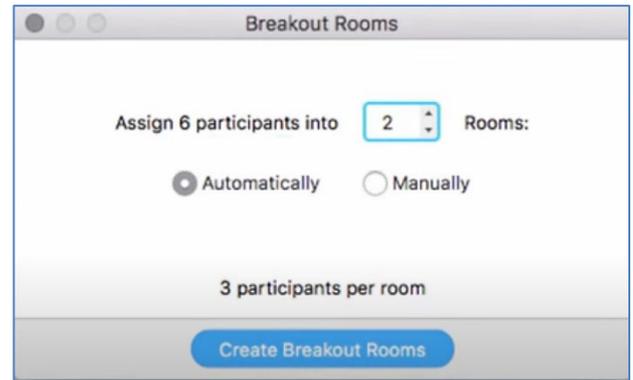
Method 1: When you are not Screen Sharing

1. Click on the Breakout button

Or

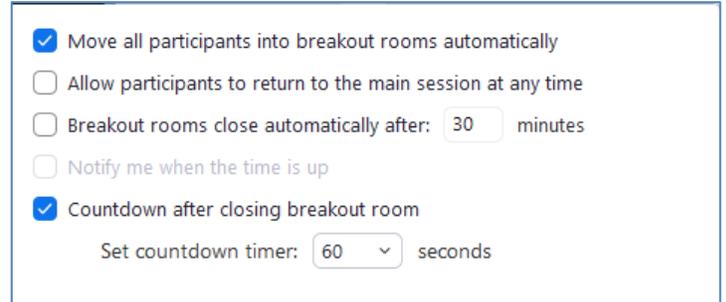
Method 2: While you are Screen Sharing

1. Click More
2. Choose Breakout Rooms
3. Set the number of desired rooms
4. Select whether you want the attendees to be automatically placed in their rooms or manually
5. Press Create Breakout Rooms
6. Click Assign



7. Choose the attendees for this room
8. Repeat steps 6-8 for all attendees
9. Click Options to adjust settings

- **Move all participants into breakout rooms automatically:** This option will move all participants into the breakout rooms automatically. If it is not, the participants will need to click **Join** to be added to the breakout room.



- **Allow participants to return to the main session at any time:** When checked, the participants can move back to the main session from their meeting controls. Otherwise they have to wait for the host to end the breakout room sessions.
- **Breakout rooms close automatically after x minutes:** When checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** When checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** When checked, the participants in the breakout rooms will be given a countdown of how much time they have left before being returned to the main room.

10. Click Open All Rooms

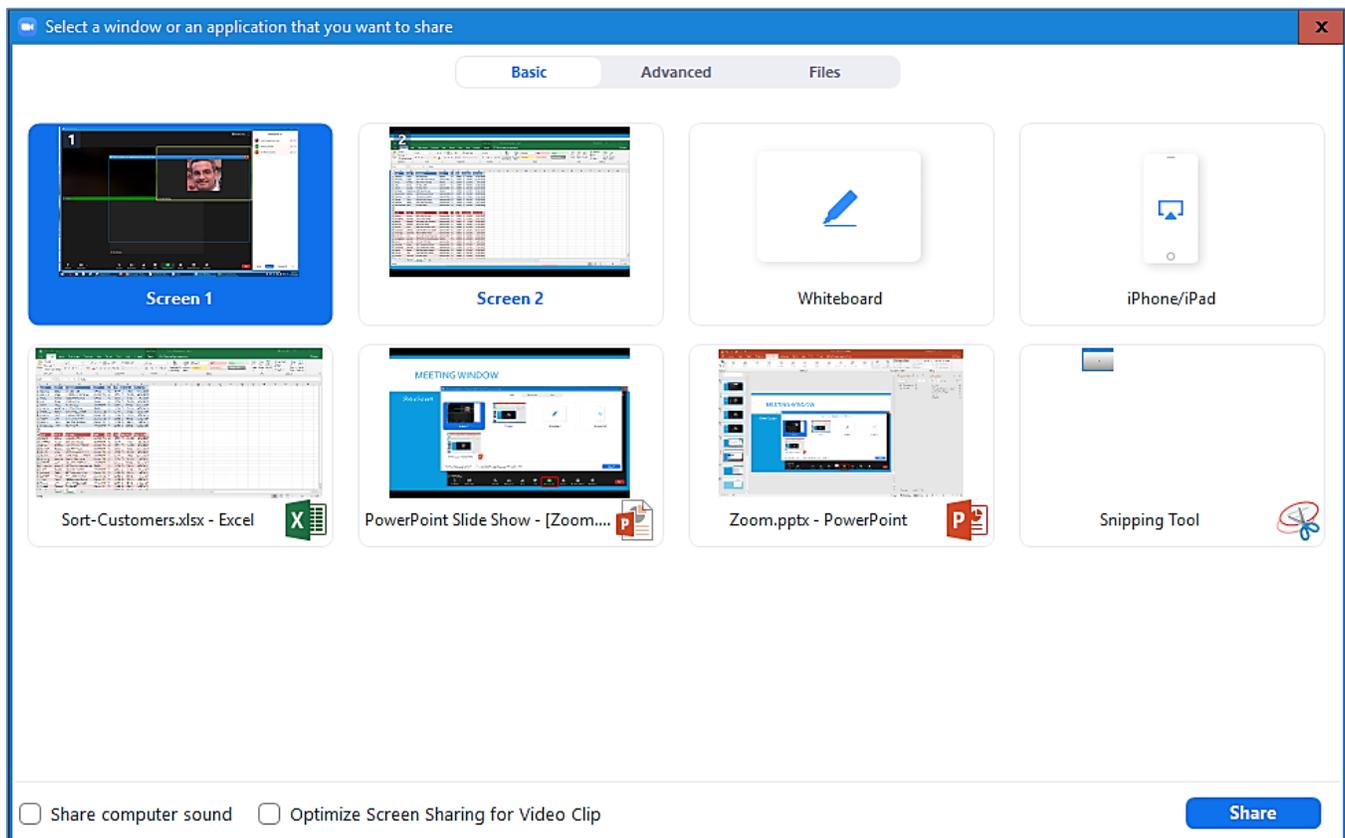
Screen Sharing

During a meeting you can choose to share several types of content:

- Basic
 - Full desktop screen
 - Whiteboard
 - iOS screen
 - A window from a running application
- Advanced
 - A portion of your screen
 - Audio Only from your computer
 - Video from a second camera/document camera

Sharing your screen

1. Click the **Share Screen** button  located in your meeting controls.
2. Select from one of options presented to you



Advanced Sharing Options

As the host you can choose if the participants can share on only you can You can choose if the participants can share one at a time or if multiple participants can share simultaneously and who can star sharing when someone else is already sharing. These options must be set before screen sharing has started. They are all located by pressing the carrot  symbol to the right of the Screen share button.

