



## Zoom: Using Breakout Rooms

ALL HANDOUTS & CLASS FILES:

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

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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)

# Class Overview

- Quick Overview – Slides
- Changes
- Demo
- Recommendations
- Questions / Discussions

# Secure Your Zoom Meetings

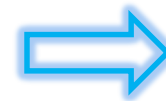
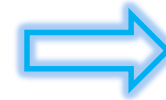
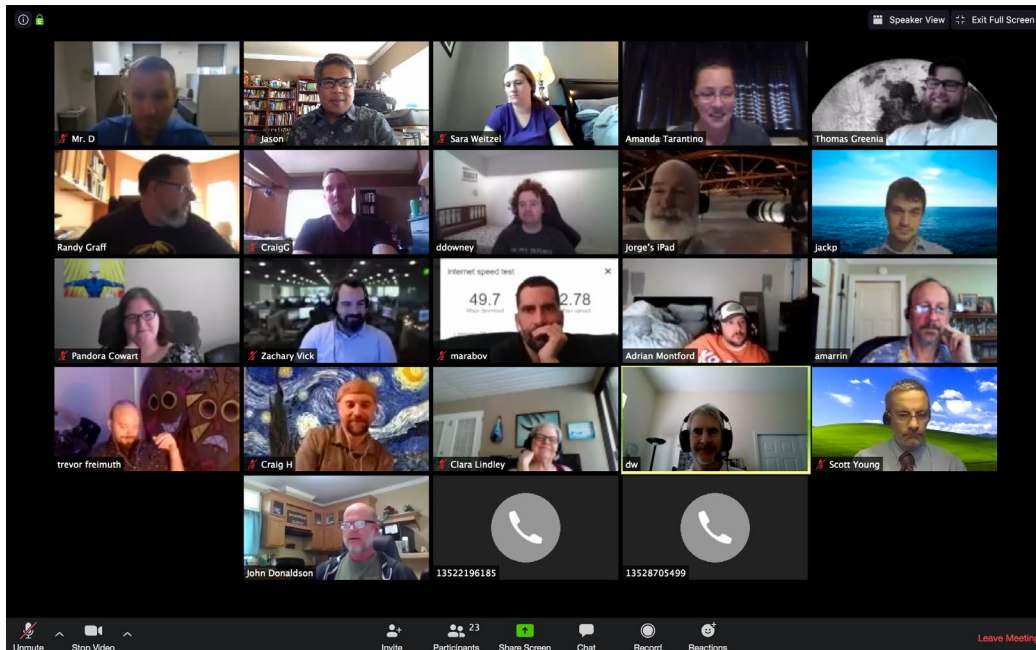
Protect your Zoom meetings with  
Waiting Rooms and/or Passcodes

UF Health: Requiring



# 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~~ Co-Hosts can assign.
- 2) Participants ~~cannot~~ may jump between breakout rooms
- 3) Alternate Hosts / Co-Hosts can jump between breakout rooms (once they have been assigned)



# 3 Main Things to Remember\*

\*This will *probably* change!

1) Only the Meeting Host can open the breakout rooms ~~and assign participants~~ Co-Hosts can assign.

2) Participants ~~cannot~~ may 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\*

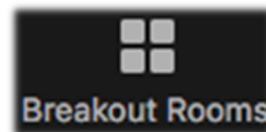
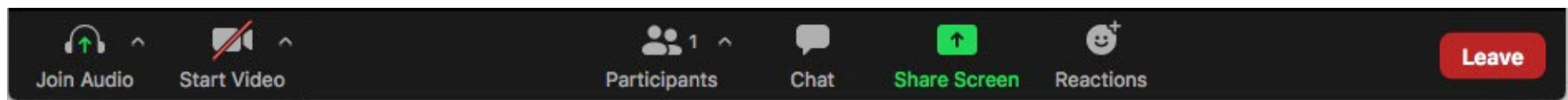
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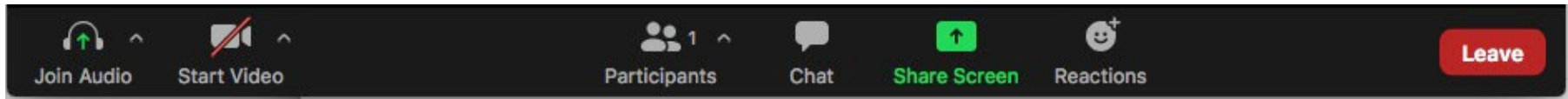
# 3 Main Things to Remember\*

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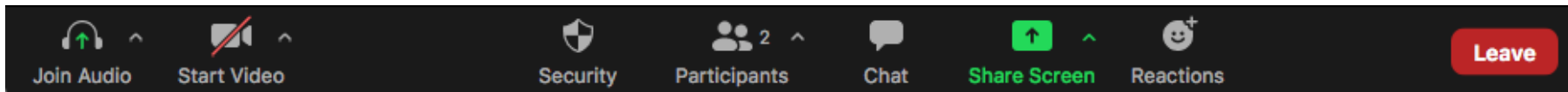


# Meeting Controls

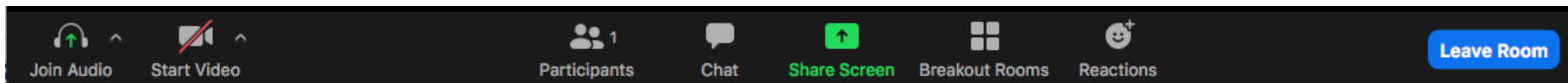
## Typical Participant



## Co-Host



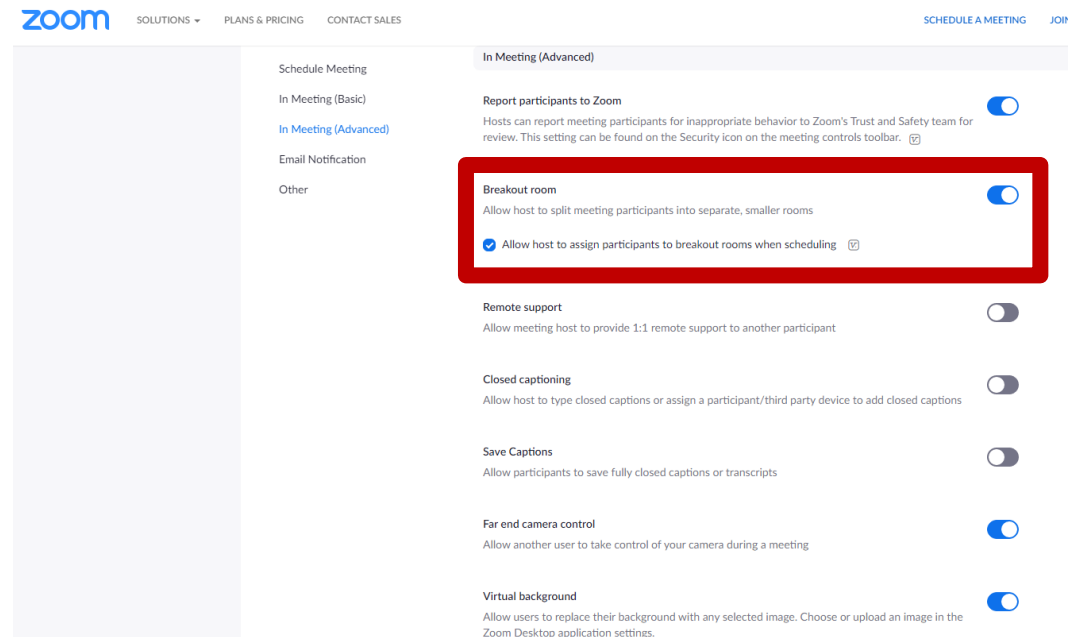
## Co-Host in Breakout Room



# 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

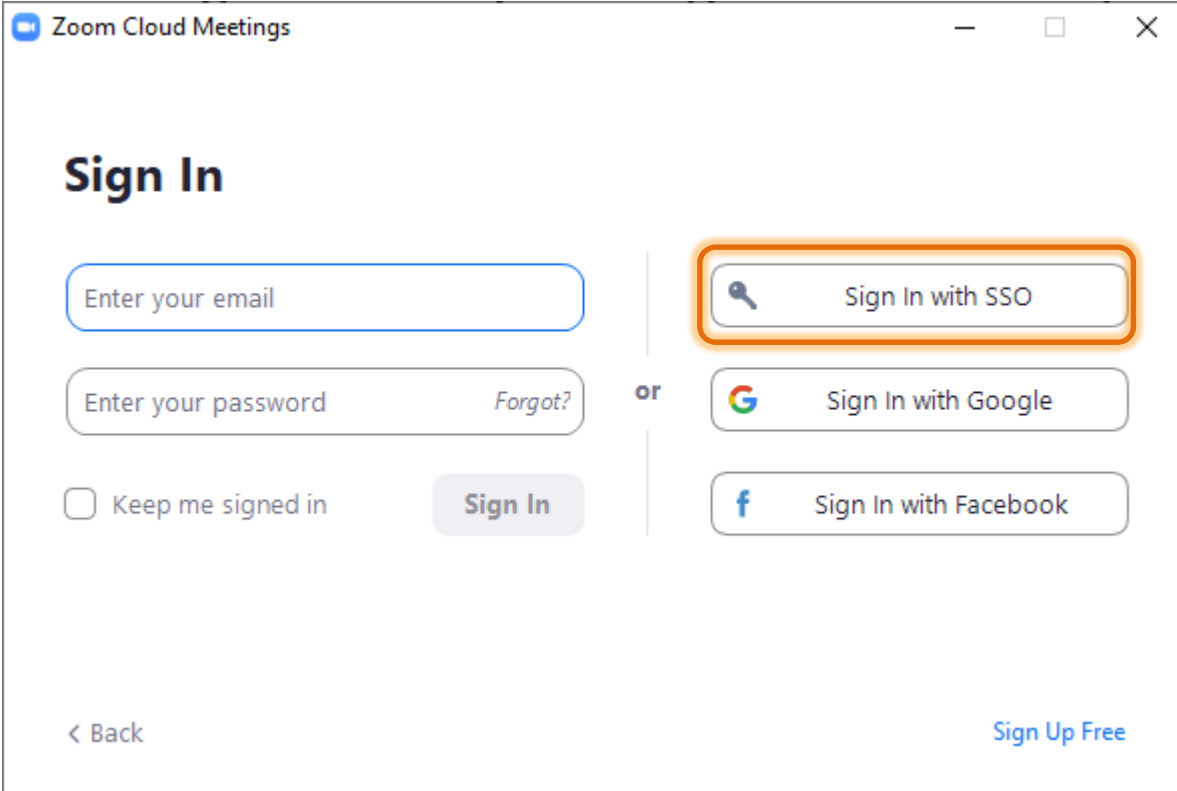


The screenshot shows the Zoom account configuration page. The navigation menu includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The main content area is titled 'In Meeting (Advanced)'. The settings are as follows:

- Report participants to Zoom**: Enabled (toggle on). 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**: Enabled (toggle on). Allow host to split meeting participants into separate, smaller rooms.
  - Allow host to assign participants to breakout rooms when scheduling
- Remote support**: Disabled (toggle off). Allow meeting host to provide 1:1 remote support to another participant.
- Closed captioning**: Disabled (toggle off). Allow host to type closed captions or assign a participant/third party device to add closed captions.
- Save Captions**: Disabled (toggle off). Allow participants to save fully closed captions or transcripts.
- Far end camera control**: Enabled (toggle on). Allow another user to take control of your camera during a meeting.
- Virtual background**: Enabled (toggle on). Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

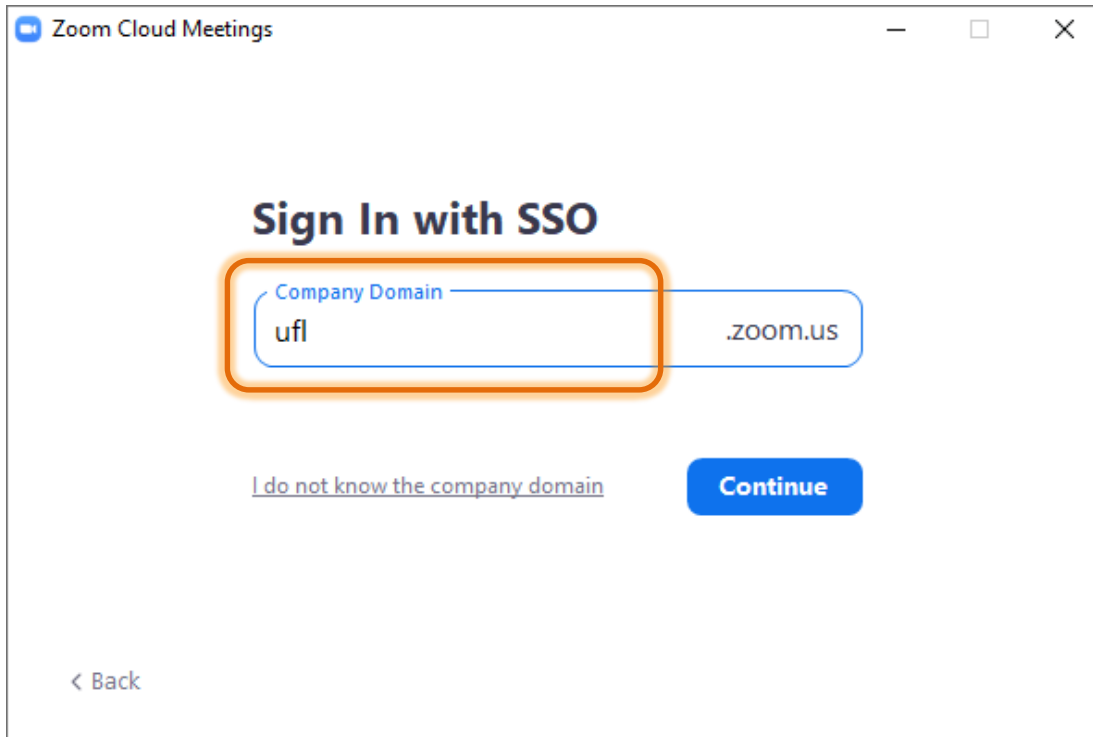
# Important to Login

Login to your Zoom client with your work login.  
Click “Sign in with SSO”(single sign on) .



The screenshot shows the Zoom Cloud Meetings login window. The title bar reads "Zoom Cloud Meetings". The main heading is "Sign In". On the left side, there are three input fields: "Enter your email", "Enter your password" (with a "Forgot?" link), and a checkbox for "Keep me signed in". A "Sign In" button is located below these fields. On the right side, separated by a vertical line and the word "or", there are three social login buttons: "Sign In with SSO" (highlighted with an orange border), "Sign In with Google", and "Sign In with Facebook". At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link.

# 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  
(GatorLink)

## UFHSHANDS

UFHealth Shands employees  
in *Gainesville*

## UFHJAX

UFHealth Jacksonville  
employees (*UMC*)

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>

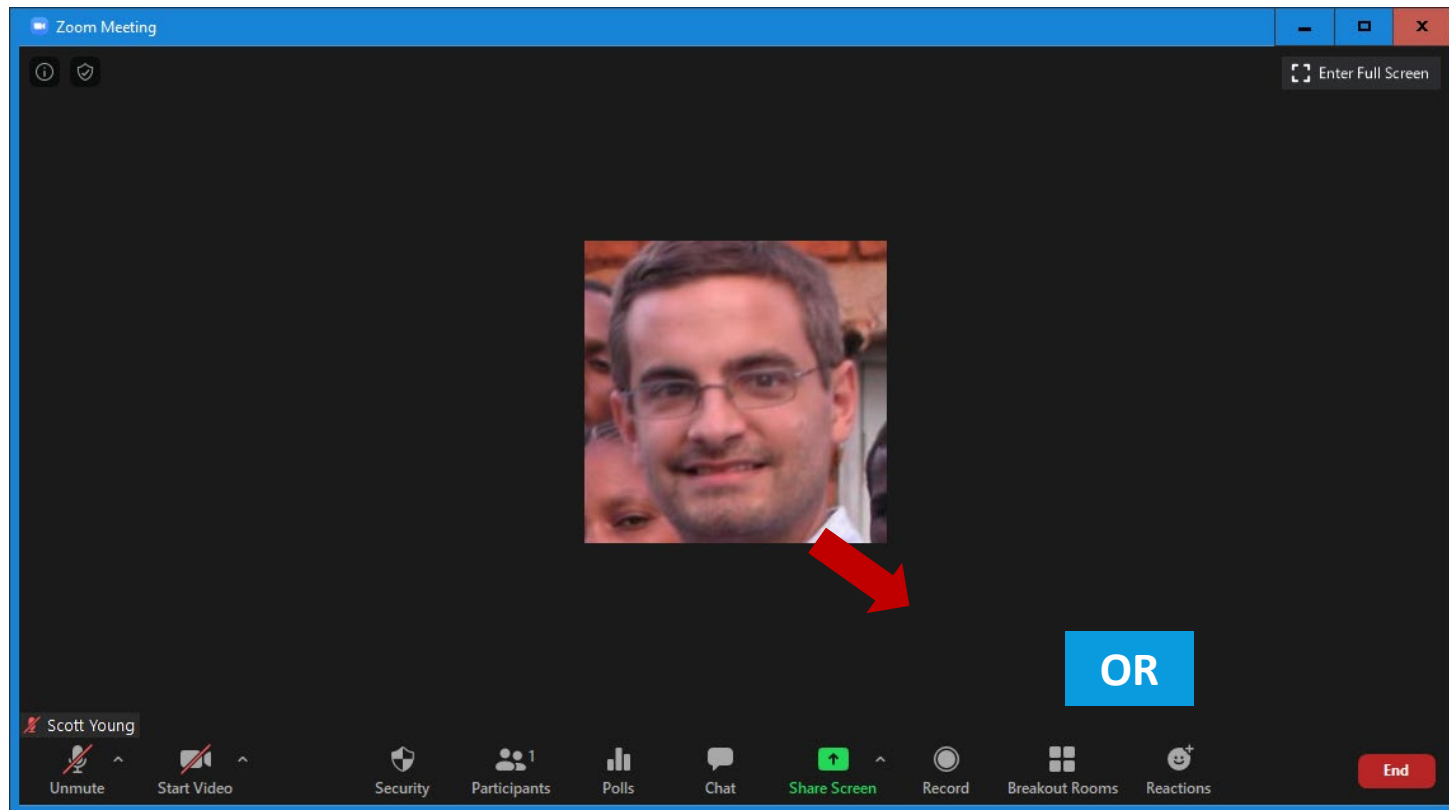
<https://ufhshands.zoom.us>

<https://ufhjax.zoom.us>

During the meeting

# **BREAKOUT ROOMS**

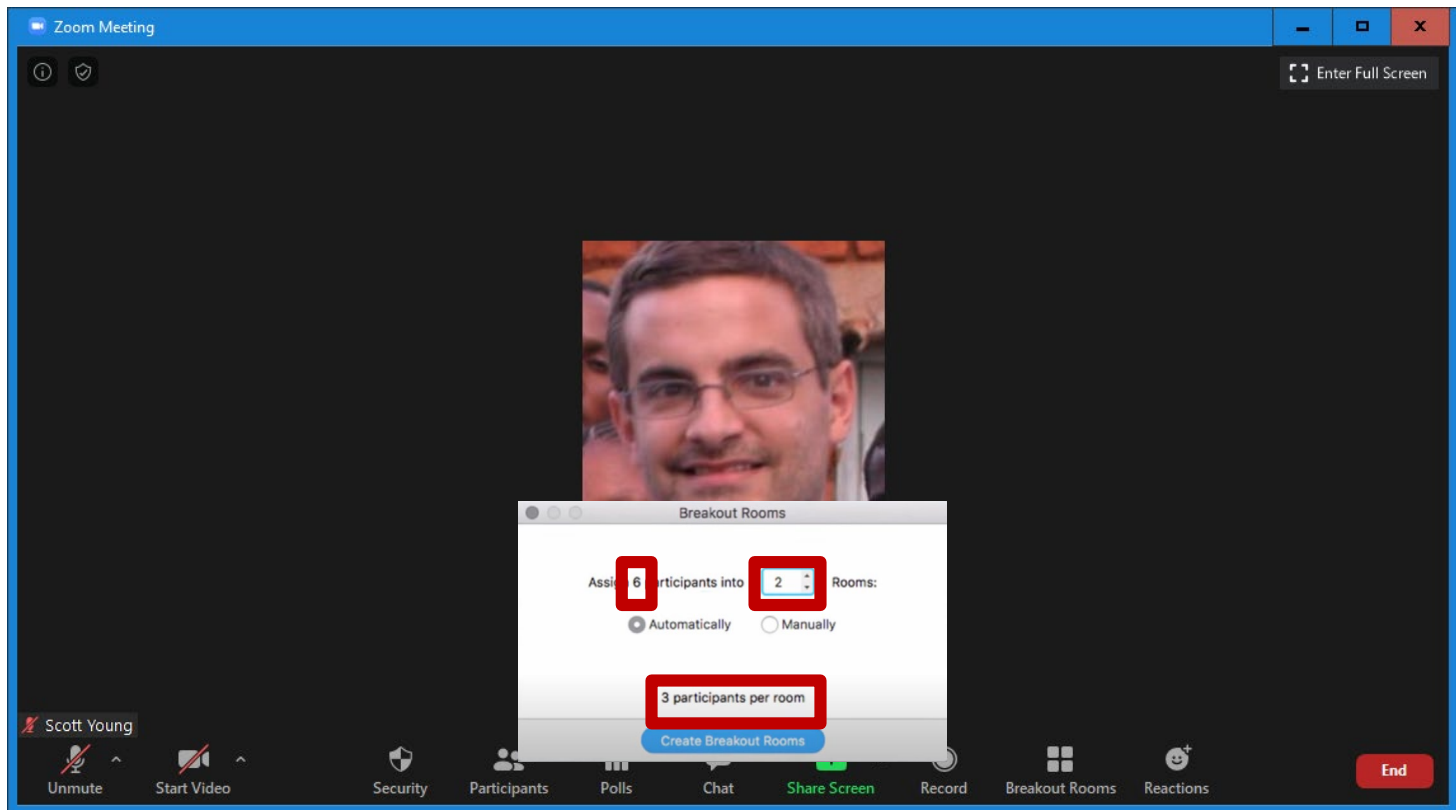
# Starting Breakout Rooms



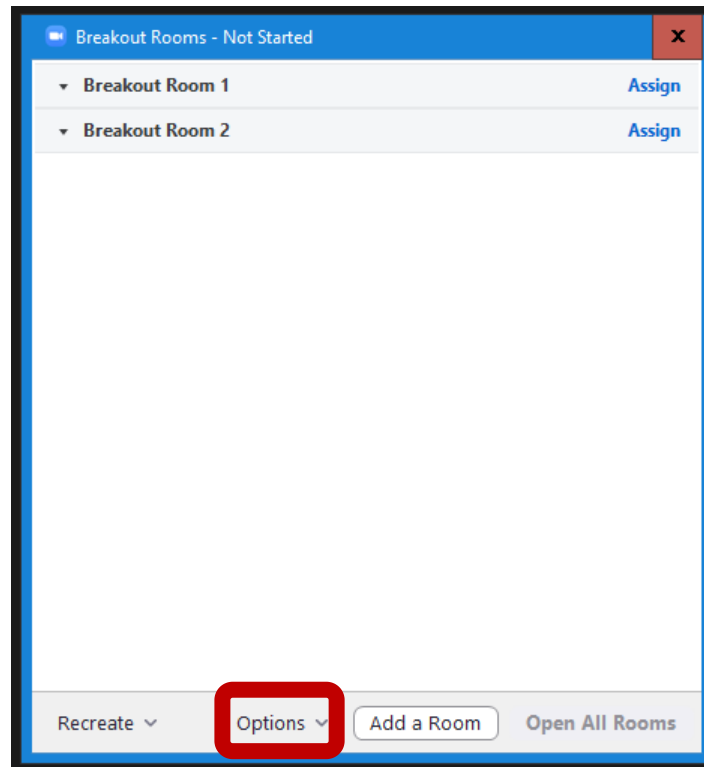




# Starting Breakout Rooms



# Starting Breakout Rooms



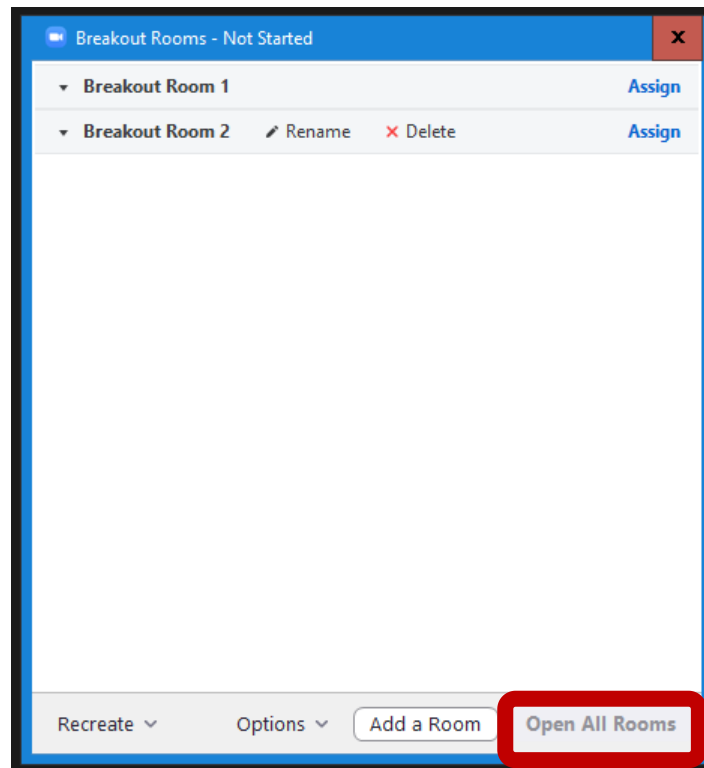
# Starting Breakout Room Options

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:

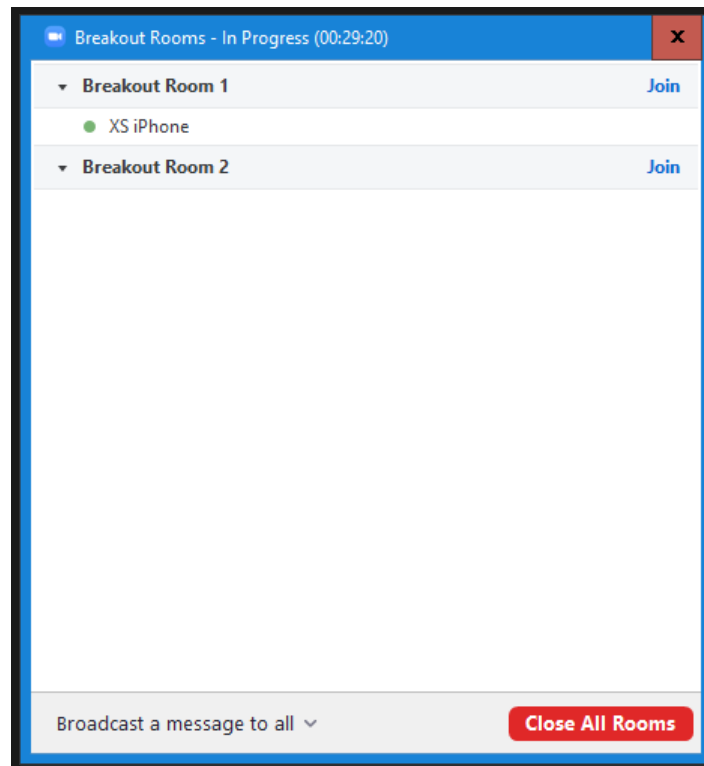
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

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



# Important Notes

- Waiting Room Notifications
  - Won't see it if you are in the main breakout room
- Recording
  - Individual Breakout Rooms are NOT recorded\*
  - Cloud – Only records main session
  - Local – Records only where the Host is present\*

# Important Notes

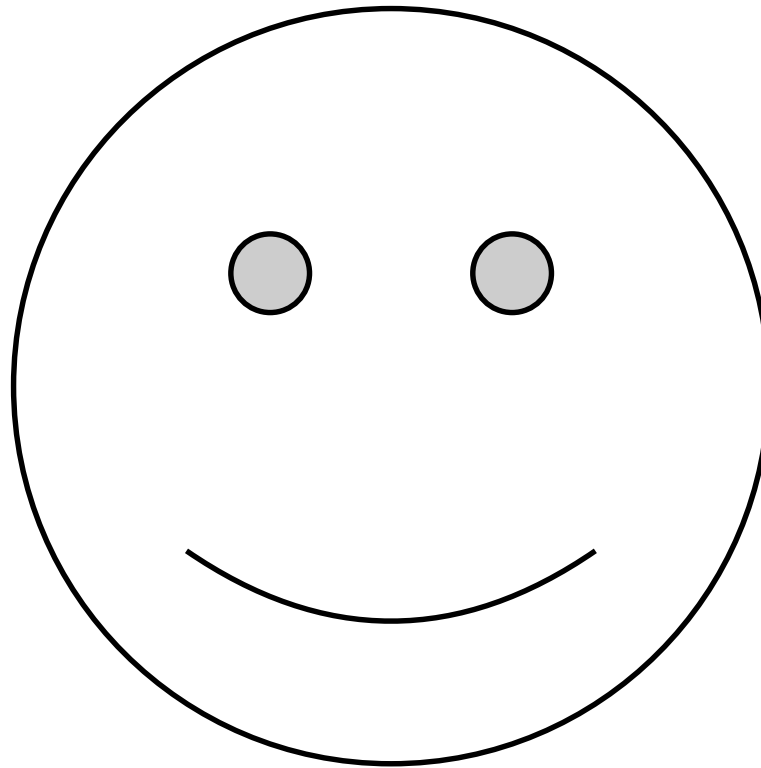
- Move Participants to main session from breakout room
- Allow participants to self-select Breakout Rooms
  - Recommended; Client version 5.3
- Improved pre-assigned Breakout Room automatic assignment of participants joining late\*

# Recent Feature Enhancements

- Co-host privileges
  - Same breakout room controls as the Meeting Host
    - Start and End Breakout Rooms; Assign Participants, Etc.
- Move Participants to Main session from breakout room
  - Rather than just closing.
- Allow participants to self-select Breakout Rooms
  - Highly recommended; Client version 5.3
- Improved pre-assigned Breakout Room automatic assignment of participants joining late\*



# Time to Demo



# Recommendations

1. Avoid Pre-Assignment if possible
  - Allow participants to choose
2. Appoint a Breakout Room Captain/Leader
3. Ice breaker
  - Introduction; Interesting question to start
4. Allow Screen Sharing for Participants
  - Enabled in Security
5. Use a Poll (before and/or after)
6. Check in
  1. Co-Hosts

# Questions?

