



Why Use Breakout Rooms

Facilitate Active Learning

Though not all face-to-face activities will translate directly into Zoom, breakout rooms can be used to actively engage students in small group learning during a larger group session.

For example, try using breakout rooms for:

- Small group case discussions
- Completing the TBL gRAT

Then bring students back to the main room and have a member of each team report via audio and webcam to the rest of the class.

Facilitate Social Presence

Using Zoom breakout rooms can help students feel a sense of community and social presence.

When using Breakout Rooms encourage students to use audio and video where possible.

Keeping breakout rooms to between 6 and 8 students will help everyone feel engaged.

Facilitate Real-Time Collaboration

Faculty and students at Geisel have access to collaborative document sharing via Google Drive and Microsoft One Drive.

The screen sharing feature in Breakout Rooms can be used by students to share a collaborative document and discuss the edits and ideas posed in real time.

Have a member of the group share their document with the main room when the groups return.

Tips and Tricks

- Before sending students to rooms provide clear instructions on what they should accomplish during the activity.
- Encourage students to use audio and video while they are in the breakout rooms.
- Join each of the breakout rooms during the breakout time to make sure the group is on task and to answer any questions they may have.
- Post the worksheets or question prompts students will need to Canvas
- Broadcast a message to the groups before closing the rooms

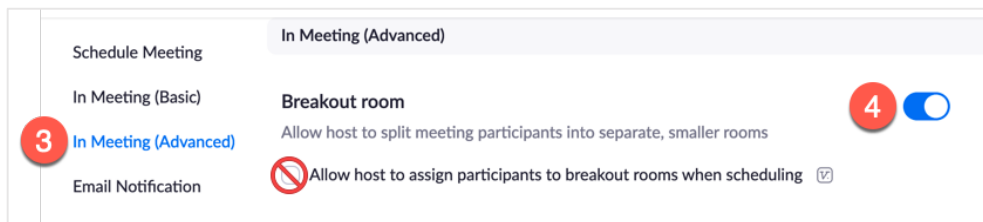


Breakout Room-Instructor

Step 1: Activate Breakout Rooms

To activate breakout rooms in Zoom:

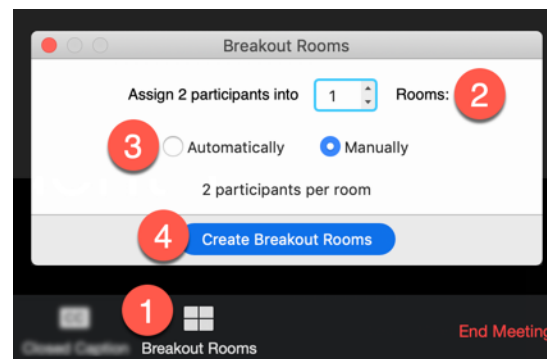
1. Log in to **dartmouth.zoom.us**.
2. Select **Settings** in the left menu.
3. Within settings, navigate to **In Meeting Advanced**.
4. Next to Breakout Groups, click the **toggle to On**.
5. Do not select the option for pre-assigning users to groups. This feature will not work unless ALL participants are logged into Zoom.



Step 2: Creating Breakout Rooms

To create breakout rooms in a meeting:

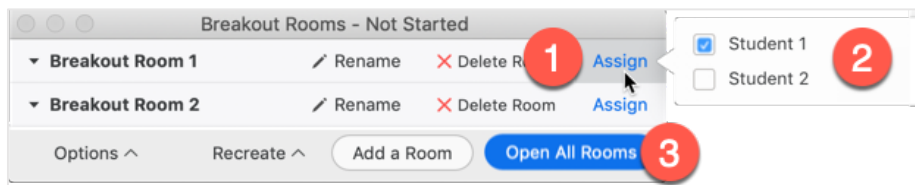
1. Click the **Breakout Rooms** icon.
2. Set the **number of rooms** you want Zoom to create.
3. Set whether students should be assigned **Automatically** or **Manually**.
4. Click **Create Breakout Rooms**.



Step 3: Assigning Users to Rooms

To manually assign users to rooms:

1. Click **Assign**.
2. To add participants to the group, select the checkbox in front of each participant. Repeat for all rooms.
3. Click **Open All Rooms** when you are ready.



Step 4: Control Breakout Rooms

To control the breakout rooms:

1. Click **Join** to insert yourself into a breakout room. To leave the room, click **Leave Breakout Room**.
2. Click **Broadcast message to all** to compose and send a message to all breakout rooms.
3. Click **Close All Rooms** to bring everyone back to the Main Meeting.

