



Digital Unite



A guide to Zoom breakout rooms

clearcommunityweb 

What is a Zoom breakout room?

Zoom Breakout Rooms work like breakout groups in a physical meeting. They allow you to split your Zoom meeting into separate sessions.

Up to 50 breakout rooms can be created within one Zoom meeting.

Breakout rooms facilitate smaller, private group discussions.

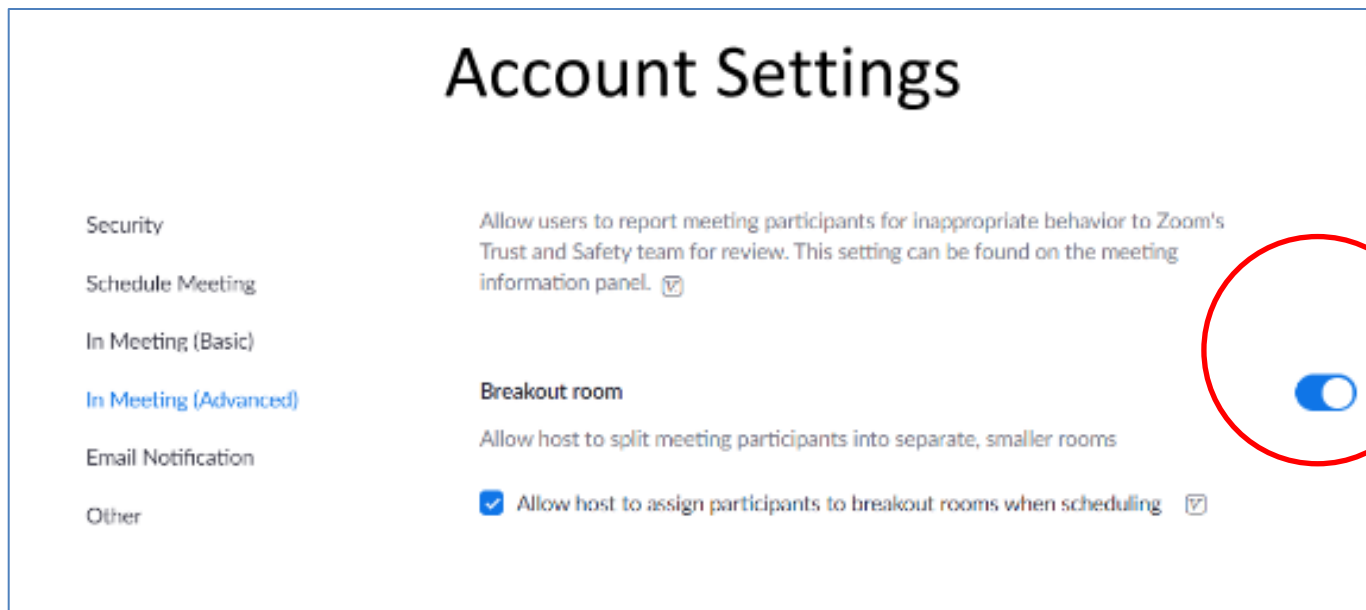
Breakout rooms can be used to provide digital skills support remotely

A Co-Ordinator can create one main Zoom meeting at an agreed time. Then Digital Champions can be paired with learners in different breakout rooms.

It provides a safe and secure environment for everyone, enables peer support for Digital Champions and means remote support sessions can be monitored and managed centrally.

Getting started

- Have the most up-to-date version of Zoom
- Enable breakout rooms in 'Account settings'
- Have someone who can support you as a co-host.



Roles within a Zoom meeting



Host - The person who creates the meeting, sets it up and start it. There can only be one host, but you can assign people to be a host during a meeting and the original host can always take back the responsibility.



Co-Host – Has some of the abilities a host has and is there to help facilitate meetings and manage participants. A host can assign as many co-hosts as they like during a meeting.



Participant – Someone who attends the meeting to participate or watch. They can interact via chat, video and reactions.

Assigning co-host(s) can help with running breakout rooms

A co-host can

- ✓ Help administer a meeting
- ✓ Manage participants (mute, stop video, manage the chat)
- ✓ Manage the waiting room, remove disruptive participants
- ✓ Assign participants to the breakout rooms
- ✓ Enter and leave breakout rooms, freely.

A co-host can't

- x Start or end the meeting
- x Make another participant a co-host or host
- x Create or edit polls
- x Answer polls

Meeting set up with breakout rooms

Messages can be broadcast across the breakout rooms whilst they are in progress

Main meeting room

Breakout rooms can be set up and people assigned to each room before a meeting starts or during it.



Once the sessions have started, participants can be moved from room to room by the host & co-host

Top tips

- 💡 Plan the details beforehand. How many breakout rooms do I need? How many people in each room?
- 💡 Ensure the host remains in the main meeting room in case people need to rejoin the meeting and/or their breakout room.
- 💡 Using a PC or laptop is recommended. Mobile app users can't manage or create breakout rooms though they can still participate in them.
- 💡 Explain the process so that nothing is a surprise.
- 💡 Give your participants a strategy if things go wrong (how to return to a breakout room if they drop out).

Useful links

- [Zoom – managing breakout rooms](#)
- [Zoom – roles in a meeting](#)
- [Online Tech Tips - A guide to starting with Zoom breakout rooms](#)
- [Digital Unite - Using Zoom to provide digital skills support](#)
- [ClearCommunityWeb – Easy read Zoom resources](#)