

How to use BREAKOUT ROOMS for sectionals in Zoom

The best way to do this is to set this up when you schedule the meeting. This way, if you schedule your rehearsal as a recurring meeting, then the same breakout rooms will be available and labeled for every rehearsal. (I like to add a few extra rooms just in case you have a guest teacher or need to split a group up smaller) However, you'll need to assign students to these rooms as they login. (there is a way to pre-assign, but it requires knowing which email each student is using to login to Zoom and you need to upload a CSV spreadsheet... I could never get this to work though)

When students log in, you will click the symbol with the four squares at the bottom of your screen "breakout rooms". The rooms you created when you scheduled the meeting will be there, in which case you will click "assign" next to each room and then click the name/s to assign to that room. If you did not set it up in advance, you can do it now. Later in your lesson, when you're ready for sectionals, you can "open all rooms" by clicking that option at the bottom of the screen you used to assign breakout rooms. Each student will get a prompt to join their room at that time. Any students that arrived late after you assigned rooms will be listed at the top and you can assign those students at that time or switch a student from one room to another as well.

If you didn't create the breakout rooms when you scheduled the meeting, you can still create them after you've started a meeting (as long as you have enabled breakout rooms in your account... log into your Zoom online and go into your settings to check this) by following the same steps above, but you'll just click "add a room" to create and label each room before you assign students to them.

Just be aware that you can not add another room after you have opened all the breakout rooms, so always create at least one extra room just in case!

Breakout rooms are a great way to allow your student leaders or contracted instructors to listen to everyone, model, and provide extra help to other students.

You can rotate around from room to room as the host by clicking "join room". Students can click "ask for help" at any time and you'll get an option to join that room immediately. You can send a message to all participants letting them know how much time is left or what to focus on, etc. All of these options are on that "breakout rooms" menu at the bottom of the page. Then when you click "close all breakout rooms," everyone will get a notification to join the main room, and a warning that all rooms will close in 1 minute, and a clock will countdown for them until they join the main room. If they do not click to join, they will be automatically pushed back into the main room after the minute is up.