

CREATING AND MANAGING SELF-ASSIGNED BREAKOUT ROOMS ON ZOOM

CONTENTS

Contents	1
Overview.....	1
Checking For Updates.....	1
Setting Up Self Assigned Breakout Rooms	2

OVERVIEW

Zoom is a video conferencing service which allows for video, audio, and screen sharing between the participants. UBC has a campus-wide license for Zoom as a platform for delivering courses online and larger meetings. Zoom is a FIPPA compliant conferencing tool and its servers are in Canada.

Breakout rooms on Zoom can be utilized to create a space for students to participate in group discussions or to engage with their peers. The latest Zoom update (5.3.3) allows participants to self-assign themselves into breakout rooms. Therefore, you can save valuable class time by opening self-assign "Breakout Rooms".

This function is useful incase instructors would like to:

- Have the same students be in the same discussion group in each class (pre-assigning requires all students to have a UBC Zoom account)
- Allow students to choose which discussion group they would like to join for the day

CHECKING FOR UPDATES

Self-assigned breakout rooms only work on Zoom version 5.3.3 or higher. Both the participants and the host should have the updated software version. This version is not available on Chrome OS and hence the feature is not supported.

To download the latest version, please visit: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version> .

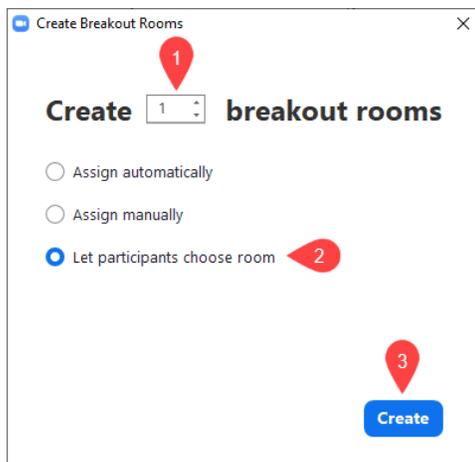
SETTING UP SELF ASSIGNED BREAKOUT ROOMS

To set up self-assigned breakout rooms:

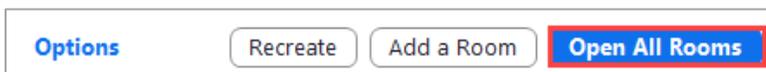
1. Click on the **Breakout Rooms** icon on the toolbar



2. Select how many groups you would like to create (1)
3. Enable the "Let participants choose room" option (2)
4. Click on the **Create (3)** button.



5. Click **Open All Rooms**



Note: Participants can click on the **Breakout Rooms** icon and click **Join** next to the group they would like to join. As Host, you will be able to see the participants in each room and move them between rooms by clicking **Move to (1)** option next to the participant name and **choosing the room (2)** you would like them to join.

