

ZOOM Breakout Rooms

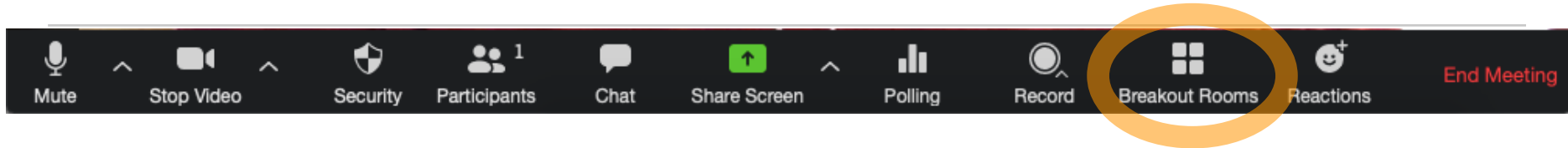
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at CHAPEL HILL

Features and Limitations



Create rooms automatically

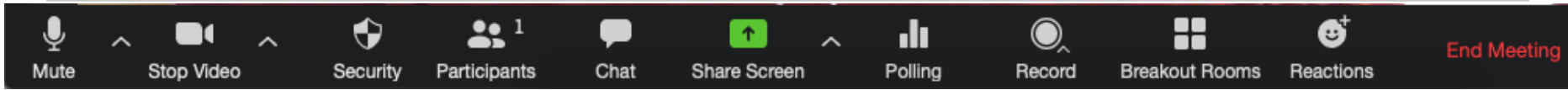
A screenshot of the Zoom Breakout Rooms configuration window. The window title is "Breakout Rooms". It shows "Assign 0 participants into 7 Rooms:". Below this, there are two radio buttons: "Automatically" (selected) and "Manually". At the bottom, it says "0 participants per room" and there is a blue button labeled "Create Breakout Rooms".

The max number of Breakout Rooms depends on number of participants:

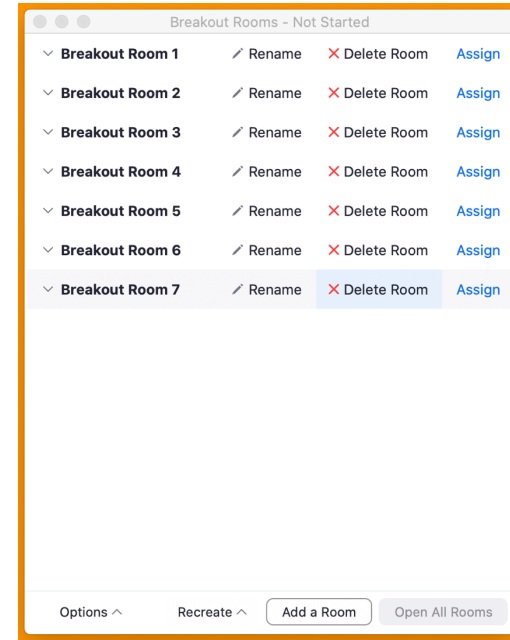
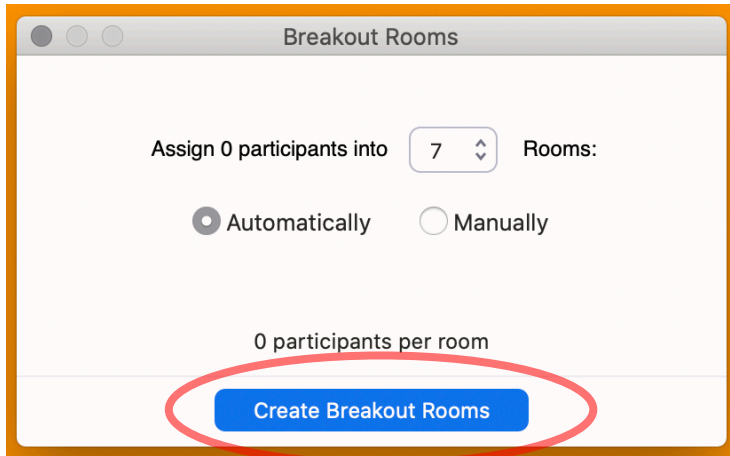
- Fewer than 150 participants? 60 Rooms.
- 150-260 participants? 50 Rooms.
- 261-399 participants? 35 Rooms.
- 401-550 participants? 20 Rooms.

(e.g., a class with 120 students could complete think-pair-share activities across 60 Breakout Rooms)

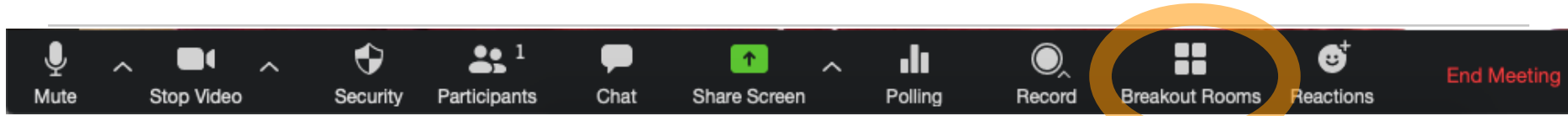
Features and Limitations



Create rooms automatically

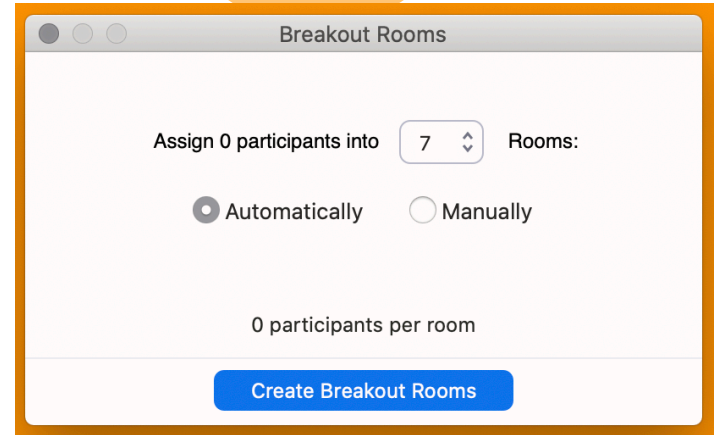


Features and Limitations

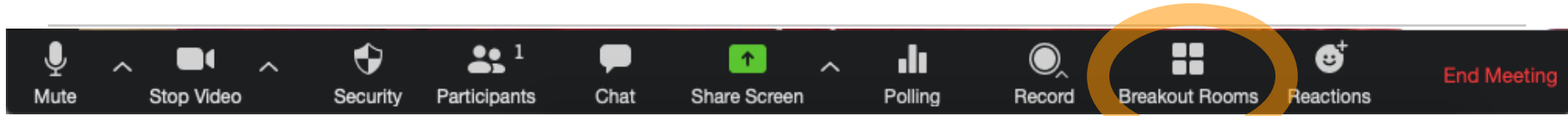


Create rooms manually

- In session
- Pre-assign from the Meeting settings (*we will detail this process momentarily*)

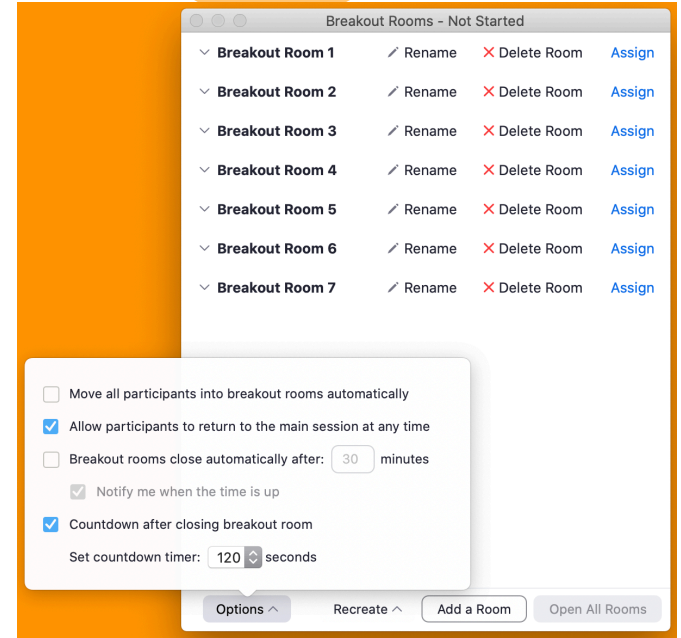


Features and Limitations

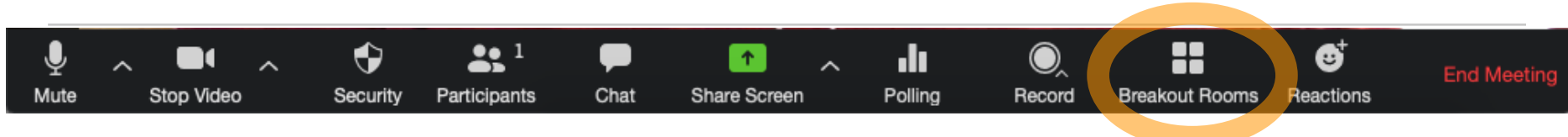


Options:

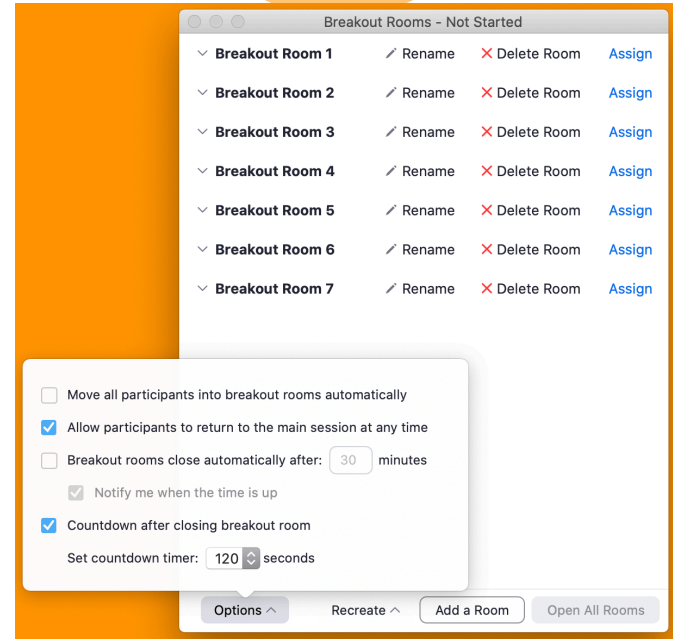
- Move participants automatically or allow them to click "join"
- Keep participants in the rooms until the rooms are closed or allow to return to the main room
- Closing the rooms
 - time period
 - countdown timer
- ***Must set options before opening rooms!***



Zoom Interface: *Breakout Rooms, cont'd*



- Host may...
 - send text messages (no links)
 - visit individual rooms
- Participants may...
 - record individual rooms to their local machines
 - share their screens (and whiteboard)
 - “call” for help
- No information displayed in the main room is available to the breakout rooms



Considerations: Room prompts

How will students access information or artifacts in the breakout rooms?

Considerations: Room prompts

Accessing info/artifacts in the breakout rooms

- Verbally or on-screen in the main room. *Can they remember the prompt?*
- Prompted through...
 - File transfer (chat)
 - Poll everywhere
 - Sakai assignment
 - Shared document / folder

Considerations: Room reporting

How will students report back?

Considerations: Room reporting

Ways to collect and save work from breakout rooms	Advantages	Limitations and requirements
Verbal response	<ul style="list-style-type: none"> Easier 	<ul style="list-style-type: none"> Can't hear from everyone Lack of permanence
Saved whiteboard	<ul style="list-style-type: none"> Groups can co-edit Can be saved 	<ul style="list-style-type: none"> Whiteboard training How will you collect and save the whiteboards?
Poll everywhere questions	<ul style="list-style-type: none"> Used in many UNC courses (students are familiar with it) Able to save; quantify; anonymous or assessed Hook in with Sakai 	Requires set-up: <ul style="list-style-type: none"> Polleverywhere account: https://poll.unc.edu/ Create questions Provide url and deliver activate questions Must switch between applications
Shared Document (Office document (Word, Excel, PPT, google doc)	<ul style="list-style-type: none"> Saves responses O365 connects work to ONYEN 	<ul style="list-style-type: none"> Groups may see others' work Requires set-up (create document, adjust sharing options, send link to the document, 2-step authentication)
Sakai assignments	<ul style="list-style-type: none"> Connects work to individual students/groups 	<ul style="list-style-type: none"> Requires assignment set-up
Email	<ul style="list-style-type: none"> Stable 	<ul style="list-style-type: none"> Management is burdensome

Zoom Breakout Rooms Settings and Meeting Options

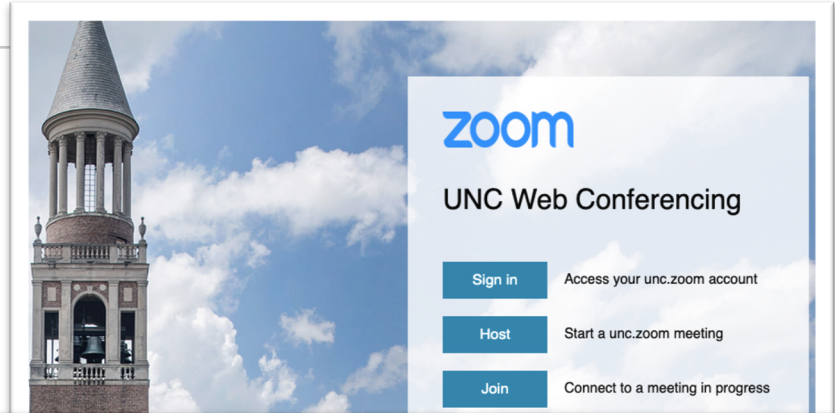
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Breakout Rooms: Settings

Breakout Rooms must first be enabled:
unc.zoom.us | Settings



In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling



Breakout Rooms: Pre-assigning

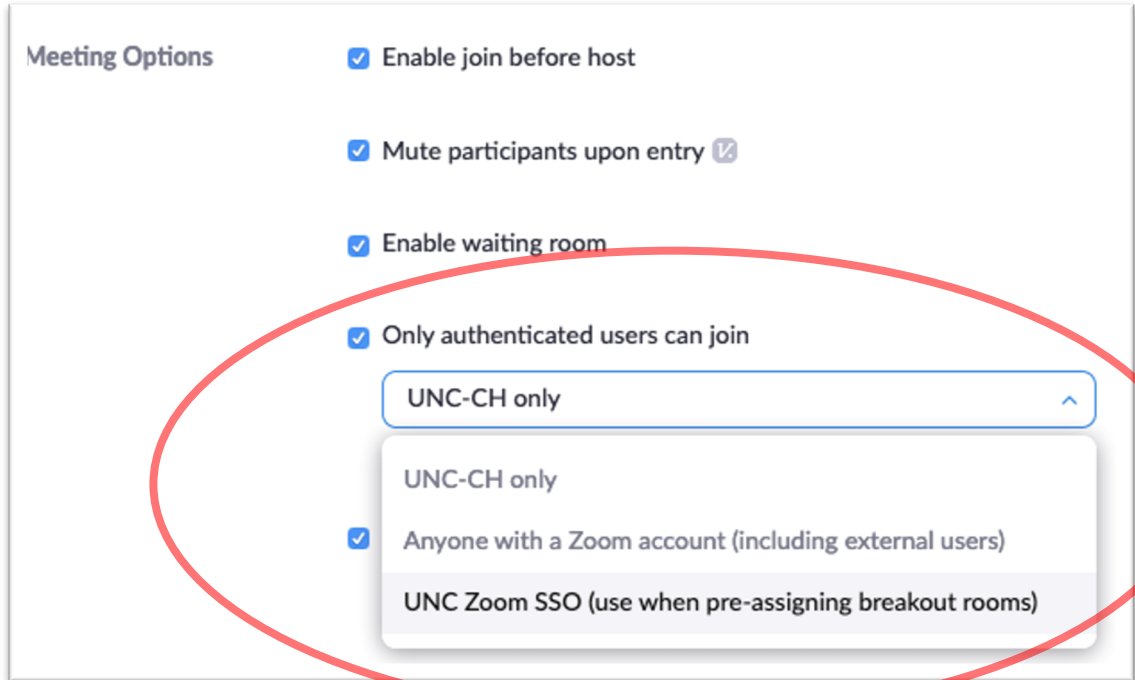
Pre-assigning Rooms

- HURDLE #1: **Adjusting meeting options**
 - HURDLE #2: **Creating room assignment spreadsheet**
 - HURDLE #3: **Orient students to proper log-in**
-
- Plan for low-stakes testing during class; it likely won't work perfectly the first time!
 - Participants must be in your zoom sub-account. *Some professional schools have distinct zoom sub-accounts from that of the College of Arts and Sciences for example.*

Breakout Rooms: Tech Hurdle #1


Pre-assign Meeting Options

1. unc.zoom.us
2. Meeting Options
3. Recommended: Do not require *Registration*
4. Only authenticated users can join
5. *UNC Zoom SSO (use when pre-assigning breakout rooms)*



The screenshot shows the 'Meeting Options' interface in Zoom. A red circle highlights the 'Only authenticated users can join' option, which is checked. Below this option is a dropdown menu with three items: 'UNC-CH only', 'UNC-CH only', and 'UNC Zoom SSO (use when pre-assigning breakout rooms)'. The 'UNC Zoom SSO' option is highlighted in grey, indicating it is the selected option.

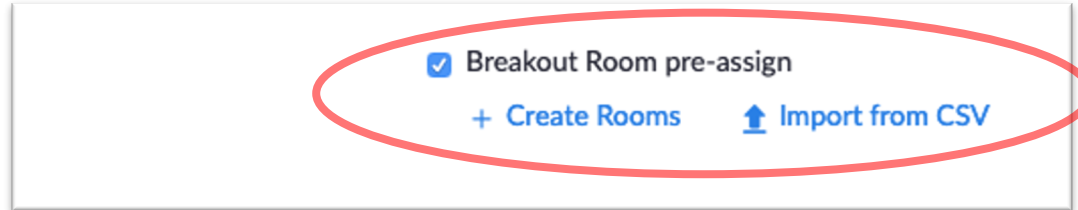
Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
 - UNC-CH only
 - UNC-CH only
 - UNC Zoom SSO (use when pre-assigning breakout rooms)**

Breakout Rooms: Tech Hurdle #1

Pre-assign Meeting Options

1. unc.zoom.us
2. Meeting Options
3. Recommended: Do not require *Registration*
4. Only authenticated users can join
5. *UNC Zoom SSO (use when pre-assigning breakout rooms)*
6. **Breakout room pre-assign**



Breakout Rooms: Tech Hurdle #1

+ Create Rooms

(not recommended)

- **Name: First Last, First Last, ...**
- **Email: onyen@email.unc.edu**
 - no aliases; replace other domains such as *live*, *med*, etc., with *email*.

Breakout Room Assignment

0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

No Groups

Add a room by clicking +

[Import from CSV](#) Cancel Save

Breakout Rooms: Tech Hurdle #2

Instead...

Import from CSV

(recommended)

1. Click [Import from CSV](#)
2. Download the [template](#)

Breakout Room pre-assign

+ [Create Rooms](#)

[↑ Import from CSV](#)

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. [Click to download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file

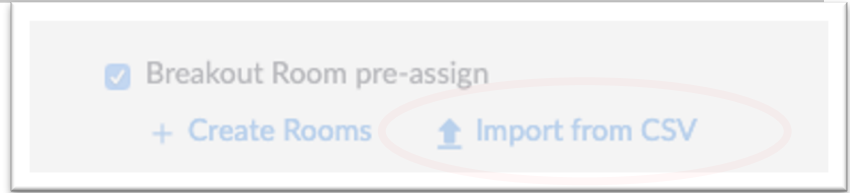
Breakout Rooms: Tech Hurdle #2

Import from CSV

(recommended)

1. Click Import from CSV
2. Download the template
3. Column A: Pre-assign Room Name
4. Column B: Email Address
 - **onyen@email.unc.edu**
 - no aliases; replace other domains such as *live*, *med*, etc., with *email*.

* Really it must be “email”



A1	Pre-assign Room Name		
	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
8			

Breakout Rooms: Tech Hurdle #2

Formatting your CSV in Excel

1. Go to the [Sakai Gradebook](#)
2. From Import/Export, click [Custom Export](#)
 - Only check [Student ID](#)
 - that gets you onyens...
1. Open the Sakai download in Excel

GRADEBOOK

Grades **Import / Export** Permissions Settings

Export

Export your Gradebook as a .csv file in order to

[Export Gradebook](#) [Custom Export](#)

Customized export options are available. Student Name and ID conventions are followed.

Student ID Student Name Student Display ID Last Log Date Gradebook Item Scores Gradebook Item Comments Course Grade Calculated Course Grade Grade Override

Filter by group/section

All Sections/Groups

[Download Custom Export](#) [Cancel](#)

Breakout Rooms: Tech Hurdle #2

Formatting your CSV in Excel

The goal is to have each email be in the form: **onyen@email.unc.edu**

One possible method:

1. In the second column use
`=CONCATENATE(A2,"@email.unc.edu")`
2. Drag down to replicate the function - the last column will now have all the email addresses.
3. Add that list to your Zoom csv template with the rooms and names
4. Organize your rooms as desired
5. Upload into **Meeting Options | Pre-assign Breakout Rooms**

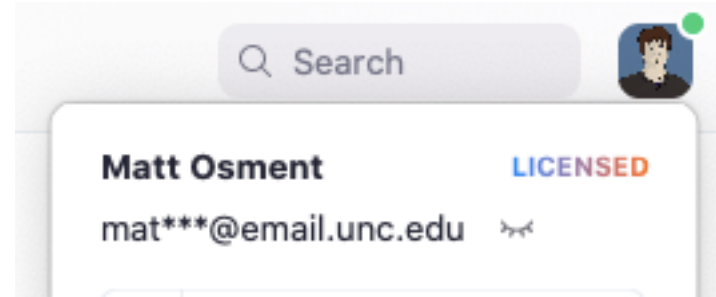
Breakout Rooms: Tech Hurdle #3

Proper Zoom Login

Using the wrong account

Many users do not realize they are using a free zoom account or a different, non-UNC licensed zoom account.

Users must be logged-in through their licensed UNC account

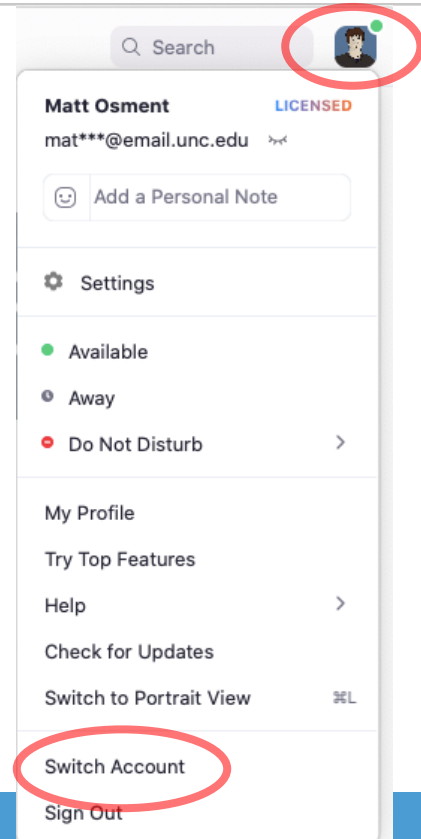


Breakout Rooms: Tech Hurdle #3

Proper Student Login

1. Launch Zoom
2. If you are prompted to *Sign In*, skip to step 3.

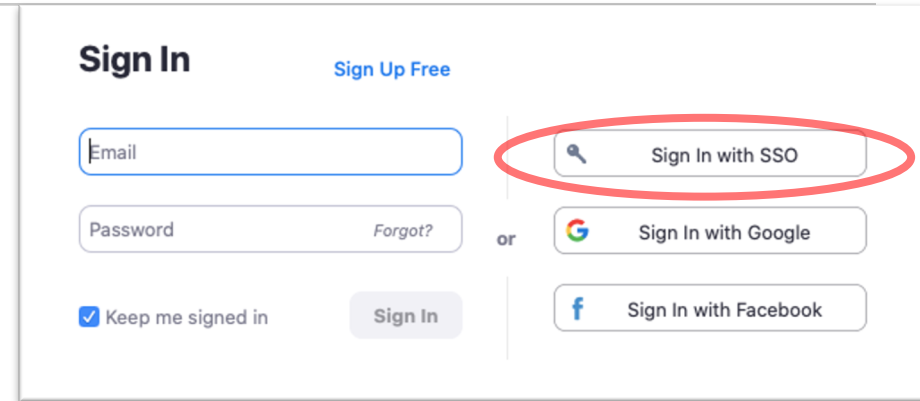
Otherwise, click your user icon on the upper right and click Switch Account.



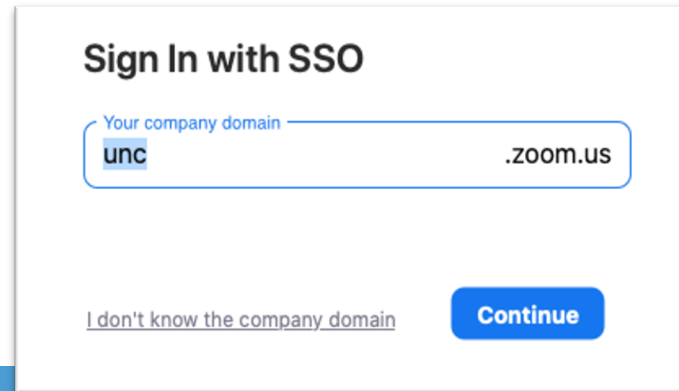
Breakout Rooms: Tech Hurdle #3

Proper Student Login

3. Click Sign-in with SSO
4. Enter "unc," and click Continue
5. Sign-in with your ONYEN and password if prompted to do so.



The screenshot shows a sign-in interface. On the left, there are fields for 'Email' and 'Password', a 'Forgot?' link, a checked 'Keep me signed in' checkbox, and a 'Sign In' button. On the right, there are three buttons: 'Sign In with SSO' (circled in red), 'Sign In with Google', and 'Sign In with Facebook'. A 'Sign Up Free' link is located at the top right.



The screenshot shows the 'Sign In with SSO' page. It features a text input field with the placeholder 'Your company domain' and the text 'unc' entered. The domain '.zoom.us' is displayed to the right of the input field. At the bottom, there is a link that says 'I don't know the company domain' and a blue 'Continue' button.