ZOOM Breakout Rooms
keepteaching.unc.edu
Features and Limitations

Create rooms automatically

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

Assign 0 participants into Rooms:

- Automatically
- Manually

0 participants per room

Create Breakout Rooms
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**

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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

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<th>Ways to collect and save work from breakout rooms</th>
<th>Advantages</th>
<th>Limitations and requirements</th>
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<td>Verbal response</td>
<td>• Easier</td>
<td>• Can't hear from everyone</td>
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<td></td>
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<td>• Lack of permanence</td>
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<td>Saved whiteboard</td>
<td>• Groups can co-edit</td>
<td>• Whiteboard training</td>
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<td></td>
<td>• Can be saved</td>
<td>• How will you collect and save the whiteboards?</td>
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<tr>
<td>Poll everywhere questions</td>
<td>• Used in many UNC courses (students are familiar with it)</td>
<td>Requires set-up:</td>
</tr>
<tr>
<td></td>
<td>• Able to save; quantify; anonymous or assessed</td>
<td>• Polleverywhere account: <a href="https://poll.unc.edu/">https://poll.unc.edu/</a></td>
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<td></td>
<td>• Hook in with Sakai</td>
<td>• Create questions</td>
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<td>• Provide url and deliver activate questions</td>
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<td>• Must switch between applications</td>
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<tr>
<td>Shared Document (Office document (Word, Excel, PPT, google doc)</td>
<td>• Saves responses</td>
<td>• Groups may see others' work</td>
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<tr>
<td></td>
<td>• O365 connects work to ONYEN</td>
<td>• Requires set-up (create document, adjust sharing options, send link to the document, 2-step authentication)</td>
</tr>
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<td>Sakai assignments</td>
<td>• Connects work to individual students/groups</td>
<td>• Requires assignment set-up</td>
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<td>Email</td>
<td>• Stable</td>
<td>• Management is burdensome</td>
</tr>
</tbody>
</table>
Zoom Breakout Rooms
Settings and Meeting Options
Breakout Rooms: Settings

Breakout Rooms must first be enabled:
unc.zoom.us | Settings
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)
Breakout Rooms: Tech Hurdle #1

Pre-assign Meeting Options
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6. Breakout room pre-assign

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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 Rooms: Tech Hurdle #2

Instead…

Import from CSV (recommended)

1. Click Import from CSV
2. Download the template
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”
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
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
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.