

Zoom Breakout Rooms

OLLI at Duke

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Agenda

- Overview of Breakout Rooms
- Demo Breakouts
- Short Video
- Q & A

Overview of Zoom Breakouts

Breakout Rooms

- Split a (large) meeting into separate sessions
 - ✓ Way to provide more student interaction
 - ✓ Requires planning to be effective
- Participants assigned to breakout rooms
 - ✓ **Manually** by staff tech and/or instructor
 - ✓ **Automatically** by random assignment
 - ✓ Manually move or swap after random assignment
- Open rooms to invite participants to join them
 - ✓ Participant must accept invitation

Breakout Rooms

- Instructor can move between rooms if desired

The screenshot shows a Zoom interface for breakout rooms. At the top, there is a title bar that says "Breakout Rooms - In Progress" with a close button (X) on the right. Below this, there are two room entries. The first entry is "Breakout Room 1" with a dropdown arrow on the left and a "Leave" button in red on the right. Underneath this room, there are four participants listed, each with a green dot icon: Beth anderson, Betina Huntwork, Howard iPad, and Howard Koslow. The second entry is "Breakout Room 2" with a dropdown arrow on the left and a "Join" button in blue on the right. Underneath this room, there are two participants listed, each with a green dot icon: Smurfette Blue and Smurfette Kindle.

Breakout Rooms

- All features of full meeting: chat, share screen, etc.
- Close rooms at designated time
 - ✓ Broadcast a “wrapping up” message to rooms
 - ✓ Manually close (with countdown timer)
 - ✓ Schedule rooms to close after “n” minutes
- Can reopen the same rooms later
- Participant can return to main room at any time
 - ✓ But requires staff tech to send back to breakout

Demo of Breakout Rooms

Breakout Rooms: Considerations

- Define the goal to accomplish in breakout
 - ✓ Assign someone to “report” back to main room?
 - ✓ How to share with main room: chat, “interview”?
- How many participants per room
- How long to keep rooms open
- Recommend a moderator in each room
 - ✓ Facilitates discussion
 - ✓ Will have Zoom co-host ability (share screen, etc.)

Breakout Rooms: OLLI Protocols

- Recommend assigning rooms automatically
 - ✓ Quick and easy – takes very little class time
 - ✓ Random every class
- Manual assignments
 - ✓ Take time at start of class
 - ✓ Must factor in student absences, etc.
 - ✓ Only consider for small classes

Video Demo

**Assign, Open, Close
Breakout Rooms**

Q & A