Creating breakout rooms

Note: You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting, although with the way our accounts were setup by BCTC this has not worked consistently.

1. Start an instant or scheduled meeting.
2. Click **breakout rooms**.

3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - **Manually**: Choose which participants you would like in each room.
4. Click **Create breakout rooms**.

Assign 1 participants into [1 ▲▼] Rooms:
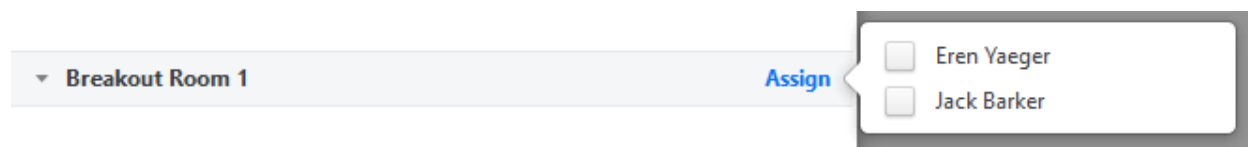
⦿ Automatically   ◯ Manually
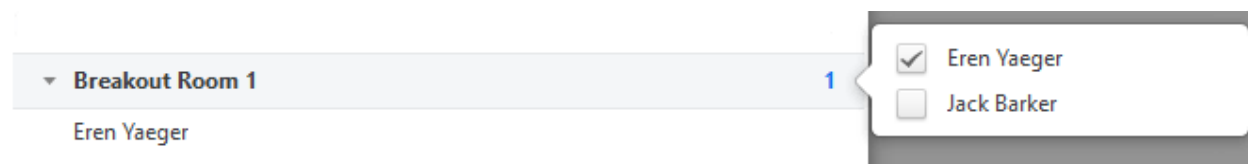
1 participants per room

Create Rooms

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.

▾ **Breakout Room 1**   Assign
  ☐ Eren Yaeger
  ☐ Jack Barker

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

▾ **Breakout Room 1**   1
  Eren Yaeger
 ☑ Eren Yaeger
  ☐ Jack Barker

Preparing breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a room to move the participant to.
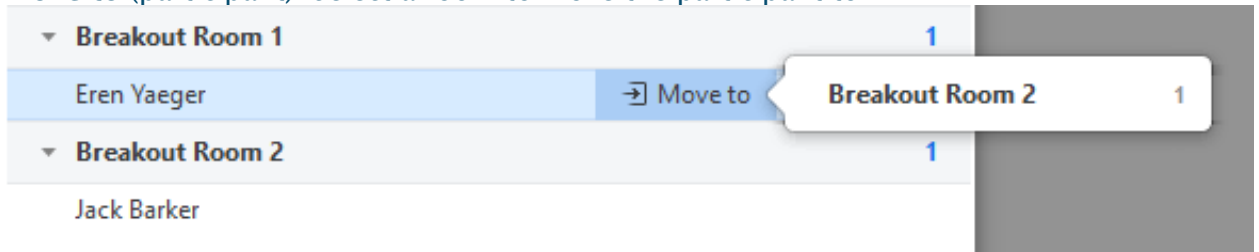
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.
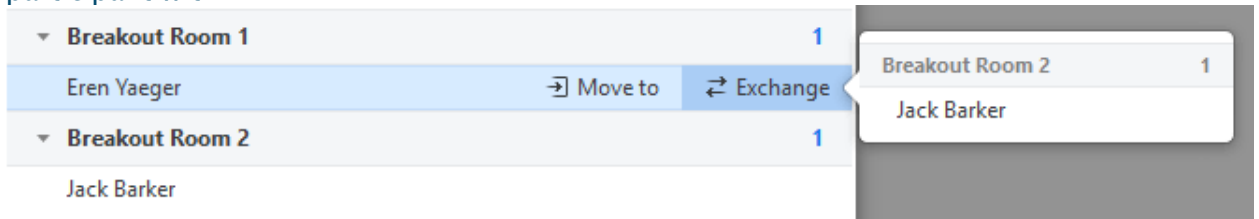
- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
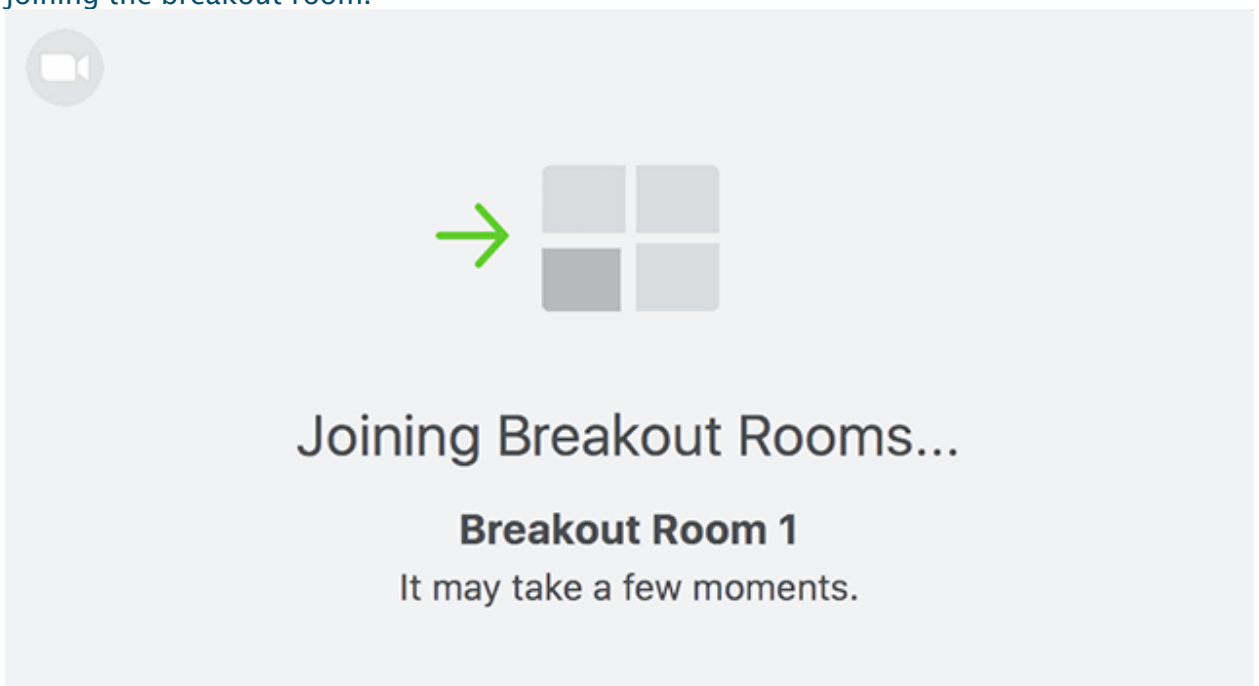
Managing breakout rooms in progress

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.

▼ **Breakout Room 1**	Join
● Eren Yaeger	
▼ **Breakout Room 2**	Join
● Jack Barker	

Broadcast a message to all ∧   **Close All Rooms**

- **Join**: Join the breakout room.
- **Leave**: Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms**: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.

4. Click **Join Breakout Room**.

You have been assigned to Breakout Room:

Breakout Room 2

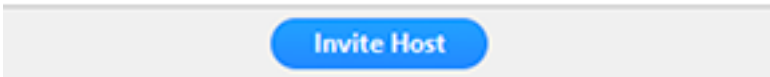You will have access to full controls similar to the meeting.

Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.

2. Confirm that you would like assistance by clicking **Invite Host**.

**You can invite the host to this Breakout Room for assistance.**

Recording while in a breakout room

1. Ask the host for permission to record. The host needs to allow recording before opening the breakout rooms. If the host has already open the breakouts rooms, they
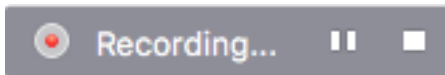
can join your breakout room to [allow you to record](#).
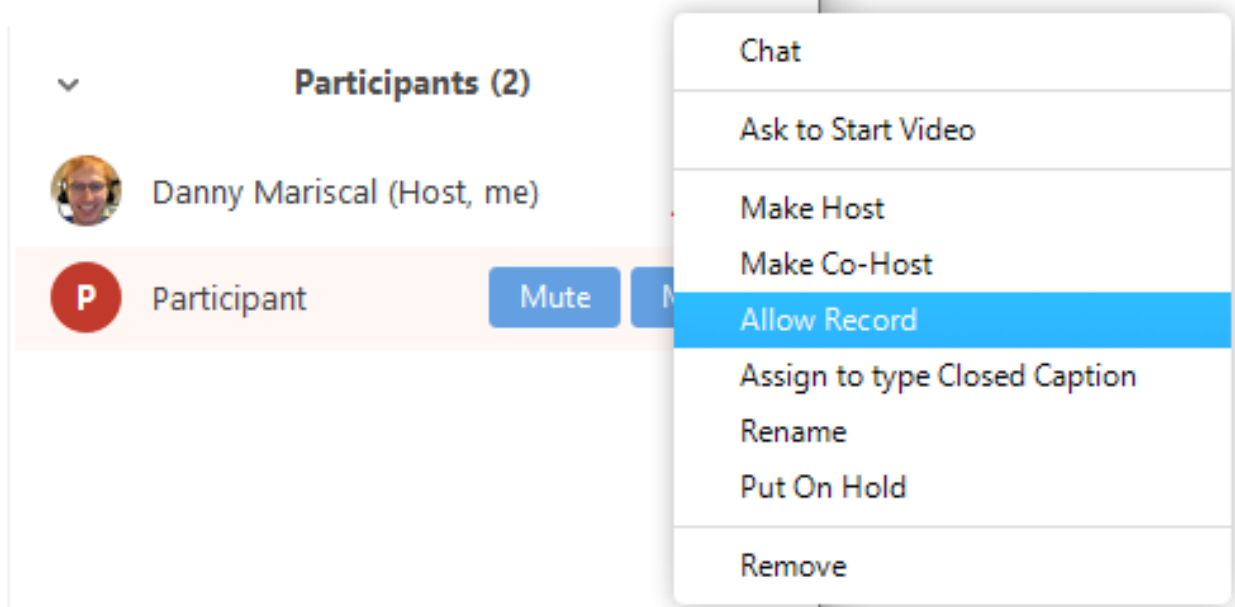
2. Click **Record** in the meeting controls to start a local recording.
3. The host will need to invite you to join the breakout room.
4. Click the pause or stop icon in the meeting controls to pause or stop the recording.
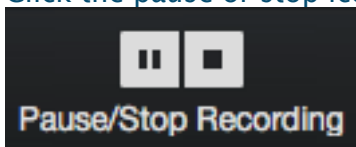
The recording can also be stopped or paused by clicking the indicator in the top left corner.

[Learn more about local recording](#).

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room.**
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.