

Part #3



CVM Summer Teaching Tool Kit Series

What We Learned:

- from our COVID-19-induced online teaching experiences – Spring, 2020

June 9, 2020: Stephen Hines

1

Google → Zoom support **breakout rooms**

Managing Breakout rooms

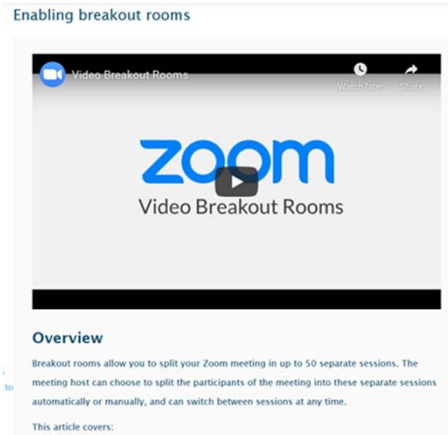
<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

Pre-assigning participants to breakout rooms

<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

2

To use in instruction: you must ENABLE breakout rooms in your account settings



- <https://support.zoom.us/hc/en-us/articles/206476093>

3

Pre-assigning participants to breakout rooms

1. Download CVS spreadsheet template from Zoom support page
2. When scheduling meeting –
 - In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.
 - Click the plus icon beside **Rooms** to add breakout rooms.
 - Import/upload completed CVS spreadsheet

Pre-assign	Email Address
room1	amy.allen@wsu.edu
room1	caitlin.juneau@wsu.edu
room1	danielle.wendlandt@wsu.edu
room1	abigail.bake@wsu.edu
room1	andrew.boharski@wsu.edu
room2	hali.mcgraw@wsu.edu
room2	jason.adam@wsu.edu
room2	emily.morse@wsu.edu
room2	alanna.wildman@wsu.edu
room2	lindsay.harlas@wsu.edu
room3	hannah.abbott@wsu.edu
room3	riley.m.butler@wsu.edu
room3	katie.hammer@wsu.edu
room3	christina.negretti@wsu.edu
room3	margo.coxon@wsu.edu
room4	tara.toman@wsu.edu
room4	savana.silton@wsu.edu
room4	savannah.norton@wsu.edu
room4	sophie.valley@wsu.edu
room5	shalyn.stack@wsu.edu
room5	kristen.dahlin@wsu.edu
room5	chase.g.campbell@wsu.edu
room5	cassandra.garcia2@wsu.edu
room5	thomas.kile@wsu.edu
room6	lucas.boatwright@wsu.edu
room6	abby.wagemann@wsu.edu
room6	haley.garcia@wsu.edu
room6	grace.sun@wsu.edu
room6	kendra.a.thomas@wsu.edu
room7	maria.stogolou@wsu.edu
room7	vaiva.palunas@wsu.edu
room7	jordan.cretors@wsu.edu

4

Best Practice = provide students a breakout room agenda

See AGENDA for TODAY's breakout rooms in your Zoom CHAT window.

Teaching Academy
Washington State University
Making Teaching Matter

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Agenda for Zoom breakout rooms: ***

*** having a written agenda for planned student activities DURING a breakout seems to be a "best practice"

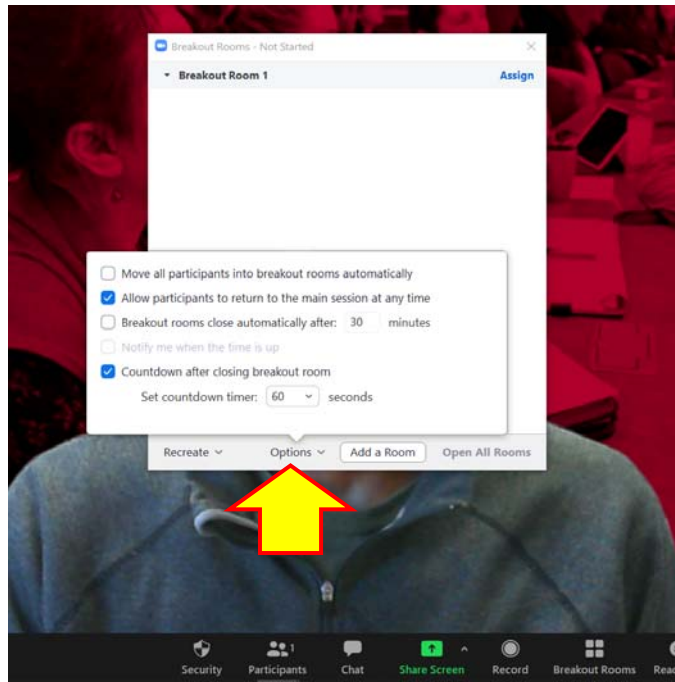
- When it appears, click on invitation to JOIN BREAKOUT ROOMS to enter your randomly assigned breakout room
- Introduce yourself to each other.
 - Name
 - Affiliation (department, etc.)
 - What do you teach?
 - Did you teach online during the pandemic this past spring?
 - What are you teaching this fall? Tentative plans?
- At some time during the breakout, a message will be broadcast to ALL breakout rooms
 - Pay attention to where and how it appears, as this is what students will see when you send an announcement as instructor (meeting host)
- At some point during the breakout, send the instructor a REQUEST FOR HELP ("ask for help")
 - This is how students will summon you into their breakout room during a Zoom session
 - The "instructor" will join your breakout as soon as he/she is able OR will send a LATER message (check whether it appears and where/how)
- YOUR PRIMARY BREAKOUT ASSIGNMENT**
 - Come to consensus on 3 possible summer CVM TA Toolkit sessions for June or July, OR otherwise be prepared to share your group's suggestions for additional summer sessions.
- Post-Breakout Return to Meeting
 - Look for an announcement (with countdown) requesting you to exit breakout and REJOIN meeting
 - Questions & Comments on breakout room function
 - Group discussion on remaining Toolkit sessions**

5

The image displays two screenshots from a Zoom meeting interface. The top screenshot shows the Zoom toolbar with the 'Breakout Rooms' button highlighted by a red arrow and the number '1'. The bottom screenshot shows the 'Create Breakout Rooms' dialog box, with the '1' in the 'Assign 0 participants into' field highlighted by a red arrow and the number '2'.

6

Breakout room options



7

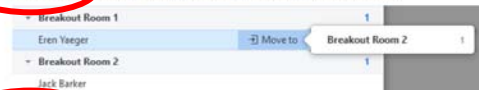
Managing Breakout rooms

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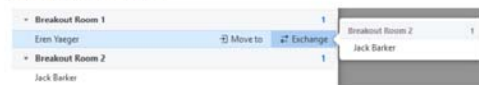
Preparing breakout rooms

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.

8



Useful features:

- Responding to REQUESTS for HELP
- Broadcasting a message to ALL breakout rooms

9

Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.



Eren Yaeger in Breakout Room 1 asked for help.

Join Breakout Room

Later

10

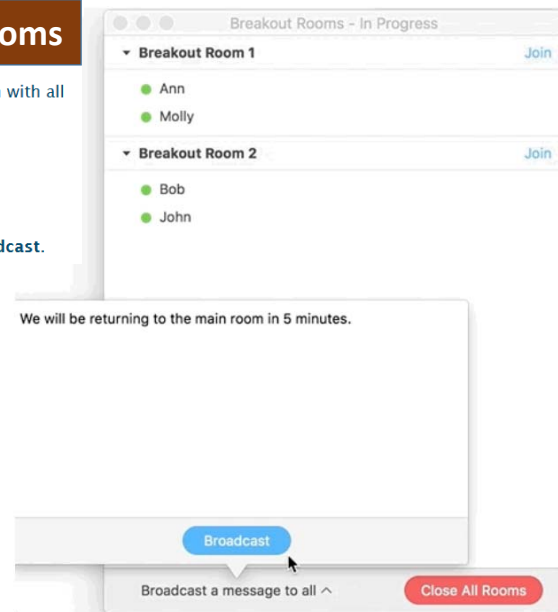
Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **breakout rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



11

Ready to try it?

- See breakout room **AGENDA** shared in Zoom **CHAT**

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2. Introduce yourself to each other.

- Name
- Affiliation (Department, etc.)
- What do you teach?
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3. At some time during the breakout, a message will be broadcast to ALL breakout rooms

- Pay attention to where and how it appears, as this is what students will see when you send an announcement as instructor (meeting host)

4. At some point during the breakout, send the instructor a **REQUEST for HELP** ("ask for help")

- This is how students will summon you into their breakout room during a Zoom session
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5. **YOUR PRIMARY BREAKOUT ASSIGNMENT**

- Come to consensus on 3 possible summer CVM TA Toolkit sessions for June or July, OR otherwise be prepared to share your group's suggestions for additional summer sessions.

6. Post-Breakout Returns to Meeting

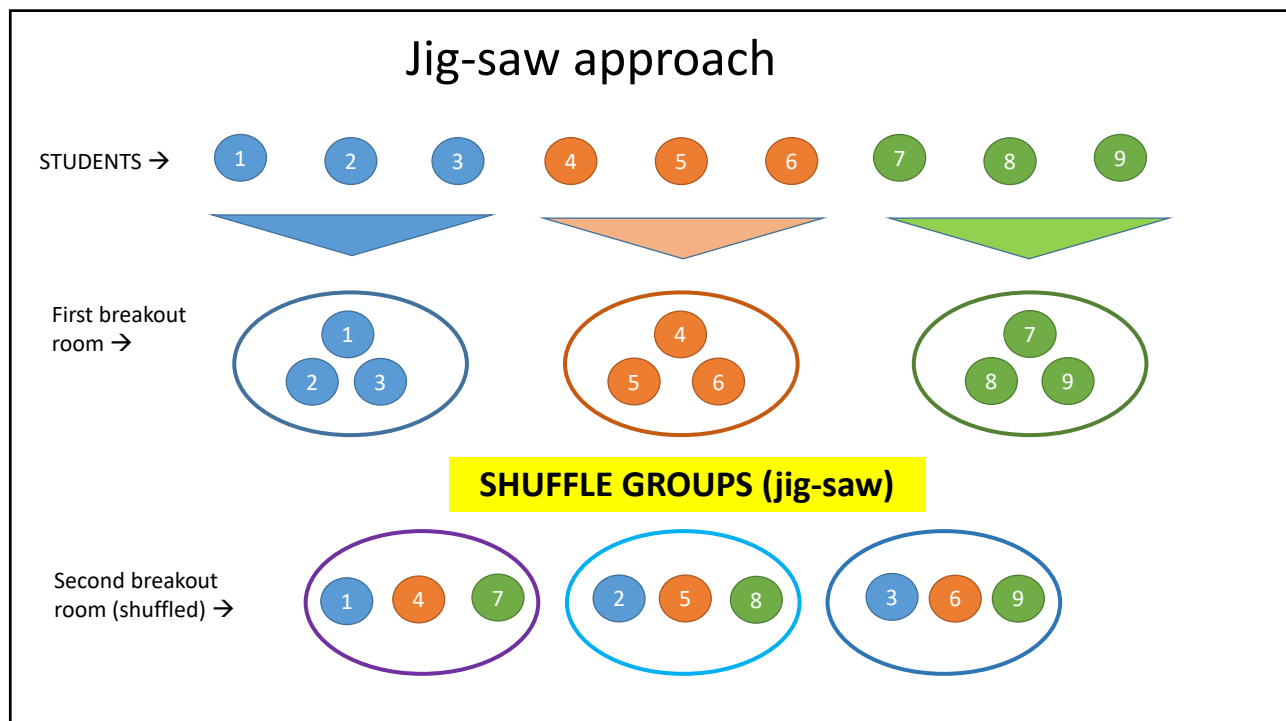
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12

The End

- Tuesday, June 9, 2020
- CVM Teaching Academy – Summer Tool Kit
- Session #3

13



14