

Breakout Rooms How To: Woodland Star Charter School

Breakout rooms allow you to split your Zoom meeting into separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

Note:


- Make sure to enable breakout rooms first.
- You can also [pre-assign](#) participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.
- Breakout room participants have full audio, video, and screen share capabilities.
- Take note of the limitations of breakout rooms.

1. Limitations:

Only the host can assign participants to breakout rooms.

If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in.

2. Creating breakout rooms

- Start an instant or scheduled meeting.
- Click **Breakout Rooms**.

- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
- Click **Create Breakout Rooms**.

Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

Create Rooms

- Your rooms will be created, but will not start automatically.
- Attendees will need to click **Join** to be added to the breakout room.