

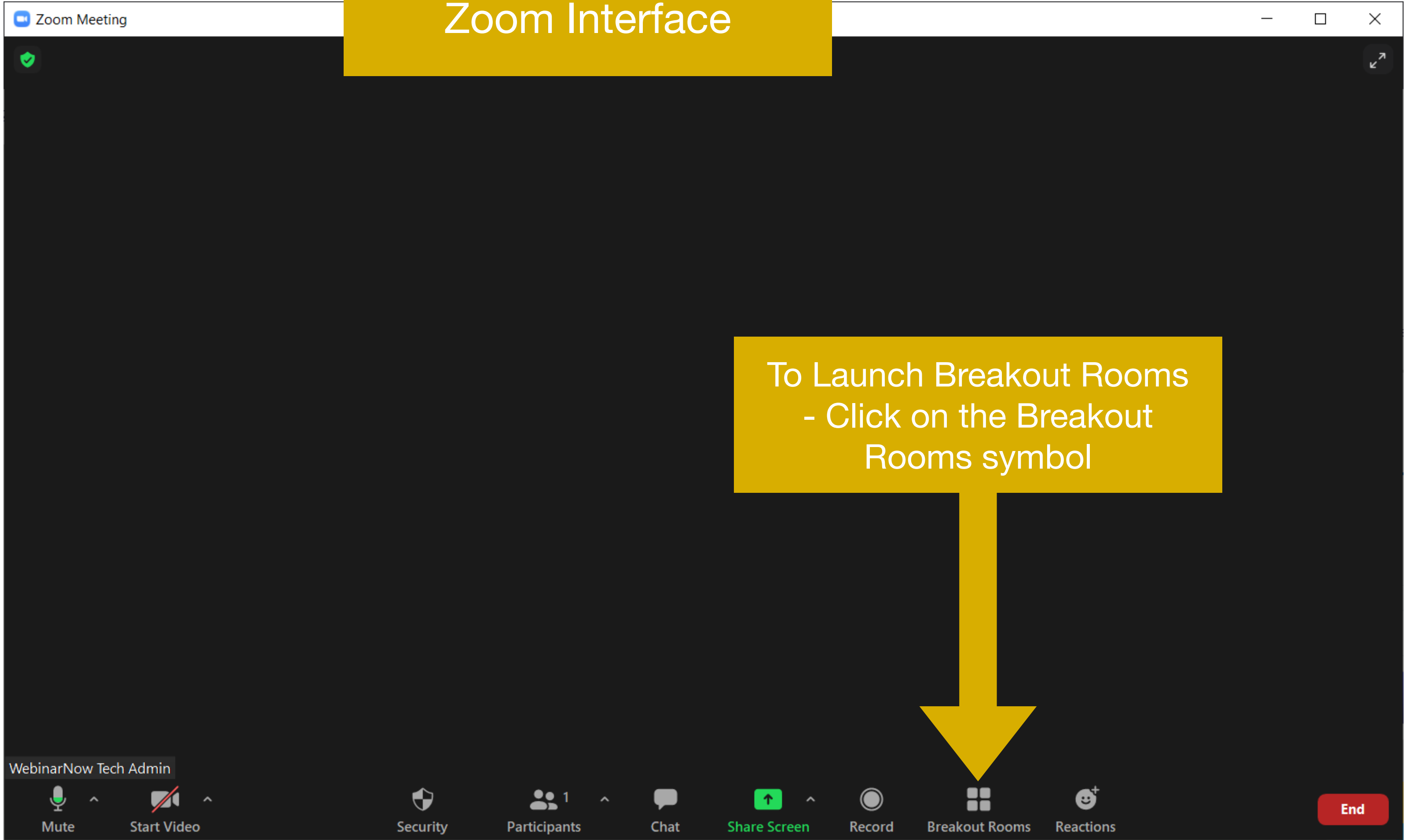


**Coimisiún na Scrúduithe Stáit**  
*State Examinations Commission*

**Using Breakout Rooms**

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# Zoom Interface



2

Members will most likely be pre-assigned to rooms

To set end times etc – click options

The screenshot shows the Zoom Meeting interface with a 'Breakout Rooms - Not Started' panel open. The panel lists three rooms: Room 2, Room 3, and Room 1, each with an 'Assign' button. Below the list are buttons for 'Options', 'Recreate', 'Add a Room', and 'Open All Rooms'. The 'Options' button is highlighted with a yellow arrow pointing to it from the text 'To set end times etc – click options'. The bottom toolbar includes icons for Mute, Start Video, Security, Participants, Chat, Share Screen, Record, Breakout Rooms, Reactions, and End.

You can make more rooms if you want and move people from room to room.

If rooms have not been pre-assigned, select the numbers of rooms required and assign people automatically or manually.

The 'Create Breakout Rooms' dialog box is shown, allowing the user to create 3 breakout rooms. It offers three assignment options: 'Assign automatically' (selected), 'Assign manually', and 'Let participants choose room'. The dialog also indicates '7 participants per room' and has a 'Create' button at the bottom right.

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## Options

Zoom Meeting

Allow participants to choose room

Allow participants to return to the main session at any time

Automatically move all assigned participants into breakout rooms

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Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 30 seconds

WebinarNow Tech Admin

Mute Start Video Security Participants 1 Chat Share Screen Record Breakout Rooms Reactions End

Make any changes you want  
- We suggest do not “auto” close breakout rooms, but just allow members to return to the main room when they are all ready, or manually close the room when you feel they have had enough time. The host can join any room to see how they are going and ask how much time they need.

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The screenshot shows a Zoom Meeting window with a 'Breakout Rooms - Not Started' dialog box open. The dialog box lists three rooms: Room 2, Room 3, and Room 1, each with an 'Assign' button. Below the list are buttons for 'Options', 'Recreate', 'Add a Room', and 'Open All Rooms'. A yellow callout box with an arrow points to the 'Open All Rooms' button. The main meeting interface at the bottom shows a toolbar with icons for Mute, Start Video, Security, Participants, Chat, Share Screen, Record, Breakout Rooms, Reactions, and an End button. The name 'WebinarNow Tech Admin' is visible in the top left of the meeting window.

| Room Name | Action |
|-----------|--------|
| Room 2    | Assign |
| Room 3    | Assign |
| Room 1    | Assign |

Options    Recreate    Add a Room    **Open All Rooms**

WebinarNow Tech Admin

Mute    Start Video    Security    Participants    Chat    Share Screen    Record    Breakout Rooms    Reactions    End

To Launch Breakout Rooms  
Click on the Breakout  
Rooms symbol

Members will get an invitation on screen to join the room.

Once the click in this they leave the main room and enter the breakout room.

Members can talk, use cameras, share screen and audio.

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The screenshot shows a Zoom Meeting window with a 'Breakout Rooms - In Progress' panel. The panel lists three rooms: Room 2, Room 3, and Room 1, each with a 'Join' button. Below the list is a text input field labeled 'Message all rooms...' and a 'Broadcast' button. At the bottom of the panel are two buttons: 'Broadcast Message to All' and 'Close All Rooms'. The Zoom meeting toolbar at the bottom includes icons for Mute, Start Video, Security, Participants (1), Chat, Share Screen, Record, Breakout Rooms, Reactions, and an 'End' button. A blue circle with the number '5' is in the top left corner.

To send a message to the rooms, enter the text here and click "Broadcast"

To end the breakout session Just , click on "Close Rooms"

Members will get a message "The room is closing in 60 seconds (or whatever you set) and you can leave and join the main room at any time.

The room will close in 60 seconds and all members will be moved to the main room.