Zoom and Breakout Rooms

There have been a few faculty that have asked about using the breakout room feature in Zoom. To do this, see the instructions below.

# Enable Breakout Rooms in Your Zoom Account Settings

1. Log in to the VCU Zoom portal <https://vcu.zoom.us> with your eID and password.
2. Click on your name in the upper right corner so that you can view your account preferences.
3. 
4. The first tab is your profile where you can change how your name appears and the picture that displays when your in meetings and turn off your video.
5. Go to the settings menu item on the left and scroll down to the "In Meeting (Advanced)" section and choose the first item: Breakout room. Make sure that this toggle is blue.
6. 

# Using Breakout Rooms

About Zoom Breakout Rooms:

1. You can [pre-assign participants](https://support.zoom.us/hc/en-us/articles/360032752671) to breakout rooms when you schedule the meeting instead of managing them during the meeting.
2. Breakout room participants have full audio, video, and screen share capabilities.
3. There are some limitations:
	1. There is a limit of up to 50 breakout rooms for up to 200 participants
	2. When recording is used, it will record the room the participant who is recording is in.

For more about Zoom breakout rooms, see the following resources from the Zoom website:

* [Managing breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms#h_1660846b-7d2d-4a87-b8a6-efe29a61759a)
* [Pre-assigning participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms)
* [Enabling breakout rooms](https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms)