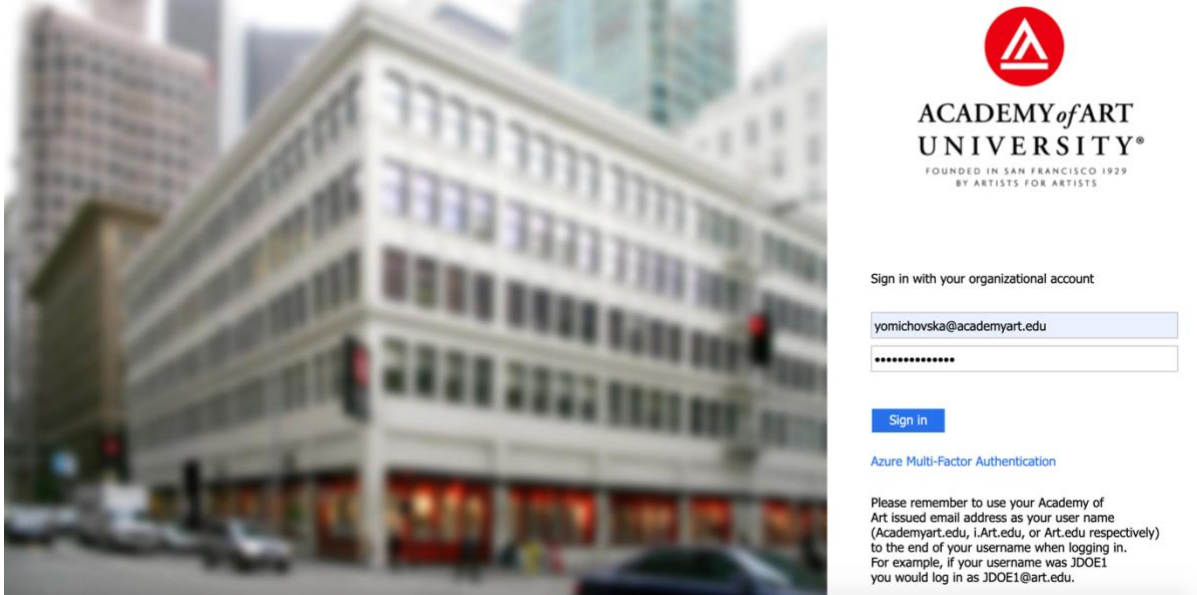


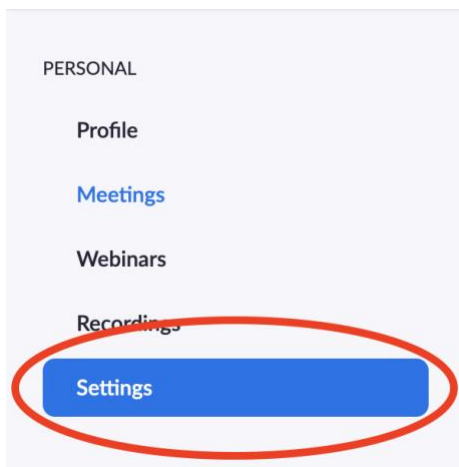
## Breakout Rooms Tutorial

**Step 1:** Log into your Academy Zoom account by going to [art.zoom.us](https://art.zoom.us) and entering your Academy email address and password.

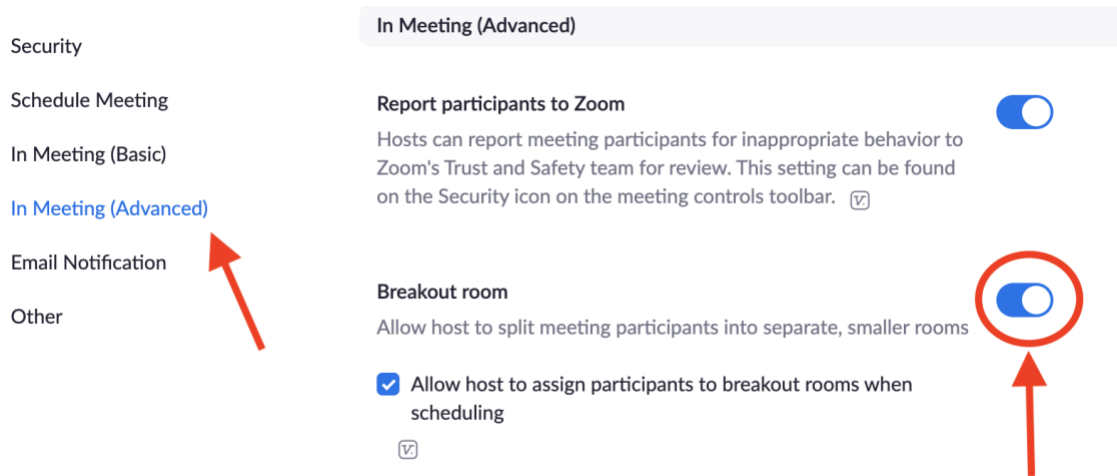
- This is the same email address and password that you use to log into your Outlook and Workday.
- *academyart.edu* for full time faculty, *i.art.edu* for part time faculty.



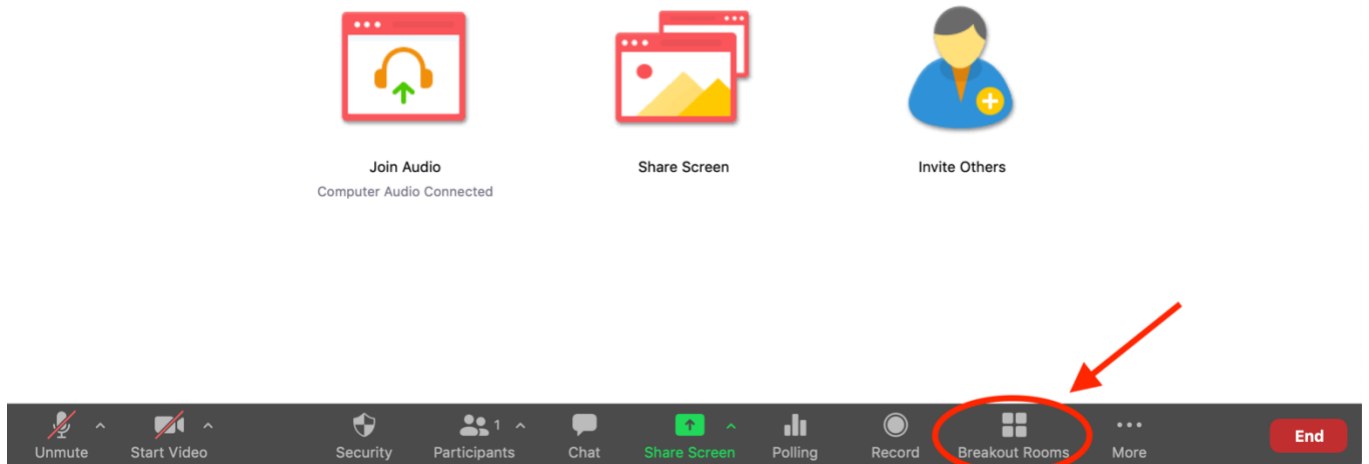
**Step 2:** Click on the *Settings* tab on the left side of your screen.



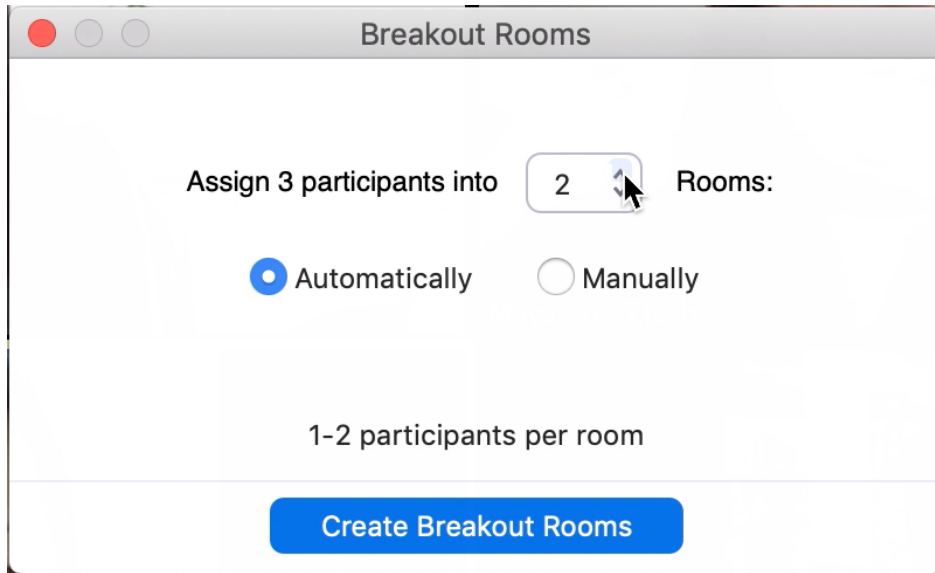
**Step 3:** Scroll to the “In Meeting Advanced” section and make sure your “Breakout Room” is toggled on (it will appear blue).



**Step 4:** Open your desired Zoom meeting and locate and click on the *Breakout Rooms* icon at the bottom of your Zoom window.



**Step 5:** Set the number of Breakout Rooms you would like to set up. You can automatically or manually assign your participants to the Breakout Rooms (If you select *Automatically*, you can always move participants around once breakout rooms are opened.)



Breakout Rooms

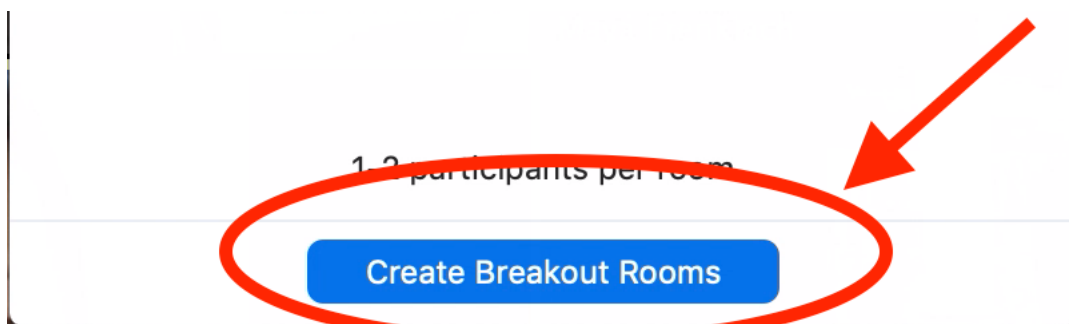
Assign 3 participants into  Rooms:

Automatically  Manually

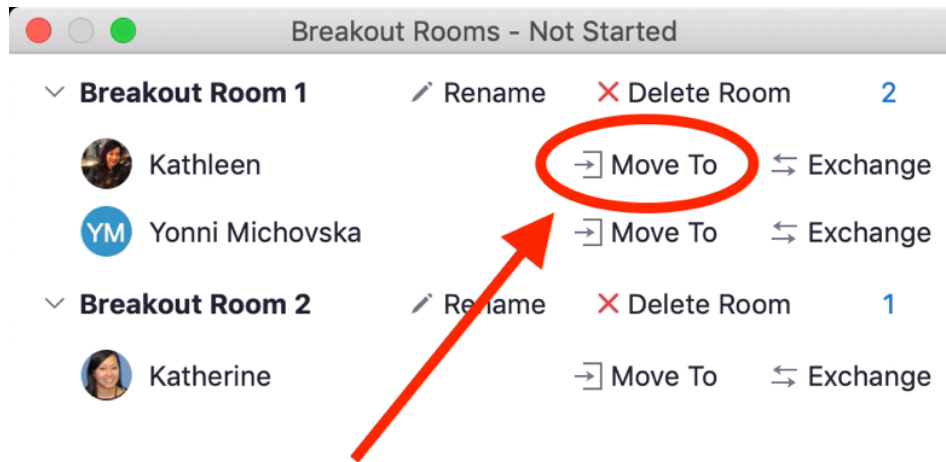
1-2 participants per room

Create Breakout Rooms

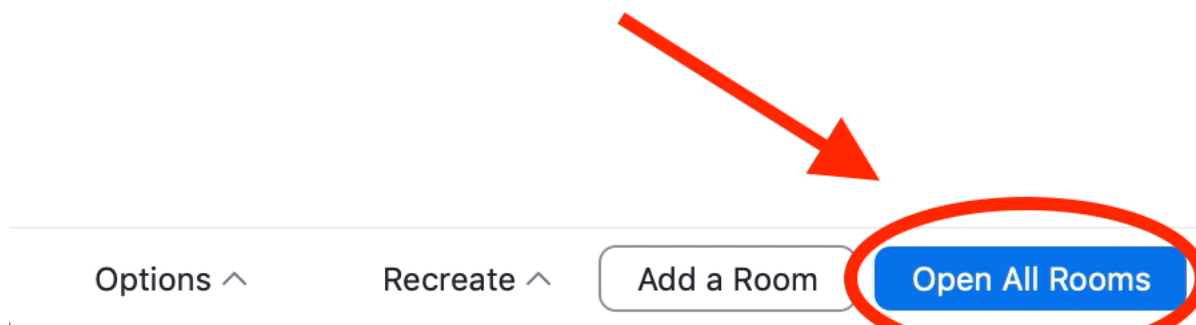
**Step 6:** Press the *Create Breakout Rooms* button



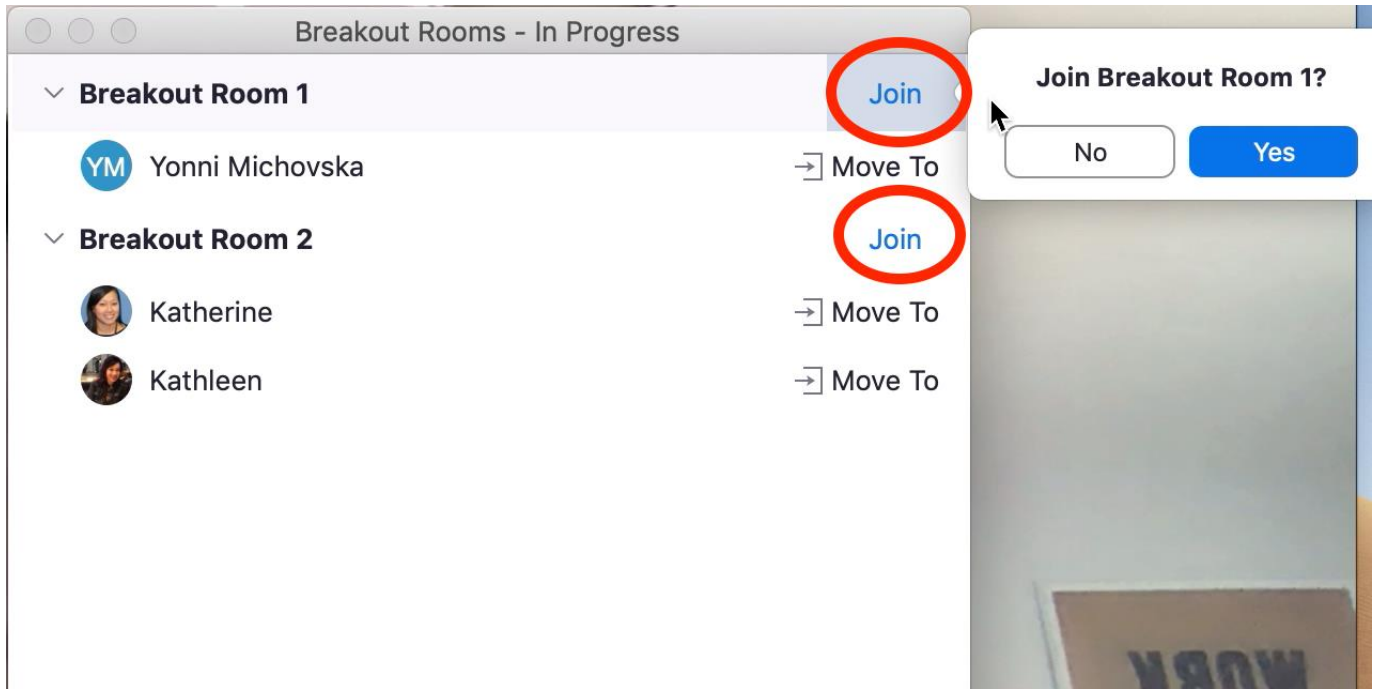
**Step 7:** If you are satisfied with the Breakout Room assignments, press the *Open All Rooms* button. If you want to make changes, you can move participants using the *Move To* button to the right of the participant's name.



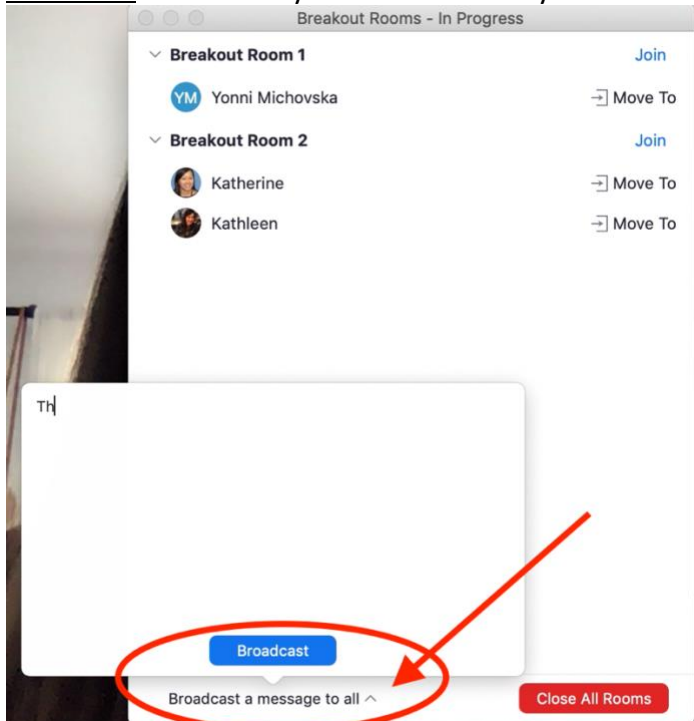
**Step 8:** Press the *Open All Rooms* button (participants will then be invited to join their breakout room.)



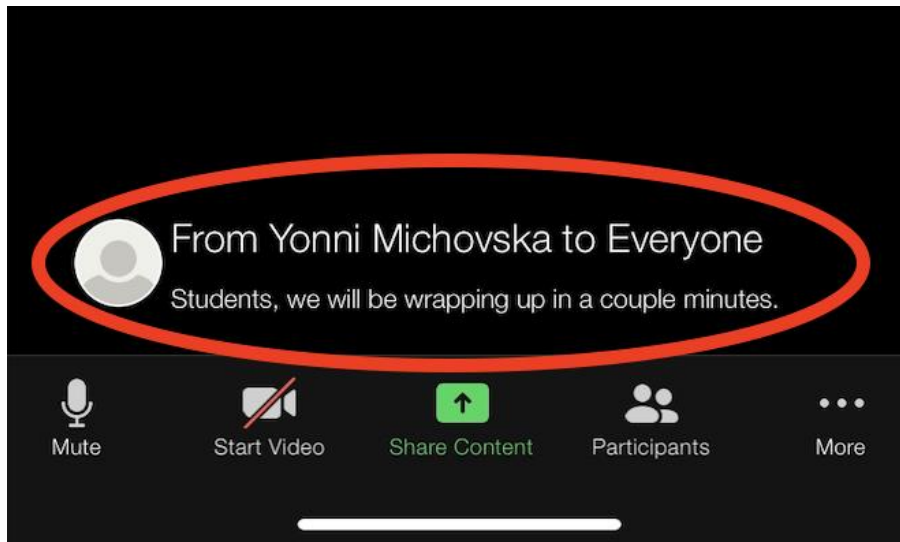
**Step 9:** Once Breakout Rooms Open, you as host can move between the individual Breakout Rooms by using the *Join* button to the right of each Breakout Room.



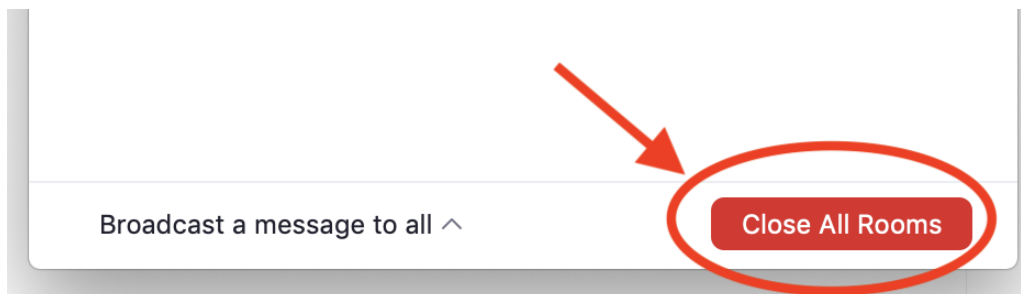
**Step 10:** You as host can also communicate to all participants/Breakout Rooms by using the Broadcast functionality at the bottom of your Zoom window.



\*Your students will see this message as a banner on their screen.



**Step 11:** When you are ready to end Breakout Rooms, use the *Close All Rooms* button to call everyone back to the main room. Your participants then have 60 seconds to wrap up and re-join the main meeting.



**\*Please note**, recording during breakouts only capture the main room that is likely empty during Breakouts. A best practice is to pause the recording if all participants are in Breakout Rooms and then re-start recording when you bring everyone back to the main room.

