



Use of Breakout rooms

Center for Digital Education (CEDE) and Teaching
Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information:

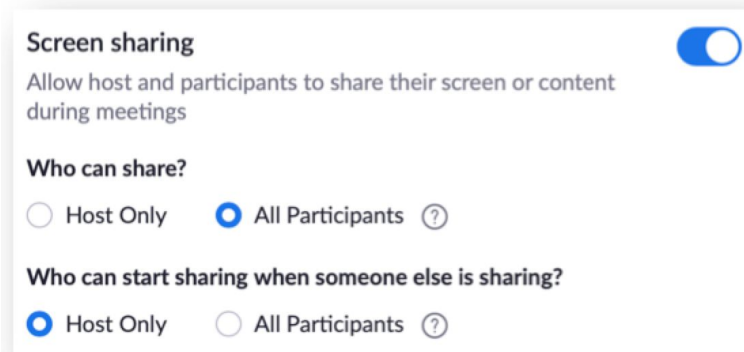
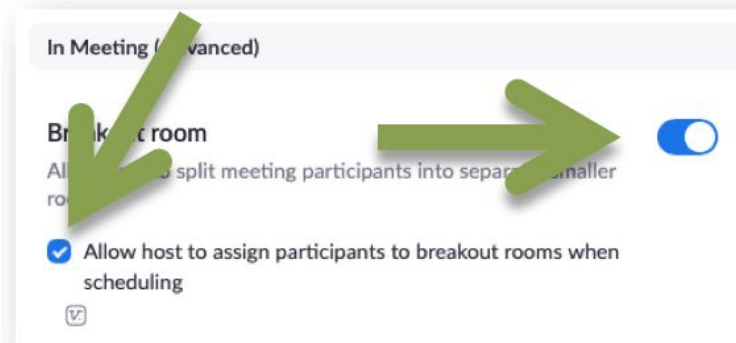
<https://go.epfl.ch/flexible-teaching>

Allow breakout rooms in your meeting

Breakout rooms can be used only in meetings (not webinars)

In general settings (left pane):

- Enable Breakout rooms and tick 'Allow host to assign participants when scheduling'
- Allow host and participants to share their screen





Assign participants to breakout rooms before meeting

When scheduling a new meeting, in the meeting options page:

- Tick 'Breakout Room pre-assign'
- You can download a template, fill it in, and upload it

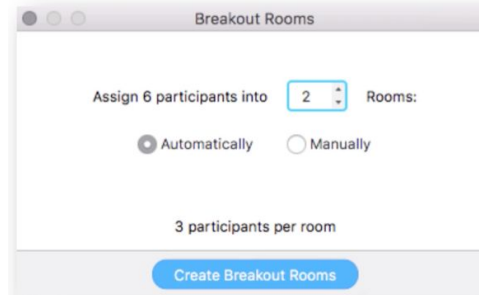
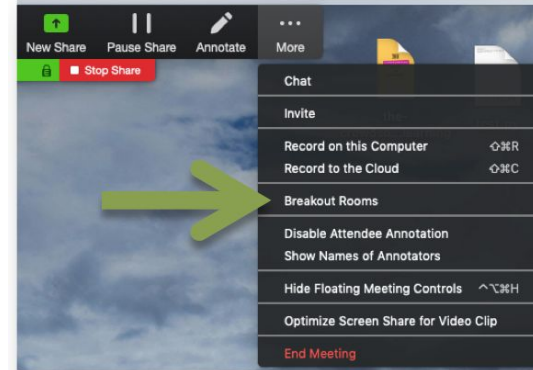
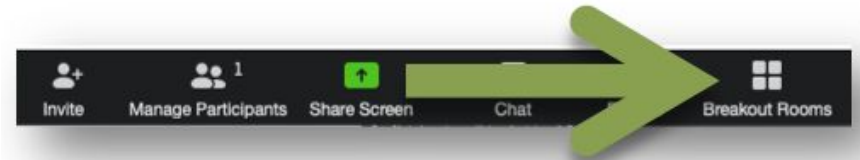
Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [↑ Import from CSV](#)
- Record the meeting automatically



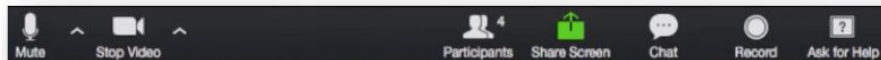
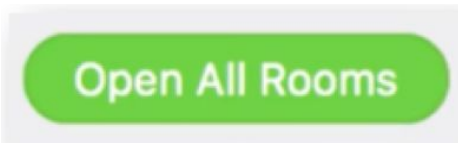
Assign participants to breakout rooms during meeting

- Click on 'Breakout rooms' (below bar) / if sharing screen, click on 'More' and then 'Breakout rooms' (top bar)
- Determine the number of rooms you will use
- Automatically / manually distribute participants into rooms
- Press 'Create Breakout Rooms'



Assign participants to breakout rooms (continued)

- Click on 'Assign'
- Tick each participants
- Click on 'Open All Rooms'
- Participants of the rooms will receive invitations
- Participants can use their microphone, video, share screen, chat or ask for help



Breakout rooms options

Move a participant from one room to another (when rooms are closed):

- Hover on participants you want to move
- Press 'Move to'
- Choose new breakout room

Rename a Breakout room:

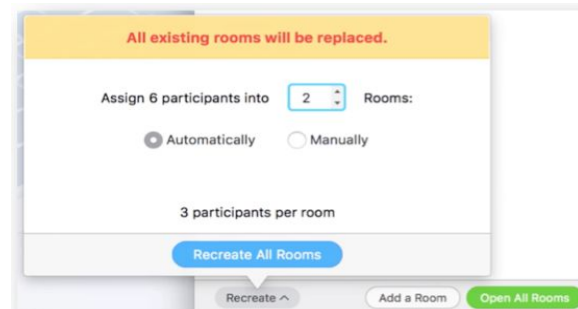
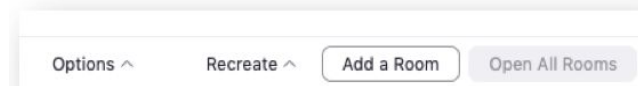
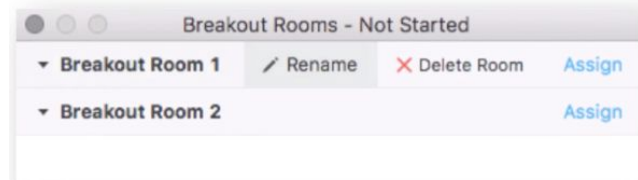
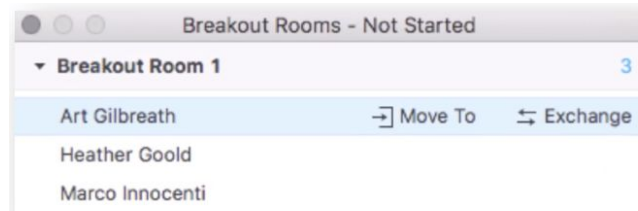
- Hover on Breakout rooms you want to rename
- Click 'Rename'

Other options:

- More options can be found on the below bar of the Breakout window

Recreate Breakout rooms (when rooms are closed):

- Click on 'Recreate'



Interact with Breakout room participants

Join a breakout room:

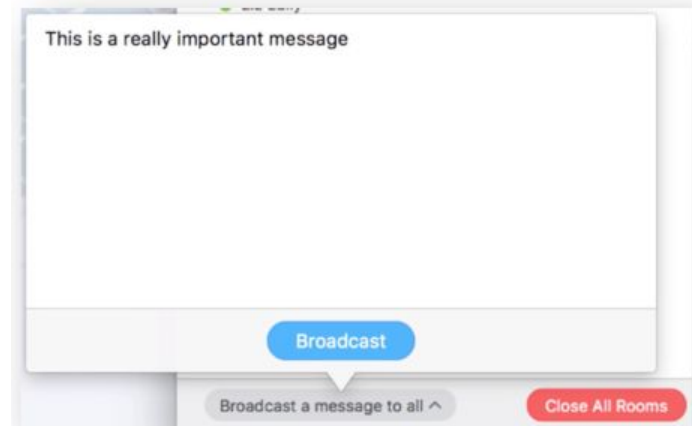
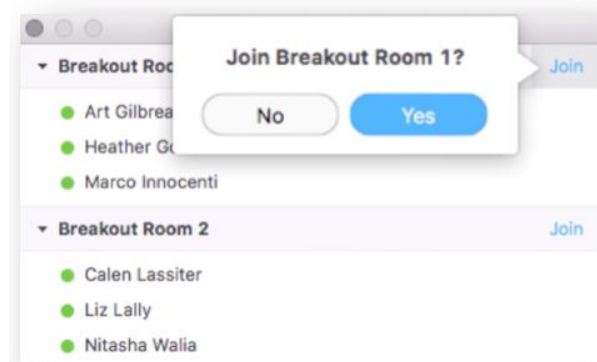
- Click on the 'Join' link of a room

Broadcast a message to all participants of all rooms:

- Click on 'Broadcast a message to all'

End Breakout rooms

- Click on 'Close All Rooms'



Support

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