Polling and Breakout Rooms in a Zoom Meeting

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Please note: This meeting will be recorded
and posted on the FDIC website.

Agenda

- Enabling Polling
- Creating a Poll live or in advance
- Launching and ending a poll
- Poll Results Report
- Enabling Breakout Rooms
- Creating Breakout Rooms and assigning participants
- Pre-assigning participants to Breakout Rooms
- Managing Breakout Rooms
- Limitations of Breakout Rooms

Polling in Zoom

- Hosts can create single choice or multiple-choice polling questions for meetings.

- Polling questions can be prepared in advance.

- Hosts can launch the poll during the meeting and gather the responses from attendees.

- Hosts can download a report of polling after the meeting.

- Polls can also be conducted anonymously.

Enabling Polling

eiu.zoom.us > Settings > In Meeting (Basic)

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. Ⓥ

Always show meeting control toolbar

Always show meeting controls during a meeting Ⓥ

Creating a Poll in Advance

- eiu.zoom.us > Meetings > Select the meeting
- Scroll to the bottom of the meeting management page.

You have not created any poll yet. [Add]

Only the Host can create a Poll.

Enter

- Title
- Question
- Single/Multiple Choice
- Answers

Add a Poll

Enter a title for this poll.

☐ Anonymous? ⑦

1.

Type your question here.

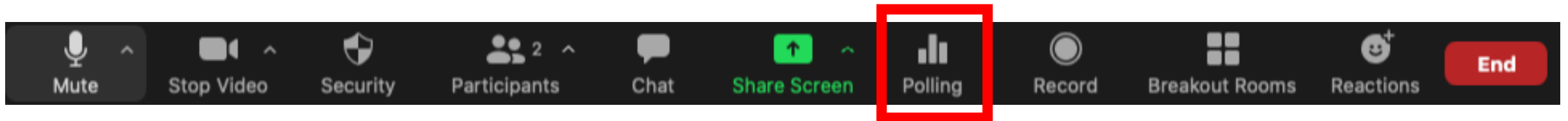⦿ Single Choice   ○ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Creating a Poll Live

The Host can create a poll by selecting Polling during the meeting.

This will open your default web browser on the meeting management page where you can add additional polls or questions.

Creating a Poll Live

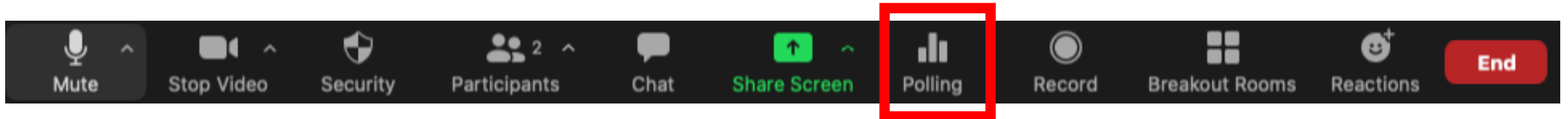- Scroll to the bottom of the meeting management page.

You have not created any poll yet.   Add

Only the Host can create a Poll.

Launching a Poll

The Host can launch a poll by selecting Polling during the meeting.

The Host or Co-Host can conduct a Poll.

Launching a Poll

- Select Launch Poll
- To switch to another poll, select the down arrow at the top of the current poll.

Ending the Poll

Answer	After the Poll is launched, participants will be prompted to answer the polling question.
Results	The Host will be able to see the results live.
End	The Host can select "End Poll".
Share	The Host can choose to share the results with the participants.

It's Polling Time

Poll Results Report

The Host can download a report of the poll results after the meeting.

Reports > Usage Reports > Meeting

Meeting Report   **Report Queue**

☑ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Oct 28, 2020 03:00:00 PM	Oct 28, 2020 02:49:30 PM	Zoom in Education: Zoom Meeting Screen S...	930 3878 5448	Nov 3, 2020 11:49:58 PM	Download

Q & A

What are your questions about Polling?

Breakout Rooms

Breakout rooms allow the Host to split the Zoom meeting in up to 50 separate sessions.

Breakout room participants will have the same audio, video, and screen share capabilities as allowed in the main session.

Only the Host can create and manage Breakout Rooms.

Breakout Rooms

Assign	The host can assign participants to breakout rooms • Automatically, • Manually, or • Participants can self select.
Self-select	Self-select breakout rooms feature requires desktop client or mobile app, version 5.3.0 or higher.
Switch	The host can switch between sessions at any time.

Enabling Breakout Rooms

Breakout Rooms are enabled by default.

Breakout room

Allow host to split meeting participants into separate, smaller rooms
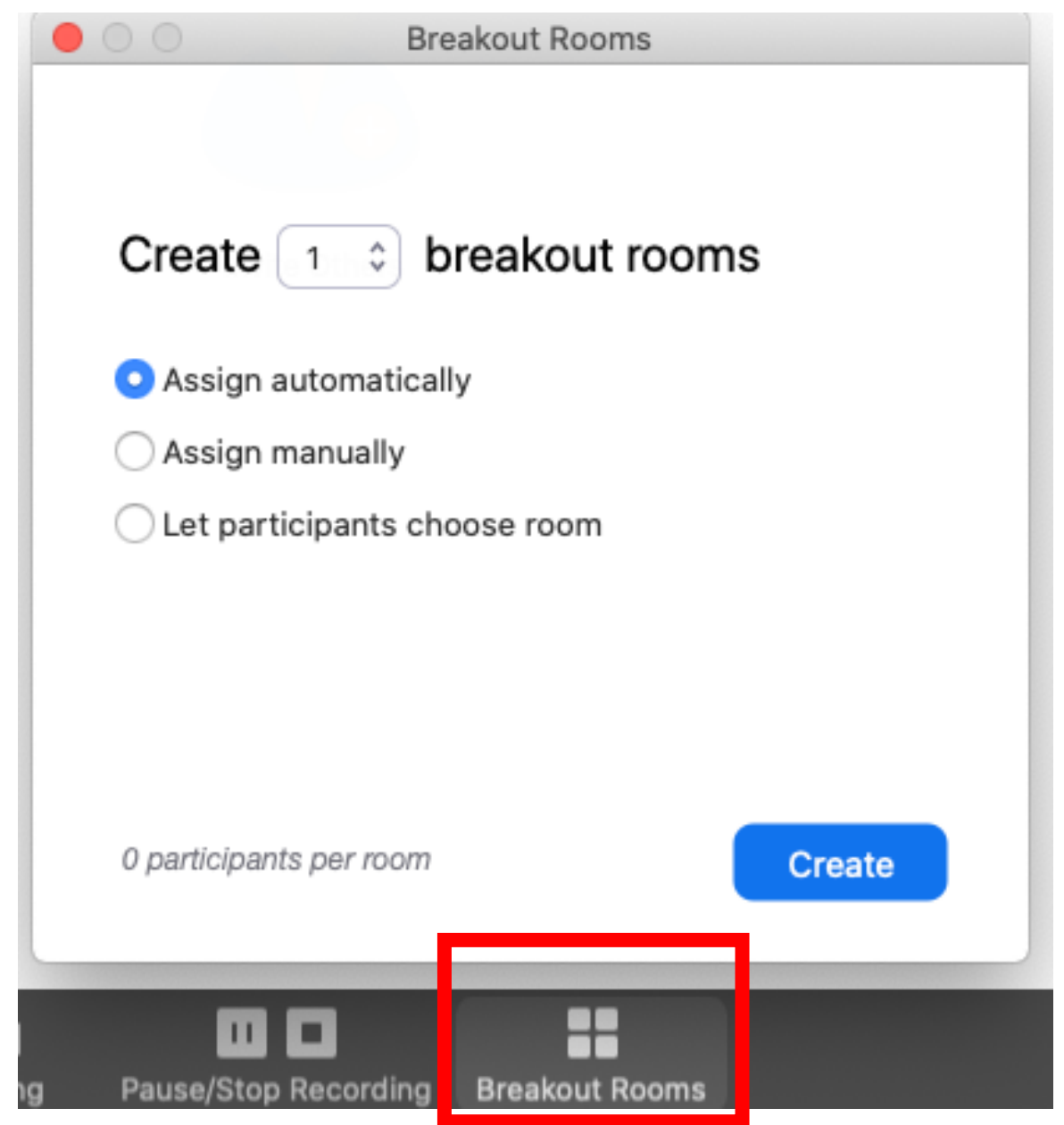
☑ Allow host to assign participants to breakout rooms when scheduling

Creating Breakout Rooms

- Automatically: Let Zoom divide participants evenly into each of the rooms.

- Manually: Choose which participants you would like in each room.

- Let participants choose room: Participants can select and enter rooms on their own.


The rooms will be created but will not start automatically. You can manage the rooms prior to starting.

Options for Breakout Rooms

- After creating the breakout rooms, select the gear icon to open Options.

- If the participants have been assigned and you are ready to begin the Breakout Rooms, select "Open All Rooms" to start the breakout rooms.
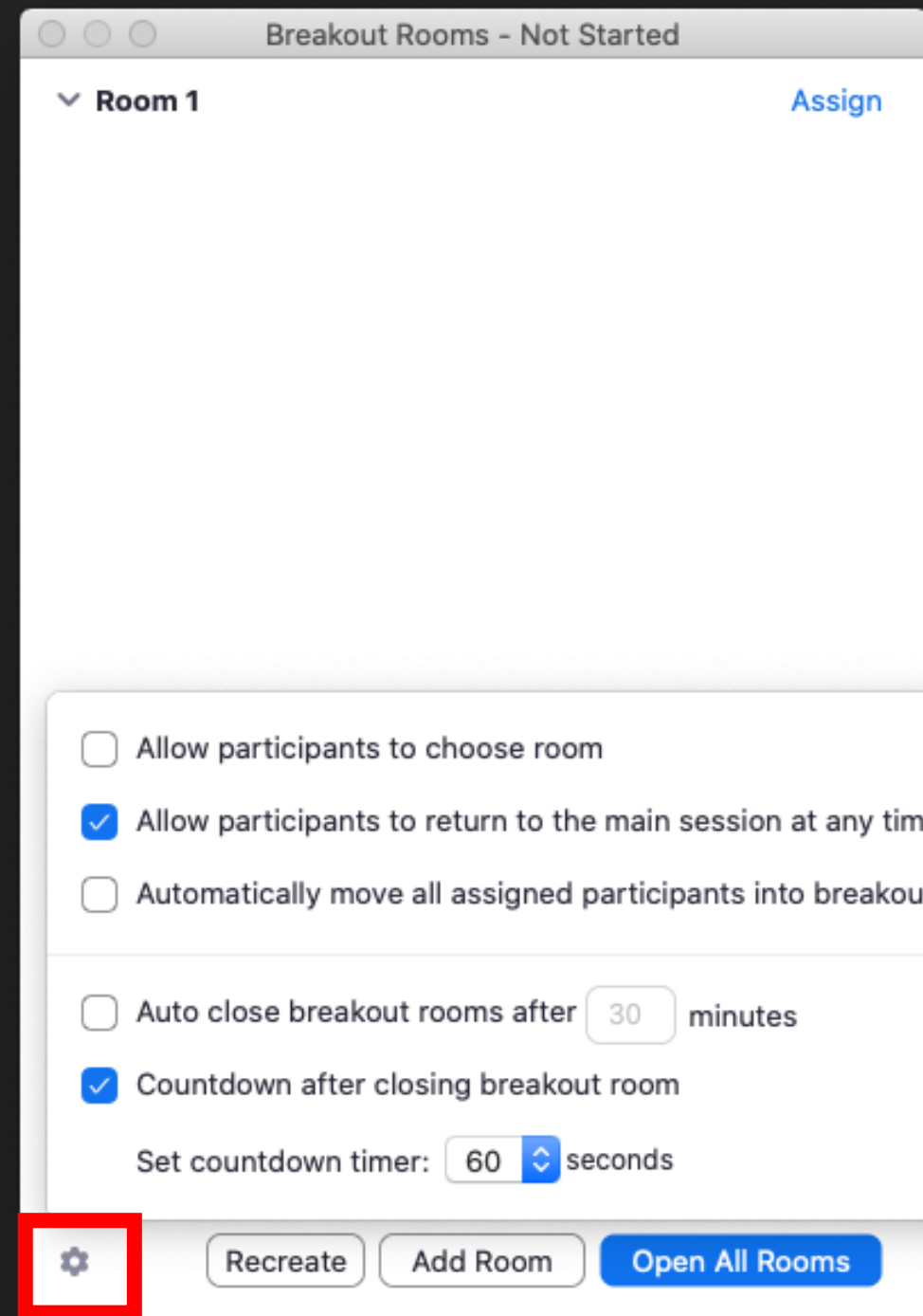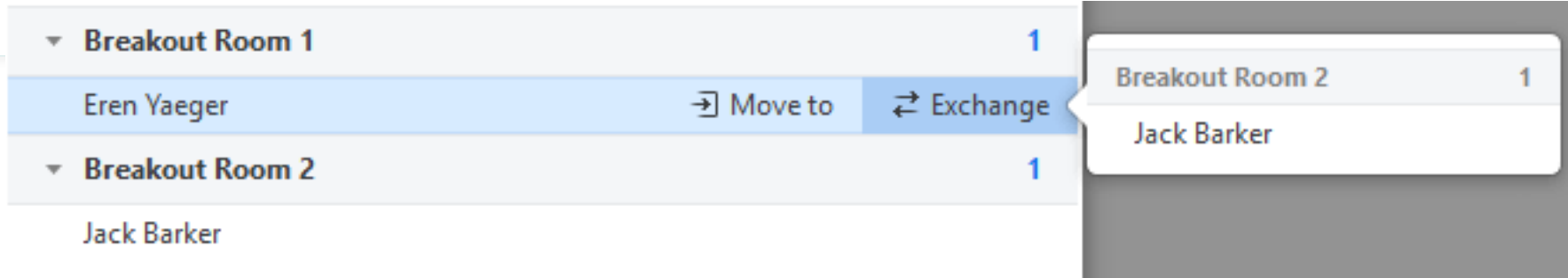
Assigning Participants to Rooms
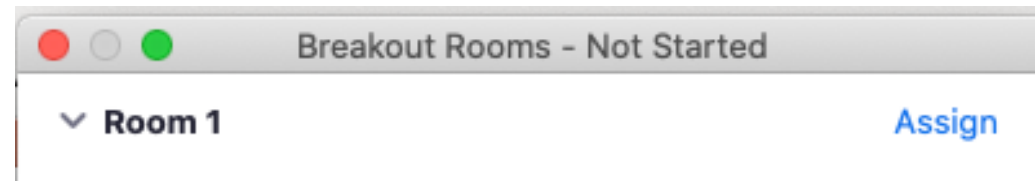
- Select Assign for each room and select the participants for that room.

- Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.

- If you are ready to begin the Breakout Rooms, select "Open All Rooms" to start the breakout rooms.

Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants.

Options include:

- Move to (Participant)
- Exchange (Participants)
- Delete Room
- Recreate (Rooms)
- Add a Room

⌄ **Room 1**   Assign

Open All Rooms

Starts the Breakout Rooms.

All assigned participants will be moved to their respective rooms after confirming the prompt to join the breakout room.

If allowing participants to choose their own room, they can open the list of rooms and choose which to join.

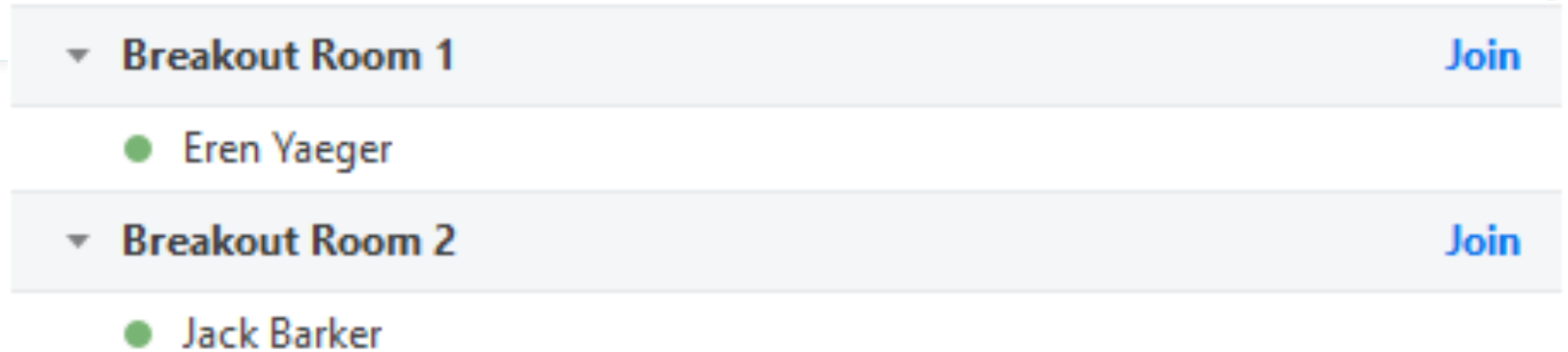The host will be left in the main meeting until manually joining one of the rooms.

Recreate   Add Room   **Open All Rooms**

Managing Breakout Rooms in Progress

	Join
▾ **Breakout Room 1**	
● Eren Yaeger	

	Join
▾ **Breakout Room 2**	
● Jack Barker	

The Host can:

- **Join**: Join the breakout room.

- **Leave**: Leave the room and return to the main meeting.

- **Close All Rooms**: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Responding to Requests for Help

- Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help. [?]

- You will be prompted to join the room where the request originated from. Click Join Breakout Room to join the room.

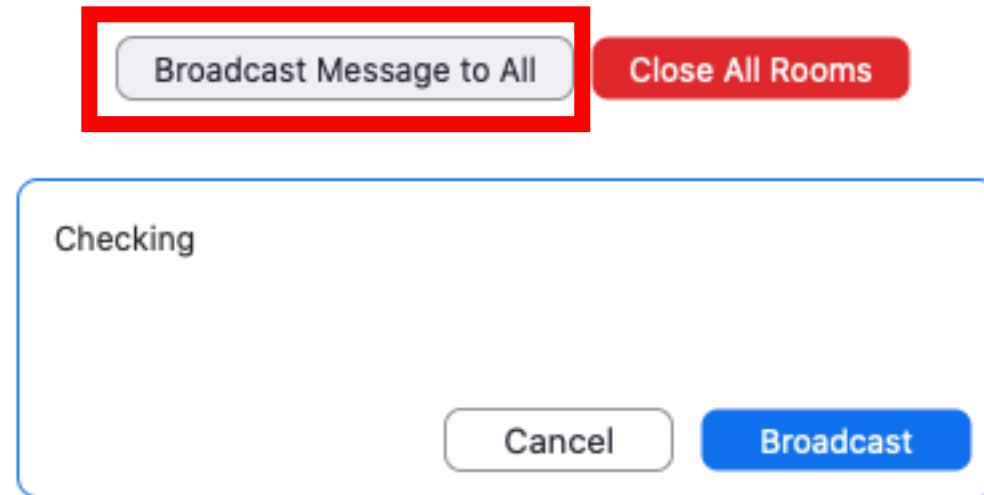Eren Yaeger in Breakout Room 1 asked for help.

Join Breakout Room   Later

Broadcasting a Message to all Breakout Rooms

- The host can broadcast a message to all breakout rooms to share information with all participants.

| Broadcast Message to All | Close All Rooms |

Checking

| Cancel | Broadcast |

- To end the meeting, select "Close All Rooms".

Pre-Assigning Participants to Breakout Rooms

The option to pre-assign participants to Breakout Rooms is enabled in Settings by default.

Zoom Desktop Client version 5.3.0 or higher is required.

You can only pre-assign participants that have a Zoom account.

Participants need to be signed in to their Zoom account for pre-assignments to be applied.

Pre-assigning participants to breakout rooms using the web portal

- When scheduling or editing a meeting, select Breakout Room pre-assign.

☑ Breakout Room pre-assign

➕ Create Rooms   ⬆ Import from CSV

- You can:
  - create the rooms and add participants manually (participants must have an EIU Zoom account)
  - or import from a CSV file (participants can have an EIU Zoom account or an external zoom account).

Creating Pre-Assigned Breakout Rooms Manually

Breakout Room Assignment 1 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.Learn more

Rooms   +

Breakout Room 1   0

Breakout Room 1

Add participants

No participants yet

Import from CSV

Cancel   Save

Creating Pre-Assigned Breakout Rooms from a CSV File

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to **download** the template.

Drag & Drop your CSV file

or **browse** to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

# Example of Pre-Assigned Breakout Rooms

Pre-Assigned Breakout Rooms

☐ Allow participants to choose room

☐ Allow participants to return to the main session at any time

☑ Automatically move all assigned participants into breakout rooms

☑ Auto close breakout rooms after [4] minutes

   ☑ Notify me when the time is up

☑ Countdown after closing breakout room

   Set countdown timer: [60 ⇕] seconds

DEMO
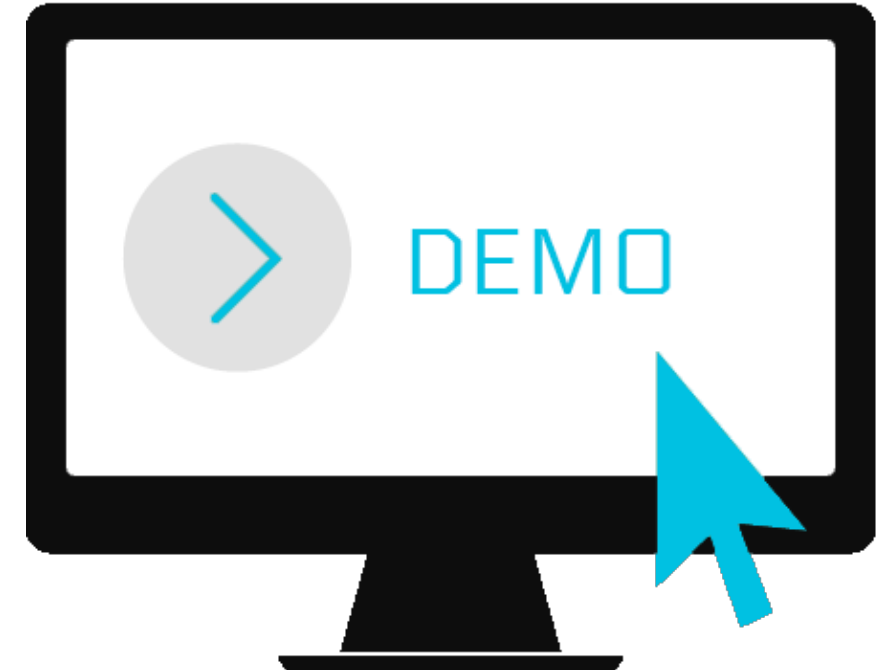
Limitations of Breakout Rooms

By default, only the host can assign participants to breakout rooms.

The co-host can leave and join any breakout room only if they join a breakout room assigned to them by the host.

The host can choose to allow participants to choose their own room, but this must be done in the meeting by the host.

Users joined into the Zoom meeting from the Zoom Mobile App can participate in breakout rooms but cannot manage them.

Limitations of Breakout Rooms

If the meeting is being cloud recorded, it will only record the main room.

If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

You can create up to 50 breakout rooms and have a maximum of 200 participants across all breakout rooms.

Self-select breakout rooms feature requires desktop client or mobile app, version 5.3.0 or higher.

Q & A

What are your questions?

Support for Zoom

- Zoom support page: http://www.eiu.edu/zoom

- For technical support,
  - Call 217-581-HELP (4357),
  - email support@eiu.edu, or
  - contact the Instructional Support Specialist (ISS) for your department.

EIU Zoom Support Page – http://www.eiu.edu/zoom

EIU ZOOM

HOME	LOGIN TO ZOOM	ZOOM MEETINGS	ZOOM IN D2L	ADDITIONAL RESOURCES	SYNCHRONOUS TOOLS COMPARISON

zoom

Zoom is a cloud-based video communications application that allows users to set up virtual video and audio conferencing, live chats, screen-sharing, and other collaborative capabilities. Zoom is accessible on a computer desktop or mobile device.

As of October 1, 2020, all EIU faculty, staff, and students have a licensed Zoom account.
Licensed users can host meetings with unlimited minutes for up to 300 participants.

EIU faculty, staff, and students can schedule/host Zoom meetings from the EIU Zoom website, from the Zoom app, or through Outlook. Zoom meetings can also be scheduled/hosted by the instructor in a course in D2L.