How to Successfully Run Small Groups in Zoom
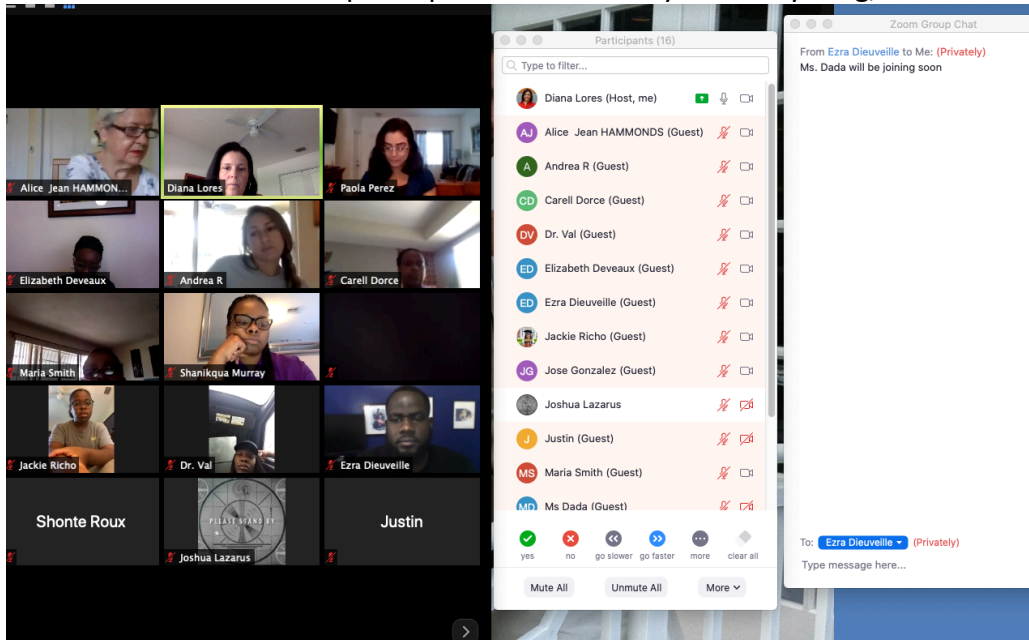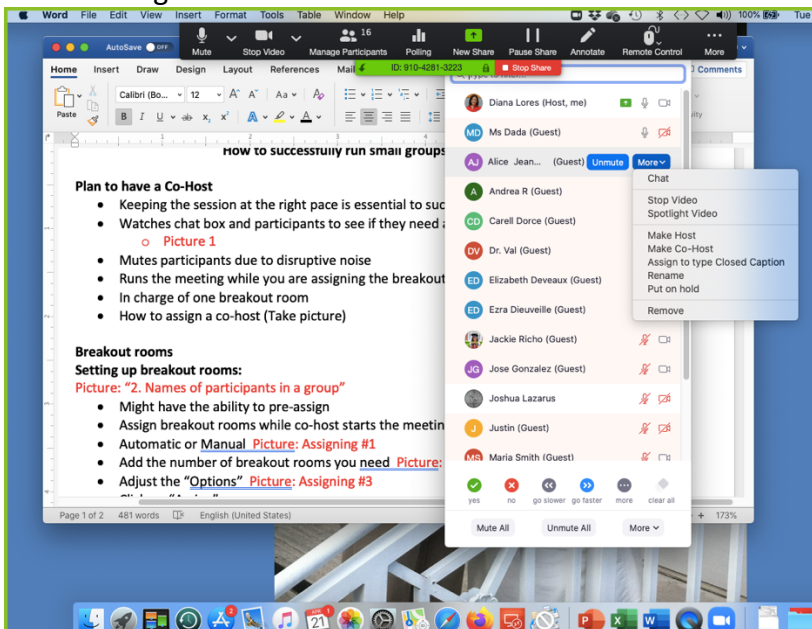
Plan to have a Co-Host

A co-host:

- watches the chat box and participants to see if they need anything, raised hands, etc.

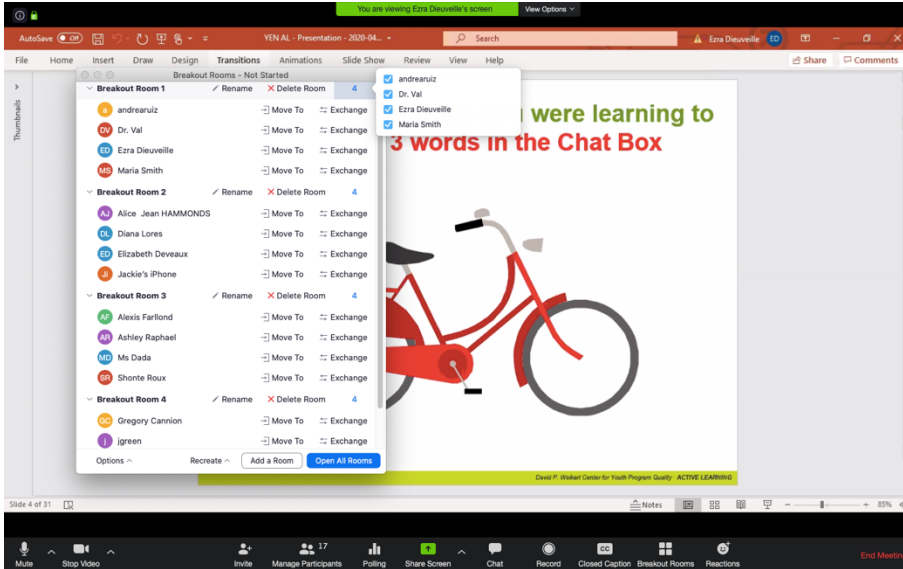
- mutes participants due to disruptive noise.
- runs the meeting while you are assigning the breakout rooms.
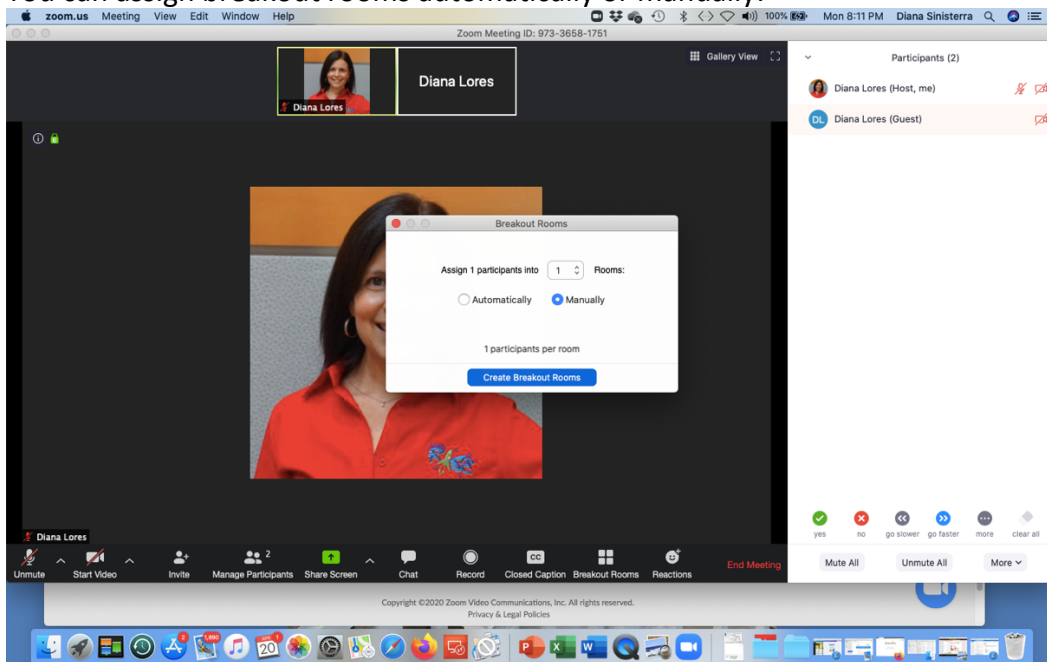- is in charge of one breakout room.

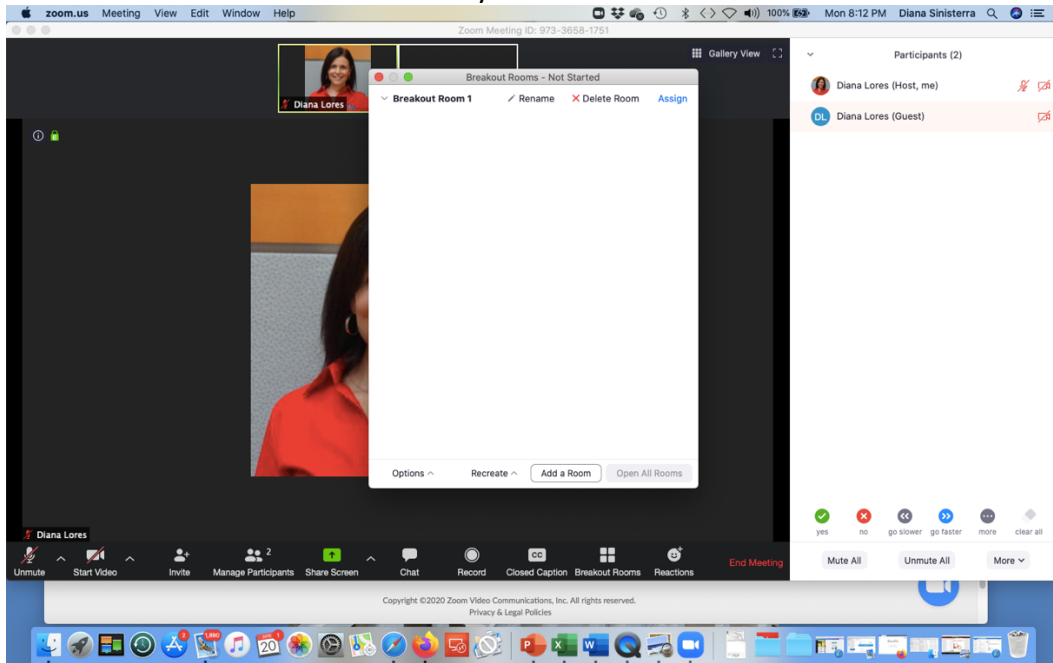How to assign a co-host:

Breakout Rooms
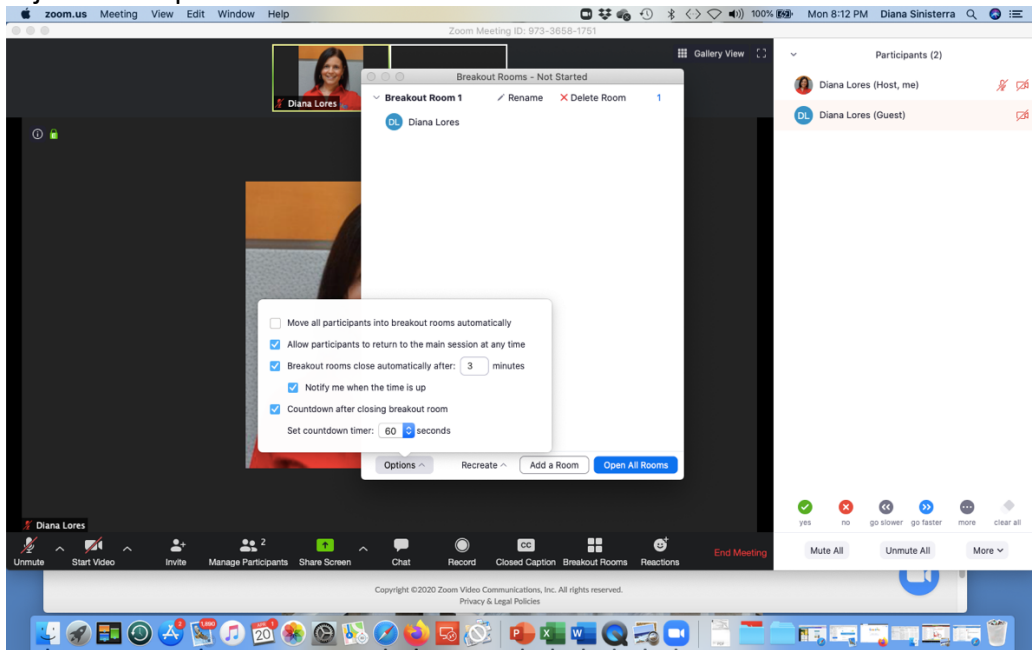
Setting up breakout rooms:

- Pre-assign breakout rooms if your version of Zoom lets you. (This might not apply to free version of Zoom.)
- If not, then assign breakout rooms while co-host starts the meeting
- You can assign breakout rooms automatically or manually:

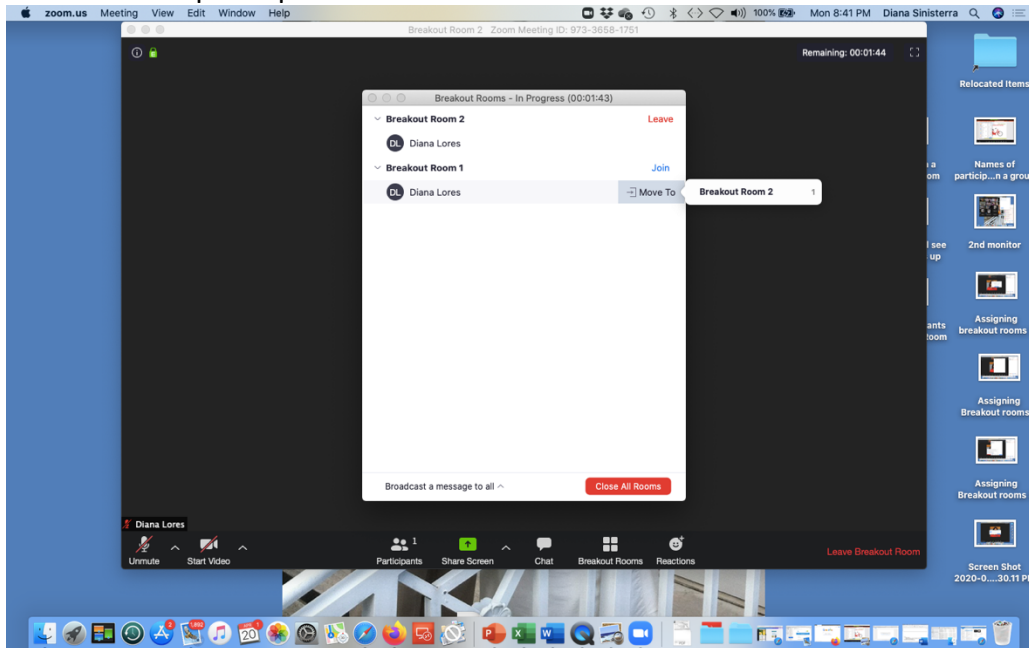- Add the number of breakout rooms you need:
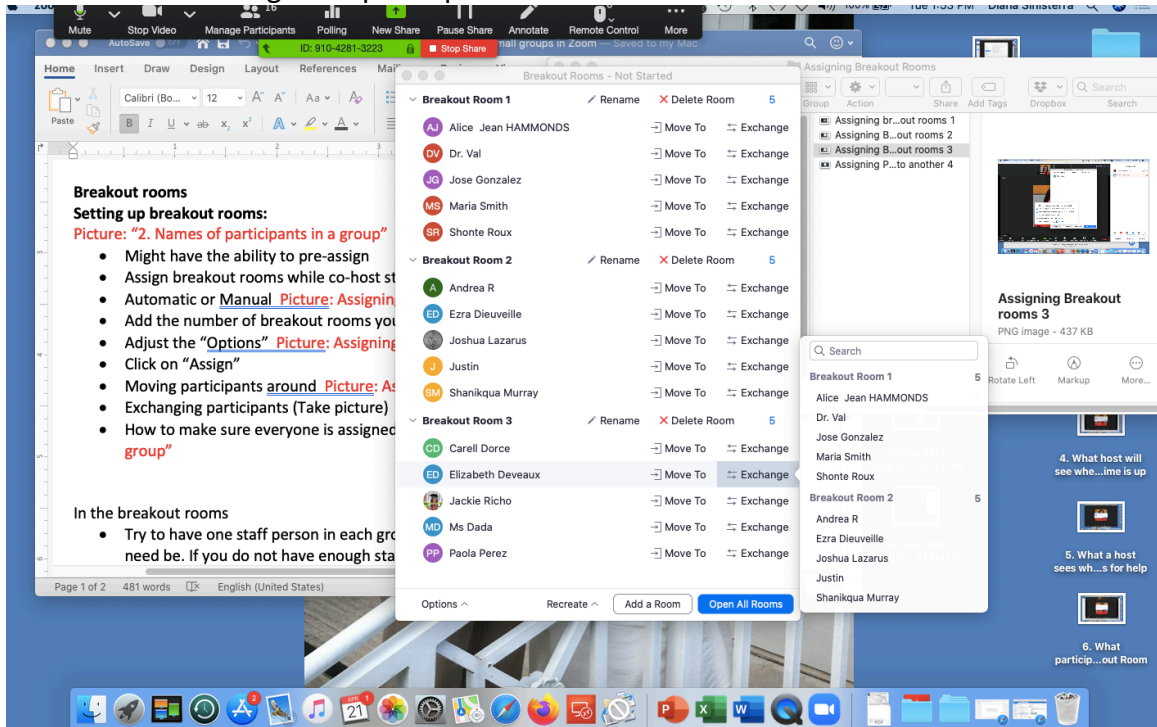

- Adjust the "Options":

- Once you have your breakout rooms set up, click on "Assign" to add participants to each room.
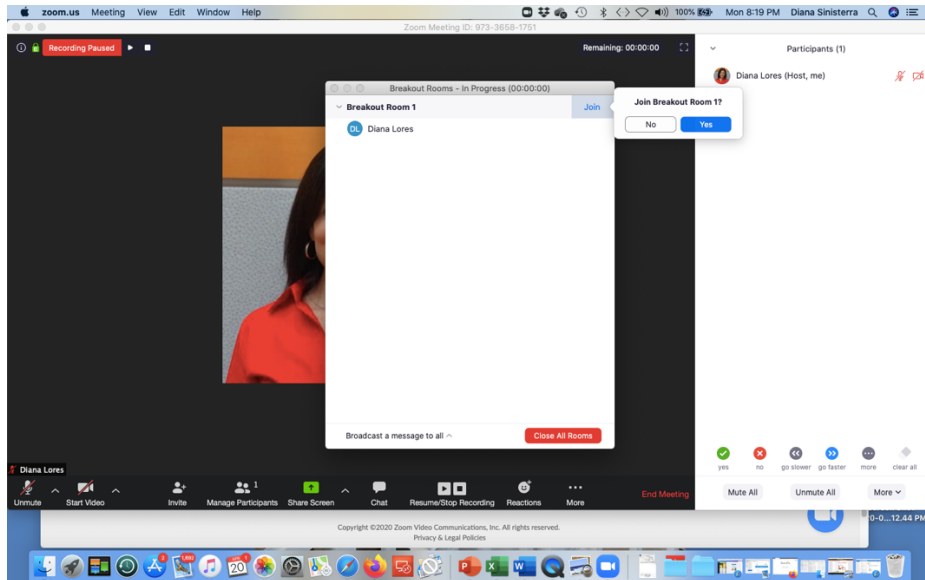
- You can move participants around:

- You can also exchange one participant for another:

In the breakout rooms:
- Try to have one staff person in each group. The host can go into two or more rooms if need be. If you do not have enough staff for this, plan ahead so you have a leader in each group.

- How to enter other rooms as the host:

- Make sure the instructions of what to do are clear beforehand so participants in the breakout room are not confused.
- Anyone can share their screen if the meeting was set up that way. (This may not be advisable for youth participants.)

Managing the Time:
- "Broadcast to groups" if you want to give them more time or any specific instructions.
- You will receive a message when the time is up:
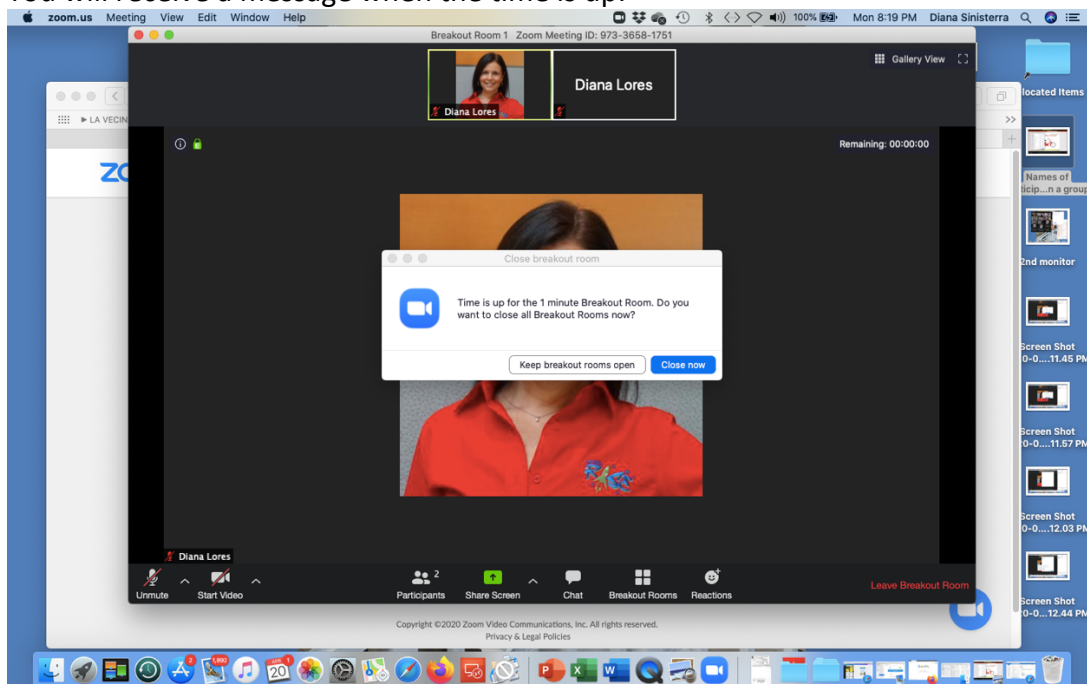
- There will be a 60-second countdown (unless you change it) to allow participants to finish up and come back to the main session.
- Participants can ask for help if you are not in their room:
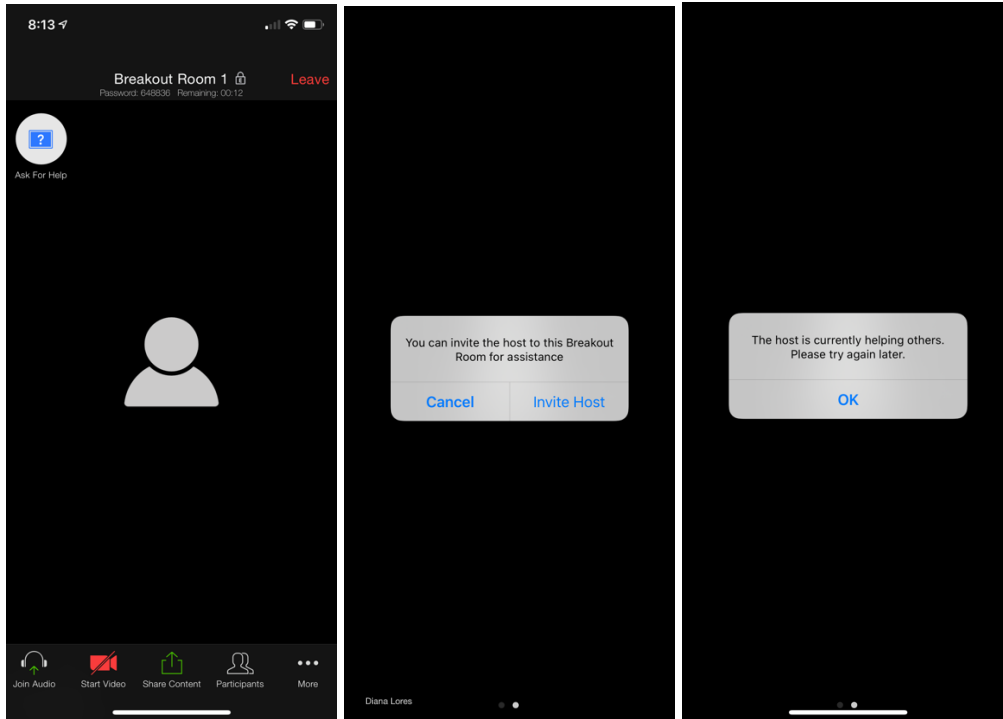
- What a host will see when a participant in another group needs help:
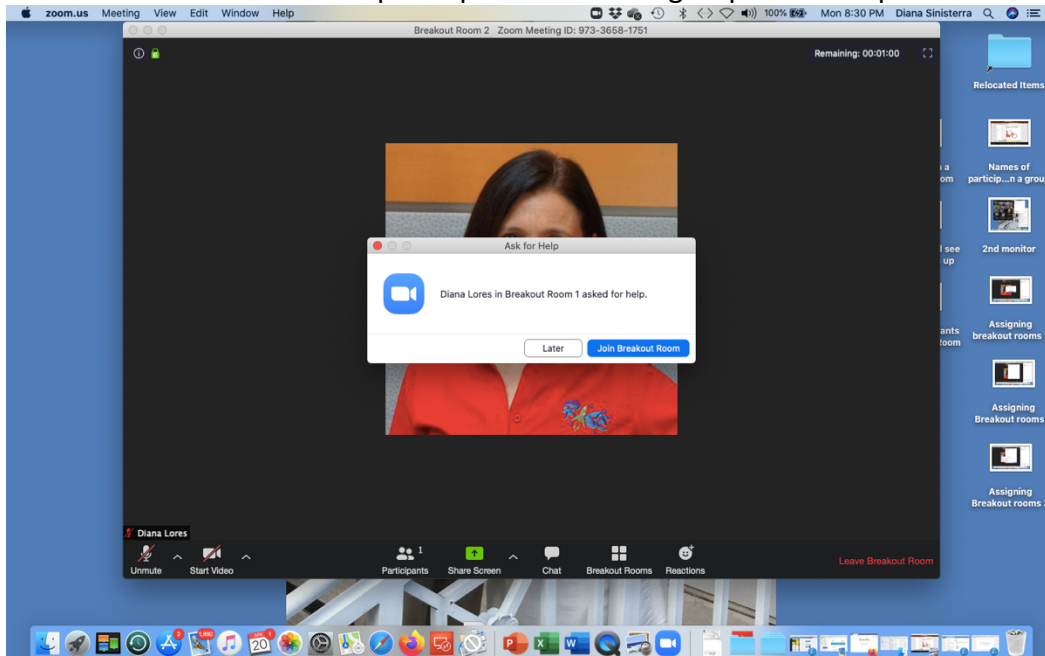
Ending Breakout Rooms:

- Make sure you let your participants know that they can leave the breakout room and join the main session when they are done.
- Make sure participants know that they have to click on "Return to the Main session." They should NOT click on "Leave the meeting":
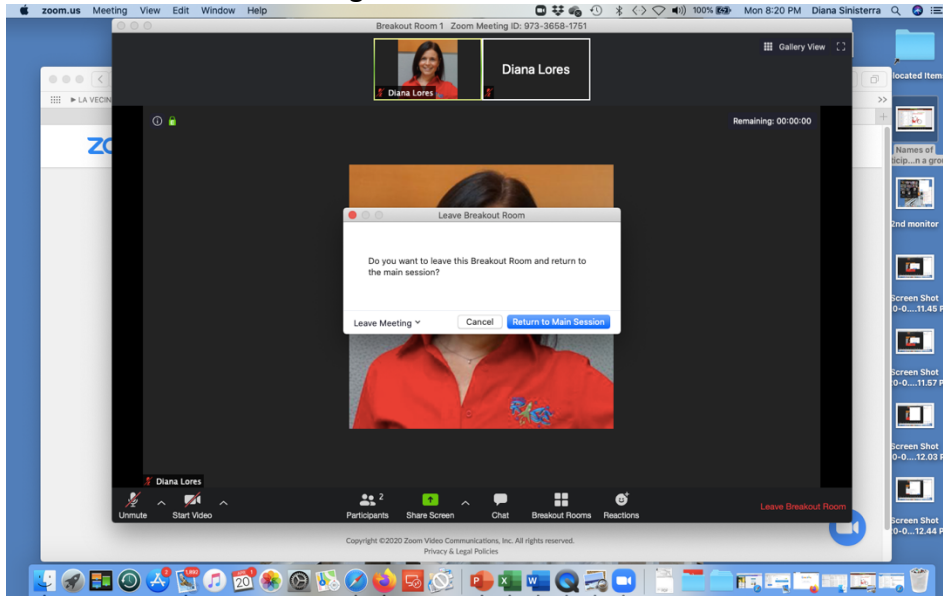
- Please remember that everyone (including the host) will likely be muted when you re-enter the main session. ***You might need to unmute yourself to continue with the session!***

Practice with your staff: Give each participant a chance to be the host
- Assign staff to 2 breakout groups
- Change the time of session to 1 minute and countdown to 10 seconds
- Send us to the rooms
- Join one breakout room. Switch to the other room.
- Change from 2 groups to 4 groups.