


How do I create Breakout Rooms in Zoom using Canvas?

Tell Me

You can split students into different rooms so they can work together. Zoom supports up to 50 rooms. You can have Zoom assign students to different rooms or you can assign students to rooms. It is highly recommended that you create a recurring meeting for the entire semester before creating the breakout rooms

1. Start your Zoom session via Canvas and wait until all students are present

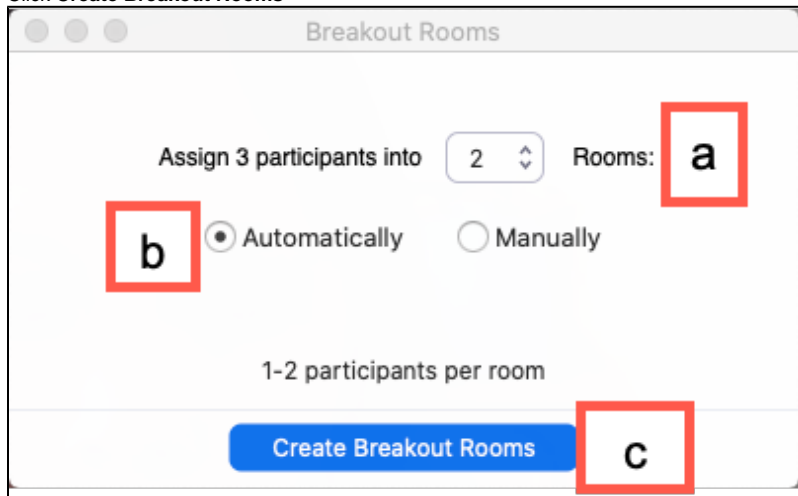
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2. At the bottom of the Zoom window, click the **Breakout Rooms** option



 If you do not see the **Breakout Rooms** icon, click the **More** icon, it looks like 3 dots, and select **Breakout Rooms**

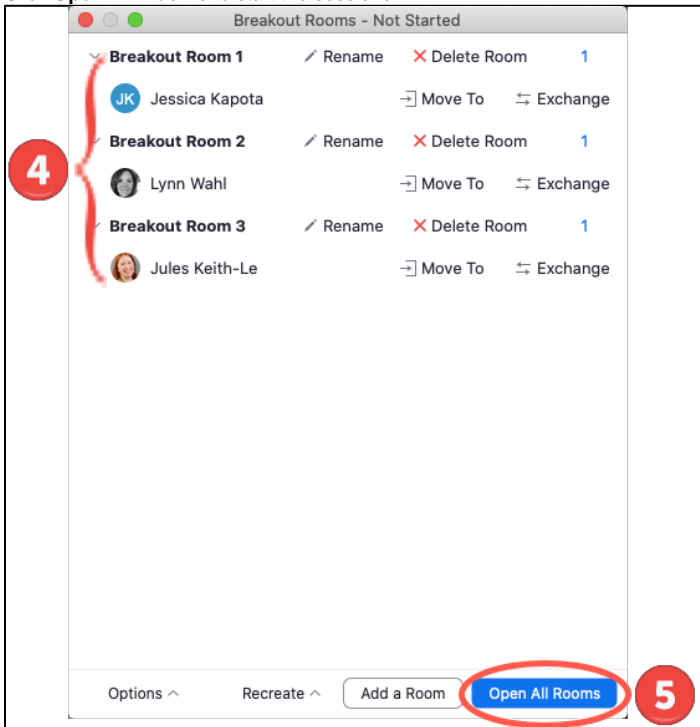
3. The Breakout Rooms dialog box is displayed
 - a. Specify how many students you want in each room
 - b. Specify whether you want Zoom to assign the students to the rooms, **Automatically**, or if you want to assign the students, **Manual**
 - c. Click **Create Breakout Rooms**



4. A list of the rooms and participants is displayed

 You can rename the rooms by clicking the **Rename** icon, it looks like a pencil

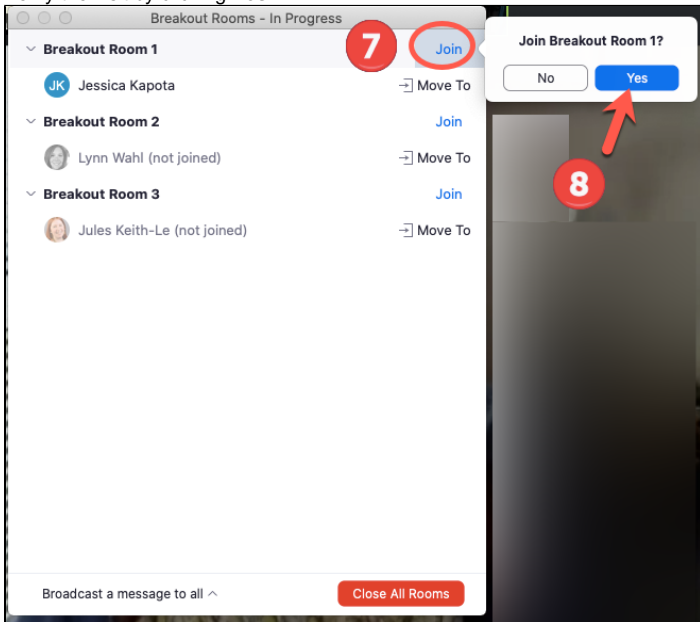
5. Click **Open All Rooms** to start the sessions



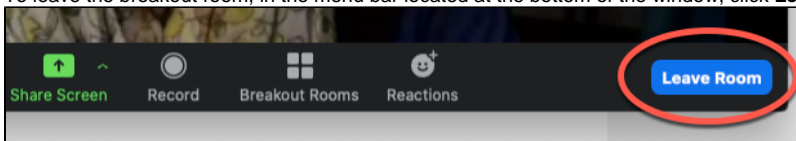
6. Students are alerted the room is ready and they click **Join**
(Get screenshot from Jules and insert here)

7. You can visit any of the rooms by clicking **Join**

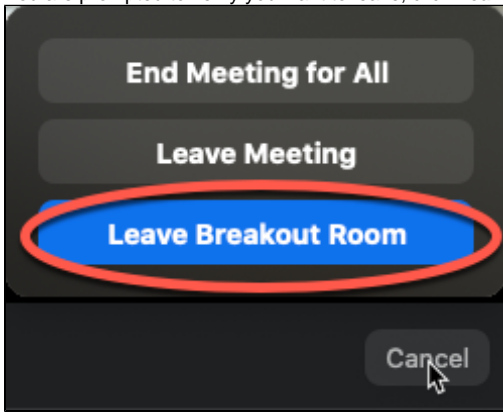
8. Verify the visit by clicking **Yes**



9. To leave the breakout room, in the menu bar located at the bottom of the window, click **Leave Room**

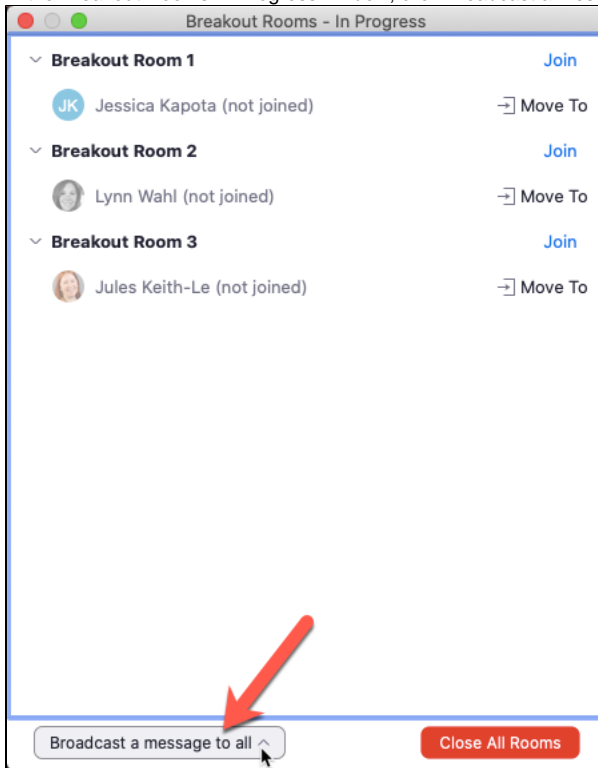


10. You are prompted to verify you want to leave, click **Leave Breakout Room**

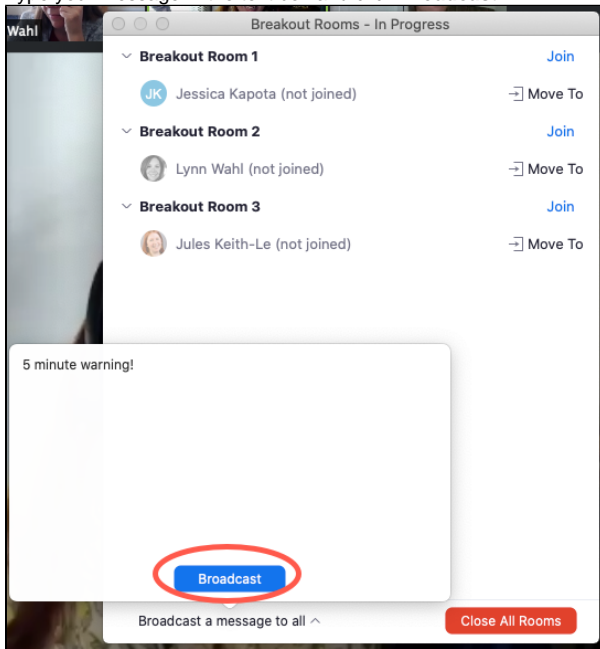


11. You can send a message to all breakout rooms

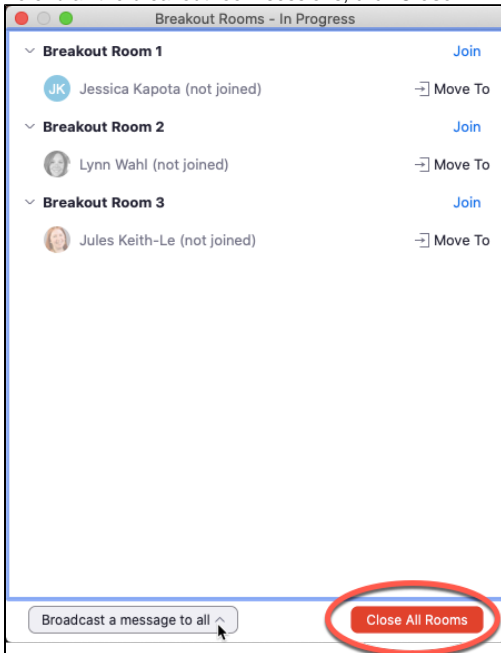
a. In the Breakout Rooms In Progress window, click Broadcast a Message to all



b. Type your message in the text box and click **Broadcast**



12. To end all the breakout room sessions, click **Close All Rooms**



Related FAQs

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- [What are Zoom accessibility best practices?](#)
- [How do I access the Zoom link for a session I'm training?](#)
- [How does polling work in Zoom?](#)
- [What Zoom updates and news might help with using Zoom in the classroom?](#)