# ZOOM ADVANCED FEATURES: POLLING & BREAKOUT ROOMS

(Updated 5/4/2022)

## POLLING

### Creating a Poll Before a Meeting

*You can add a poll either before your meeting or during your meeting. The steps are the same. However, creating a poll before your meeting is generally easier. In order to create a poll before the meeting, you will need to contact Jesse or Sara.*

### Launching a Poll and Sharing Results in a Meeting

*Only the Host or Co-Host can create or launch a poll.*

- Click on the Polling icon to **launch the poll** in your meeting when you are ready. While the poll is open, participants will only see the question. The Host will see the responses tallied live.
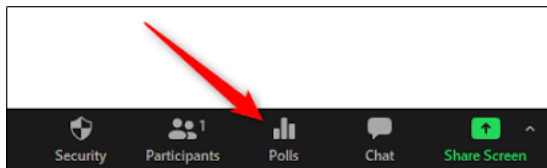


- To share results with the class, click **End Poll**, then click **Share Results**. This will display the poll results on the participants' screens.
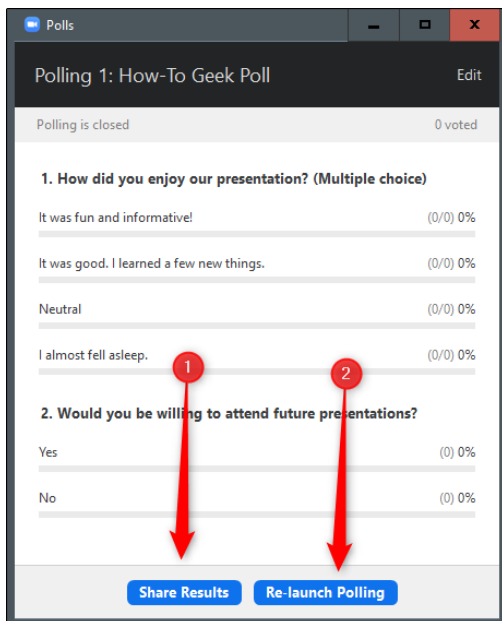


- Click **Stop Sharing** to hide the poll. Click the red circle in the upper left corner to close the poll box.

**Using More Than One Poll and Recording Results**

- You can have one or more polls. Each poll can contain one or more questions. If there is more than one question in a poll, all questions will show up at once. If you want to poll participants at different times throughout a meeting, you must create separate polls.
- To add more polls, follow the steps above.
- When polling more than once during a meeting, click on **Poll**, then click on the **down arrow** on the right side of the poll box to change to the next poll.
- OLLI is unable to generate reports from polls because our meetings do not require registration.
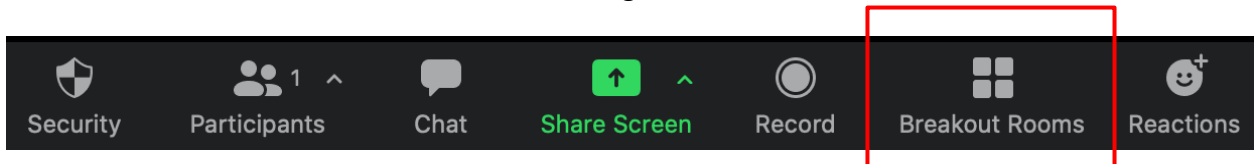
# BREAKOUT ROOMS

## Setting Up Breakout Rooms

You can set up **Breakout Rooms** before your meeting or during your meeting. Decide the number of rooms you want in order to get the optimal number of participants in each room. You can assign them in one of three ways:

1. In the meeting, launch Breakout Rooms, then let Zoom randomly assign members.
2. Schedule ahead of the meeting who will be in each room. To do this, contact Jesse or Sara.
3. Use a hybrid method. Let Zoom randomly assign members, and then move the members you want between rooms.
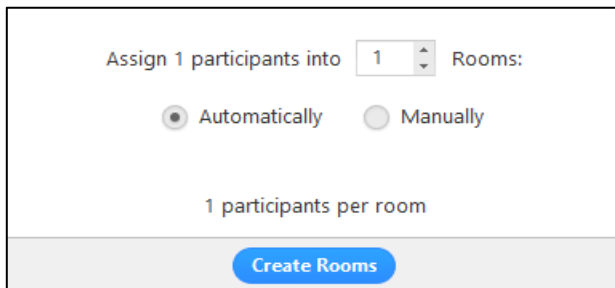
**Unless you have a compelling reason to have members in specific Breakout Rooms, the easiest way to use this function is within your meeting and have Zoom randomly assign participants.**

## Launch Breakout Rooms

1. Click on the **Breakout Rooms** icon in the navigation bar.



2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:



a. **Automatically**: Let Zoom split your participants up evenly into each of the rooms.

b. **Manually**: Choose which participants you would like in each room. Or

c. **Let participants choose room**: Allow participants to select a room to join.

3. Click **Create.**
4. Your rooms will be created but will not start automatically.
5. After creating breakout rooms, click **Options** to view additional breakout rooms options.
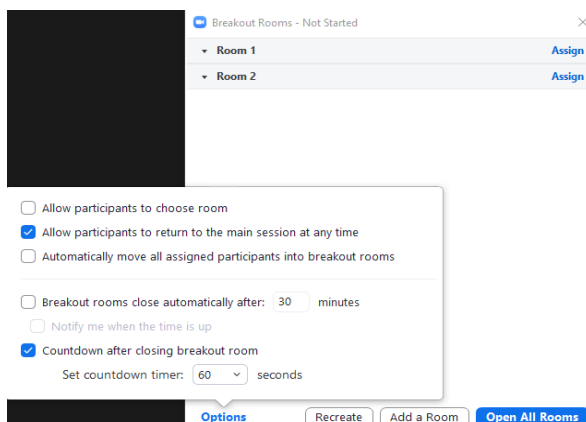
6. Check any options that you would like to use for your breakout rooms.
   - **Allow participants to choose room:** If this option is selected, participants will be able to choose which breakout room to enter.
   - **Allow participants to return to the main session at any time**: If this option is checked, the participants can move back to the main session. If this is disabled, they need to wait for the Host to end breakout rooms.
   - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, participants will need to click **Join** to be added to the breakout room.
   - **Breakout rooms close automatically after x minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.
   - **Notify me when the time is up**: If this option is checked, the Host will be notified when the breakout room time is up.
   - **Countdown after closing breakout rooms**: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
7. Click **Open All Rooms** to start the breakout rooms. As Host, you can visit any of the Breakout Rooms.
8. Once the rooms are open, participants will be moved to their respective rooms after confirming the prompt to Join the breakout room. The Host will be left in the main meeting until manually joining one of the rooms. The participants (and the Host when manually joining a room) will see the following message shown when joining the breakout room.
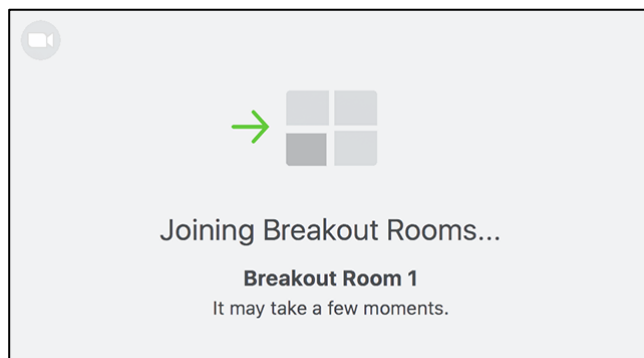


Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The Host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted next to their name. As Host, you can visit all of the Breakout Rooms. You can **Broadcast a message to all** by clicking on that message at the bottom left.
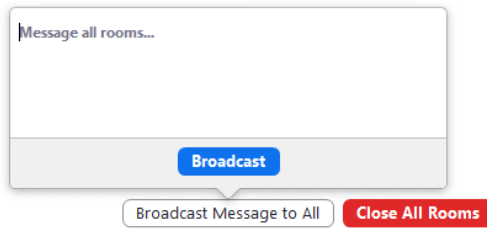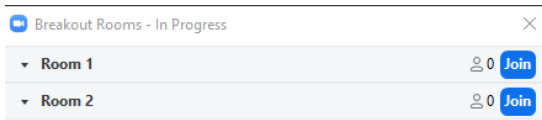
When you are done with a particular session, click on **Close All Rooms.** This will give everyone a 60-second warning, then return everyone to the main meeting. You can then continue your class or start another session of Breakout Rooms.