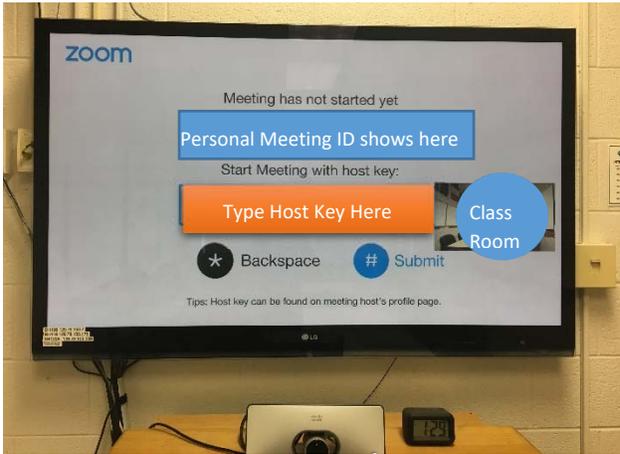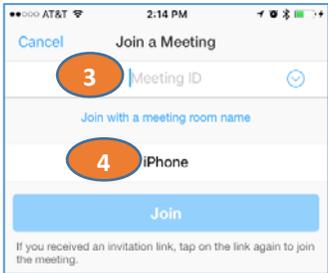# ZOOM BREAKOUT ROOM

There will be three parties involved in this process:

- Cisco Video Conferencing Control Pad Bl-celt-bh-106@vc.iu.edu
- Instructor PC with instructor ID
- Remote student(s)

START THE ZOOM MAIN SESSION BETWEEN THE CLASS AND REMOTE PARTICIPANT(S)

For the main conference session, you will need to use the Cisco Video Conferencing Control Pad to connect with the remote student

Teacher	Remote Student
Step 1: Join the Cisco video conferencing control pad (Bl-celt-bh-106@vc.iu.edu) to your conference by dialing your conference number: 26-InstructorPersonalMeeting ID[1] **Step 2:** You will be prompted for the host Key, which can be found in your Zoom profile. It should be a 6-digit number. You can edit it to be a number easy to remember. Enter the Key and press #	On Cellphone: 1. go to Zoom App 2. Click "**Join a meeting**" 3. Type Meeting ID given by instructor 4. Click to change Screen Name to your own name (by default Screen Name is iphone or whatever the name you give to your phone)

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[1] Can be found in your Zoom Profile (when you logged in Zoom app, click on the green dot next to your Profile Picture and Name)
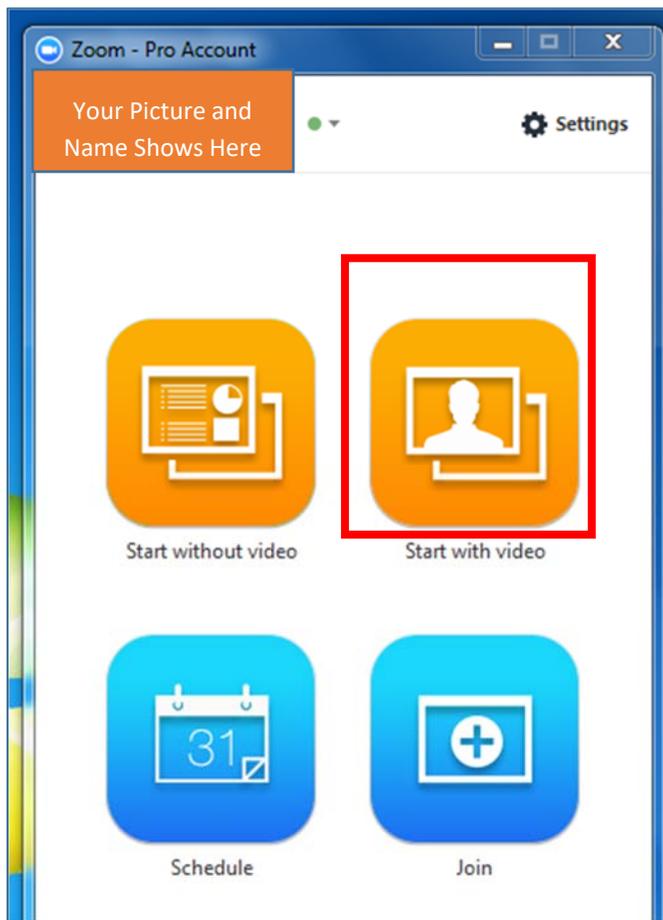
CREATE BREAKOUT SESSION(S)

Before class, remind remote student to accept the request to go to the assigned breakout room.

0. **Mute** Bl-celt-bh-106@vc.iu.edu (the round button on the tablet) and TV (look for a Mute button on the remote control) to prevent echoing with the PC zoom user.

1. On the instructor **PC**, open the Zoom App and log in with your IU account. You join the conference as the host (different from the Cisco Pad as a participant user)
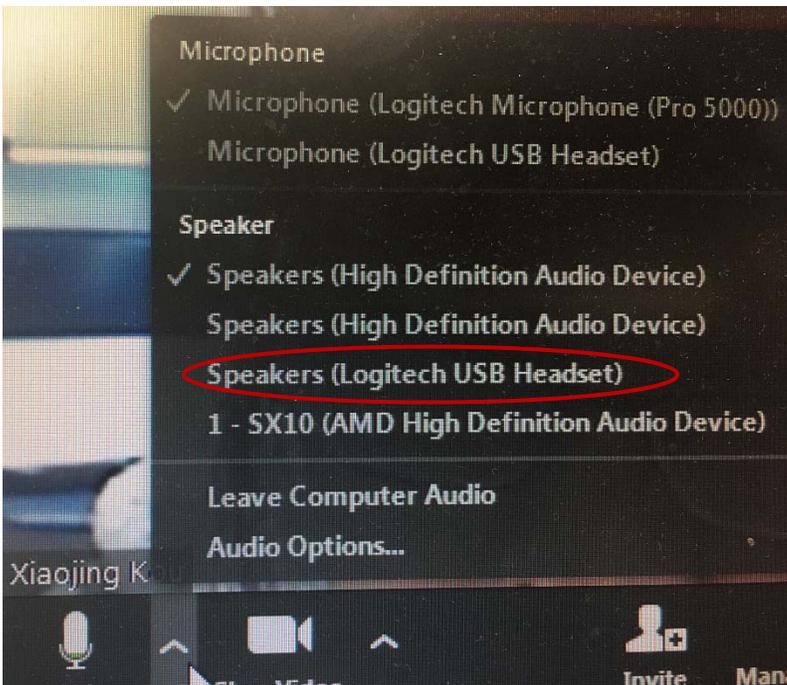2. Click "Start with Video".

3. Make sure a headset is plugged in (to prevent echoing)
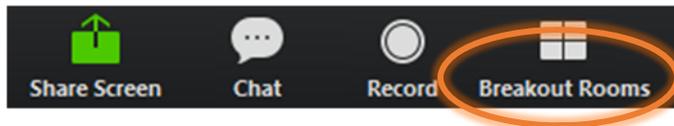
4. Start with Video by **Join Audio conference by computer**

5. Click the arrow next to the "Mute" button on the Zoom app interface, and choose the USB headset as the speaker (so the remote student audio comes in from headset instead of classroom speaker for the main session)

6. Create Breakout Room by clicking on the "Breakout Rooms" button.
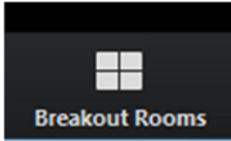

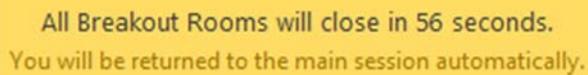7. Assigned participants to the breakout room and Create room

8. Click Join so that the instructor PC joins the breakout room. Give the PC station to the student who is assigned to pair with the remote student.

CLOSE BREAKOUT ROOM AND RETURN TO MAIN SESSION

1. Click Breakout Rooms and you will see all the breakout rooms

2. Click "Close all rooms" at the bottom
3. Click "Return to Main Session" to return to main session immediately. Or in one minute, you will be returned to the main session automatically

4. Change the speaker back from USB headset to classroom speaker
5. Leave the meeting from the instructor PC or simply mute it.
6. Unmute the Cisco Tablet control and Unmute the TV. Resume to the main session.