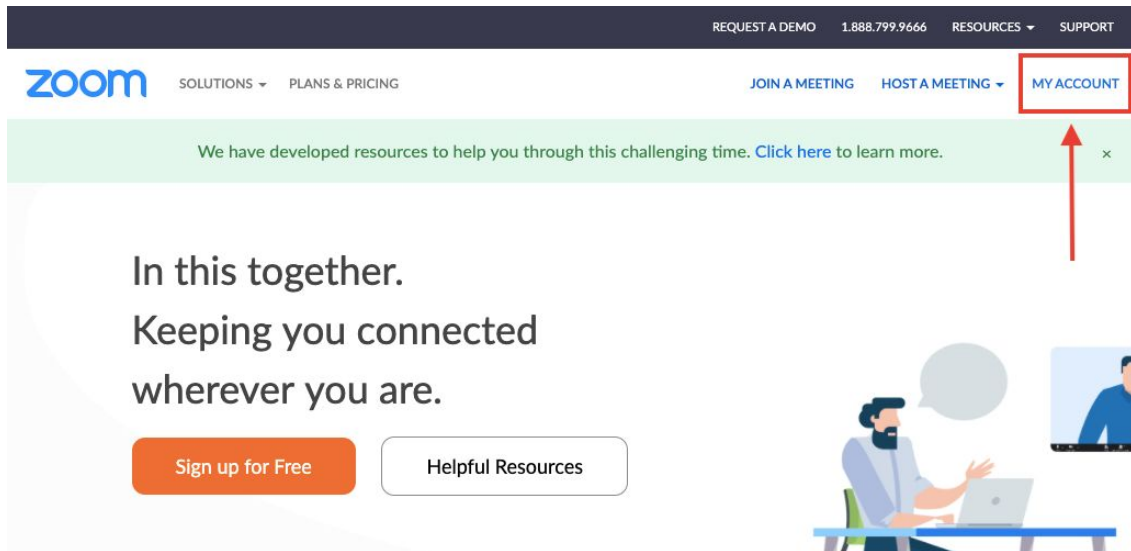# Using Zoom Breakout rooms for Sunday School
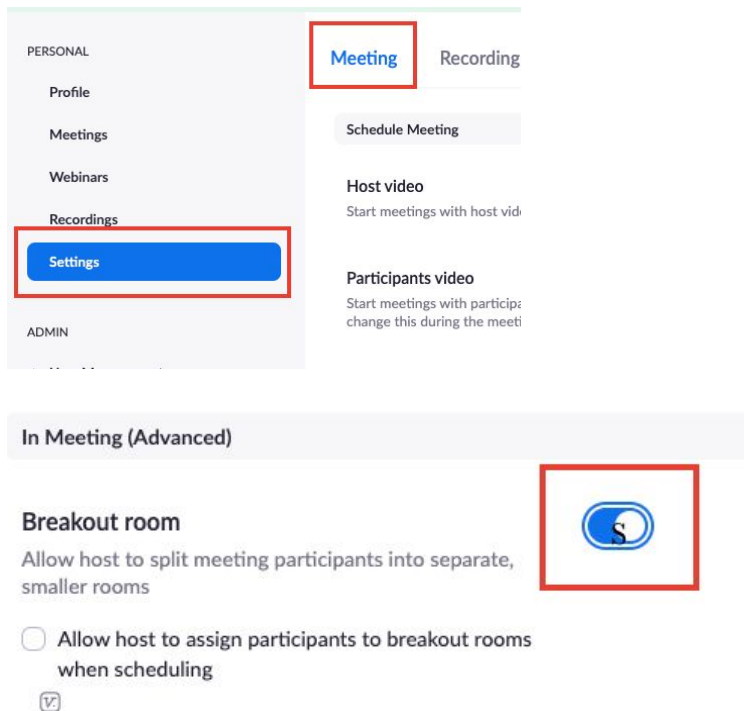
Updated 4/16/2020

Hosting online Sunday School classes with Zoom can be enhanced by the use of Zoom's Breakout Room feature. Breakout Rooms allow the meeting Host to conduct the opening exercises, separate classes into virtual "rooms" to meet privately amongst themselves, then bring everyone back together for the closing exercises. This document provides instructions for enabling Breakout Rooms in your account and using this feature in your Zoom meetings.

1. To enable Breakout Rooms for your account, sign into your Zoom account through your browser. Once signed in, click "My Account" in the top right hand corner.
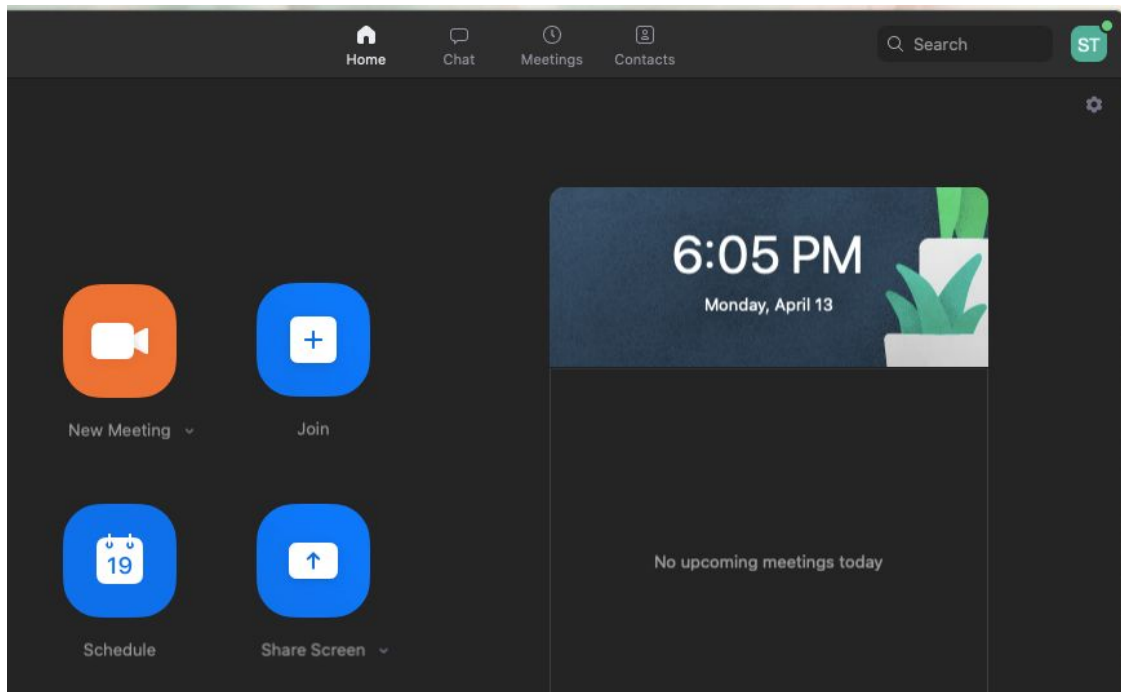

2. Click Settings on the left hand side of the page, then scroll down to In Meeting (Advanced) and find the "Breakout Room" option. Toggle the switch on.
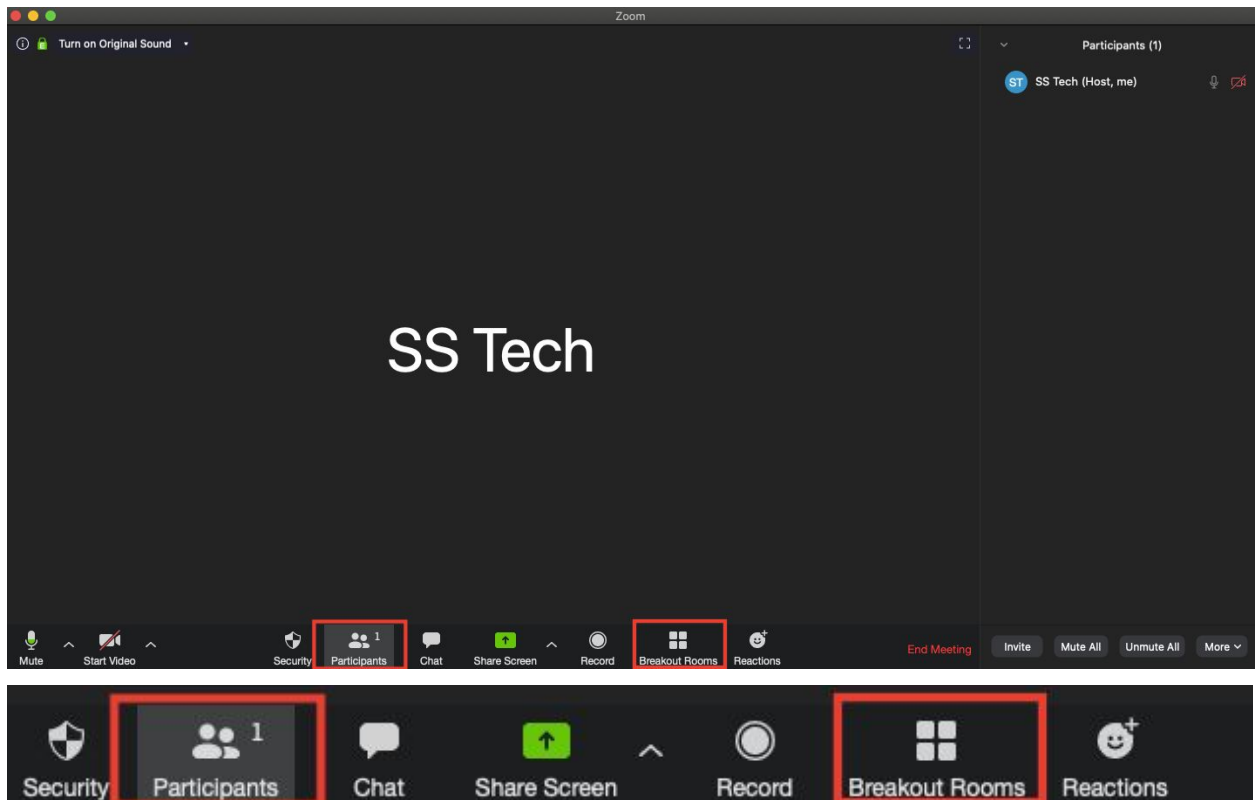
3. Next, download and/or launch the Zoom desktop client app. Sign in to your account. If you are already logged in, you must log out and sign in again.
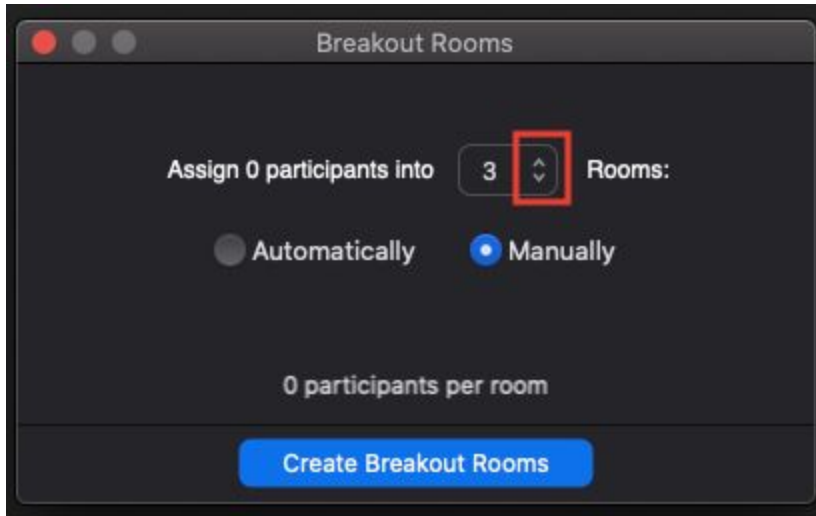

4. Start a meeting, and find the "Breakout Rooms" button enabled along the bottom of your Zoom screen. As the Host of the meeting, you can click the "Participants" button to see all of the main meeting's participants in a window on the right. This window will allow you greater control of meeting attendees, including the ability to control muting, rename participants and many other higher functions.
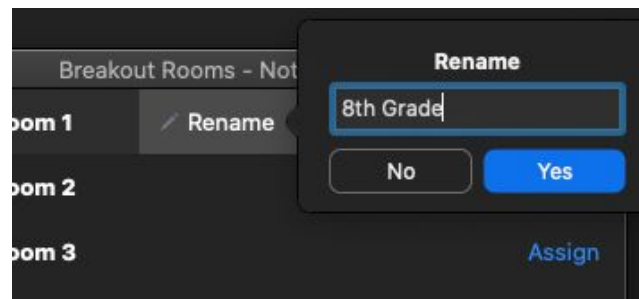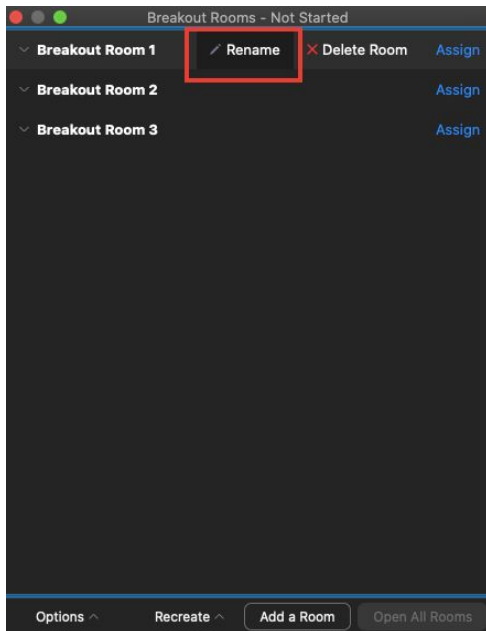
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5. Click the four square "Breakout Rooms" button to open the breakout room creation window. Choose the number of breakout rooms you want in your meeting. Select "Manually" to allow you to manually assign every participant to their proper Breakout Room. Click "Create Breakout Rooms".
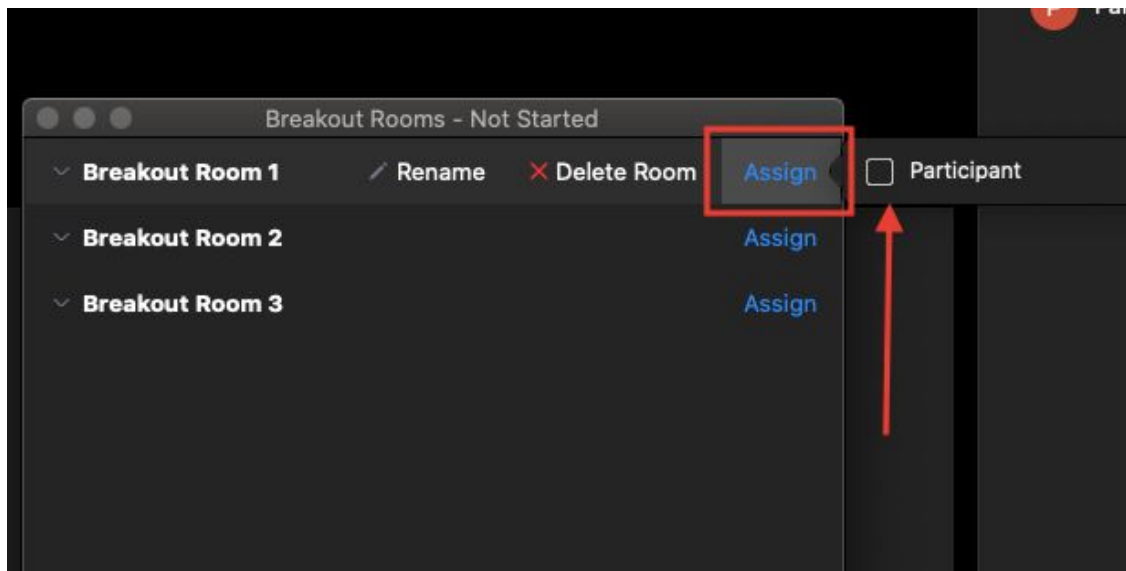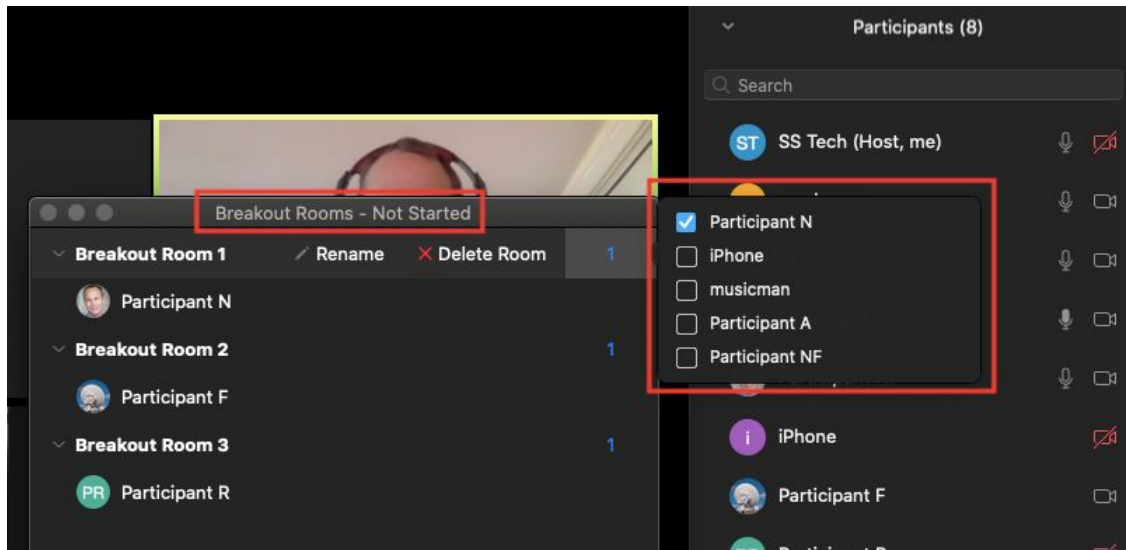

6. The Breakout Rooms window will appear. Hover over each breakout room to Rename or Delete that individual room. Consider naming each room to reflect your Sunday School classes (ex: Grade - Teacher's Name).
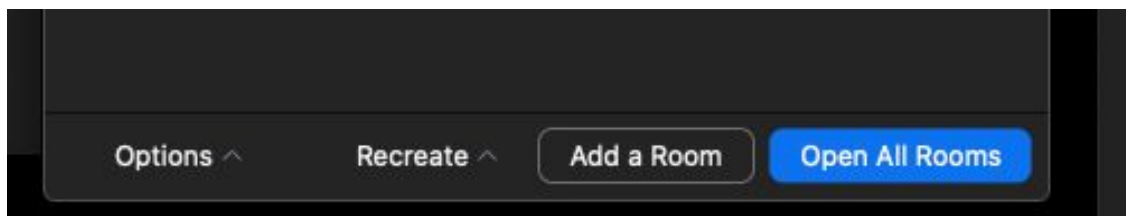
7. As participants begin joining the main meeting, the host can assign them to their respective Breakout Rooms by clicking the "Assign" button to the right of each breakout room. A popup list will appear with the names of all unassigned participants. Click the box to the left of the participant's name in order to assign them to their Breakout Room. Note that clicking the "Assign" button to open the list menu is a useful way to view who has not yet been assigned.
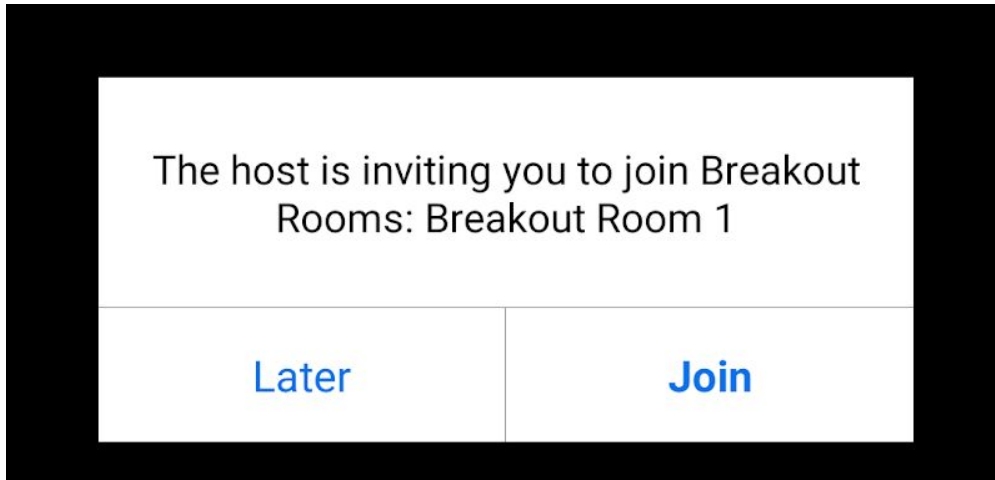

8. Once all of the assignments have been made and the opening exercises are complete, open your Breakout Rooms by clicking "Open All Rooms" at the bottom of the Breakout Rooms window.
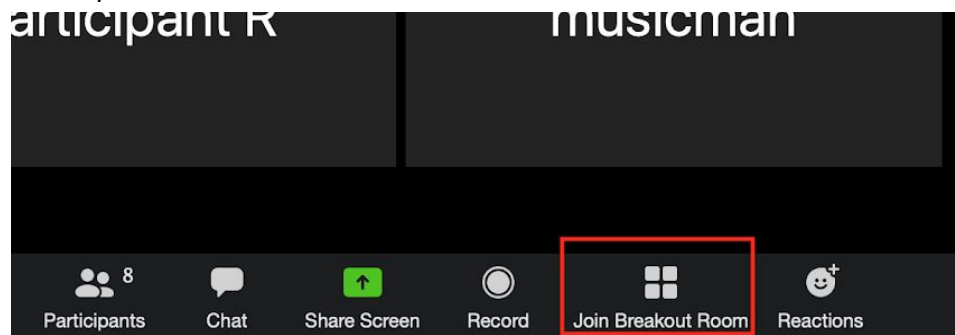
9. Clicking "Open All Rooms" initiates a pop-up message for all assigned participants to join their specific Breakout Room. Each participant will need to click "Join" on this window to leave the main meeting and join their assigned breakout room. This process may take a few moments to complete and load.
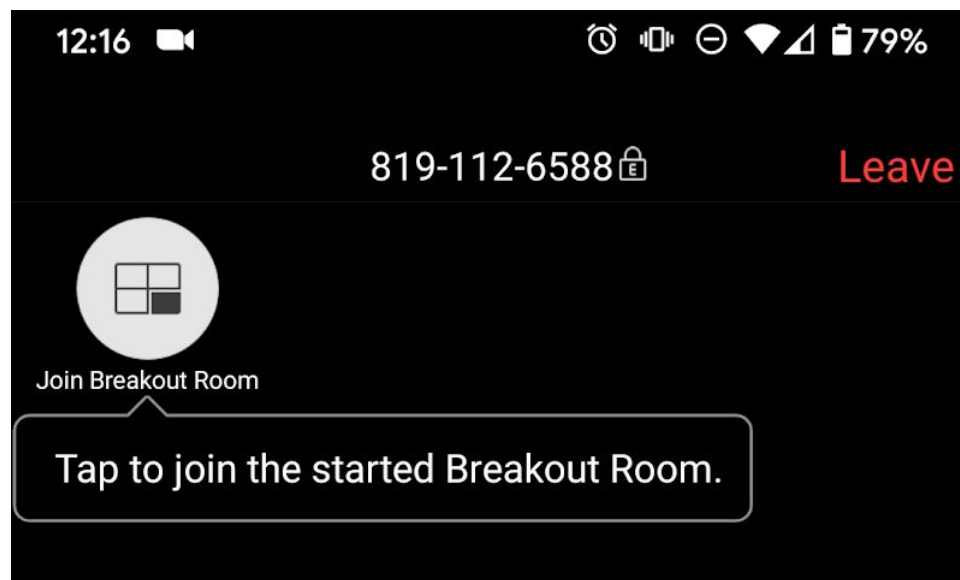

a. If a participant misses the Join meeting pop-up, they will be able to click "Join Breakout Room" on a different place on their screen.
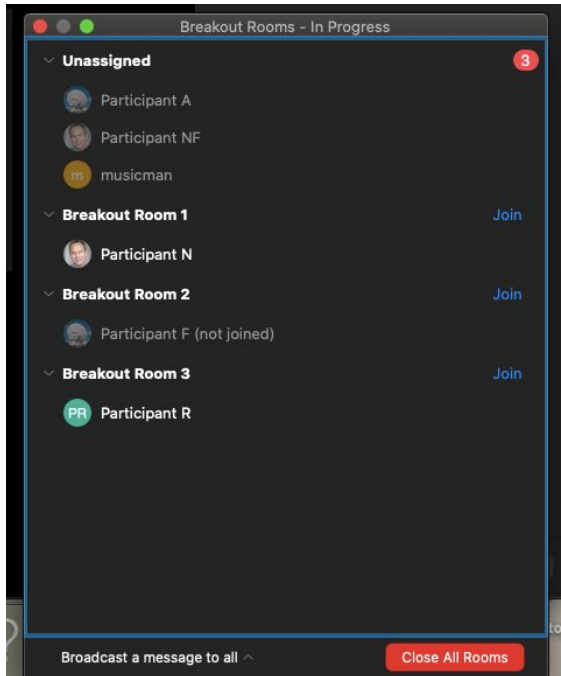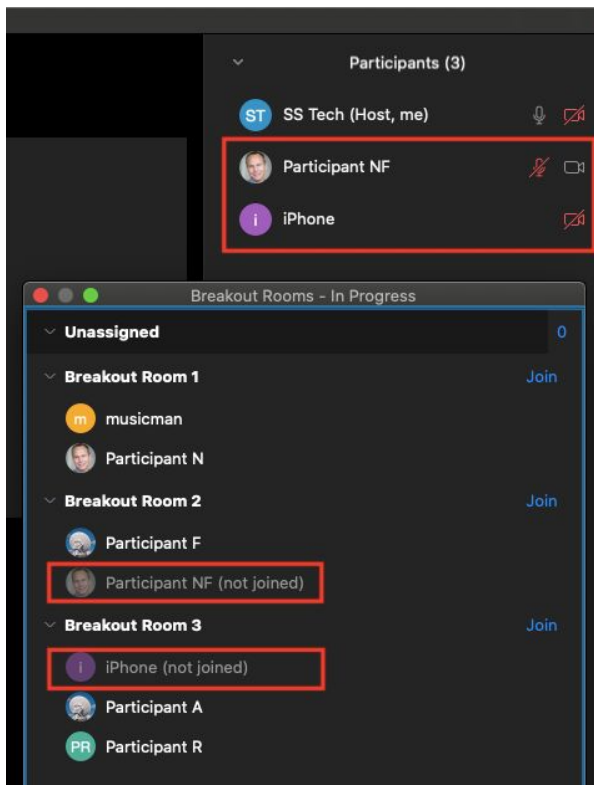*Desktop View*

Mobile view

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10. As the host, you'll see the window's title change to "Breakout Rooms - In Progress". Everyone assigned to a breakout room will be listed beneath their room/class name. Anyone unassigned will appear at the top of the "Breakout Rooms - In Progress" window under "Unassigned" and slightly greyed out.
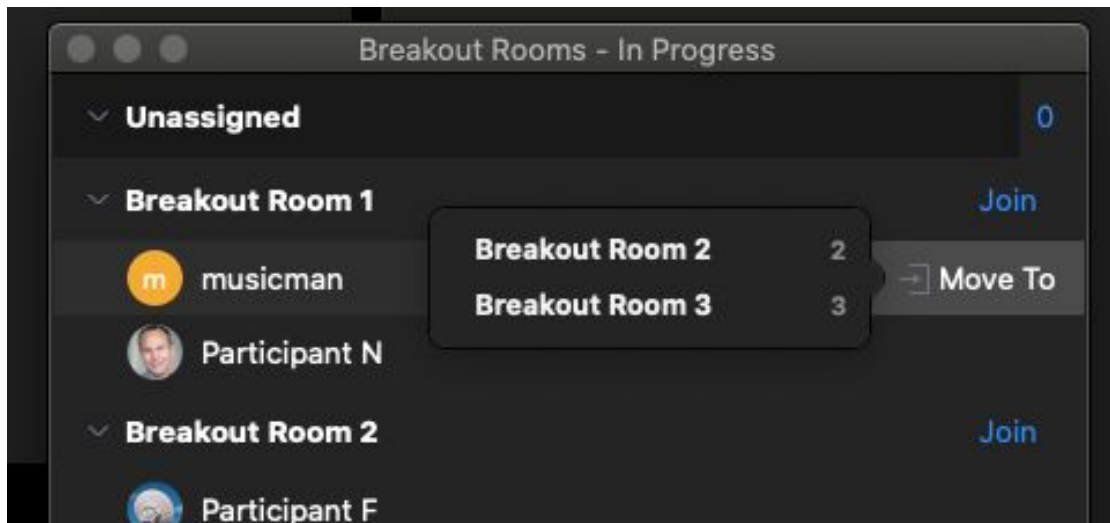

11. Once a participant joins their breakout room, they will no longer appear in the main Zoom meeting and the main "Participants" list. If a participant is lingering in the main Zoom meeting, it is likely they have not yet accepted their Breakout Room invitation.
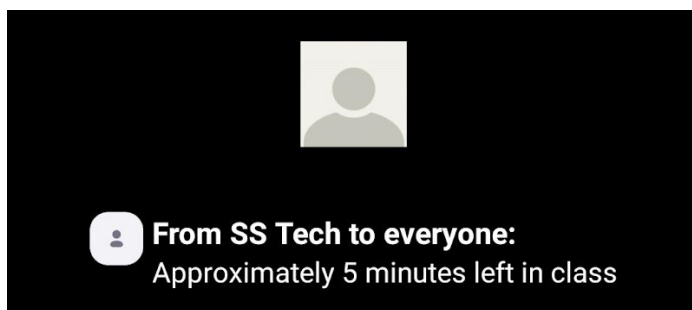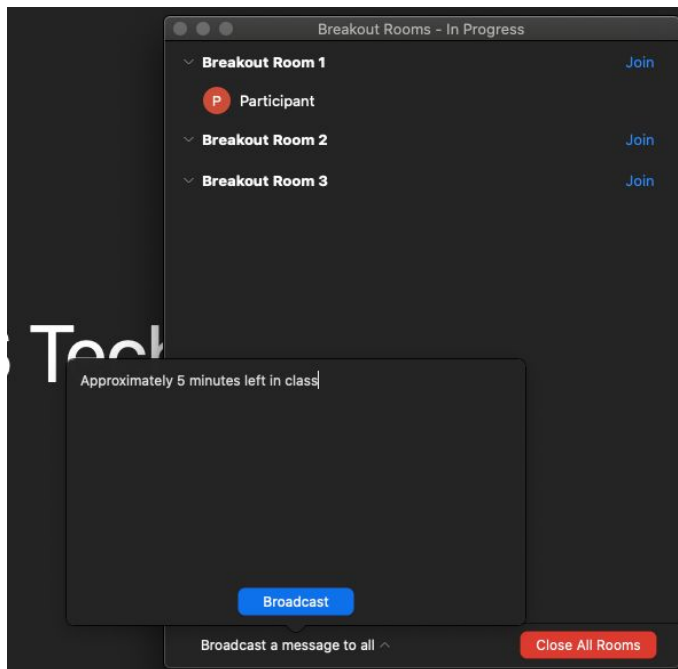
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12. If necessary you may also move participants to another breakout room by hovering over their name, clicking "Move To," and clicking the new Breakout Room name.
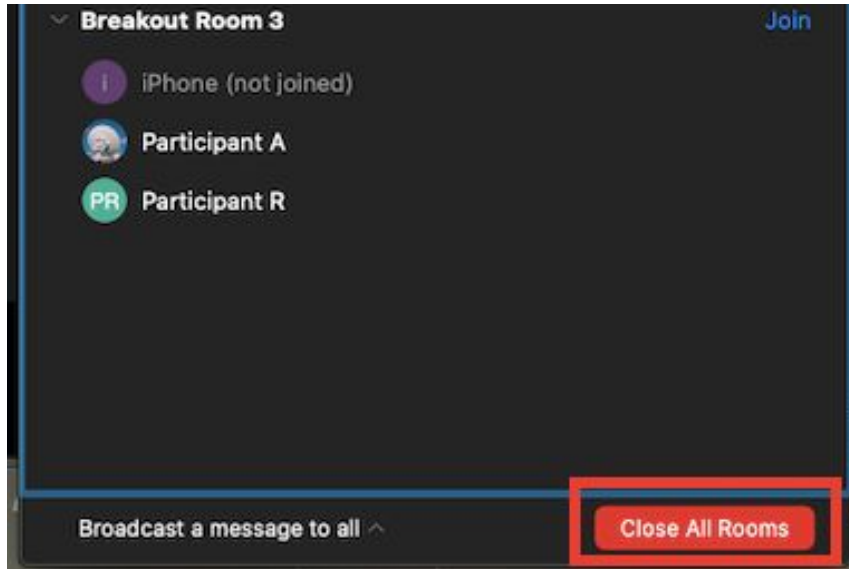

13. The Host may broadcast a message to all breakout rooms at any point during the meeting. This could be used at the end of Sunday School to give a five minute warning. Click "Broadcast a message to all" at the bottom of the "Breakout Rooms - In Progress" window, type your message, and then click the blue "Broadcast" button to send the message to everyone in the Breakout Rooms.
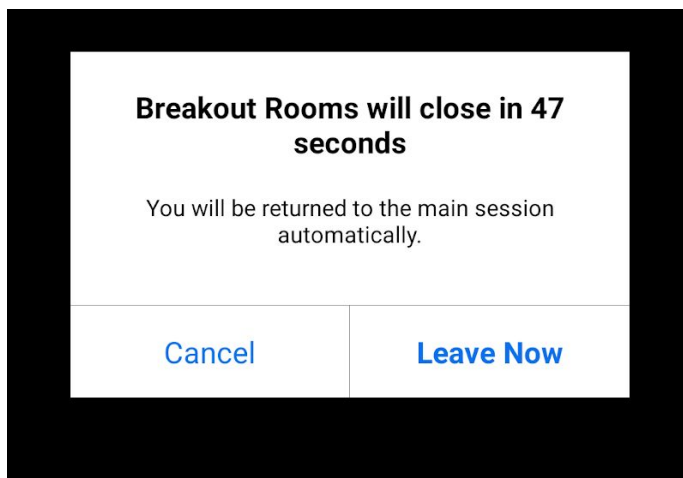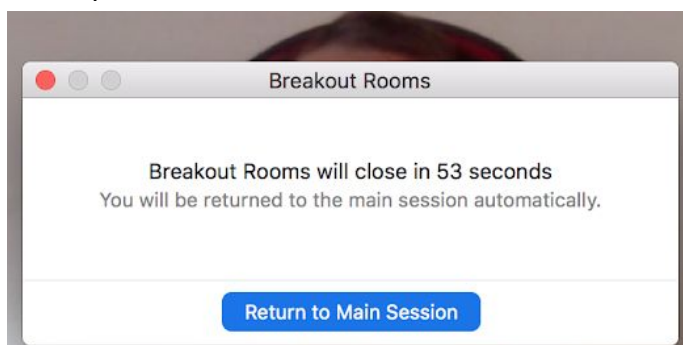
14. To bring all participants back into the main Zoom meeting (ex: when it's time for the final hymn), click "Close All Rooms" in red. This initiates a default one minute timer after which all participants will be automatically moved from their Breakout Rooms to the main Zoom meeting. Participants can choose to "Leave Now" to rejoin the main room instead of waiting for the countdown to end.
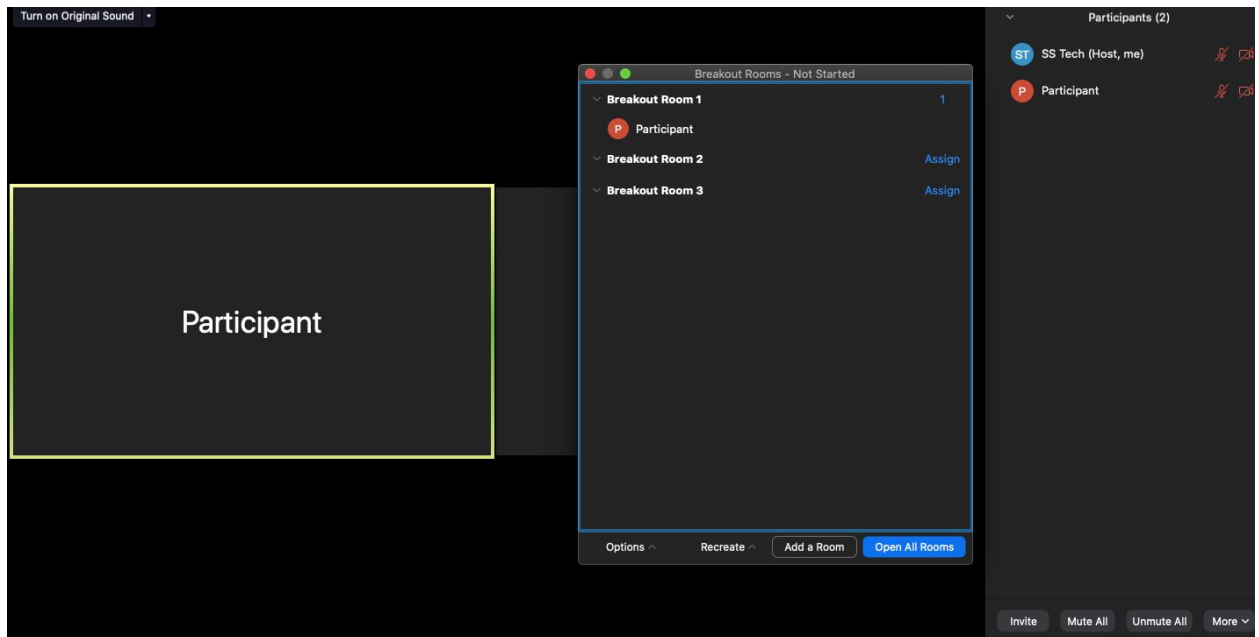

Mobile View

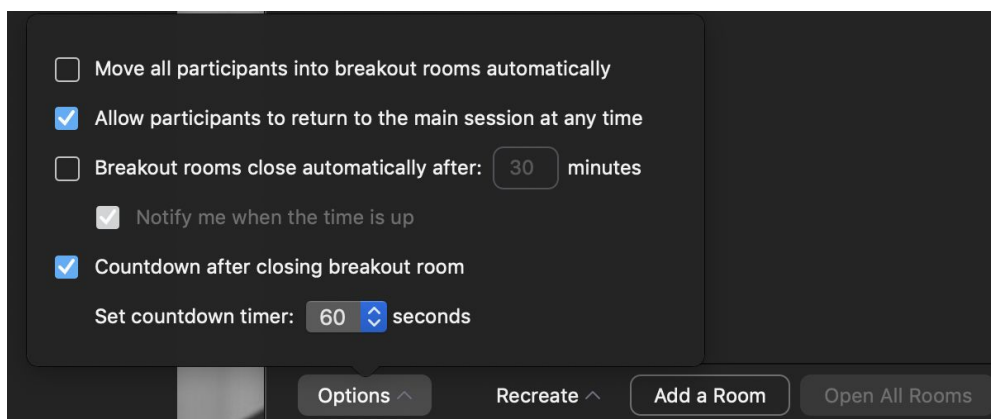*Desktop View*

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15. Once the Breakout Rooms have been closed, all participants will land back in the main Zoom meeting gallery view and Participants list. They will still show their initial Breakout Room assignment in the "Breakout Rooms - Not Started" window, in case you want to send them back to their classes again.

Additional Notes:

- Assigning other participants as co-hosts is a good way to manage larger Zoom meetings with Breakout Rooms. The host and co-host roles are inherited into the Breakout Rooms. Assigning teachers as co-hosts, for example, will allow teachers to help with the muting and unmuting of microphones for younger students.
- Meetings with Breakout Rooms offer all of the same Host controls and security features available with Zoom. We recommend visiting the Zoom support site to learn more about these features.
- The Breakout Rooms window has some additional controls in the options menu including allowing participants to return to the main session if desired and changing the duration of the countdown timer.

- For more support using the Breakout Rooms feature, go to the Zoom Help Center - Managing Breakout Rooms.