Thank you for joining us! Our program will begin shortly.
cme.stanford.edu/onward
JOIN US ON OUR UPCOMING WEBINARS

Wednesday, November 11, 2020 | 9:30 am PT / 12:30 pm ET
Tech Tools Smörgåsbord: Maximizing Your Software for Your CME/CPD Activities

Wednesday, December 9, 2020 | 9:30 am PT / 12:30 pm ET
Holiday Mix and Mingle Trivia Competition
Zoom Video Communications was Named a 2019 Peer Insights Customer Excellence Award Winner for Meeting Solutions by Gartner, Inc.

You asked:
Type your questions and comments here!

Please input your question

Send Anonymously  Send

Zoom received a 4.69 out of 5 overall customer rating.
Jayzona Alberto, EdD, MS
Education Design & Assessment Associate
Stanford University

Attack of the Zoombies: How to Protect your Live Webinar Attendees from Zoom Fatigue
Sarah J. Carmody MBA, CPTD
Accreditation Specialist
Thomas Jefferson University

Attack of the Zoombies: How to Protect your Live Webinar Attendees from Zoom Fatigue
Sarah DeLaat, CMP, CTA
Project Manager
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Attack of the Zoombies: How to Protect your Live Webinar Attendees from Zoom Fatigue
Kurt Snyder, JD
Director, Continuing Medical Education
Stanford University

Organizing Jail Zoom Breakouts
Introduction

- Disclosure
  - Not connected to Zoom
  - Best effort – do your own research
  - Zoom is constantly upgrading
  - Institutional/license differences
    - Zoom administrators have more control

- Goal for Today
  - Assumption: You have experience with Zoom
  - Overview of Zoom Breakout Rooms
    - Mixture of how-tos and best practices
    - Some questions will be asked along the way
  - Slides will be posted

- Practice, Practice, Practice
Overview

“Breakout rooms allow you to seamlessly split your Zoom meeting into separate sessions for small group discussion, and then bring those sessions back together to resume the large group meeting.”
Getting Started – Enabling Breakout Rooms

• Sign in to the Zoom web portal and navigate to Account Settings

• Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled

• If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Breakout room
Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling
Prerequisites

• Breakout rooms enabled

• Zoom desktop client
  • Windows: 3.5.31087.1102 or higher
  • macOS: 3.5.31087.1102 or higher
  • Linux: 2.0.81497.1116 or higher
  • Chrome: 2.4.943.510 or higher

• IMPORTANT: Self-select breakout rooms feature requires desktop client or mobile app, version 5.3.0 or higher (not supported on ChromeOS)
Limitations

- Users joined into the Zoom meeting from the Zoom Mobile App or H.323/SIP devices can participate in breakout rooms, but cannot manage them. Users joined using Zoom Rooms are unable to join breakout rooms, but the main room can be used as an alternative session for these users.

- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

- You can create up to 50 breakout rooms and have a maximum of 200 participants across all breakout rooms.
How do you get participants into the breakout rooms?

4 Options!

- Pre-assign Participants
  - Via web portal
  - Via csv file upload
- Assign Automatically
- Assign Manually
- Let Participants Choose

Ideas!!!
- Table Topics
- Concurrent Sessions
- Exhibitors
- Community Rooms
- Speaker Engagement
- ePosters
- Others?
Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal
2. Click Meetings and schedule a meeting.
3. In the Meeting Options section, select Breakout Room pre-assign and click Create Rooms
Pre-assigning participants to breakout rooms using the web portal

4. Click the plus icon beside Rooms to add breakout rooms

5. Add Names
Pre-assigning participants to breakouts rooms using a CSV file

1. Sign in to the Zoom web portal
2. Click Meetings and schedule a meeting
3. In the Meeting Options section, select Breakout Room pre-assign and click Import from CSV
4. Click download to download a sample CSV file you can fill out
Pre-assigning – Disclaimer!

• Not as good as it sounds
  • Must use Zoom email!
    • For example, snyder1@stanford.edu
    • kurt.snyder@stanford.edu
  • Best if you work with cohorts and you know their emails with certainty
  • Stanford CME rarely uses this feature
  • Anyone using this in CME/CPD?
Other Options
<table>
<thead>
<tr>
<th>Room</th>
<th>Rename</th>
<th>Delete Room</th>
<th>Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Room 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Rename
- Delete Room
- Assign
- Recreate (Start Over)
- Add Room
- Open all Rooms
Video Breakout Rooms by Zoom

https://youtu.be/jbPpdyn16sY
Considerations

• Facilitator or self-manage
  • Know that you will be judged on the success of your breakouts!

• Have a plan!
  • What are the learning objectives of the breakout?

• Handout/instructions -- clear task!
  • Coach them to transition from passive to active mode
  • Google Docs is good for note taking
  • Do you need to show them how to use Zoom?

• What is the appropriate amount of time?
  • Introductions take time

• Maintain consistency for the duration of the event?

• Other best practices?
Resources

• All You Need to Know About Using Zoom Break Rooms (Zoom Blog)
• Managing Breakout Rooms (Zoom)
• Enabling Breakout Rooms (Zoom)
• Participating in Breakout Rooms (Zoom)
• Pre-assigning participants to Breakout Rooms (Zoom)
• The Official Zoom Training on YouTube Playlist (Zoom)
• Successful breakout rooms in Zoom (Stanford Resource)
• Small group activities for Breakout Rooms (Stanford Resource)
• Others?
Questions?

• E-mail: kurt.snyder@stanford.edu

• http://onward.stanford.edu
We would love feedback on this program! An evaluation link will pop up after the webinar closes.

cme.stanford.edu/onward