

Student: Using Breakout Rooms

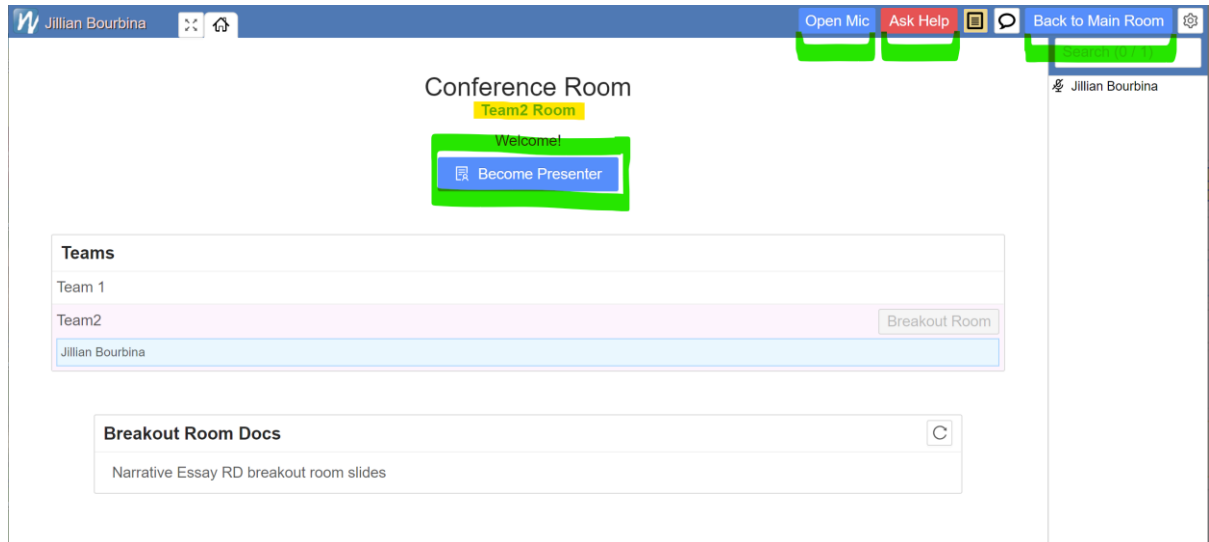
How to use breakout rooms in GP7

To Go to the Breakout Room:

The screenshot shows a Zoom Conference Room interface. At the top, there is a blue header bar with the name 'Jillian Bourbina', a microphone icon, and buttons for 'Ask Mic', 'Leave', and a settings gear. Below the header, the text 'Conference Room' is centered, followed by 'Access Code: 202-0207' and 'Welcome!'. On the right side, there is a search bar and a list of participants: Jillian Bourbina, Mrs. Teri Skidmore, and Micah Skidmore. The main area is divided into two sections. The top section is titled 'Teams' and contains three team entries: 'Team 1' with 'Micah Skidmore', 'Team2' with 'Jillian Bourbina', and 'Unassigned: Mrs. Teri Skidmore'. The 'Team2' entry is highlighted in pink, and a red circle is drawn around it. To the right of the 'Team2' entry, there is a button labeled 'Breakout Room', which is also circled in red. The bottom section is titled 'Breakout Room Docs' and contains a single document entry: 'Narrative Essay RD breakout room slides', which is pointed to by a red arrow.

- When your teacher activates breakout rooms, you will be able to see what team you are assigned to.
- The Breakout Room Docs section at the bottom tells you what slides/documents your teacher has made available for your use in the breakout.
- Click **Breakout Room** to the right of your team name to go to the breakout room.

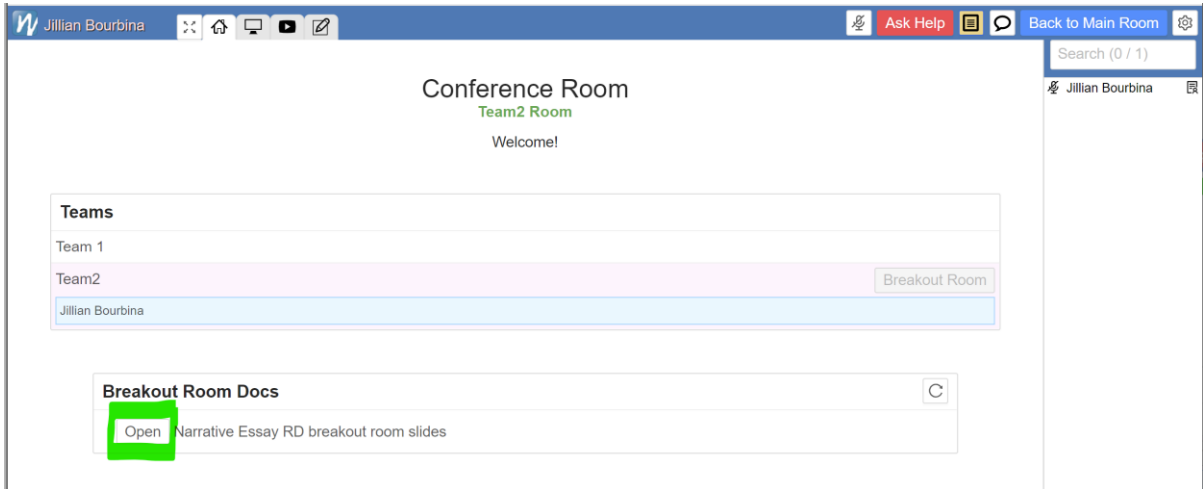
How to Use Breakout Rooms:



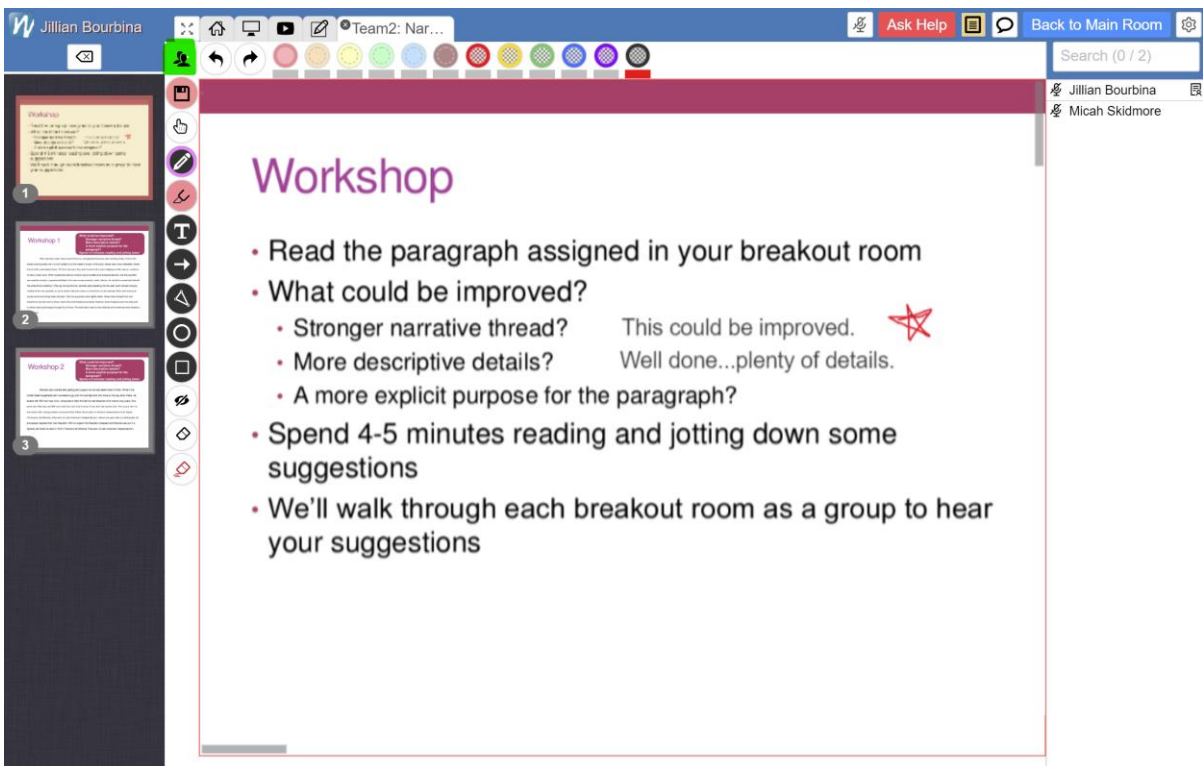
- Note that, once you enter the breakout room, the room name at the top changes to your team name (in yellow).
- Click the **Open Mic** button to use your microphone. When done speaking, click the same button (now called **Mute Me**) to turn off your mic.
- Click the **Ask Help** button to get your teacher's attention and ask for help. She can then either talk to you from the main classroom or join you in the breakout room. Once you receive help, click the **Ask Help** button again to stop notifying your teacher.
- Click the **Back to Main Room** button to return to the main classroom.

To Use Slides in the Breakout Rooms:

- Before a slide can be used in the breakout room, a student must make themselves the presenter and share the slide. Any student can become presenter by clicking the **Become Presenter** button.



- The presenter now has the option to click the **Open** button to open the slide(s) that the teacher made available in the Breakout Room Docs section.



- The student presenter is able to use annotation tools to type, write, and draw on the whiteboard.
- To give all students the ability to annotate the whiteboard, the student presenter must click the **Allow Guests to Draw** button (highlighted in green) at the top left corner of the whiteboard.
- Once finished annotating a slide, the student presenter should click the **Save Edits & Freeze Shapes** button just below the allow guests to draw button. This will save a copy of that slide in the Breakout Room Docs, so the teacher can share your slides with the class in the main classroom. Each slide must be saved before returning to the main classroom. If the student presenter attempts to return to the main classroom before saving each slide, they will get a warning that they are leaving without saving all slides.