Active Learning in Zoom: Breakout Rooms & Polls
Who are we?

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By the end of this session, you will be able to:

- **select** appropriate settings to enable breakout rooms and polls
- **use** breakout rooms and polls in a live Zoom session
- **consider** applications of breakout rooms and polls that are appropriate to your class
Breakout Rooms | Encouraging Participation
Breakout Rooms: Settings

In Meeting (Advanced)

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

Allow host to assign participants to breakout rooms when scheduling
Creating Breakout Rooms in a Meeting

- only the host has the option to create and manage breakout rooms during the session.
Assign 3 participants into 1 Rooms:

- Automatically
- Manually

3 participants per room

Create Breakout Rooms
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
  - Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer: 60 seconds

Options  Recreate  Add a Room
Hi everyone, I'm bringing you back in 1 minute!
Breakout Rooms: Other Considerations

- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the host is in.
- You can create up to 50 breakout rooms—the max number of participants per room depends on meeting capacity and number of breakout rooms.
How to Pre-Assign Breakout Rooms

To pre-assign Breakout Rooms for a meeting:

1. Enable the setting **Allow host to assign participants to breakout rooms when scheduling**
2. **Edit or create** your Zoom meeting on [duke.zoom.us](http://duke.zoom.us) (can’t access pre-assign option in Sakai’s Zoom Meetings tool)
How to Pre-Assign Breakout Rooms

To pre-assign Breakout Rooms for a meeting:

3. Add participants by email address (netID@duke.edu) OR
4. Add participants by importing a .csv file: download the template, fill in email addresses, and upload completed file
Pre-Assign: Other Considerations

- If students are having problems with pre-assigned breakout rooms, it’s likely because they joined your meeting with a different email than the one you specified.
- Need to make sure that students:
  - Create a Duke Zoom account
  - Sign into duke.zoom.us before meeting
Active Learning Using Breakout Rooms

Small Group Discussions:
- Icebreakers/getting to know each other
- Sharing relevant experiences & learning from multiple perspectives
- Answering a question/set of questions
- Comparing/contrasting
- Debating an issue
Active Learning Using Breakout Rooms

Small Group Activities:

● Problem-solving
● Brainstorming
● Scenarios/simulations
● Short presentations
Active Learning Using Breakout Rooms

● Group Projects
  ○ discuss deadlines, tasks, roles
  ○ time to work on projects
  ○ time to ask questions/get feedback on progress

● Office Hours
  ○ main room as waiting room
  ○ pull student(s) into breakout rooms for private discussions
Using Polls | How to Get Live Feedback
Polling Settings

- Make sure your settings are correct

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Always show meeting control toolbar
Always show meeting controls during a meeting

Show Zoom windows during screen share
Check for updates

- Make sure the desktop client is up-to-date
Create your Zoom meeting

- Set your polling up before your meeting day/time
Add your poll

You have not created any poll yet.
Poll Options

Add a Poll

Enter a title for this poll.

☐ Anonymous?

1.

Type your question here.

- Single Choice
- Multiple Choice

Answer 1
Answer 2
Answer 3 (Optional)
Answer 4 (Optional)
Answer 5 (Optional)
Answer 6 (Optional)
Add questions

+ Add a Question

Save  Cancel
Creating multiple polls

You have created 2 polls for this meeting.

<table>
<thead>
<tr>
<th>Title</th>
<th>Total Questions</th>
<th>Anonymous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll 1: What is better</td>
<td>3 questions</td>
<td>No</td>
</tr>
<tr>
<td>Poll 2: Animals</td>
<td>3 questions</td>
<td>No</td>
</tr>
</tbody>
</table>
Starting your poll
Selecting the right poll

Poll 1: What is better

1. What is your favorite candy bar?
   - Snickers
   - Kit Kat
   - Butterfinger
   - Baby Ruth

2. What is your favorite hobby?
   - Reading
   - Being outdoors (hiking, biking, walking)
   - Painting

Poll 2: Animals
Polling in progress

1. What is your favorite candy bar? (Multiple Choice)
   - Snickers (0/0) 0%
   - Kit Kat (0/0) 0%
   - Butterfinger (0/0) 0%
   - Baby Ruth (0/0) 0%

2. What is your favorite hobby? (Multiple Choice)
   - Reading (0/0) 0%
   - Being outdoors (hiking, biking, walking) (0/0) 0%
   - Painting (0/0) 0%
You can still set up your meetings in Sakai

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today 3:00 PM</td>
<td><strong>TK Test 1 1 1725</strong></td>
<td>137-429-183</td>
</tr>
</tbody>
</table>
Accessing your Zoom meetings

- The meeting will show up in your Duke.Zoom account and you can add your poll

<table>
<thead>
<tr>
<th>Time</th>
<th>Meeting Type</th>
<th>Caller ID</th>
<th>Start/Stop/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today 02:00 PM</td>
<td>Polling Meeting</td>
<td>297-947-379</td>
<td></td>
</tr>
<tr>
<td>Today 02:30 PM</td>
<td>Zoom Meeting</td>
<td>806-883-859</td>
<td></td>
</tr>
<tr>
<td>Today 03:00 PM</td>
<td>TK Test 111725</td>
<td>137-429-183</td>
<td></td>
</tr>
</tbody>
</table>
Uploading a poll in Sakai

- You can also upload a poll in Sakai using a template.
- Create your meeting in Sakai and then click on the meeting you want to add your poll to.
Uploading a poll in Sakai

- Scroll to the bottom to where it says, “Poll”
- Click on “download a CSV template”

Poll

You can import polls to this meeting through importing CSV files.

You have not created any poll yet.
Uploading a poll in Sakai

- Open the template and add your poll questions.

<table>
<thead>
<tr>
<th>polling1</th>
<th>Questions Name</th>
<th>Questions Type</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>What is your favorite animal?</td>
<td>multiple</td>
<td>dog</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>cat</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>sheep</td>
</tr>
<tr>
<td></td>
<td>What is your favorite color?</td>
<td>single</td>
<td>red</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>purple</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>polling2</th>
<th>Questions Name</th>
<th>Questions Type</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How useful was this meeting?</td>
<td>multiple</td>
<td>Extremely useful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Somewhat useful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not useful at all</td>
</tr>
<tr>
<td></td>
<td>How useful was this course?</td>
<td>single</td>
<td>Extremely useful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Somewhat useful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not useful at all</td>
</tr>
</tbody>
</table>
Once you save the template, go back to where you are editing your meeting in Sakai. Click on “Import CSV”
Uploading a poll in Sakai

- You can then access your meeting via the desktop client or via the web and you will see “polling” on the bottom menu bar.
- During your Zoom session, click “Polling” and the poll you uploaded should be ready for students to respond to.
Practice

- It is suggested you run through this once to make sure everything works the way it should.
- You can create a “dummy” meeting in Sakai, add your poll, and start your meeting to ensure that the poll you created shows up and is ready for responses.
- This is something you can do on your own because all the steps and features should show up during any meeting.
Creating Polls During a Live Session

- You can also create polls “on the fly” during a live Zoom session.
- However, you will need to start the meeting from the desktop client ONLY.
- From the desktop client, you can see the meetings you have created in Sakai and at Duke.Zoom.us
Using the Desktop Client

Sakai

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

All My Zoom Meetings/Recordings Schedule a New Meeting

Upcoming Meetings

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>Poll Test 20</td>
<td>450-591-190</td>
</tr>
</tbody>
</table>

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

Duke.Zoom.Us

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>Polling Test 3</td>
<td>565-646-777</td>
</tr>
</tbody>
</table>
Using the Desktop Client
## Starting A Meeting from the Desktop

### Today

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling Test 3</td>
<td>1:30 PM - 2:30 PM</td>
<td>565-646-777</td>
</tr>
<tr>
<td>Polling Test 5</td>
<td>2:00 PM - 3:00 PM</td>
<td>793-533-582</td>
</tr>
<tr>
<td>Polling Test 5</td>
<td>2:00 PM - 3:00 PM</td>
<td>261-682-362</td>
</tr>
<tr>
<td>Polling Meeting 10</td>
<td>2:30 PM - 3:00 PM</td>
<td>410-856-849</td>
</tr>
<tr>
<td>Poll Test 20</td>
<td>3:00 PM - 4:00 PM</td>
<td>450-591-190</td>
</tr>
</tbody>
</table>

### Polling Test 3

1:30 PM - 2:30 PM | **NOW**

Meeting ID: 565-646-777

- [Start](#)
- [Copy Invitation](#)
- [Edit](#)
- [Delete](#)
- [Join from a Room](#)

Show Meeting Invitation
Creating an Impromptu Poll
Active Learning Using Polling

- Icebreaker, getting to know you, getting interaction started
- Audience engagement, feedback, gauging opinions
- Knowledge check, assessment
- You can download your polling results to review at a later time
Conclusion

● Questions?
● The **recording** of the session & slides will be added to keep-teaching.duke.edu/workshops
● **Email** keep-teaching@duke.edu with further questions