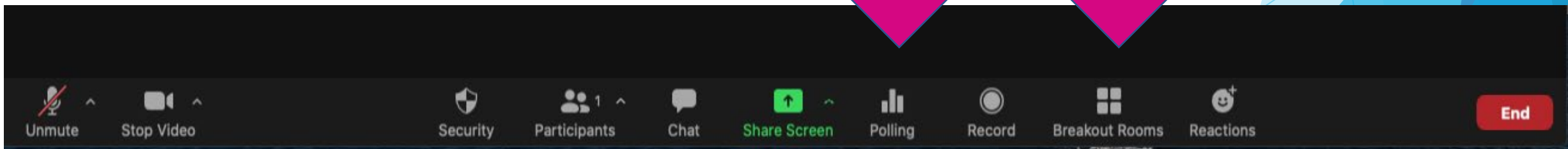# Utilizing Zoom Tools:
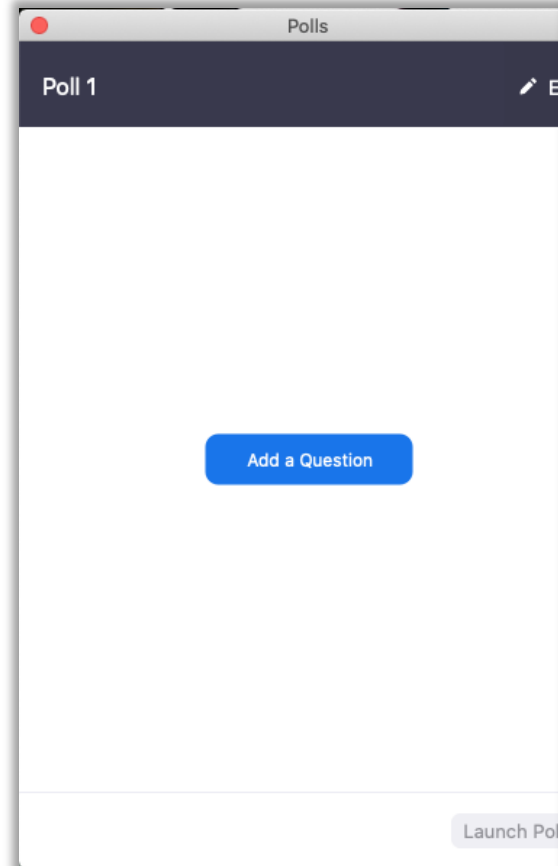# Polling and Breakout Rooms

What do they do?

✓ Polling: create single choice or multiple choice questions for your students and collect responses.

✓ Breakout Rooms: split your class up into small groups

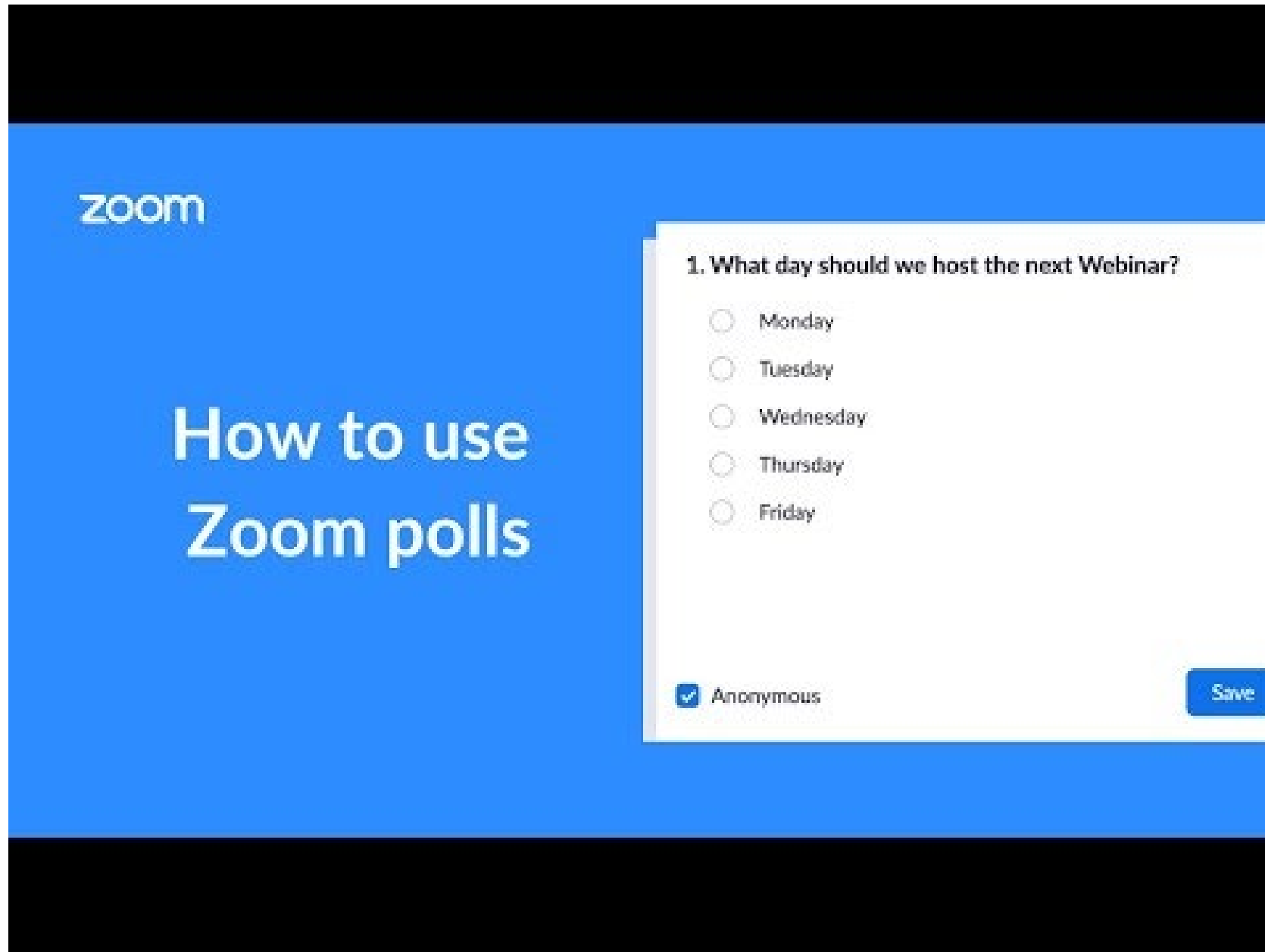**These features need to be requested before class begins.**

Polling

- Request Poll setup with Staff before the class
- Provide Staff the content you would like included.
- Practice before class.
- Staff or VCA can launch the poll. *

*Only the Zoom "Host" can launch the poll.

For VCAs: How to Run a Poll

Breakout Rooms

- Request Breakout Room setup with Staff <u>before</u> the class
- Provide Staff number of rooms you would like and any specific assignments.
- Practice before class.
- Staff or VCA can run the breakout rooms. *

*Zoom "Hosts" and "Co-Hosts can help manage breakout rooms.
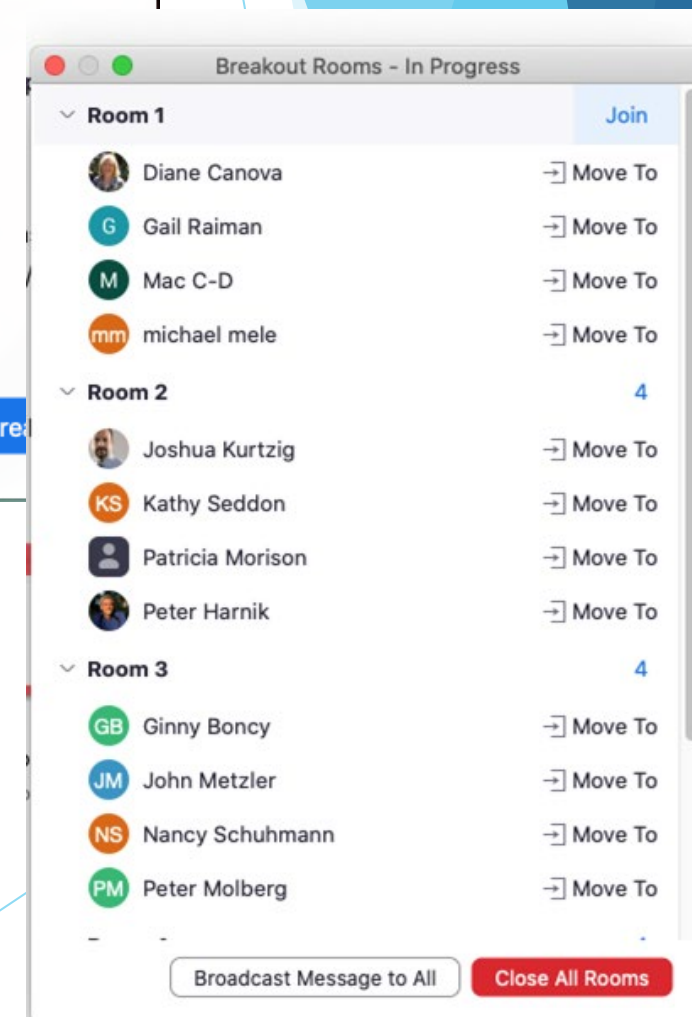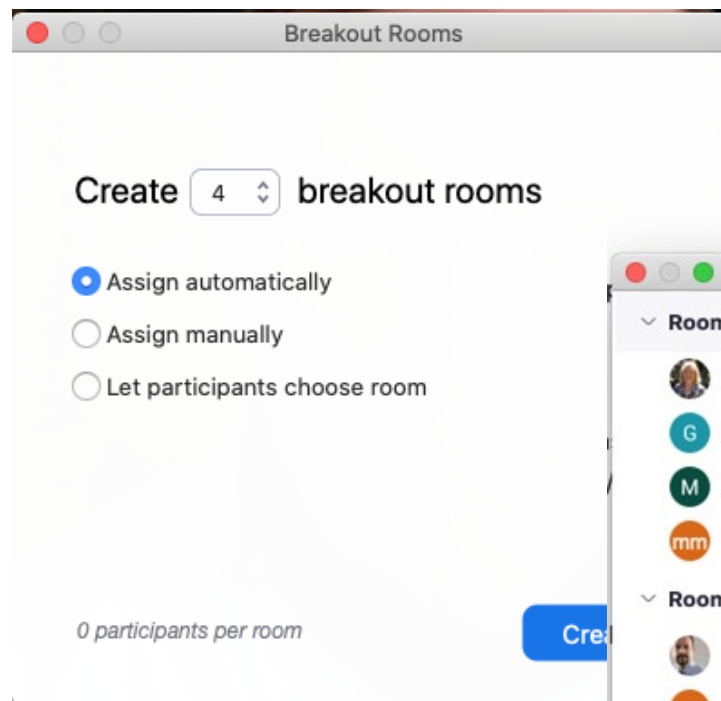
Breakout Room Roles and Abilities

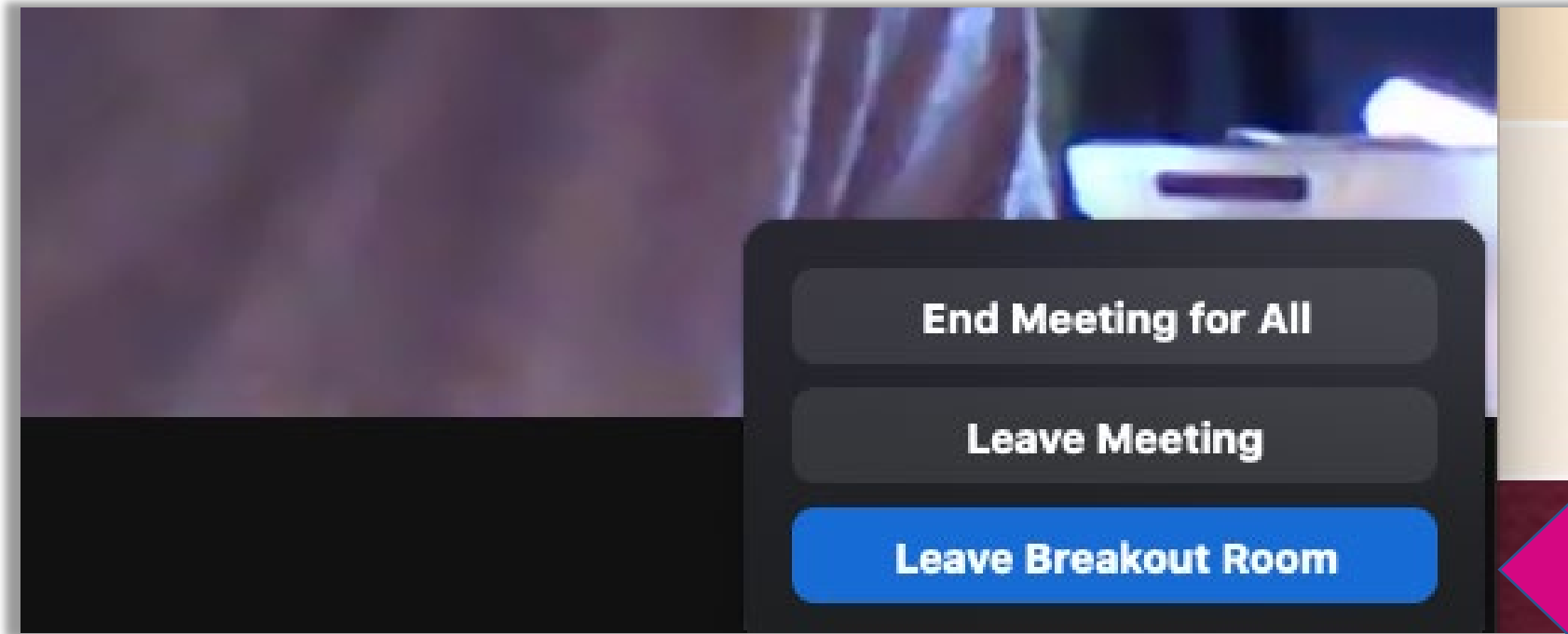|	Host	Co-Host
Assigning*, starting, and ending breakout rooms	✔	✔
Move between breakout rooms	✔	✔
Broadcast message to all	✔	✔
Notified of Requests for Help	✔	

For VCAs: Managing Breakout Rooms

Important: Remind Everyone to "Leave Breakout Room" NOT "Leave Meeting"

Questions or want to learn more?

Email virtual@encorelearning.net
OR
Check out the Zoom Help Center
support.zoom.us