



Quick Reference Guide

Google Meet Breakout Rooms

Overview

Google Meet Breakout Rooms allows teachers to split classes into simultaneous small groups during online meetings. Meeting hosts can move between breakout rooms to monitor and participate in discussions. Participants can be randomly distributed to rooms, or the host can manually move participants into breakout rooms. Participants can rejoin the original meeting when the breakout session ends.

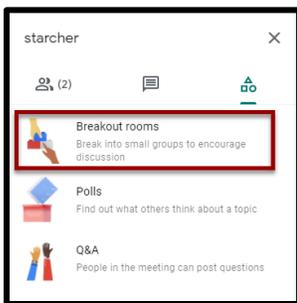
Create Breakout Rooms

Hosts must start breakout rooms during a Google Meet on a computer. Breakout rooms cannot be recorded.

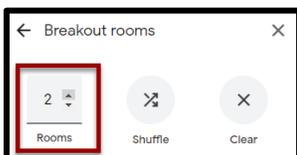
1. Start a **Google Meet** on your computer.
2. Click **Activities** in the top-right corner.



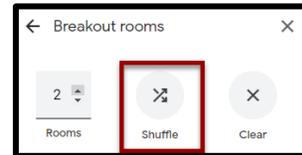
3. Click **Breakout rooms**.



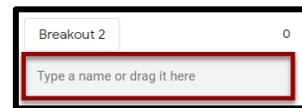
4. Choose the **number of breakout rooms** in the Breakout rooms panel. You can create up to 100 breakout rooms.



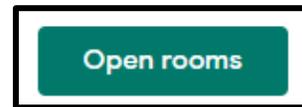
5. Participants will then be randomly and equally distributed across breakout rooms. Click **shuffle** to randomly mix up the groups again.



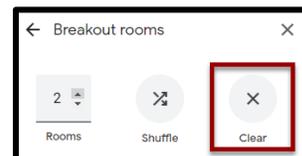
6. To manually move people into different breakout rooms, you can either:
 - a. Enter the **participant's name**.
 - b. Click the **participant's name**. Hold down the mouse, drag the name, and then drop it into another breakout room.



7. Click **Open rooms** in the bottom right.



Note: Click **Clear** to redo the breakout rooms and put all participants back in the Main room.



Edit, Join, or Leave Breakout Rooms

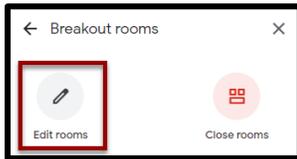
Once you've created breakout rooms, you can make changes to the rooms or join each breakout room to monitor and participate in discussions.



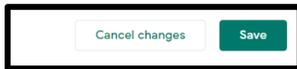
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1. Click **Edit breakout rooms** to make changes to the participant groups or number of breakout rooms.



2. Click **Save** after you make your changes.

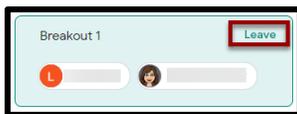


3. Click **Join** next to breakout room number to join an individual breakout room.



Note: You won't see chat messages that were exchanged before you join or after you leave a breakout room.

4. Click **Leave** next to the current breakout room to leave all breakout rooms and return to the Main room.



End Breakout Rooms

1. In the Breakout rooms panel, click **Close rooms** in the top-right.



2. Click **Close all rooms**.

