



BADAN PENGEMBANGAN AKADEMIK

Universitas 17 Agustus 1945 Surabaya

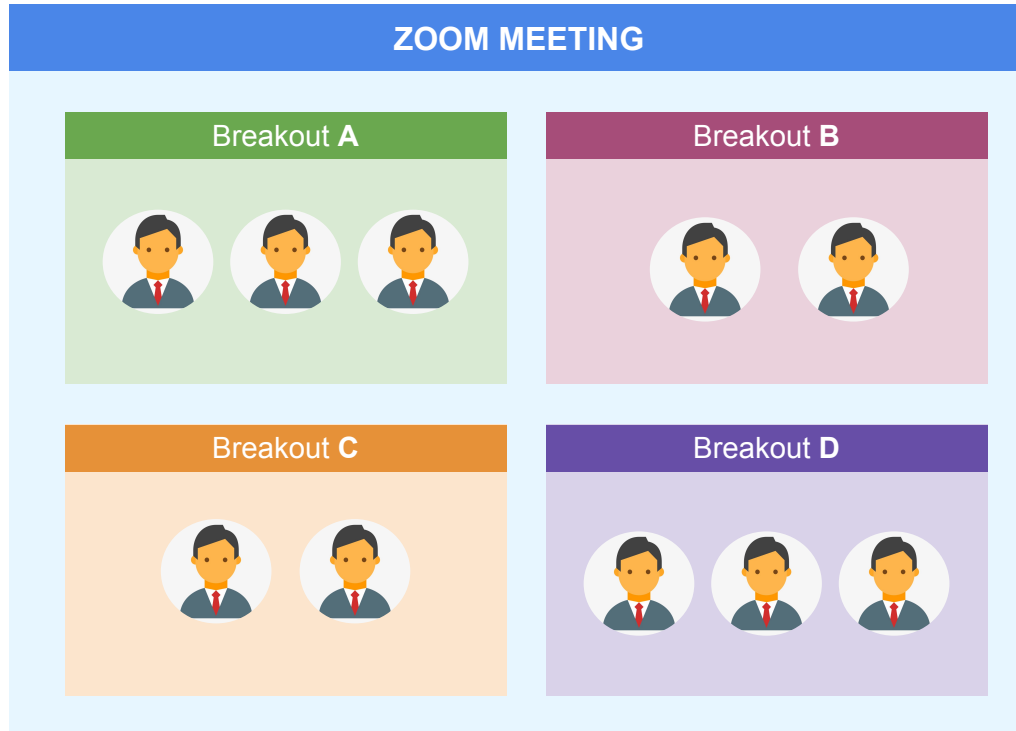


Membuat

BREAKOUT ROOM

Di Zoom Meeting

Breakout Room



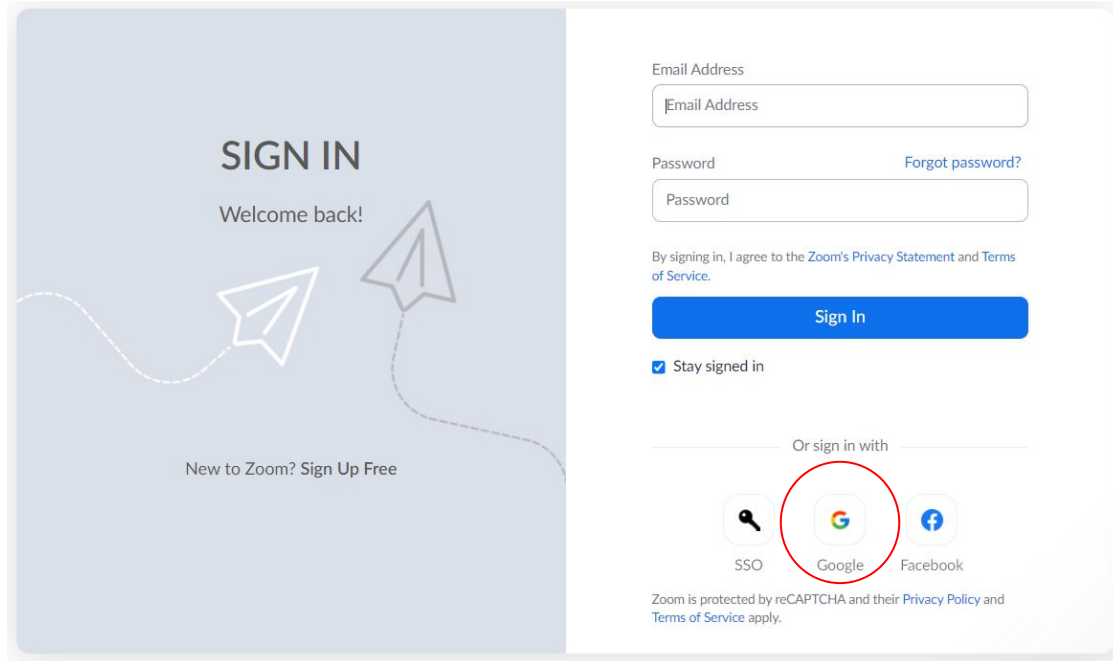
Breakout Room

Merupakan fitur dari zoom yang di gunakan untuk membuat virtual kelas / ruang dalam satu zoom meeting.

Sebagai contoh dalam satu zoom meeting di bagi menjadi 4 ruang (A, B, C, D) maka selanjutnya mahasiswa bisa dimasukkan kedalam masing-masing room sesuai kebutuhan.

Model ini biasa digunakan untuk kegiatan diskusi / kerja kelompok dalam kelas virtual.

Setting Breakout Room



The image shows the Zoom Sign In page. On the left, there is a light blue background with the text "SIGN IN" and "Welcome back!". Below this, there are two paper airplane icons. At the bottom left, it says "New to Zoom? Sign Up Free". On the right, there is a white form with the following elements:

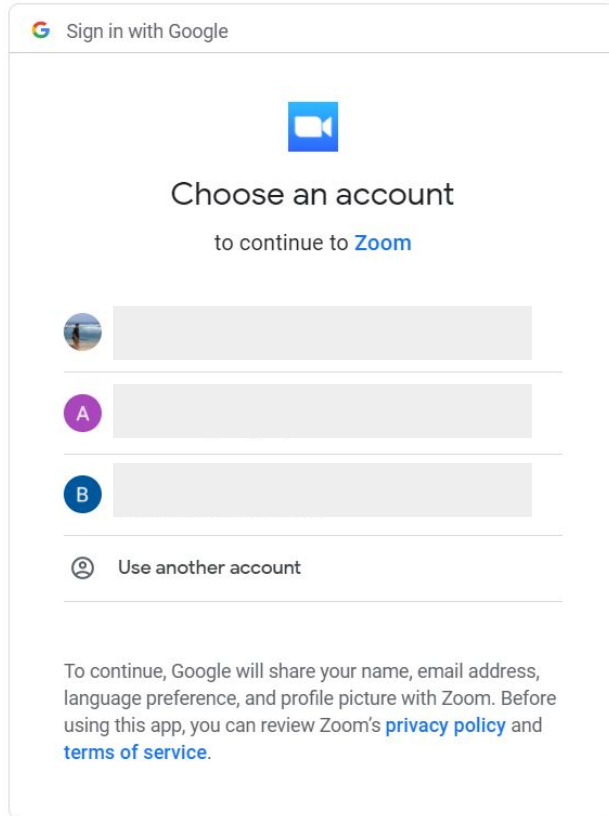
- Email Address field with a placeholder "Email Address".
- Password field with a placeholder "Password" and a link "Forgot password?".
- A blue "Sign In" button.
- A checkbox labeled "Stay signed in" which is checked.
- A section titled "Or sign in with" with three options: SSO (represented by a key icon), Google (represented by the Google logo, which is circled in red), and Facebook (represented by the Facebook logo).
- At the bottom, a small text: "Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply."

Lakukan login ke url berikut :

<https://zoom.us>

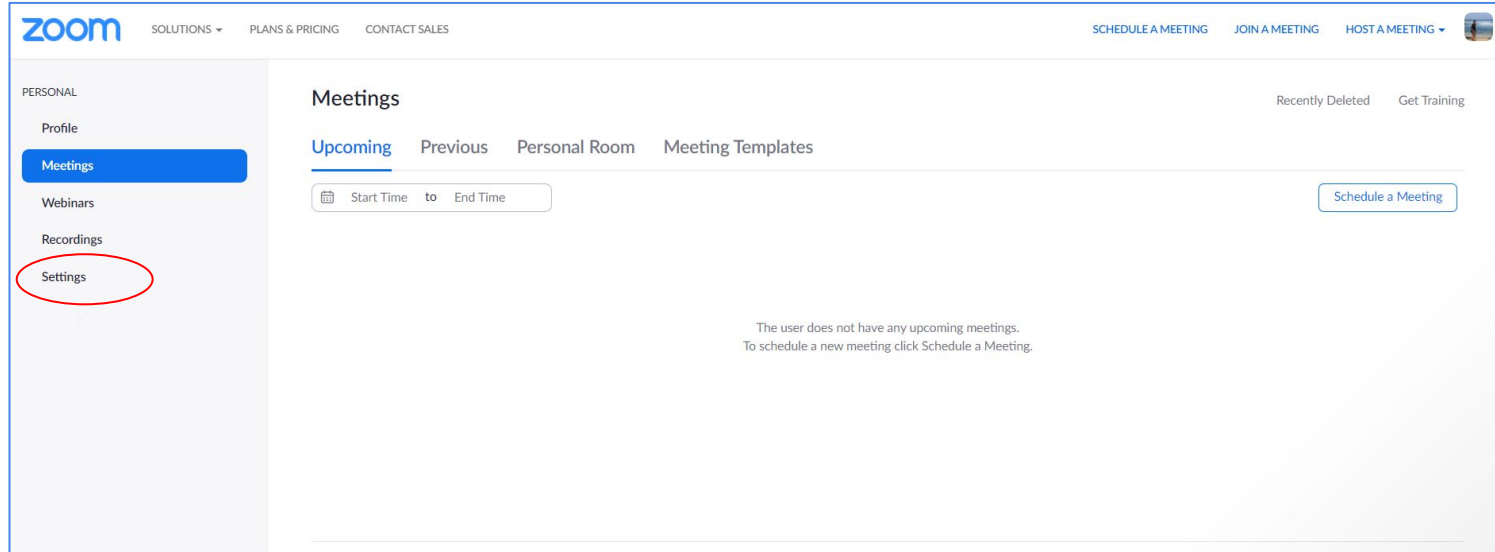
Selanjutnya pilih login menggunakan Google untuk bisa masuk dalam akun zoom masing-masing user / dosen.

Setting Breakout Room



Pilih akun email untuk bisa masuk dalam dashboard zoom

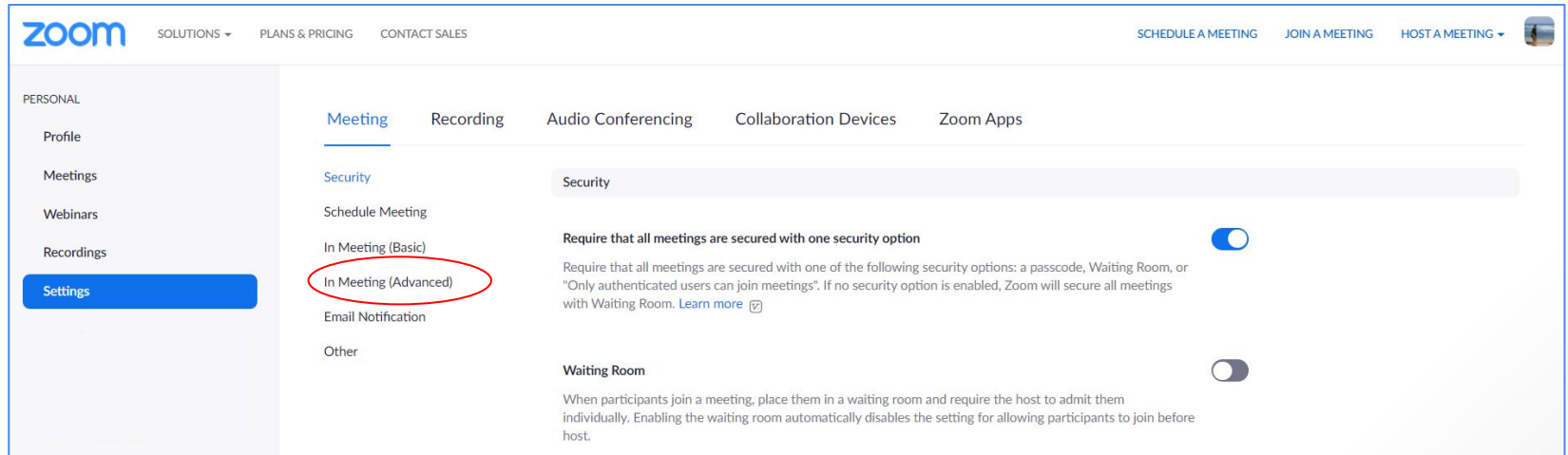
Setting Breakout Room



Berikut tampilan dashboard zoom masing-masing dosen

Selanjutnya klik **Setting** untuk melakukan setting breakout

Setting Breakout Room



The screenshot displays the Zoom web interface. On the left, a navigation menu under 'PERSONAL' includes 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings' (highlighted in blue). The main content area is titled 'Meeting' and contains sub-sections: 'Recording', 'Audio Conferencing', 'Collaboration Devices', and 'Zoom Apps'. Under the 'Meeting' section, there are links for 'Security', 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)' (circled in red), 'Email Notification', and 'Other'. The 'Security' section is expanded, showing a toggle for 'Require that all meetings are secured with one security option' which is turned on. Below it, a description states: 'Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#) ⓘ'. The 'Waiting Room' section has a toggle that is turned off, with a description: 'When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.'

Berikut tampilan daftar setting yang ada dalam zoom meeting

Selanjutnya klik **in Meeting (Advanced)** untuk melakukan setting breakout

Setting Breakout Room

The screenshot shows the 'In Meeting (Advanced)' settings in Zoom. On the left, there is a navigation menu with categories: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'In Meeting (Advanced)' section is selected and highlighted in grey. It contains two main settings:

- Report to Zoom**: A toggle switch that is turned on (blue). Below it, the text reads: "Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel." followed by a shield icon.
- Breakout room**: A toggle switch that is turned on (blue) and is circled in red. Below it, the text reads: "Allow host to split meeting participants into separate, smaller rooms".

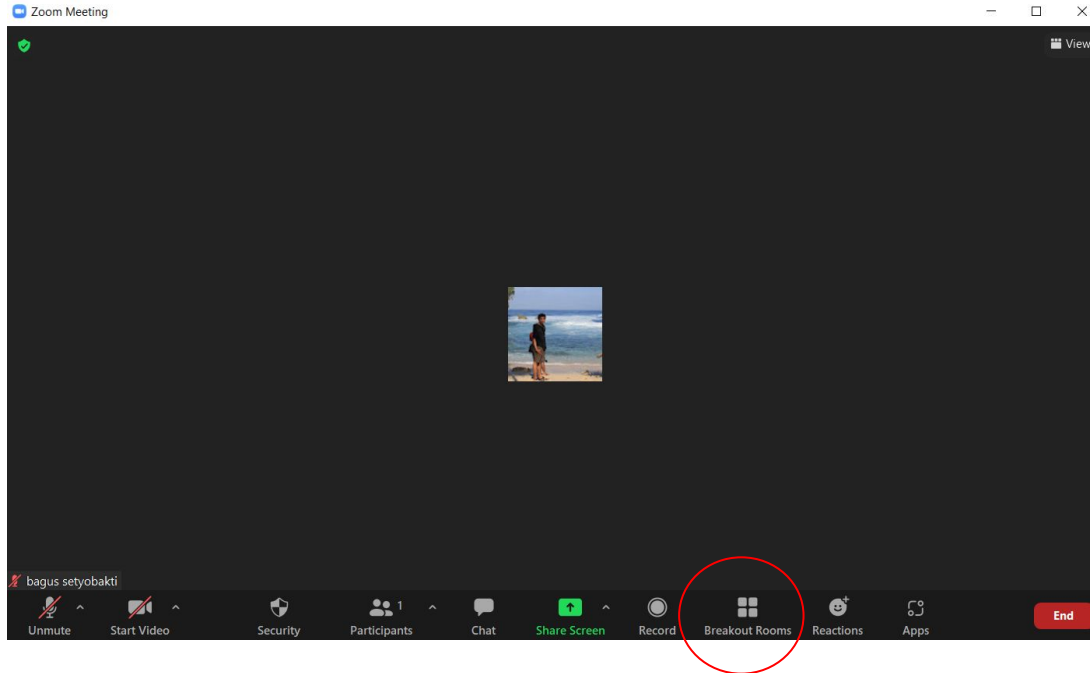
Below the 'Breakout room' section, there is an unchecked checkbox with the text: "Allow host to assign participants to breakout rooms when scheduling" followed by a shield icon.

Berikut in Meeting (advanced)

Selanjutnya aktifkan **Breakout room** dengan mengklik tombol bagian kanan

Setelah mengaktifkan breakout room selanjutnya melakukan **start meeting zoom** lewat aplikasi zoom atau Elitag

Memulai Breakout Room



Menu **Breakout Rooms** akan tampil pada bagian bawah tombol navigasi Zoom Meeting.

Klik tombol **Breakout Rooms** untuk mengaktifkan Breakout Room.

Memulai Breakout Room

Create Breakout Rooms

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

0 participants per room

Create

1 Masukkan **jumlah** breakout room yang diperlukan

Pilih **salah satu** cara assign / memasukkan partisipan kedalam breakout.

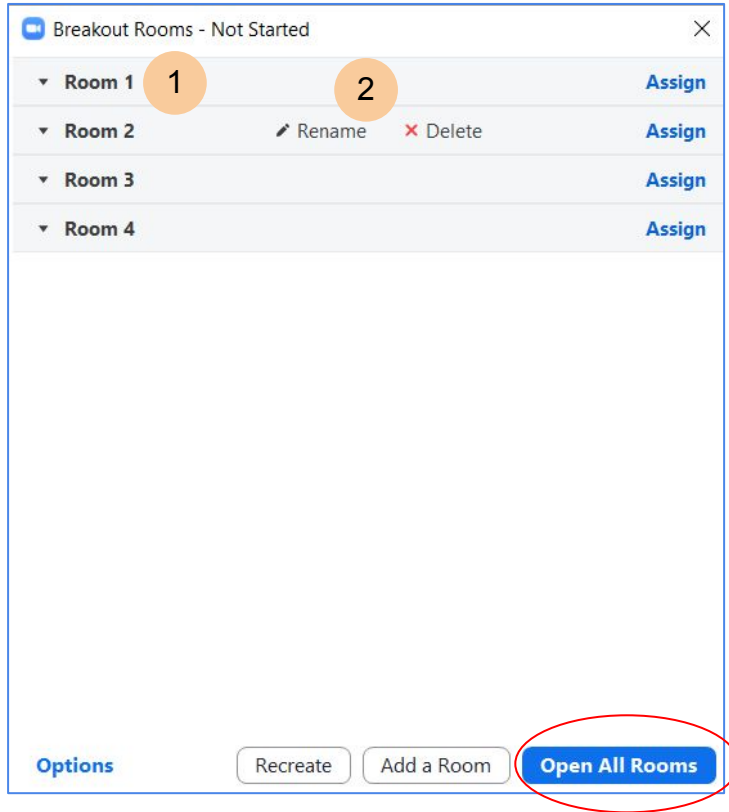
2 Secara **otomatis** dibagi oleh zoom sesuai jumlah partisipan dalam meeting

3 Dimasukkan secara **manual** oleh **host**

4 **Partisipan** bisa masuk / pindah breakout sendiri

Setelah selesai klik **Create**

Memulai Breakout Room

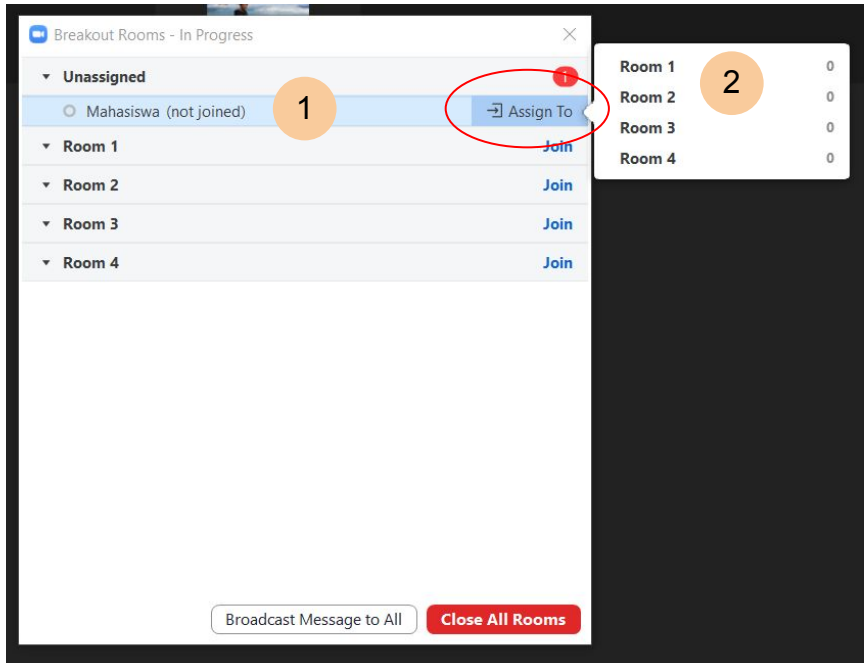


Akan tampil **pengaturan** Breakout Room

- 1 Breakout room yang tersedia sejumlah inputan host
- 2 Nama breakout room bisa disesuaikan kebutuhan

Setelah semua setting selesai Klik Open All Rooms agar partisipan bisa masuk dalam breakout baik masuk secara mandiri atau secara manual

Memulai Breakout Room

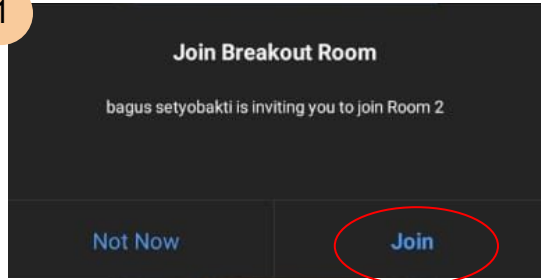


Tampilan Jika ada partisipan / mahasiswa dalam zoom meeting

- 1 Daftar mahasiswa yang belum masuk breakout room
- 2 Klik Assign to untuk memindahkan partisipan masuk ke breakout room

Memulai Breakout Room

1



Saat proses pemindahan partisipan kedalam breakout maka **tampilan di zoom partisipan** sebagai berikut :

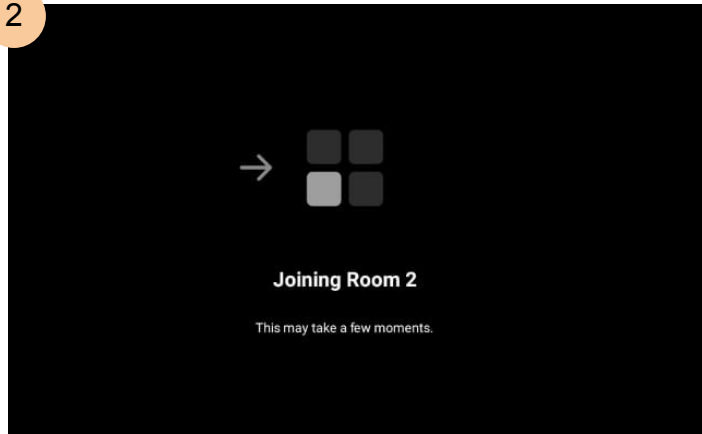
1

Muncul informasi untuk **undangan** masuk breakout room. Salanjutnya klik **Join** untuk masuk dalam breakout.

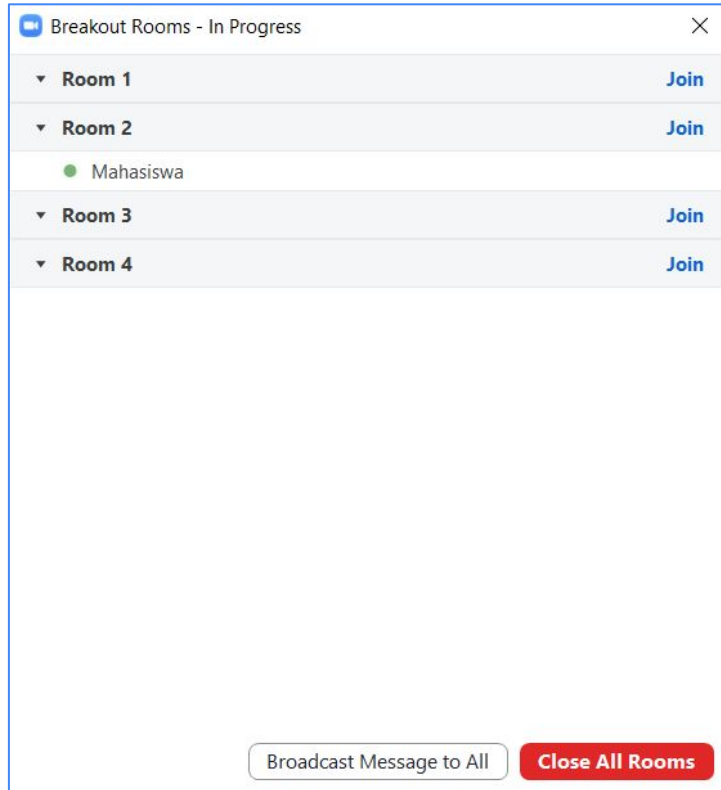
2

Proses join kedalam breakout room.

2



Memulai Breakout Room



Tampilan saat partisipan sudah berada Breakout room.

Klik Close All rooms jika akan menghapus Breakout room yang di buat



Thank you

BADAN PENGEMBANGAN AKADEMIK

ELEARNING UNIVERSITAS 17 AGUSTUS 1945 SURABAYA
elitag@untag-sby.ac.id | <http://elitag.untag-sby.ac.id>