

CALGARY HORTICULTURAL SOCIETY

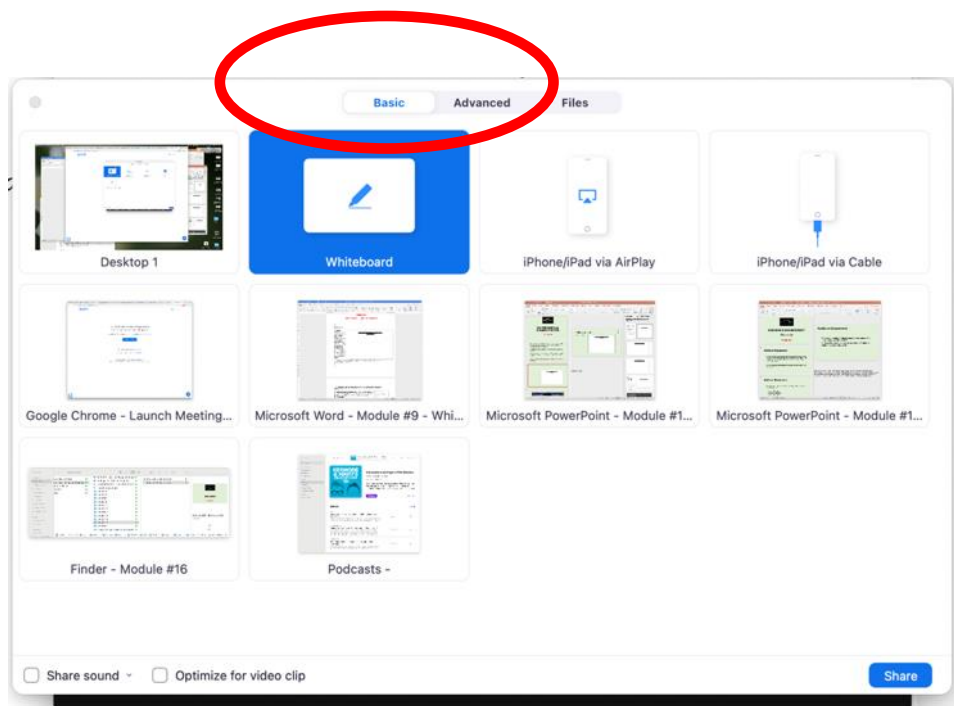
WHITEBOARD and BREAKOUT ROOMS

Module #20

Whiteboard

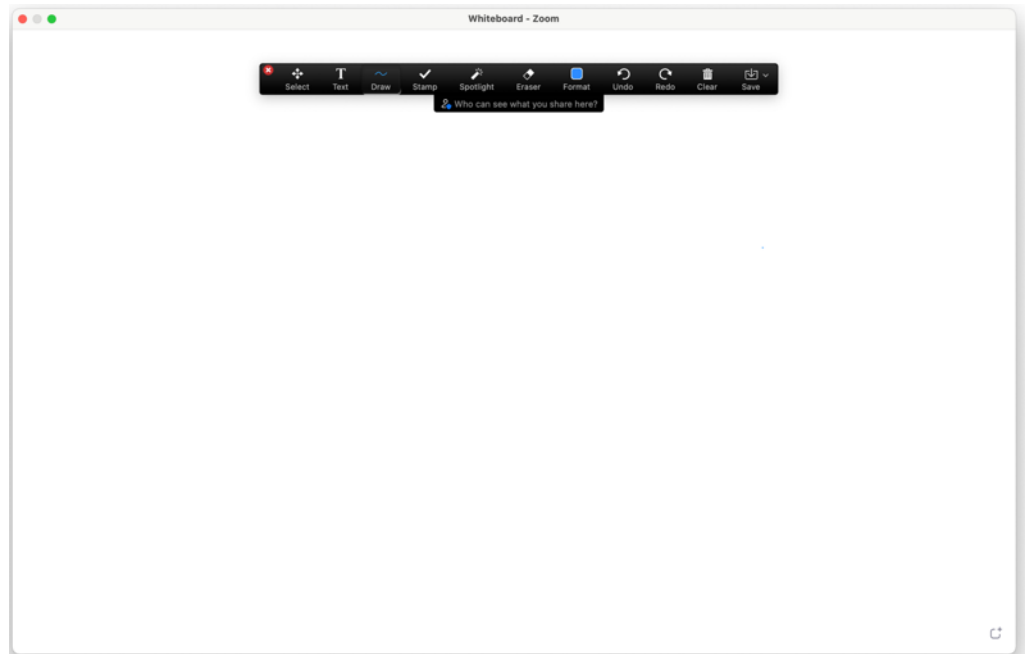
The virtual Whiteboard works the same way as it does in real life. Members of the audience can write, draw and add content to the Whiteboard for all to see. You can ask the audience to brainstorm on a topic, and have them put their thoughts on the board. Or have the students work in groups in Breakout rooms.

The Whiteboard is only available through the **Screen Share** function. It is found in the **Basic** sharing options.



The **Annotation** tools (see **Module #19**) function in exactly the same when using a Whiteboard. This provides numerous options for adding text, drawing shapes or free-hand, adding icons, formatting text etc.

The Whiteboard can be captured by saving it as a png graphic or image file. This can be then used by each meeting participant, or saved by the Host or Moderator and shared with participants later as needed.



Whiteboards created in Breakout Rooms can be saved and shared with the rest of the class in the main room. You can also save a board and give the link to the document in Chat so everyone has them for referring to later.

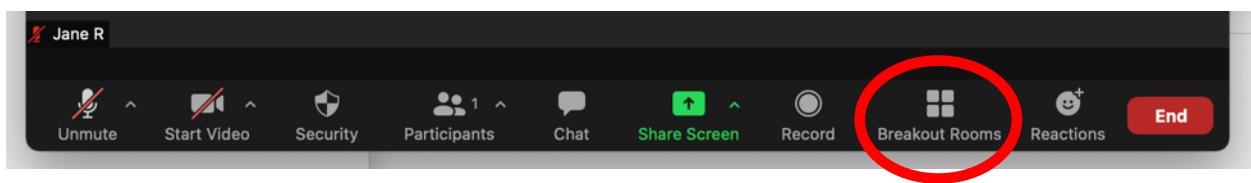
Whiteboards offer a great collaborative tool that is simple and easy to use. Be creative and think about how you can use the Whiteboard at least once in each class.

NOTE: Be sure your Zoom Meeting settings allow for all participants to Share Screen, and to Annotate. This may be something that needs to be set up by the Society office staff.

Breakout Rooms

Breakout rooms, much like in a live setting, allow for attendees to be broken up into small groups. This can be a great way to encourage exchange between students, and to build community.

Zoom allows up to 50 breakout rooms and 200+ participants per room.



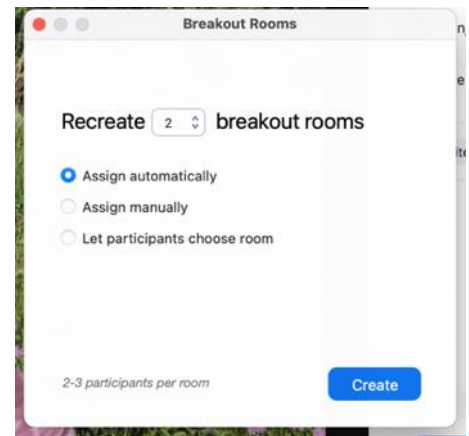
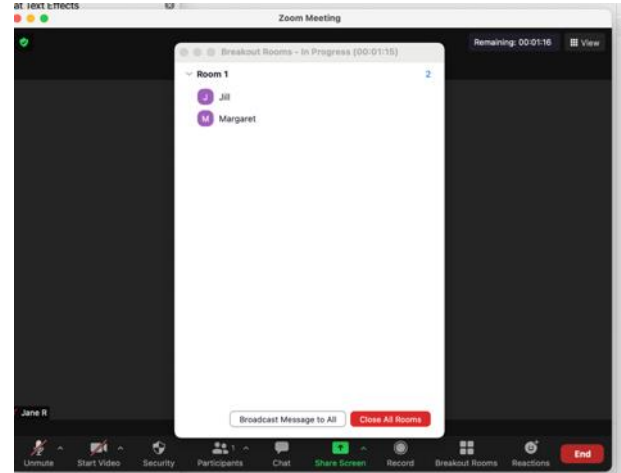
Communicate to your Society contact that you want to use Breakout Rooms so they can be sure the Zoom meeting settings are appropriate.

Only the Zoom meeting **Host** or assigned **Co-Host** can manage the rooms.

- Attendees can be assigned to the rooms ahead of time when setting up the meeting on the Web Portal
 - You will need to know all of the attendees and be able to add them using their e-mail address
 - Can only be done by the Society staff setting up the meeting

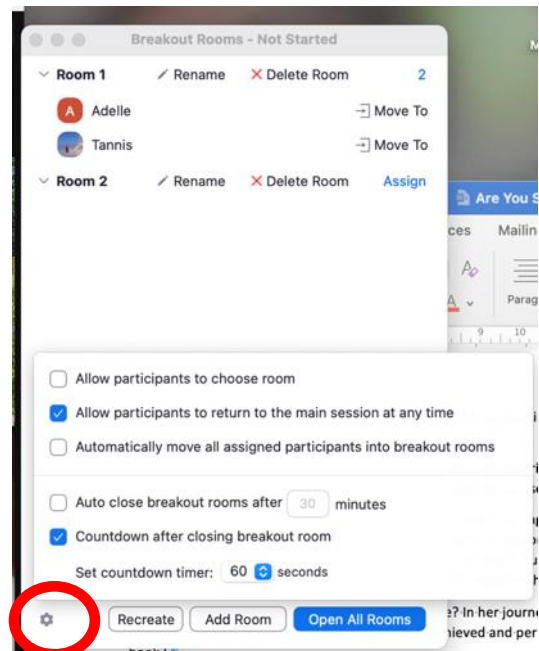
- Attendees can be assigned during the meeting
 - **Assign automatically** – Zoom randomly assigns the members of each room
 - **Assign manually** – You can choose who goes into which room
 - **Let participants choose room** – Attendees can select the room they want to be in

- Breakout Rooms can be named if that is of value

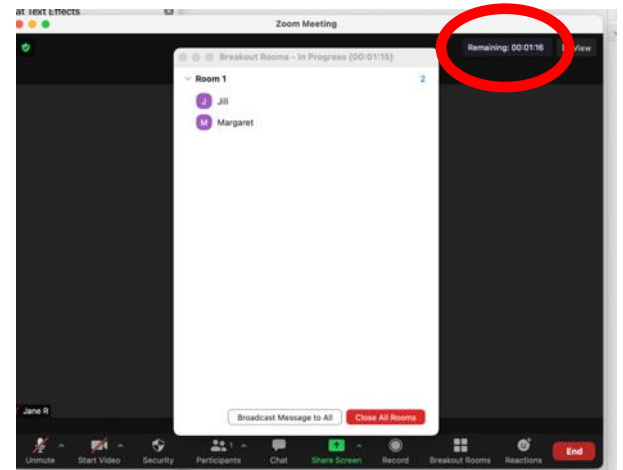
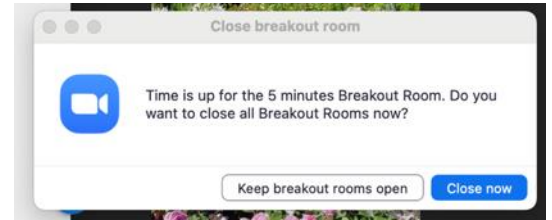


Once the Breakout Rooms are created (and before people leave the main session to join them) there are a few options the Host or Co-host can access by using the **Gear** button.

- Allow participants to return to the main session at any time
 - If this is not checked, they will need to wait for the Host or Co-host to end the Breakout rooms
- Automatically move all assigned attendees into Breakout rooms
 - If this is not checked, the attendees will need to click on **Join** when prompted to get into the Breakout room
- Auto close Breakout rooms
 - Use this option to pre-set a time duration for the group work, and return all attendees to the main room when the time is up

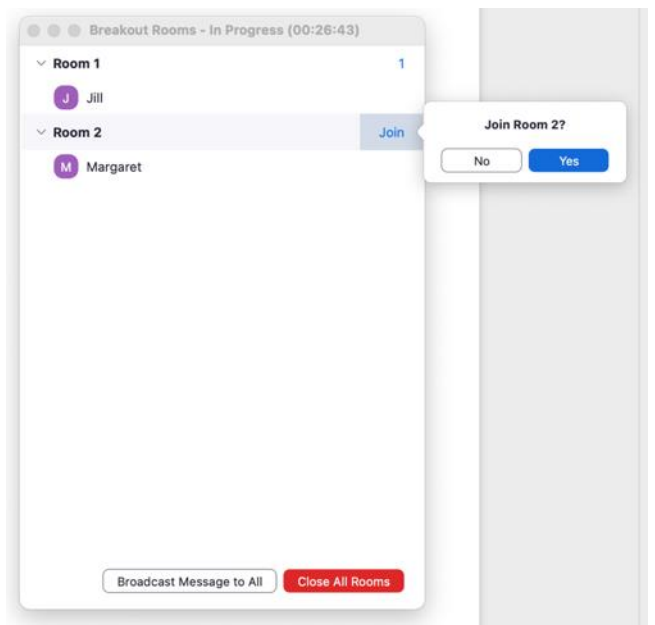


- Notify me when the time is up (visible when Auto close is selected)
 - This provides an alert to Hosts and Co-hosts indicating when the time will be ending and offering options to keep the rooms open, or to close them
- Set Countdown timer
 - This lets Attendees know how long they have before the Breakout rooms are closed



Once attendees are in their Breakout Rooms, as a Host or Co-Host you can:

- **Join** the Breakout Room – It's a good idea to visit each room as group work is being done. It shows that you are engaged and invested in their progress, and allows them to provide feedback and ask questions if needed
- **Close All Rooms** – This will start a 60 second countdown which everyone can see, after which all participants are brought back to the main meeting room
- The Host or Co-Host can send a message for all participants in the Breakout Rooms to see by **using Broadcast message to all** from the Breakout Room button on the meeting control.
- **Leave** the Breakout room – Returns you to the main room (this option is available to all participants)



If the participants in a Breakout room have questions, they can request help by using the **Ask for Help** button. The Host or Co-Host can then **Join** Breakout Room to provide assistance.

Planning:

- Plan for rooms that have between 2 and 5 participants
- Request that students introduce themselves when they first enter the Breakout Room
- If you have tasks you want groups to accomplish, you can add a document to Chat for them to download and refer to while in their groups.
- Decide how the work will be performed and saved (if needed)
- Provide clear instructions as to what will be done as follow up after the Breakout Rooms have been closed
 - Will they share their work with the rest of the groups through Chat? Audio? Using Screen Share to present their results?

Activities:

- Documents sent through Chat to an assigned room leader can be shared and annotated. The annotated document can be saved from the screen and sent to the instructor, or shared with the class in the main room
- Groups can use a Whiteboard which they annotate and save, then one member will share their screen to share in the main room
 - Provide questions to be discussed, or have participants brainstorm on a topic

The use of Whiteboards and Breakout Rooms offer opportunities for interactions not available during a simple Zoom presentation. By creating the expectation of active involvement from your participants, you encourage the exchange of information and the possibility for relationships to start to develop as participants start to get to know each other.