**Tip #1:** Survey your students at the beginning of the course to divide them in groups for active learning activities. Consider the number of students enrolled in the class when making the group.

**Tip #2:** Make automatic breakout rooms once for the whole semester.

**Tip #3:** Entering breakout rooms during the active learning activities to assist or observe students’ participation.

**Tip #4:** Create an attendance quiz to ensure that students are showing in class at every class meeting.