

Breakout Rooms

Overview

Create separate **Breakout Rooms** to facilitate small group activities or private discussions apart from the main meeting room.

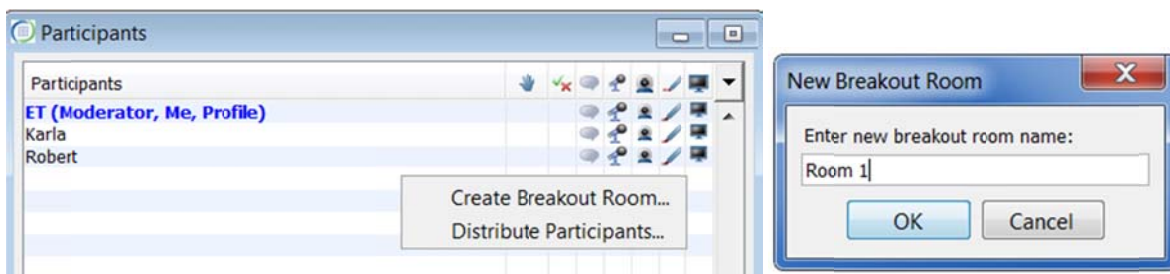
- Each **Breakout Room** has feature capability.
- VOIP must be used for separate audio in the **Breakout Room**.
- Moderator retains all feature permissions when joining a **Breakout Room**.
- Communication and activity in a **Breakout Room** is not captured in a recording.
- Participants and content can be moved between **Breakout Rooms**.
- **Moderator** can choose to allow participants to move themselves to other **Breakout Rooms**.



Create Breakout Rooms

Create a room on-the-fly or in advance; upload material as needed or use just the whiteboard and chat. Move Participants in and out of rooms as needed. Multiple **Breakout Rooms** can be created.

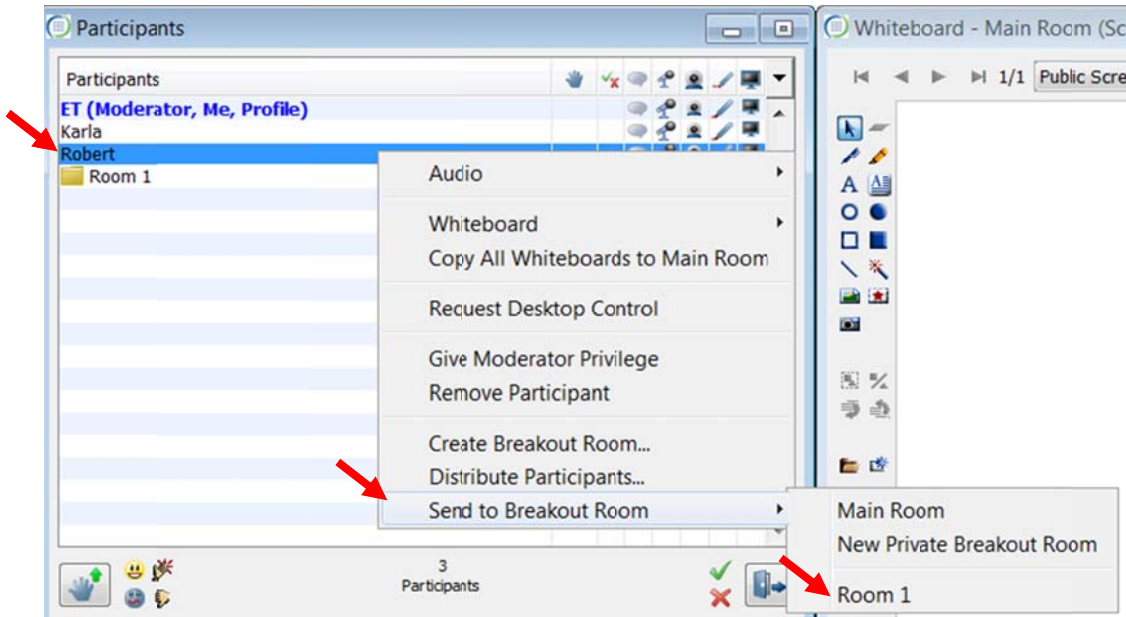
1. Right click anywhere in the Participants window, and select **Create Breakout Room...**
2. Enter a name for the breakout room in the dialog box and click OK button.



Move Participants into Breakout Rooms

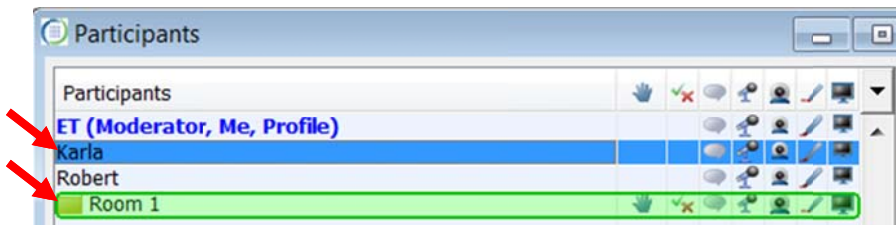
Option 1:

1. Click to highlight the name of a Participant (use the Ctrl key to select multiple Participants).
2. Right click mouse and select **Send to Breakout Room**; choose the room.
3. Room name and Participant assignments are displayed.



Option 2:

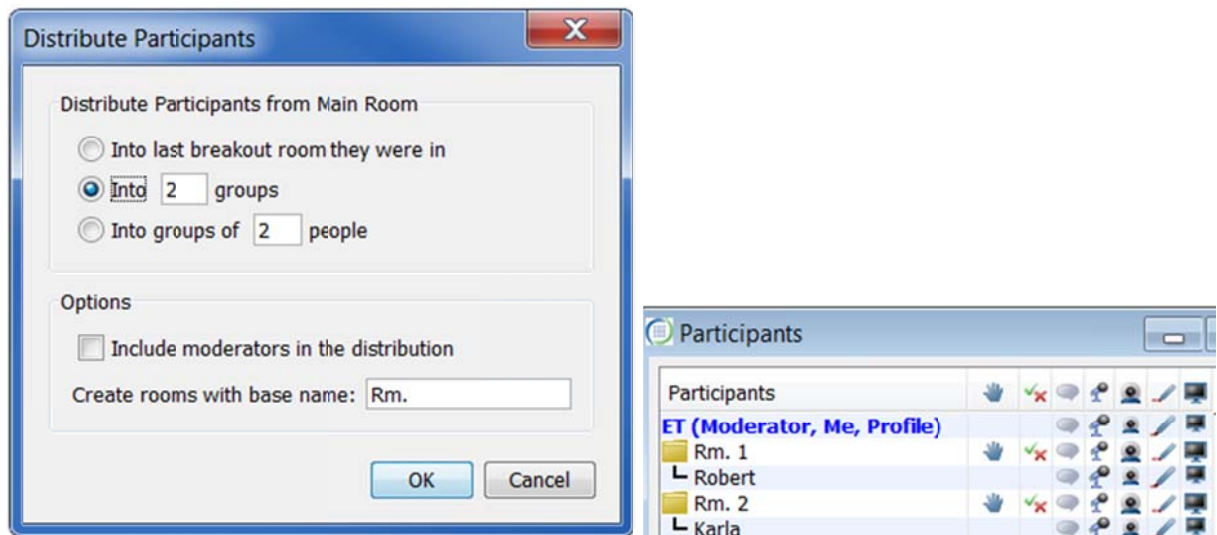
1. Click on a name and “drag” to the Breakout Room
2. The selected location highlights, release the mouse button.



Distribute Groups of Participants

Quickly create and populate groups of Participants into **Breakout Rooms** in one step.

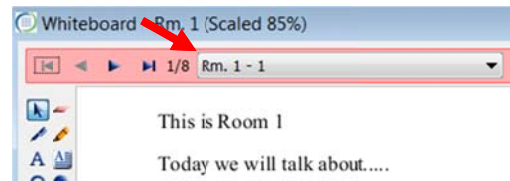
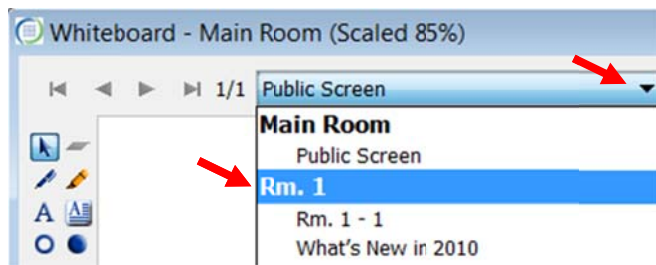
1. Right click anywhere in the Participants window and select **Distribute Participants...**
2. Select the number of rooms or the number of people per room and click **OK**. **Breakout Rooms** are automatically built and participants automatically move into those rooms.



View Breakout Room Content

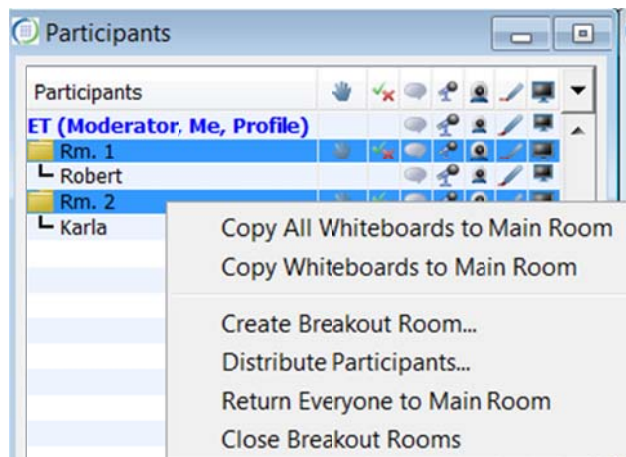
The Moderator can view **Breakout Room** activity without joining the room or interfering. Activities that can be viewed are Hand Raising, Emoticons, Polling responses, Stepped-away, Private Chat (directed to the **Moderator**) and Public chat (directed to **All Rooms**).

1. Click the **Whiteboard** screen drop-down menu.
2. Select the room you want to view from the drop down list.
3. Use the arrow to scroll through the slides - this will *not* affect the **Breakout Room** activity.
4. Select the **Main Room** or a specific slide to return to.



More Room Options

1. Right click on the name of the **Breakout Room**, or use the **CTRL** key to select multiple rooms.
2. Select choice from the expanded menu.
 - When you Close Breakout Rooms the content is deleted and Participants automatically return to the **Main Room**.



Tips

- Upload content into **Breakout Rooms** before sending Participants into the room. A great way to provide different group activities in each room. Be sure to assign one of the Participants to Moderator privileges so they can advance screens and use whiteboard tools if needed.
- Copy whiteboard screens from a **Breakout Room**:
 - Go to **Tools > Whiteboard > Explore Screens**. Whiteboard screens are listed by room.
 - Click to highlight the screens you want to copy, and press the **Ctrl + C** keys (to copy). On the document where you will save the screens, press **CTRL + V** keys (to paste).
- Before sending Participants into **Breakout Rooms**, provide specific instructions, time limits and assign any necessary feature privileges.
- Remind Participants while in **Breakout Rooms** to raise their hand or send you a private text message with questions.
- When assigning time limits in **Breakout Rooms**, use the Timer feature to keep track and notify Participants of remaining time.

- Create a Private **Breakout Room** on-the-fly as a place for a private conversation outside of the main room. *The room and content is automatically deleted when you return to the main room.* Create a new private room when needed.
 - Click to highlight the name of the participant to move to a private breakout room (hold down the Ctrl key to select multiple Participants).
 - Right mouse click and select **Send to Breakout Room**, then select **New Private Breakout Room**. (Mac users hold down your Ctrl key and mouse click again.)