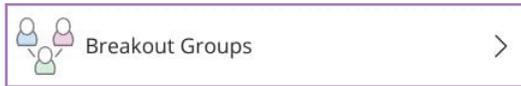


### WHAT ARE BREAKOUT ROOMS?

Blackboard Collaborate Ultra Breakout Rooms enable small group discussions and collaboration separate from the main room. Each group has **private audio, video, whiteboard, application sharing, and chat features**. They are ideal for facilitating small group interactions, student collaboration, and multiple presentations in virtual meetings. With up to **20 groups** and flexible attendee assignments, Breakout Rooms offer versatile collaboration options.

### HOW TO CREATE BREAKOUT ROOMS:

1. Open the **Collaborate Panel** 
2. Click the **Share Content Tab** 
3. Then select **Breakout Groups**



4. This will open the **Breakout Groups** tab where you can select between **Course Group Set Up, Random Assignment, and Custom Assignment**

To message select the **Chat Tab** and the select either a **Group** or **Everyone** 

### HOW TO MONITOR BREAKOUT GROUPS:

Moderators have the ability to drop in on Breakout Groups. To do this select the **Join Icon** 

To leave a Group and go back to the Main Room also select **Join Icon**

### HOW TO END, PAUSE AND RESUME BREAKOUT GROUPS:

Once you have created your groups press **Start** To put the groups on standby and bring attendees back to the main room select **Pause** and **Resume** to restart

Send Attendees a warning that groups will end soon, then select **End the Breakout Group**

*Select Attendees Panel or Share Content Panel*

#### CUSTOM ASSIGNMENT

Under **Assign Groups** select, **Custom Assignment**

To assign Attendees **select the Attendee** and **drag** them to a group

To add more groups select **Create a New Group**

#### RANDOM ASSIGNMENT

Under **Assign Groups** select, **Randomly Assign**

Set the number of groups from the **Number of Groups** menu

Rotate how Attendees are grouped using the **Shuffle Attendees** setting

#### COURSE GROUP SET UP

Under **Assign Groups** select, **Course Group Set**

Set Breakout Groups from groups already made in your **Blackboard Course**

### SAVING FILES:

**Before Leaving the Session** you can **Save** files shared in the **Breakout Groups to Main Room Files**

Select the **Options Icon**, then select **Move to Main Room Files** 