

Creating and Managing Breakout Rooms in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

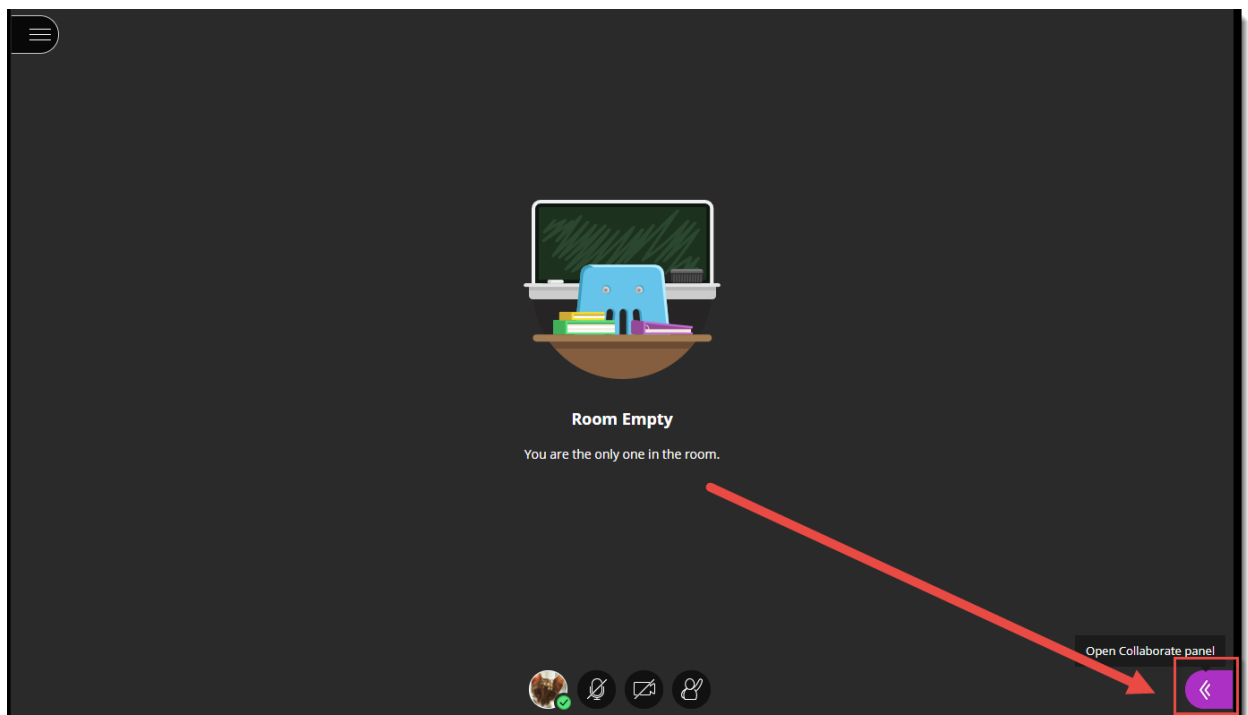
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

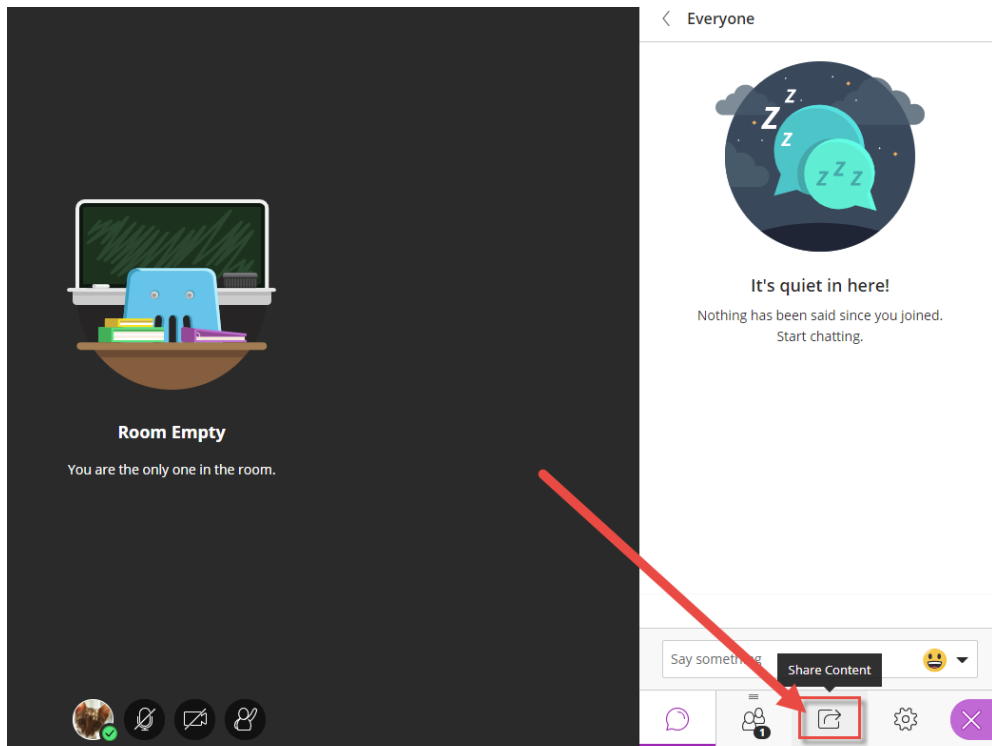
This tutorial will cover how to show images in your Collaborate session.

Steps

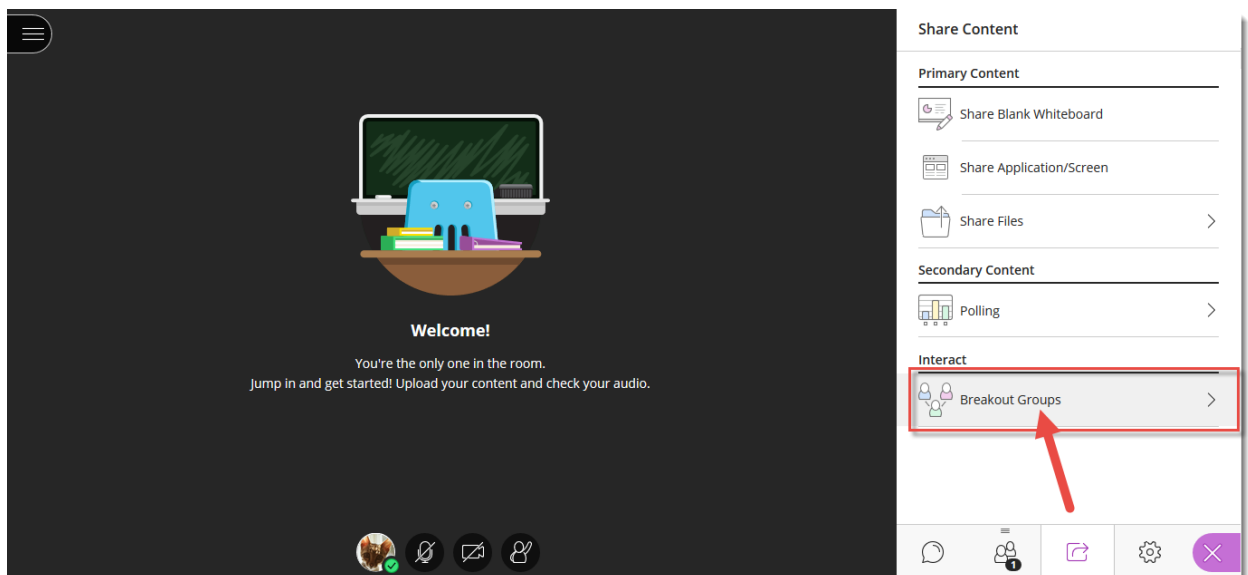
1. Go to Collaborate room, click on your Collaborate session, and join your session.
2. Open the **Collaborate panel** (the bottom right icon).



3. Click the **Share Content** icon.



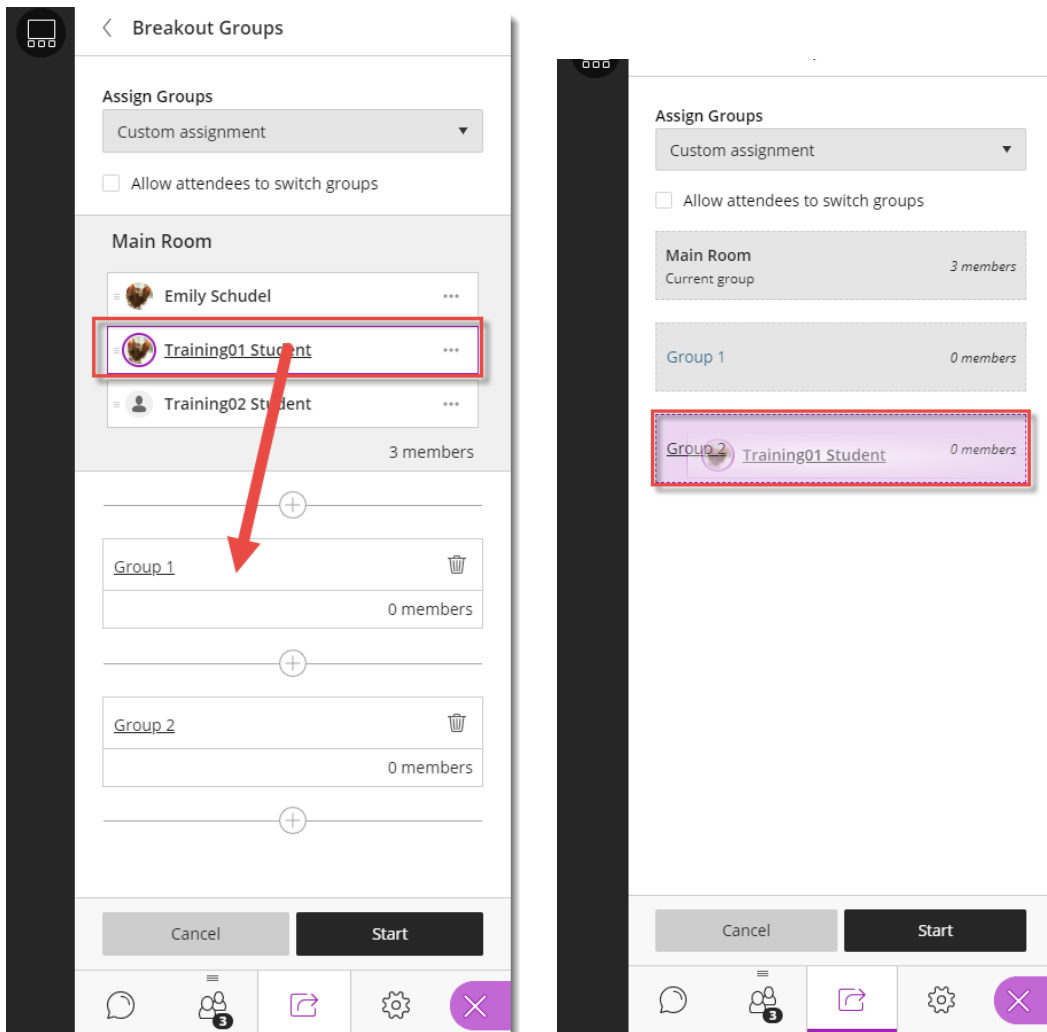
4. Click **Breakout Rooms**.



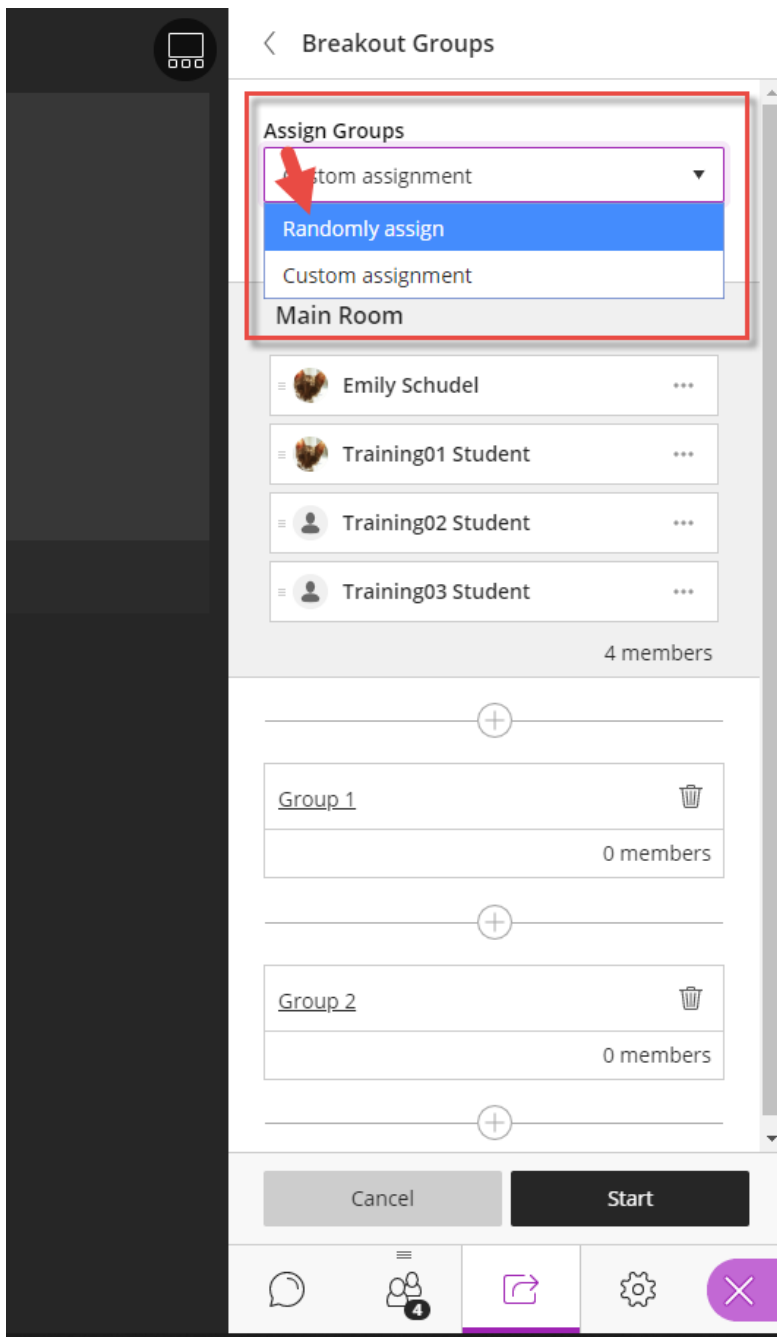
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In the Breakout Groups panel, if you click on the group names (here **Group 1** and **Group 2**) you customize those names. You can add Groups by clicking the + buttons (clicking on a trash can icons will delete a group).

To move people into groups, click and hold your mouse on a person's name, and drag them into a group, then release your mouse button. Once you have moved people into their groups, click **Start**. Make sure to let everyone know you are starting their groups! As the Moderator, you can visit all the groups.

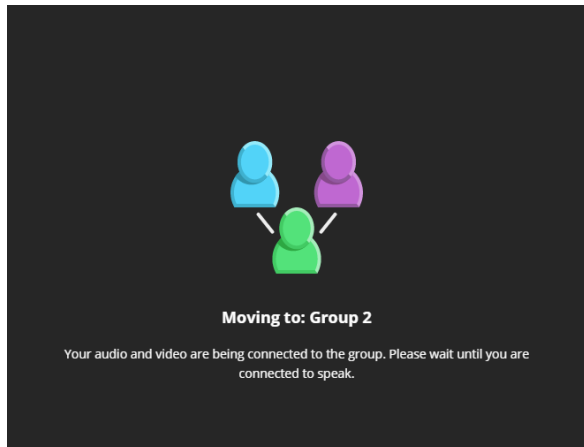


If you have more than four people in the session you want to put into groups, you will be able to click the **Assign Groups** drop-down and select **Randomly Assign** to automatically move all students randomly into groups.

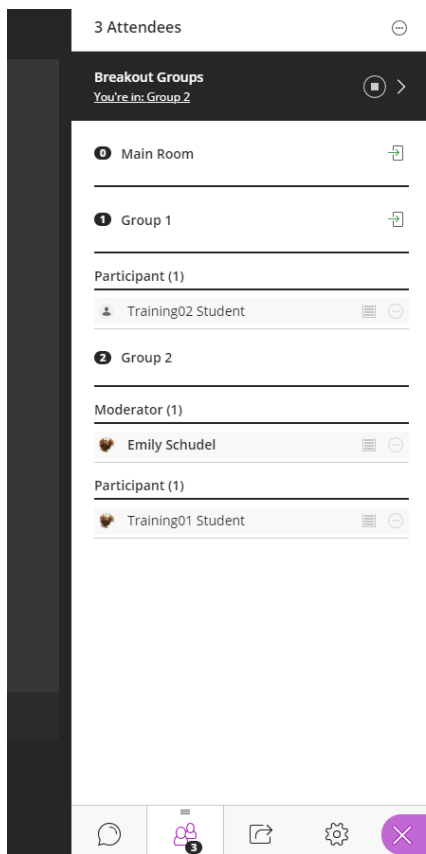


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- After you click **Start**, everyone will see a version of this screen, telling them that they are moving to a Group.

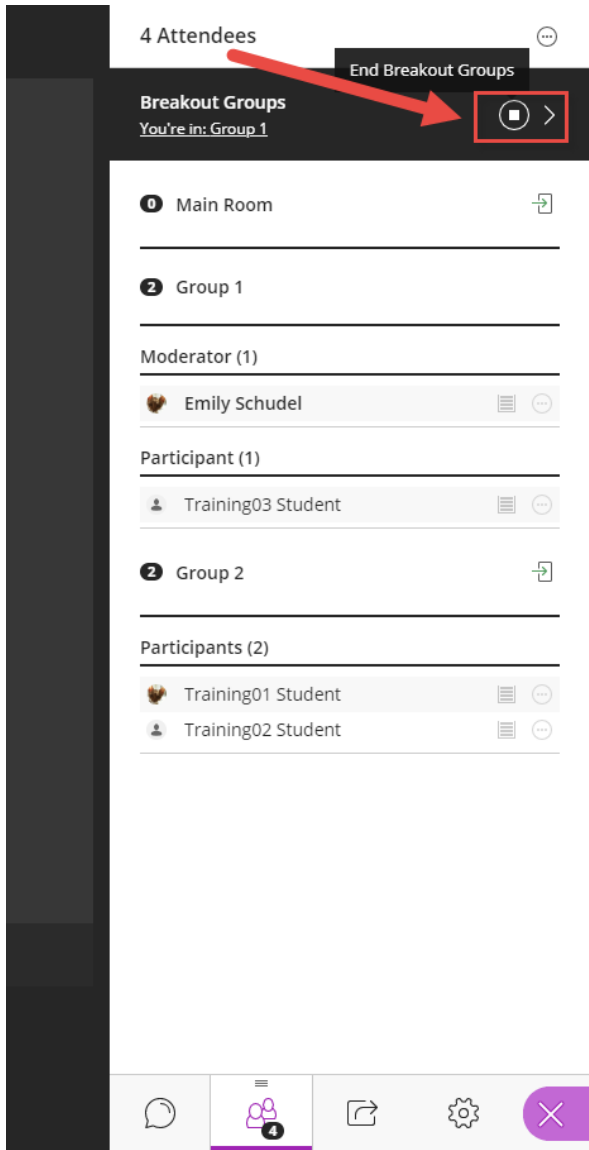


- Once the move is complete, you, as the Moderator, will see the Attendee panel appear with the Groups listed (the student view will not change, but they will only be connected to their group). Click the door to the right of a Group name to move yourself into that Group. Note that if you do this and leave the Main Room empty, if you are recording your session, the recording will stop and you will need to restart it when you return to the main room.



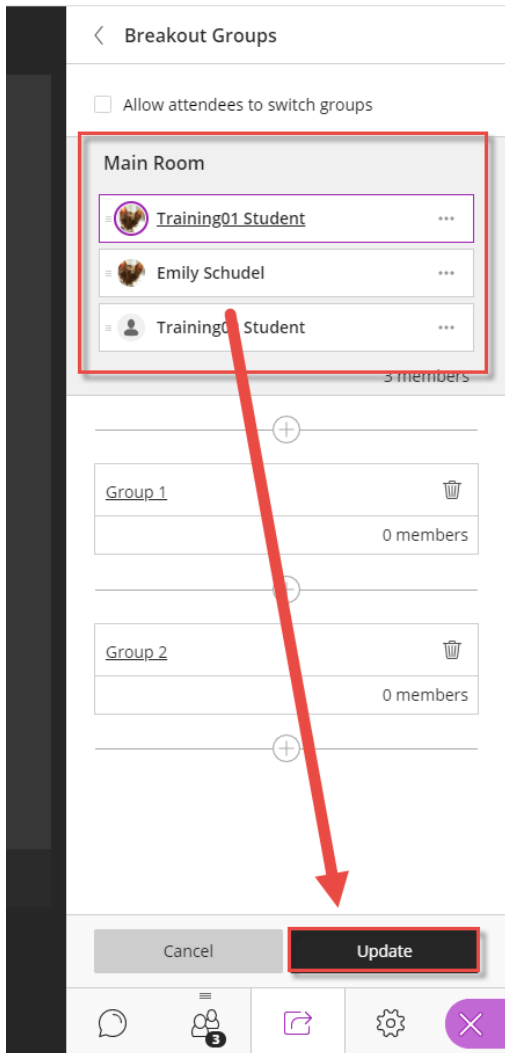
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When the group work is finished, you can return everyone to the main room by clicking the **End Breakout Groups** button at the top of the **Attendees** panel or beside the Breakout Groups in the Share Content panel. *Make sure to warn students first!* You can warn students by using the **Everyone Chat**, or by sharing a warning slide to the groups. Just be aware that if you share a slide to the groups, it will take over that Group's screen which could be a problem if they are using the Whiteboard and haven't saved it.



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At any point during the breakout sessions, you can go back to the Breakout Groups panel and drag participants back to the Main room, or into another Group, and click **Update**.



Things to Remember

If you are going to do group work, be very prepared with the purpose and instructions for students. Also make sure to warn them when the groups will be starting, and when you will be ending them.

We also recommend that you practice a bit with a couple of students or colleagues to become comfortable with the breakout rooms feature before trying it live!

When students are moved into Breakout rooms, they are given Presenter access in their Group, meaning they can share files and application, use the Whiteboard, or create Polls for their group. Files uploaded into Groups are shared in the main Share Files area and could be shared with the full group in the Main Room later in the session.



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