#### Blackboard Collaborate

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

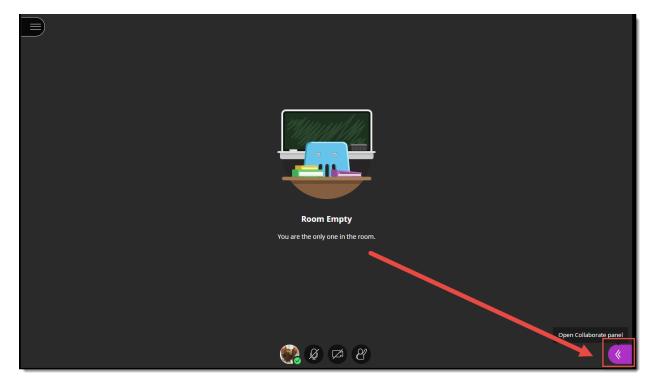
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our <u>Team</u> <u>Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

### Scenario

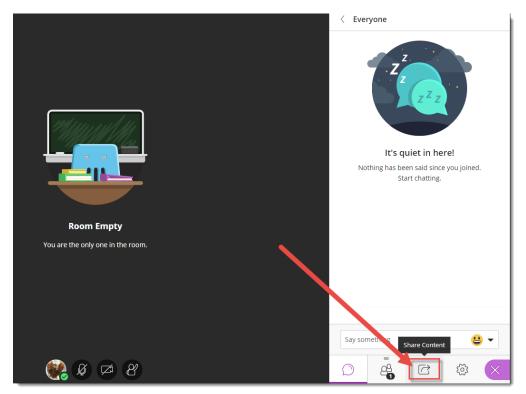
This tutorial will cover how to show images in your Collaborate session.

### 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.

	Share (	ontent			
	Primary	Content			
William and the	S≣ S	hare Blank V	Vhiteboard		
	S	hare Applica	tion/Screen		
	s 📄	hare Files			>
		ry Content			
Welcome!	P	olling			>
You're the only one in the room.	Interact				
Jump in and get started! Upload your content and check your audio.	<u>е</u> е́	reakout Gro	ups		>
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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.

< Breakout Groups					
Assign Groups	•	000	Assign Groups		
Custom assignment			Custom assignme	ent	•
Allow attendees to switch grou	ips		Allow attendees	to switch gro	ups
Main Room			Main Room Current group		3 members
Emily Schudel			carrent 5100p		
Training01 Student			Group 1		0 members
🗉 💄 Training02 Student					
	3 members		Group 2 Trainin	g <u>01 Student</u>	0 members
			5 <u></u>		
Group 1	Ŵ				
	0 members				
Group 2	Ŵ				
	0 members				I
Cancel	Start		Cancel		Start
	\$			C	\$

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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	Assign Groups Assignment Randomly assign	Ţ	•
	Custom assignment		
	Main Room		
, in the second s	🗉 💓 Emily Schudel		
	= 💓 Training01 Student	•••	
	= 💄 Training02 Student	***	
	🗉 💄 Training03 Student	***	
		4 members	
	<u>Group 1</u>	Ŵ	
		0 members	
	Group 2	Ŵ	
		0 members	
			•
	Cancel	Start	
		ية ×	

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



6. 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.

3 Attendees	
Breakout Groups You're in: Group 2	• >
Main Room	Ð
Group 1	
Participant (1)	
La Training02 Student	
2 Group 2	
Moderator (1)	
🔮 Emily Schudel	
Participant (1)	
🔮 Training01 Student	
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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.

4 A	ttendees	End Break	out Groups	
	akout Groups rein: Group 1			) >
0	Main Room			Ð
0	Group 1			
Mo	derator (1)			
¥	Emily Schudel			
Par	ticipant (1)			
4	Training03 Stud	lent		
Ø	Group 2			->
_	-			
Par	ticipants (2)			
¥	Training01 Stud			
£	Training02 Stud	lent		
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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**.

< Breakout Groups
Allow attendees to switch groups
Main Room
Training01 Student ····
Emily Schudel
E Training Student
3 members
Group 1
0 members
Group 2
0 members
· · · · · · · · · · · · · · · · · · ·
Cancel 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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