# Blackboard Collaborate
# Breakout Rooms

***Collaborate***

## Breakout Rooms – Used to conduct private work sessions, labs, office hours etc.

To facilitate small group collaboration, a Moderator can create breakout rooms (separate from the Blackboard Collaborate Main room) and place session attendees into these rooms. Breakout rooms have their own private Audio, Video, Whiteboard, Application Sharing, Polling, etc., so the collaboration that takes place in a breakout room is independent of the Main room (and other breakout rooms).

- What is said or viewed in a breakout room will not be captured in a recording.
- Even if there is no Moderator in a breakout room, when anyone in the breakout room raises their hand or sends a private message to Moderators, Moderators in other rooms will be notified.

**Important Note:**

Moderators on mobile devices cannot create and manage breakout rooms. Log in to the session from a desktop or laptop computer to do so.

Mobile device users will not see multiple rooms in the Participants list since they can see only the room they are currently in. For a list of features supported on mobile devices, refer to the Mobile Session for Collaborate. It is important to note that accessing Collaborate on a mobile device will not allow a participant access to all of the tools available within Blackboard and the Collaborate tool.

**There are two types of breakout rooms:**

**Public**

- A public breakout room does not require anyone in the room. This means that you can create a breakout room, load content into the room and switch Content modes (if needed) before you move the Participants and Moderators into the room. The breakout room and its contents will remain intact even after you have moved everyone out of the room, allowing you to use the room and contents again.

**Private:**

- A private breakout room is temporary and closes when no one is left in the room. When the Moderator moves someone into a breakout room, the Participants list is updated, displaying the name of the room and the names of the people in the room. In the example below, Lisa and Lucy have been moved to the breakout room called Lab 1 and Charlie has been moved to the breakout room called Lab 2. 1 Room

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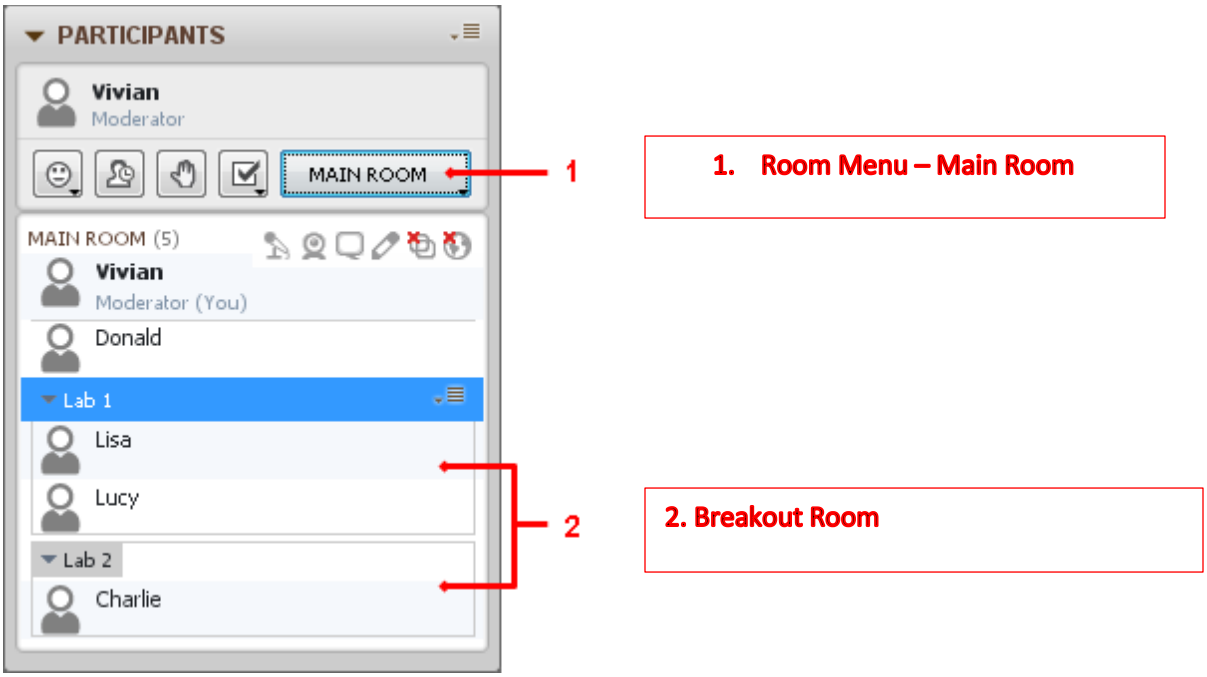


## Creating Private Breakout Rooms

Private breakout rooms are temporary rooms: when the last Moderator or Participant is moved out of the private breakout room, the room will automatically close. When you create a private breakout room, you need to select the individuals you want in the room from the Participants list. Only one private breakout room can be created at a time.

Important Note:

When Participants are in breakout rooms with no Moderator, they will be limited to using the current Content mode. It you want them to be able to change modes in a breakout room, assign a Moderator to the room.

1. In the Participants list, select the Participant(s) you wish to move to the breakout room.
2. Hold down Shift or Control (same on Mac) to select multiple Participants.

    a. Do one of the following:
    b. From the *Tools* menu, select *Breakout Rooms* then *Send to Breakout Room* and finally *New Private Breakout Room*.
    c. Right-click (Control-click on Mac) on the Participants list to open its context menu and select *Send to Breakout Room* and then *New Private Breakout Room*.
    d. If you selected only one individual in the Participants list, from that Participant's Options menu, select *Send to Breakout Room* and then *New Private Breakout Room*.
    e. If you selected more than one person in the Participants list, from the *Tools* menu, select *Breakout Rooms* then *Send to Breakout Room* and finally *New Private Breakout Room*.

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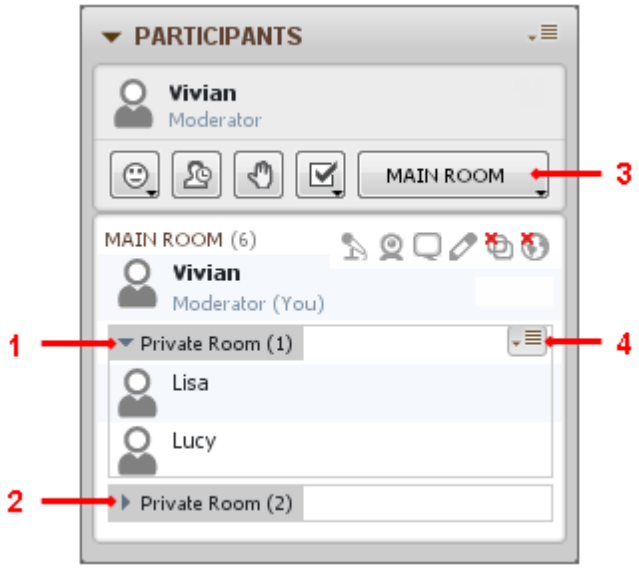
Important Note:

As you add more than one private breakout room, they will be named:

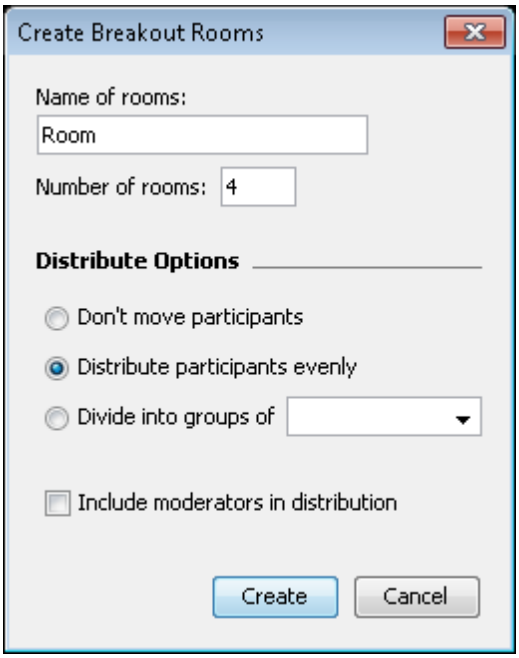
- Private Room (1)
- Private Room (2)
- Private Room (3), etc.
- A new tab (with its own Options menu) is created in the Participants list for each breakout room created and, if this the first breakout room created in the session, the Room menu is added to the Participants panel toolbar.
- The list of people in each room can be hidden or shown by toggling the Expand/Collapse buttons in the tabs.




1. **Click to collapse**
2. **Click to expand**
3. **Room menu**
4. **Room options menu**

## Creating Public Breakout Rooms

Public breakout rooms are created through the Create Breakout Rooms dialog. You can create only one at a time or several at once and can move people into the breakout rooms during room creation or later.




1. Open the Create Breakout Rooms dialog in one of the following ways:
   a. From the *Tools* menu, select *Breakout Rooms* and then *Create Breakout Rooms....*
   b. From the Participants panel Options menu, select *Create Breakout Rooms....*
2. Enter a name for the breakout room(s). If you are creating more than one room, the rooms names will contain the name you specify here followed by a number (Room 1, Room 2, Room 3, etc.). (The default name is "Room".)
3. Enter the number of rooms you want to create. (The default is 4.)

**Note:** If you select the Distribution Option *Divide into groups of (*below), this number will be cleared. The number of breakout rooms created will be determined by how many people are in the Main room and how many you want in each breakout room.

4. Select one of the Distribution Options:
   - *Don't move participants:* select this option if you want to manually move participants into the breakout room(s) later, such as if you want specific individuals moved into specific rooms.
   - *Distribute participants evenly:* select this option if you want the Participants in the Main room divided up as evenly as possible into the rooms you are creating. (This is the default option.) For example, if you are creating four breakout rooms and have ten people in the Main room, you will get groups of 3, 3, 2, and 2 rather than 3, 3, 3, 1.
   - *Divide into groups of:* select this option if you want the number of breakout rooms created to be based on the number of people you want in each room. (The *Number of rooms* field will be cleared if you select this option.) For example, if you have nineteen people in the Main

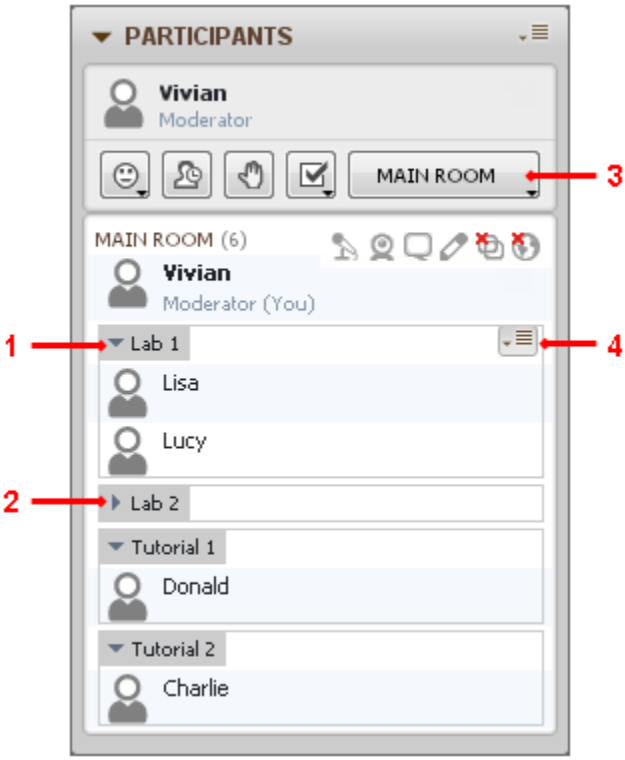
room and wanted to have four people in each group, five breakout rooms will be created: four of the rooms will have 4 people and one will have 3 people. You may place no more than 1000 people in a group.

5. If you wish to include the Moderators in the distribution, select the option *Include moderators in the distribution*. (By default, this option is **not** selected.)

**Important Note:** When Participants are in breakout rooms with no Moderator, they will be limited to using the current Content mode. If you want them to be able to change modes in a breakout room, assign a Moderator to the room either through this option, by moving a Moderator into the room later or later by giving one of the Participants Moderator status.

6. Click **Create** to create the breakout room(s).

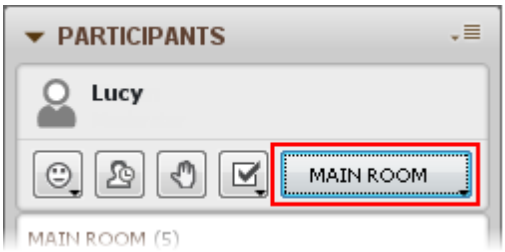
A new tab (with its own Options menu) is created in the Participants list for each breakout room created and, if this the first breakout room created in the session, the Room menu is added to the Participants panel toolbar. The list of people in each room can be hidden or shown by toggling the Expand/Collapse buttons in the tabs.




1. **Click to collapse**
2. **Click to expand**
3. **Room Menu**
4. **Room options menu**

## Allowing Participants to Move Themselves to Breakout Rooms

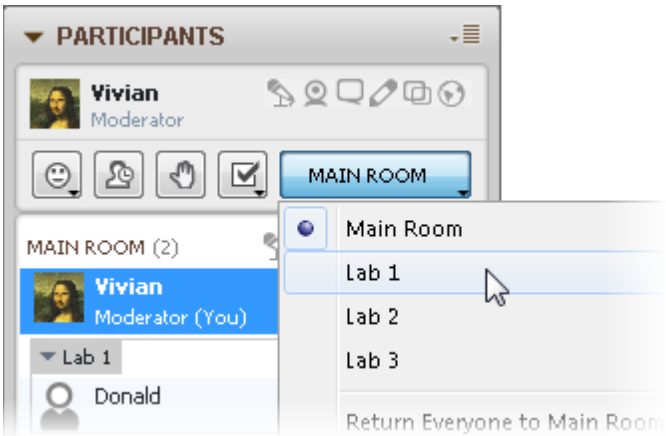
If you want Participants to be able to move freely between rooms, explicitly grant them the permission. From the *Tools* menu, select *Breakout Rooms* and then *Allow Participants to Move Themselves to Breakout Rooms*. Participants will be able to tell you have given them this permission by the appearance of the Room menu in their Participants panel toolbar.




## Moving Yourself or Others into Existing Rooms

You can send yourself or Participants and Moderators from the Main room to an existing breakout room, a breakout room to the Main room or from one breakout room to another. **If moving yourself only**, do one of the following:

- From the *Room* menu in the Participants panel toolbar, select the desired room from the list of available rooms.




- From the Options menu of the breakout room to which you want to move, select *Enter Breakout Room.*

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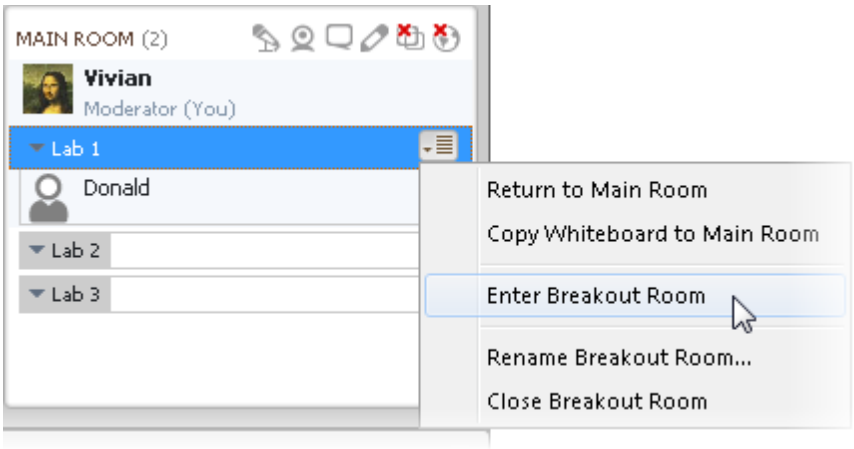


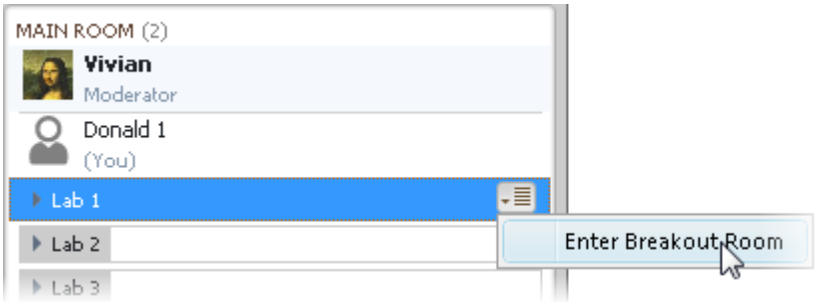


- From the *Tools* menu, select *Breakout Rooms*, then *Send Self to Breakout Room* and finally select the desired room from the list of available rooms. Drag and drop yourself into the desired room in the Participants list. You can drop yourself on a breakout room's tab or on a person already in that room.

**If moving Participants and other Moderators**, do the following:

1. In the Participants list, select the names of the people you wish to move to a room (including your own). Hold down Shift or Control (same on Mac) to select multiple people.
2. Do one of the following:
    - From the *Tools* menu, select *Breakout Rooms*, then *Send to Breakout Room* and finally select the desired room from the list of available rooms.
    - If you have selected only one person, from that person's Participant options menu, select *Send to Breakout Room* and then the desired room from the list of available rooms.
    - If you have selected more than one person, right-click (Control-click on Mac) on the Participants list to open its context menu and select *Send to Breakout Room* and then the desired room from the list of available rooms.
    - Drag and drop the selected Moderators or Participants into the desired room. You can drop them on the breakout room's tab or on a person already in that room.

## Moving Everyone at Once

In one step, you can return everyone (including yourself) to the Main room regardless of where they are. You can also reverse that process and move everyone back to the breakout rooms they were previously in one step.

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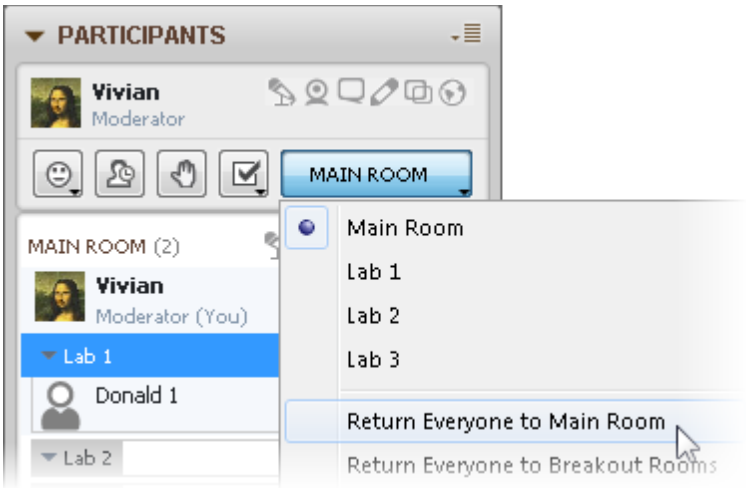
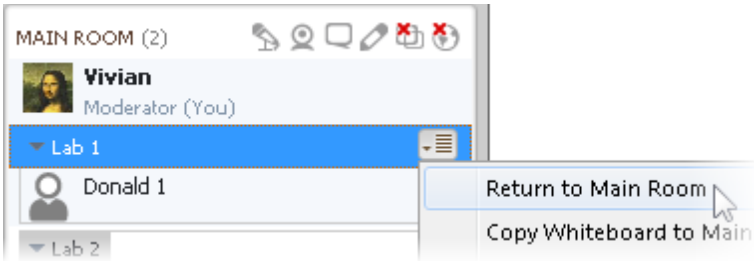
**To move everyone back to the Main room** at once, do one of the following:

- From the *Room* menu in the Participants panel toolbar, select *Return Everyone to Main Room*.




- From the *Tools* menu, select *Breakout Rooms*, then *Return Everyone to Main Room*.

- To move just those in a particular breakout room, from the breakout room's Options menu, select *Return to Main Room*.




All the Participants and Moderators will be moved back into the Main room. All private breakout rooms will automatically close; public breakout rooms will still be listed in the Participants list.

**To move everyone back to the breakout rooms** at once, do the following:

- From the *Room* menu in the Participants panel toolbar, select *Return Everyone to Breakout Rooms.*
- All the Participants and Moderators will be moved back to the last breakout rooms they were in previously. If anyone was in a private breakout room (that was previously closed), it will be reopened.

# Copying Pages to the Main Room

Moderators can copy all or selected Whiteboard pages from breakout rooms to the Main room. (Participants cannot perform this function.)

**Important Note:** Moderators also can copy pages from the Main room into breakout rooms.

- If you are in a breakout room yourself, you can copy the **current** page (the one you are currently viewing) to the Main room.
- You can copy **all** pages of the **single** breakout room to the Main room.
- You can copy **all** pages of **all** breakout rooms to the Main room
- You can copy **all** pages of **selected** breakout rooms to the Main room.
- You can copy one or more **selected** pages from any breakout room to the Main room through the Page Explorer.
- If you want to confirm that the pages were copied successfully to the Main room, open the Page Explorer or click on the Go to Page menu on the navigation bar to see a list of all pages in all rooms.

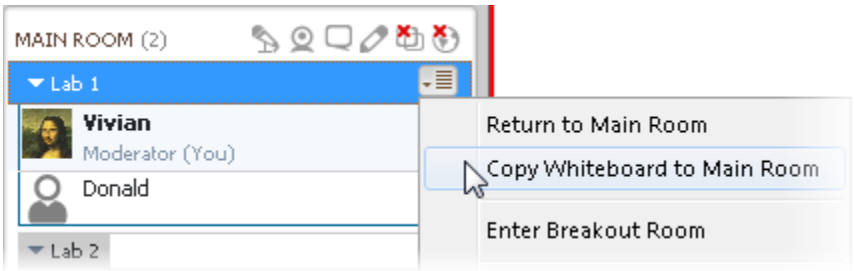
## Copying the Current Breakout Room Page

To copy the page you are currently viewing in a breakout room to the Main room, do the following:

1. If not already there, navigate to the desired page in the breakout room.
2. Right click (Control-Click on Mac) in the page to open the Whiteboard context menu.
3. Select *Current Page* then *Copy Page to Main Room*.

## Copying All Pages of a Single Breakout Room

To copy all pages of a single breakout room to the Main room, select *Copy Whiteboard to Main Room* from the room's Options menu in the Participants panel toolbar.




## Copying All Pages of All Breakout Rooms

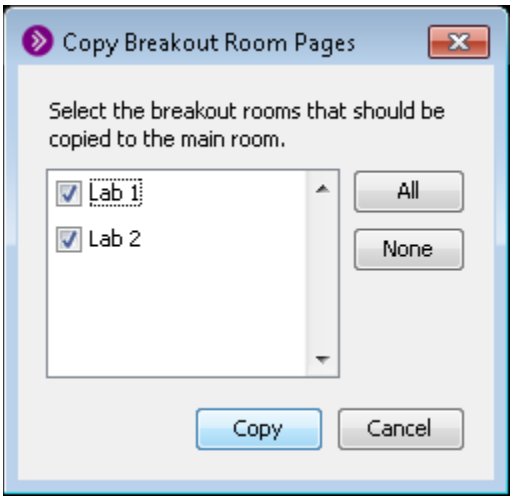
To copy all pages in all breakout rooms to the Main room, do one of the following:

- From the *Room* menu in the Participants panel toolbar, select *Copy All Whiteboards to Main Room*.
- From the *Tools* menu, select *Whiteboard* and then *Copy All Whiteboards to Main Room*.

## Copying All Pages of Selected Breakout Rooms

To copy all pages of one or more breakout rooms to the Main room, do the following:

1. From the *Tools* menu, select *Whiteboard* and then *Copy Breakout Rooms to Main Room....* The Copy Breakout Room Pages dialog opens.




2. Select the desired breakout rooms from which you want to copy the pages.

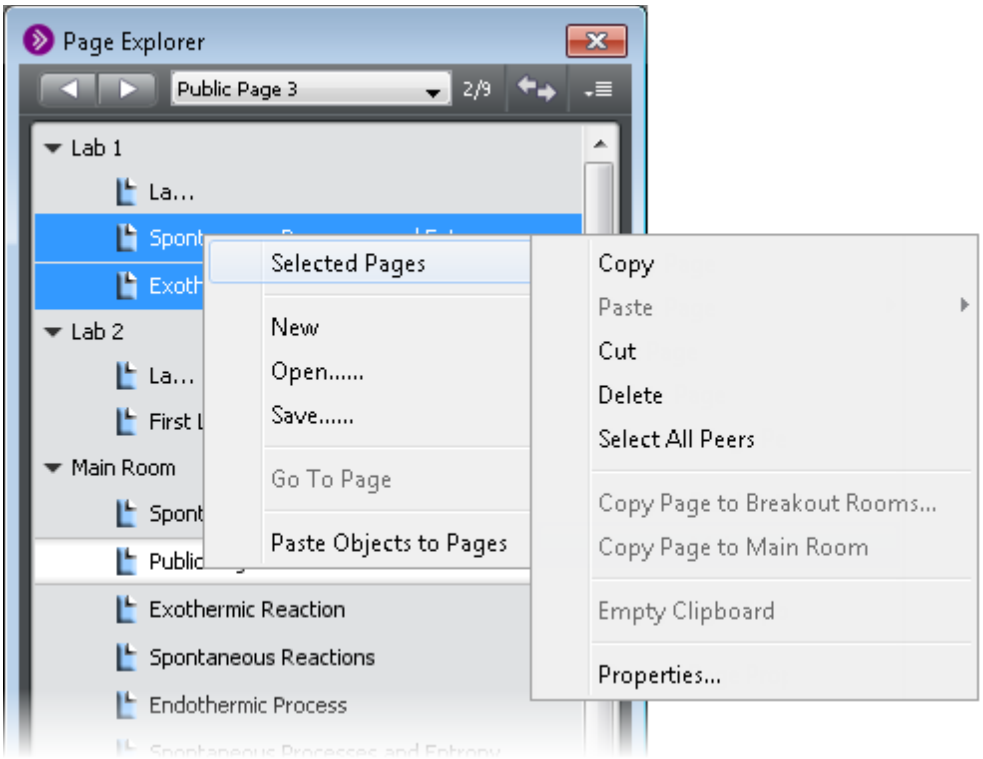
**Quick Tip:** If you have a large number of breakout rooms but want to copy the whiteboard pages of only a few, click on the **None** button to deselect all the breakout rooms and then select the few desired rooms.

3. Click **Copy**.

## Copying Selected Breakout Room Pages

You can select one or more breakout room pages and copy them to the Main room using the Page Explorer.

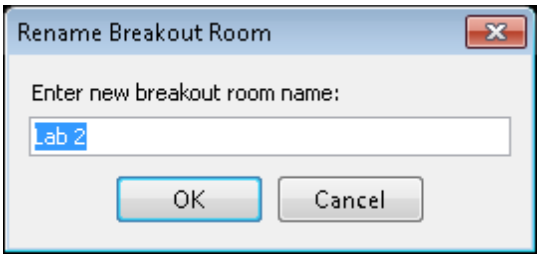
1. Open the Page Explorer.
2. Select the pages to be copied. You can select individual pages in different breakout rooms.
3. Right click (Control-Click on Mac) in the Page Explorer and, from the context menu, select *Selected Pages* and then *Copy Page to Main Room*.
    - *See image below for details*




## Renaming a Breakout Room

A public breakout room may be renamed at any time during the session. Renaming a breakout room will not change the attributes of the room or who is in the room.

1. From the Room's Options menu, select *Rename Breakout Room*. The Rename Breakout Room dialog will open.




2. Enter the new breakout room name and then click **OK**. Breakout rooms are listed in the Participants list in alphabetical order. Depending on the new name, the breakout room may move its position in the list.

## Closing a Breakout Room

A private breakout room can be manually closed or will automatically close when all of the Participants and Moderators have left the room or have been removed from that room. A public breakout room must be manually closed. When you close any breakout room, the Participants and Moderators are returned to the Main room.

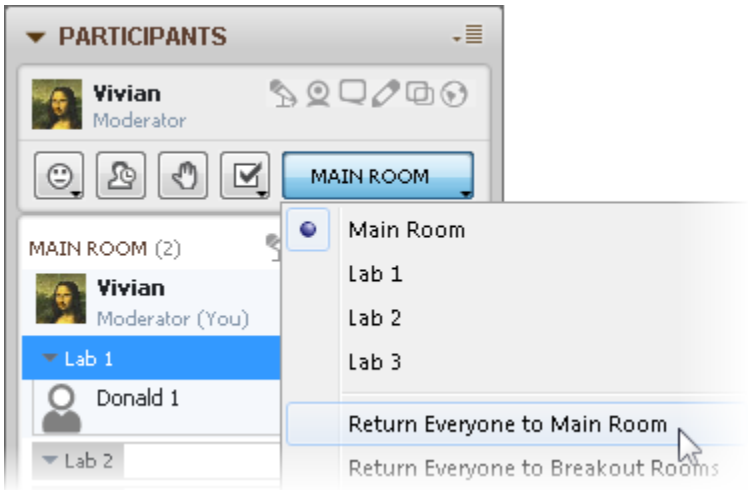
**To close all breakout rooms at once:**

- From the *Room* menu in the Participants panel toolbar, select *Close All Breakout Rooms*.

**To close a particular breakout room:**

Do one of the following:

- From that room's Options menu, select *Close Breakout Room*.
- Select the room and, from the *Tools* menu, select *Breakout Rooms* and then *Close Breakout Room*. (Note, if you are in that breakout room, there is no need to select it first.) All the Participants and Moderators will be moved back into the Main room and the breakout room will disappear from the Participants list.

**Quick Tip:** You can quickly recreate the rooms you closed by issuing the command *Return Everyone to Breakout Rooms*.

- From the *Tools* menu, select *Breakout Rooms*, then *Return Everyone to Main Room*.