

## Using Breakout Groups in Collaborate Ultra

To facilitate small group collaboration, you can create breakout groups that are separate from the main room and assign participants to them. Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main room (and other groups). **NOTE: Content shared in a breakout group is not available when breakout groups end.**

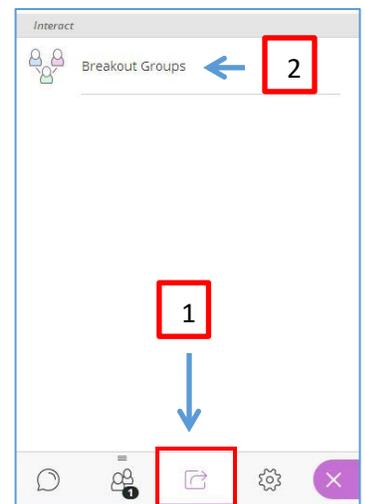
What is said or viewed in a breakout room isn't captured in recordings. If the main room is being recorded and all users are split into breakout groups (the main room has 0 users) then the recording will automatically stop. **NOTE: When users return to the main room recording will have to be manually started.** If there are 1 or more users remaining in the main room the recording will continue.

### Start breakout groups

After entering a session in Collaborate Ultra, you can choose to have Collaborate create and randomly assign breakout groups for you or you can create the groups yourself.

1. Open the Share Content panel from the Collaborate panel.
2. Select Breakout Groups.

- Assign groups. Select Randomly assign or Custom assignment.
- **Randomly assign:** Collaborate creates groups and randomly assigns participants for you. **NOTE: Randomly assign is only available when there are four or more people are in the room.**
- If you want to be in a group, select Include moderator in group assignment
- You can change how many participants are in each group. Select the number of groups from the Number of Groups menu.
- If you don't like how the participants are grouped, select Shuffle Participants
- **Custom assignment:** Create your own groups.
- Assign participants to a group. You can select the participants options menu and select the group.
- You can also select the participant and drag them to the right group.
- Select Create a new group to add more groups.
- Optionally, select Allow participants to switch groups, if you want participants to be able to move to another group on their own.
- Select Start.



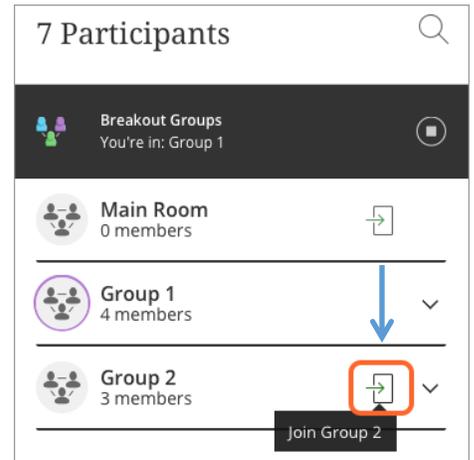
Breakout groups are designed for group collaboration. **Every participant in the group is a presenter.** This means that all participants can share the whiteboard, files, and applications with the rest of their group.

## Monitor groups

After breakout groups are started, the **Moderator** can move between groups to monitor them. If you assigned yourself to a group, you see and hear what others in the group are doing. This includes any shared content, audio, video, and chat.

If you want to see how the other groups are doing, you need to join those groups. From the Participants panel, select Join group.

Group chats are private to the group. The Everyone chat room is open to everyone, no matter what group you are in. As a moderator you also have a moderator only chat room.



## Move Participants to another groups

Moderators can choose to remove a participant from the group by moving them either to the main room or to another group, or you can choose to remove them completely from a session. To remove from the session:

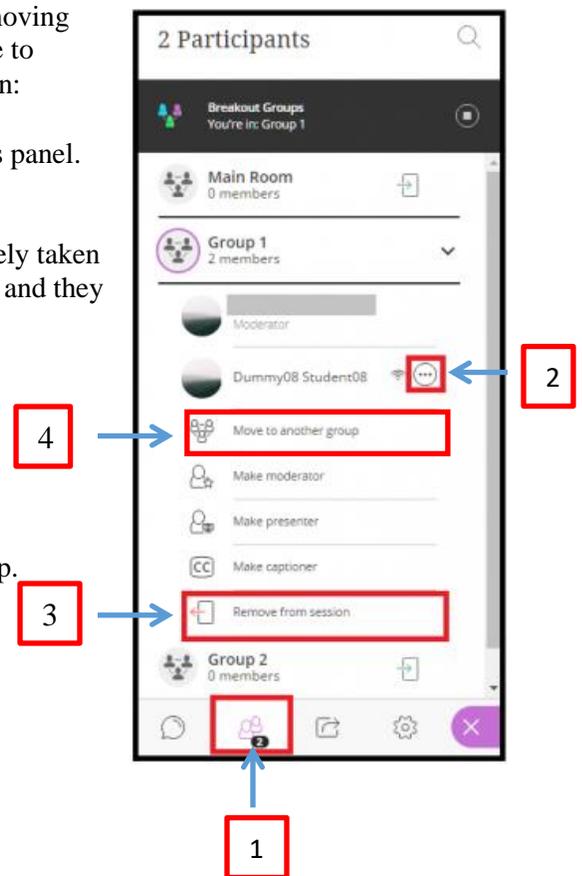
1. Open the participant's options menu from the Participants panel.
2. From the Participants panel, find a participant and select Moderator controls.
3. Select Remove from session. When a student is completely taken out of a session, they have to re-enter the room on their end and they are put into the Main Room

Or, you can choose to move them back to the main room or to another group

4. Move to another group

You can either reassign them by Participant's menu or drag and drop.

Then click Update and it will take you back to the breakout rooms.



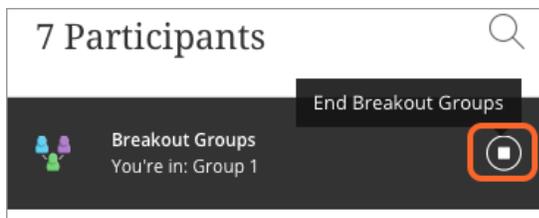
## End breakout groups

When you want to stop breakout groups and bring everybody back to the main room, select End breakout groups. You can find this:

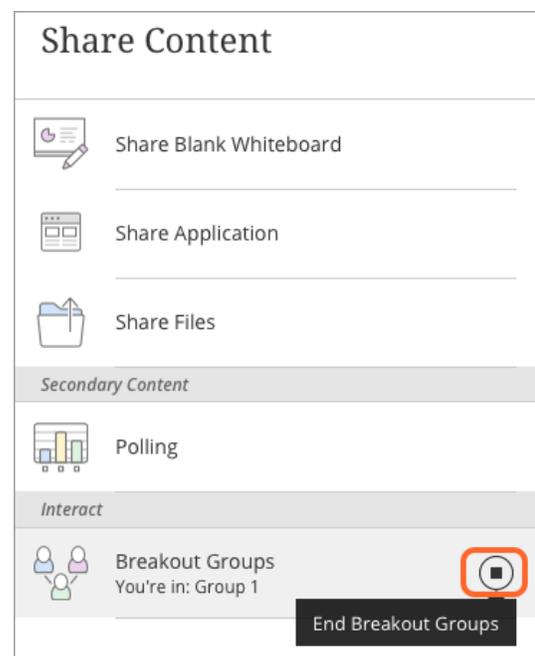
1. At the top of the Participants panel or
2. Beside Breakout groups in the Share Content panel.

After you select End breakout groups, all participants are moved back to the main room.

**After the groups have ended everything shared in a group is not available in the main room. Give your participants a few minutes warning that you are ending the breakout groups. Give them time to take a screen capture, or record in some other way, what they were working on before ending the groups.**



1. Participants Panel



2. Share Content Panel