Chapter 15  Breakout Rooms

A breakout room has the same features as the main room and can be used to facilitate small group activities or private meetings. Breakout rooms have their own private Audio, Whiteboard, Application Sharing, Video, polling, etc. What is said or viewed in a breakout room will not be captured in a recording.

Moderators can create breakout rooms any time during the session and move participants between rooms. There is no limit on the number of breakout rooms or the number of participants in each room.

For instructions on sending Telephony users to breakout rooms, refer to Sending the Telephony Users to Breakout Rooms on page 147.

Creating Private Breakout Rooms

Private breakout rooms can be created at any time but must have someone in the room at all times. Participants and Moderators can easily be moved in and out of the room. When the last Moderator or Participant is moved out of the private breakout room, the breakout room will automatically close.

To create a private breakout room:

1. In the Participants list, click on the names of participants you wish to move to a breakout room. Hold down Shift or Control (⇧ or ⌘ on Macintosh) to select multiple participants.

2. Right-click (^Click on Macintosh) and select Send to Breakout Room and then select New Private Breakout Room from the context menu. Alternatively, this option is also available from the Tools > Breakout Rooms > Send to Breakout Room > New Private Breakout Room.
A new private breakout room, represented by a folder icon, will be created. The participants in the room will be listed along with their permissions.

The naming convention for a private breakout room is Private Room (1), Private Room (2), Private Room (3), etc.

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Creating Public Breakout Rooms

Public breakout rooms can be created at any time and Participants and Moderators can easily be moved in and out of the room.

The advantage to creating a public breakout room versus a private breakout room is that a public breakout room does not require any participants in the room. This means that you can create the room, load content for the participants to collaborate on and then during the session move participants into the room. When all the Participants and Moderators are moved out of the public breakout room, the breakout room and its contents will still remain (unlike a private breakout room which closes when no one is left in the room), allowing you to use the room and content again.

1. In the Participants list right click (^Click on Macintosh) anywhere in the window and select Create Breakout Room… from the context menu or alternatively, Select Tools > Breakout Rooms > Create Breakout Room…

2. The New Breakout Room dialog box appears.

3. Enter a name for the breakout room and click **OK**.

A new public breakout room, represented by a folder icon, will be created.
Distributing Participants and Moderators into Public Rooms

The Distribute Participants feature allows you to automatically distribute the Participants and Moderators in the main room into breakout rooms. The breakout rooms created using this feature are public.

There are three ways you may distribute the participants:

- Into the last breakout room they were in — this option will return all the participants to the last breakout room that they were in prior to returning to the Main room. If they were never in a breakout room, they will remain in the Main room.

- Into x groups — The participants in the Main room will be divided up as evenly as possible into the x number of groups. For example, if you have 10 participants in the Main room and ask for groups of 4, you will get groups of 3, 3, 2, and 2 rather than 3, 3, 3, 1.

- Into group of x people — enter the number of people in each group. Based on the number of participants in each group, the appropriate number of rooms will be created. For example, if you have 5 participants in the Main room and wanted to have 2 people in each group, three rooms will be created with one room only having one person in the room.

You also have the options to include Moderators in the distribution and to stipulate the name of the breakout room(s). Each room will contain the base name (that you've entered or the default Rm.) and the numbers 1, 2, 3, etc. appended to the base name.

1. In the Participants list right click (Click on Macintosh) anywhere in the window and select Distribute Participants… from the context menu or alternatively, Select Tools > Breakout Rooms > Distribute Participants…
2. The Distribute Users dialog box appears.

![Distribute Users dialog box](image)

3. Select how you wish to distribute the participants from the Main Room.

4. If you wish to include the Moderators in the distribution, then select the option *Include Moderators in the distribution*.

5. Modify the base name if you do not wish to use the default base name “Rm”.

6. Click **OK**. The users will be distributed according to your definition.

> After a distribution into the last breakout room is performed, all previously private breakout rooms will now be public breakout rooms.

## Sending Others to Breakout Rooms

You can send Participants and Moderators from the main room to a public breakout room or from one breakout room to another.

### Using the Menu Option

1. In the Participants list, click on the names of participants you wish to move to a breakout room. Hold down Shift or Control (⌘ on Macintosh) to select multiple participants.

2. Do one of the following:
   - Select Tools > Breakout Rooms > Send to Breakout Room and then select the desired room from the list of available rooms.
   - Right-click (^Click on Macintosh) on the selected name(s) to open the context menu and then select the desired room from the Send to Breakout Room submenu.
The Participants list will be updated displaying the participants in each room.

**By Dragging and Dropping**

You can drag and drop Participants or Moderators (including yourself) from the main room to a breakout room by selecting them and, while holding down the mouse button, drag them to a breakout room. When your cursor is over the desired breakout room, release the mouse button.

You can drag and drop multiple adjacent participants by selecting the first participant and holding down Shift (⇧ on Macintosh) to select the last participant. If you want to move multiple participants that are not listed next to each other in the Participants list, you will need to use the menu option (as described above).

In the example below, the Moderator is dragging and dropping Linus and Lucy into the Tutorial breakout room. Note that, as the Moderator moves Linus and Lucy over breakout rooms, each is highlighted in green to indicate it is a potential “target”.

1. Select the participants to move into the breakout room while keeping the mouse button pressed.

2. Drag the participants past the Lab breakout room to the Tutorial breakout room, still keeping the mouse button pressed.
3. Drop the Participants into the Tutorial breakout room by releasing the mouse button.

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 to do so by selecting Tools > Breakout Rooms > Allow Participants to Move Themselves to Breakout Rooms.

Sending Yourself to a Breakout Room

You can send yourself from the main room to a breakout room or from one breakout room to another.

Using the Menu Option

There are two options for sending yourself to a breakout room using a menu:

- In the Participants list, right-click (^Click on Macintosh) on your own name to open the context menu and then select the desired room from the Send to Breakout Room submenu.
Select Tools > Breakout Rooms > Send Self to Breakout Room and then select the desired room from the list of available rooms.

By Dragging and Dropping
You can drag and drop yourself into a breakout room just as you would any other participant. See the instructions for sending others to breakout rooms by dragging and dropping on page 271.

Returning Participants or Yourself to the Main Room

Using the Menu Option
1. In the breakout room, click on the names of participants (including yourself) you wish to move to the main room. Hold down Shift or Control (⇧ or ⌘ on Macintosh) to select multiple participants.

2. Do one of the following:
   ✓ Right-click (^Click on Macintosh) on the selected name(s) and, from the Send to Breakout Room submenu, select Main Room.
   ✓ Select Tools > Breakout Rooms > Send to Breakout Room > Main Room.
   ✓ (If moving yourself) Select Tools > Breakout Rooms > Send Self to Breakout Room > Main Room.

By Dragging and Dropping
You can drag and drop participants (or yourself) from a breakout room back to the main room by selecting the desired participant(s) and, while holding down the mouse button, drag them to the main room.
You can drag and drop multiple adjacent participants by selecting the first participant and holding down Shift (⇧ on Macintosh) to select the last participant. If you want to move multiple participants that are not listed next to each other in the Participants list, you will need to use the Context menu (as described above).

The process for returning participants to the main room is a little different than that for dragging and dropping from the main room to a breakout room. Take special note of step 2 below.

In the example below, the Moderator is dragging and dropping Linus and Lucy from the Tutorial breakout room back to the main room.

1. Select the Participants to move to the main room.

2. While keeping the mouse button pressed, drag the Participants

   over any user currently in the main room (e.g., Vivian or Ricky); or
3. Release the mouse button.

If there are no participants or blank areas in the main room, you will not be able to drag and drop participants back to the main room. Use the menu option Send to Breakout Room > Main Room instead.

**Return Everyone at Once to the Main Room**

In one step, you can return everyone (including yourself) to the Main room regardless of where they are. You can do this in one of two ways:

1. Right-click ("Click on Macintosh") anywhere in the Participants list, and select the option Return Everyone to Main Room from the context menu.
2. Select Tools > Breakout Rooms > Return Everyone 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.

**Copying Screens to the Main Room**

Moderators can copy all the Whiteboard screens from breakout rooms to the main room either directly from the Tools menu or via the Participants list context menu. (Participants cannot perform this function.)
**Copying Screens of Selected Breakout Room**

To copy all screens in a specific room to the main room, do one of the following:

- In the Participants list, right click (^Click on Macintosh) on the breakout room from which you want to copy whiteboard screens. From the context menu, select Copy Whiteboard to Main Room.

- Select Tools > Whiteboard > Copy Breakout Rooms to Main Room…. From the Copy Breakout Rooms dialog, select the desired breakout rooms and click on **Copy**.

![Copy Breakout Rooms dialog]

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

If you want to confirm that you copied the screens from the correct breakout room, click on the down arrow of the View Screen menu on the navigation bar to see a list of all screens in all rooms.

**Copying Screens of All Breakout Rooms**

To copy all screens in all rooms to the main room, do one of the following:

- Right click (^Click on Macintosh) anywhere in the Participants list and, from the context menu, select Copy All Whiteboards to Main Room.

- Select Tools > Whiteboard > Copy Breakout Rooms to Main Room…. From the Copy Breakout Rooms dialog, select all breakout rooms (this is the default) and click on **Copy**.
If you want to confirm that you copied the screens from the correct breakout room, click on the down arrow of the View Screen menu on the navigation bar to see a list of all screens in all rooms.

**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.

To rename a breakout room

1. In the Participants list, click on the breakout room you wish to rename.

2. Right-click (Control-click on Macintosh) and select Rename Breakout Room from the context menu. Alternatively, Select Tools > Breakout Rooms > Rename Breakout Room.

3. The Rename Breakout Room dialog box appears.

4. Enter the new breakout room name and then click **OK**. The new Breakout Name will appear in the Participants list.

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 Participants list.

**Closing a Breakout Room**

A private breakout room will automatically close when all of the Participants and Moderators are 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 either a private or public breakout room
1. In the Participants list, highlight the breakout rooms you wish to close. You may close more than one at a time.

2. Right-click (^Click on Macintosh) and select the option Close Breakout Room from the context menu. Alternatively, Select Tools > Breakout Rooms > Close Breakout Room.

All the Participants and Moderators will be moved back into the Main room and the breakout room will disappear from the Participants list.