

# HOW TO...



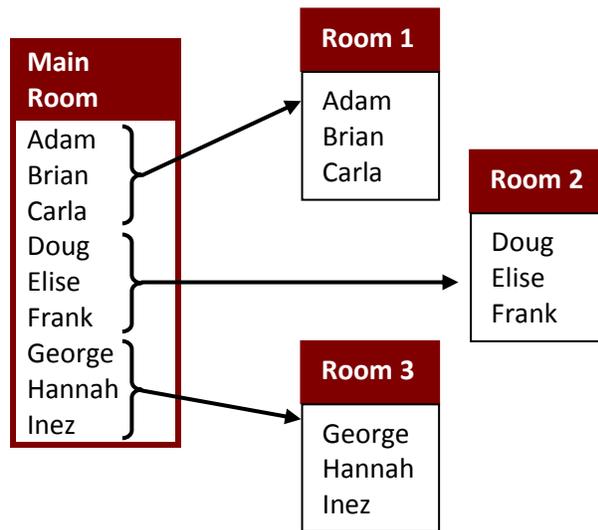
## Use Breakout Rooms in e-CLASSES

### *Increase Productivity and Collaboration*

*Breaking into groups during a session is a great way to conduct small group brainstorming, hold private conversations between two or three participants, or divide session tasks. e-CLASSES's breakout room tool is a convenient way to create this dynamic in your online session.*

### Overview

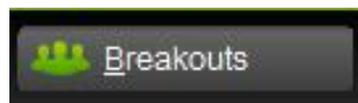
The e-CLASSES main room is much like a main room where all participants are gathered together. The breakout rooms act like smaller rooms where participants can go to do group work and then reconvene in the main room to discuss the work done. \*\* Recording automatically pauses when Breakout Rooms start and commences again when Breakout Rooms stop.



A breakout room can have as many participants as you like. Each room acts like a separate space.

### Creating Breakout Rooms

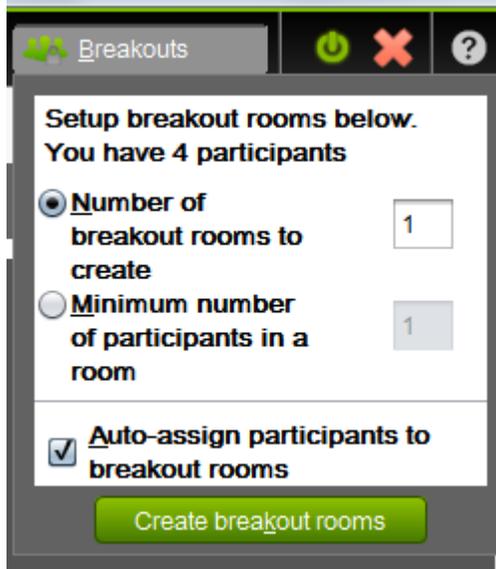
Click on the Breakouts button on the upper toolbar.



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The Breakout Tool dialog box opens:



**Number of Breakout Rooms:** You can enter the number of rooms to create. Pick a number greater than 1.

**Minimum Participants per Room:** Alternatively, to set a minimum number of participants per room, click in the circle and enter a number. e-CLASSES will calculate how many rooms are necessary and will create the rooms. Pick a number greater than 1.

By default, participants are automatically assigned to rooms. Uncheck the box to assign them manually.

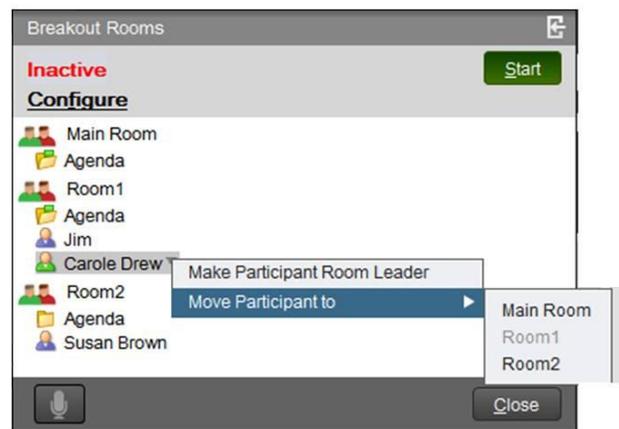
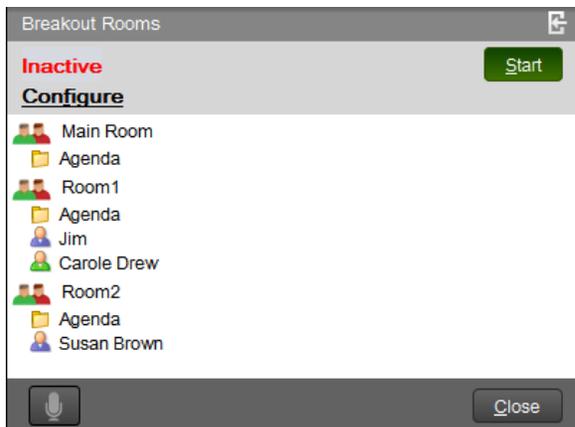
Click **Create breakout rooms**.

## Assigning Participants to Rooms

You can assign participants to specific rooms by right clicking their names within the Breakout Rooms pop-up window. You may also follow the same procedure to assign participants as Breakout Room Leaders. Right click the participant's name for options.



To assign participants to rooms manually, be sure to de-select the Auto-assign checkbox.

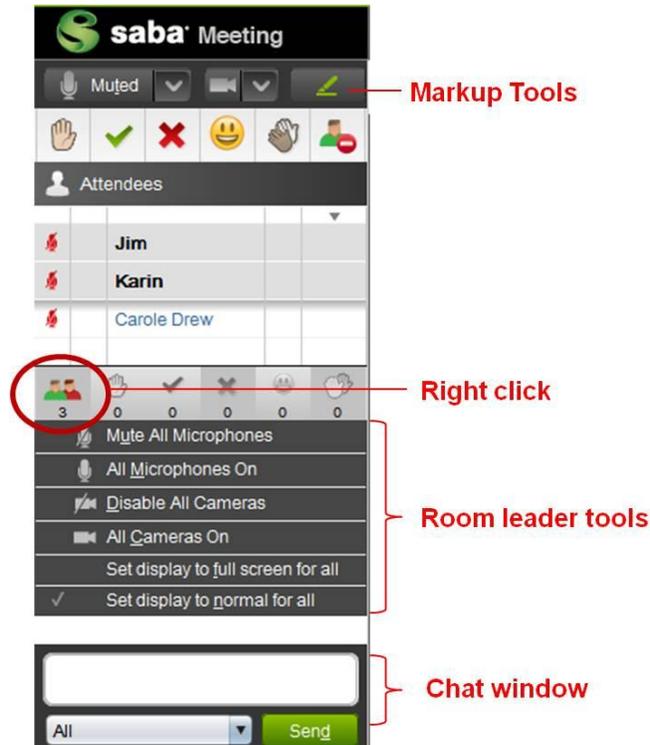


## Breakout Roles

Breakout roles include the Breakout Room Leader and the Breakout Participant.

### Breakout Room Leader

The Breakout Room Leader acts like an assistant and controls the Agenda and the flow of the Breakout Room. Room leaders can access tools by right-clicking on the participant icon. They can also use the whiteboard markup tools to keep a record of the room discussion and save to the Agenda. Room leaders can also send chat messages to the Leader and other Presenters.



The room leaders can use tools and import slides into the agenda. It is a good idea to prepare participants ahead of time.

### Breakout Participant

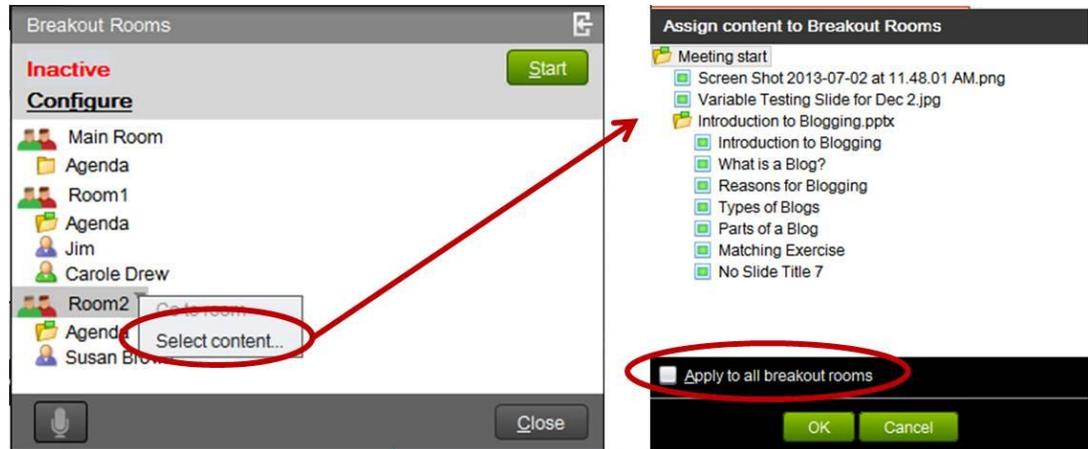
Breakout Participants interact with the Breakout Leader, other Breakout Participants, and the Participant tools in the breakout room during a Breakout session.

During a Breakout session, the Breakout Participant can do everything a Participant in the Main Room can do.



## Selecting Content

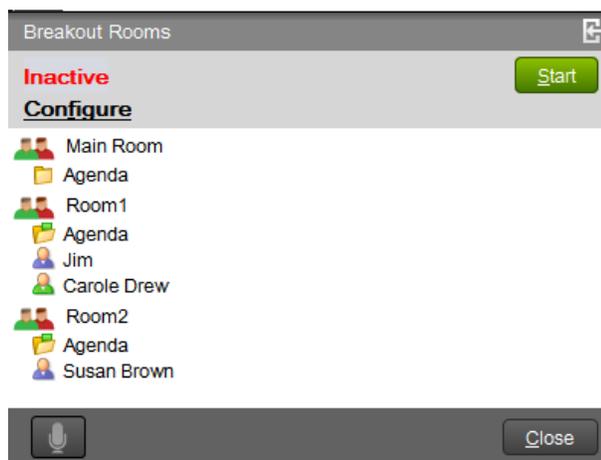
By default, each Breakout Room will have the entire Agenda as its content. You can specify content for each room by right-clicking on the room name in the Breakout Room Tool window. You can also have the selection applied to all Breakout Rooms.



- If you specify content for a Breakout Room, their saved Whiteboard will save *just underneath the specified content*.
- If you do not specify content, a Whiteboard saved in a Breakout Room will save to the *bottom of the Agenda*.

## Starting a Breakout Session

In the Breakout Rooms window, click Start to begin the Breakout session. **Don't worry when all the participants disappear from the People Panel!** As leader, all you need to do is move to another room(s) to see them.



As Participants move to the Breakout Rooms, the Participant list in the Main Room no longer shows Participant names. In the Breakout Rooms window **Start** changes to **Stop**, **Inactive** changes to **In Progress**, and **Configure** disables. In addition, the microphone in the lower left corner of the Breakout Rooms window becomes enabled. You can click on it to broadcast to all rooms.

## Managing Breakout Rooms

During a Breakout session, you can speak to all Breakout Rooms and visit and speak to individual Breakout Rooms.

### Speaking to all Breakout Rooms

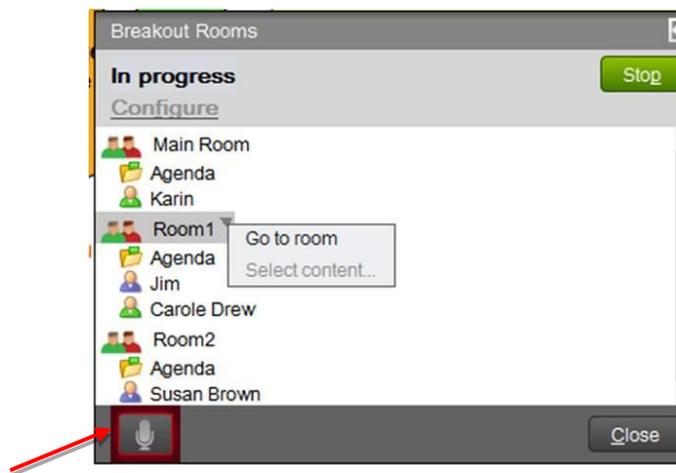
Use the microphone button in the Breakout Rooms window to broadcast to all rooms at once in order to announce the end of the session, or make announcements concerning all participants.

### Visiting a Breakout Room

You can pop into rooms during the Breakout session if you want to check on progress or answer questions.

To visit a room, right-click on the name of the room name in the Breakout Rooms window. Click Go to Room.

**Note:** When entering a Breakout Room, you will retain all Leader privileges. You can give or take away microphone control from Participants, but not from the Breakout Leader.

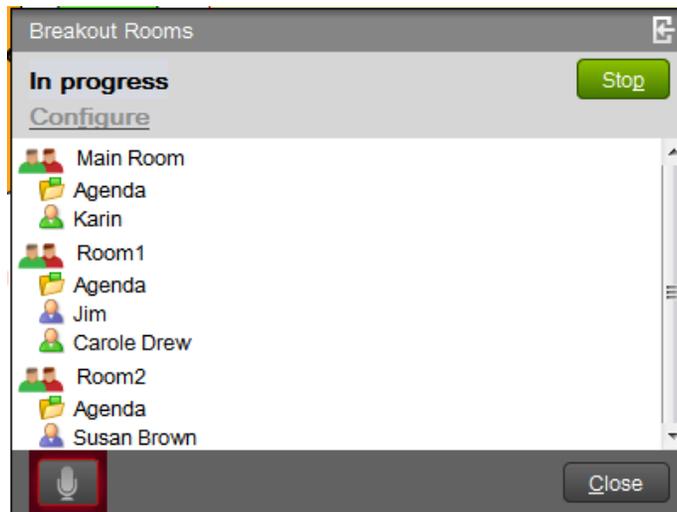


broadcast microphone



## Ending the Breakout Session

After announcing to all participants that the Breakout session is about to end, you must stop it manually. From the Breakout Rooms window, click Stop.



Click the Close button in the lower right corner of the Breakout Rooms window. After the Breakout Rooms are stopped, participant microphones are disabled. Be sure to turn them back on.



### TIPS for Breakout Rooms

- Talk to all groups using the microphone button within the Breakout Rooms window.
- Avoid known conflicts between participants when assigning them to rooms.
- Modify breakout room leaders as necessary letting everyone have an opportunity.
- Move participants from room to room during the session, if necessary.
- **Participants who are “stepped out” of the main room will not be auto-assigned to a room (but they can be manually assigned in the Breakout Rooms window).**
- Ensure you provide room leaders with steps on how to grant a microphone and save the Whiteboard, etc.
- Each saved Whiteboard will appear in the Main Room agenda.
- Be explicit about the assignment and how much time is allotted.

