Creating Breakout Groups

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). Check out this short video from Blackboard.

1. Open the **Share Content Panel** from the Collaborate Panel (Figure 1).
2. Select **Breakout Groups** (Figure 1).
3. Assign groups. Select **Randomly assign** or **Custom assignment**.
   a. **Custom Assignment**: Create your own groups.
      i. Check **Allow participants to switch groups**, if you want participants to be able to switch groups
      ii. To move a participant to a breakout group, click on the **three dots** to the right of their name and then choose the **breakout group**. You can also **click and drag students into groups**, and into different groups if they are already assigned a group
      iii. Add another group by clicking the **plus sign**.

![Figure 1](image)
Creating Breakout Groups in Collaborate

4. To change the name of a group, click on the name
5. When finished select Start.
   a. Random Assign: Collaborate creates groups and randomly assigns participants for you. Note: Random assign is only available when there are four or more people in the room
      i. Select Number of Groups
      ii. If you want to be in group select, Include moderators in group assignment
      iii. Check Allow participants to switch groups, if you want participants to be able to switch groups during the session. You may leave this option off until the end of a session.
      iv. Click Shuffle participants if you do not like how the participants were grouped

Monitoring Breakout Groups

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

1. To move to a different group, select Join Group from the Participants Panel (Figure 2).
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Moving Participants to Another Groups

1. From the Attendees panel, find an attendee and select Attendee controls (figure 3).
2. Select Move to another group. This opens the Breakout groups panel.
3. Move the attendee to another group. There are two ways you can do this.
   a. Select the attendee’s options menu and select the group.
   b. Select the attendee and drag them to the new group.
4. Select Update

![Figure 3](image-url)
Ending Breakout Groups

To stop breakout groups and move everyone back to the main room select End breakout groups.

1. Open the Participants panel
2. Click the stop button at the top (Figure 4)
   -OR-
3. Open the Share Content panel
4. Click the stop button next to Breakout Groups (Figure 5)