Definition: A breakout room is a separate room with one or more users. Users in breakout rooms have presenter privileges to audio and video communication, chat, and share files, whiteboard, and applications. Activity in breakout rooms is independent of what occurs in the Main Room and other breakout rooms, and it is not captured in recordings. Moderators can assign student groupings or allow Collaborate to randomly choose. Faculty can choose to allow participants to switch groups. *Note: Be sure you are using the latest version of Google Chrome as your Internet browser*

Objective: This job-aid provides students with steps necessary to participate in Breakout Groups during a Blackboard Collaborate Ultra session. These include:

- Getting Started (p.1)
- Participants (p.2)
- Chat (p.2)
- Switching Groups (p.2)

- Access the Sharing Content Panel (p.3)
- Share Blank Whiteboard and Whiteboard Tools (p.3)
- Share files (p.3-4)
- Share Application/Screen (p.4-5)

Getting Started

Step 1: When you are assigned to a breakout group you will see this message.

Step 2: Click the purple icon in the lower left-hand corner to open the Collaborate panel.
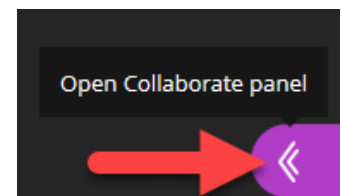
Step 3: You will be able to use the microphone and webcam with the people in your group.
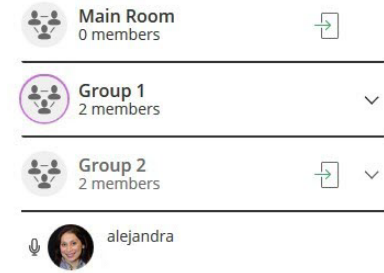

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Participants

You will be able to see all the participants in the session and who's in your group.

4 Participants

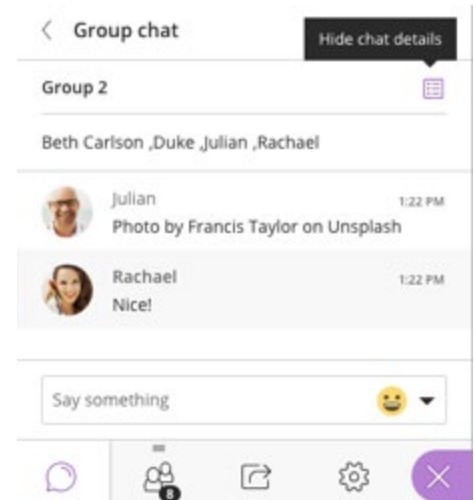|	
Main Room — 0 members	
Group 1 — 2 members	
Group 2 — 2 members	
alejandra	

Chat

You can also chat with people in your group or everyone in the session.

Chat

Chat with: Group 1

Everyone

Group 1

< Group chat   Hide chat details

Group 2

Beth Carlson ,Duke ,Julian ,Rachael

Julian   1:22 PM
Photo by Francis Taylor on Unsplash

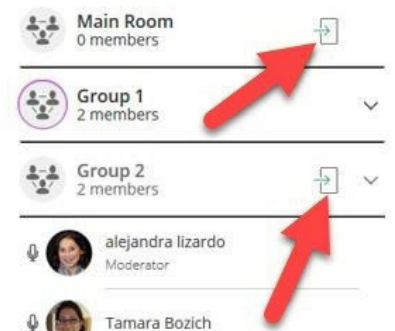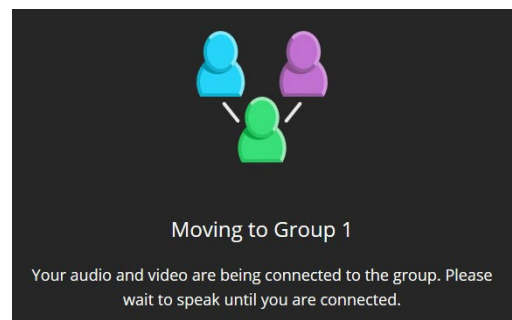Rachael   1:22 PM
Nice!

Say something
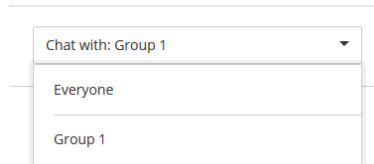
Switching Groups

Step 1: You can also switch groups or go back to the Main Room if you click this icon that the arrows are pointing to.

4 Participants

Main Room — 0 members	
Group 1 — 2 members	
Group 2 — 2 members	
alejandra lizardo — Moderator	
Tamara Bozich	

Step 2: After you switch groups you will see this screen

Moving to Group 1

Your audio and video are being connected to the group. Please wait to speak until you are connected.

Access the Sharing Content Panel

In breakout groups users have Presenter privileges which allows the user to access the Sharing Content panel. From Share Content, users are able to share files, applications, or use the whiteboard with your group.
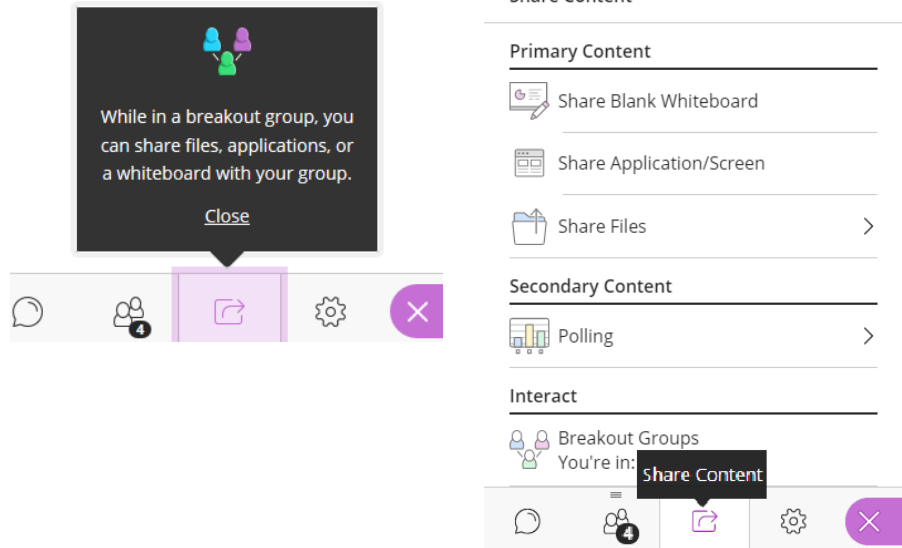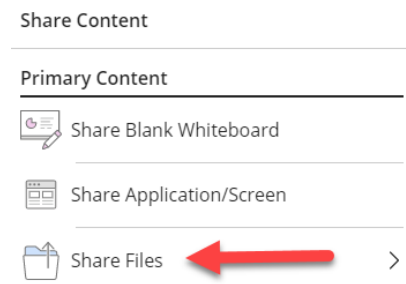
Share Blank Whiteboard and Use Whiteboard Tools

To share a blank whiteboard, click on the Share Content icon in the collaborate panel (1) and click on Share Blank Whiteboard (2). Use the tools at the top of the screen (3).
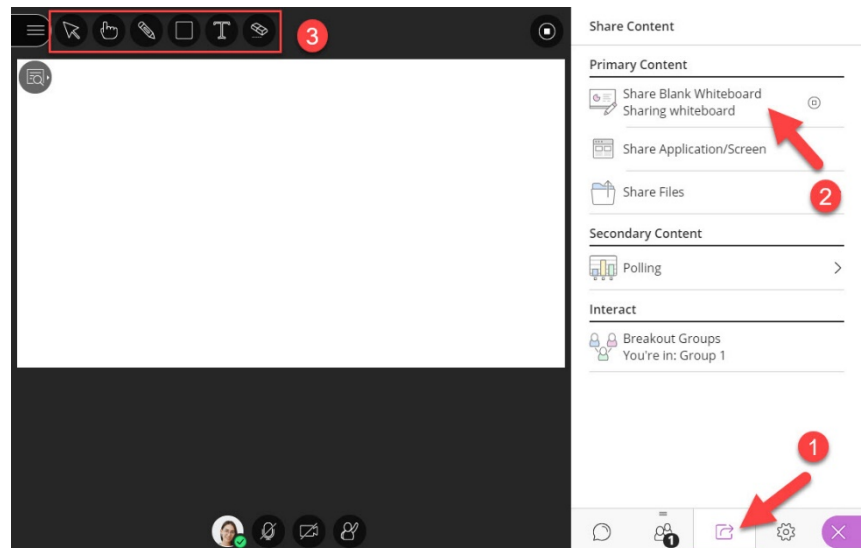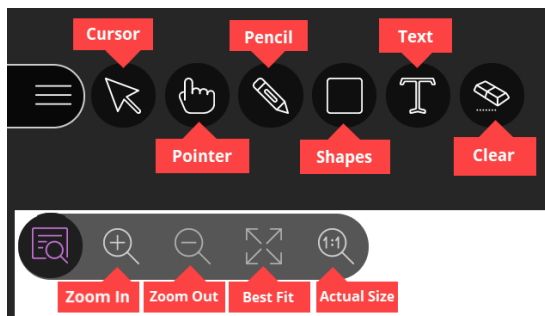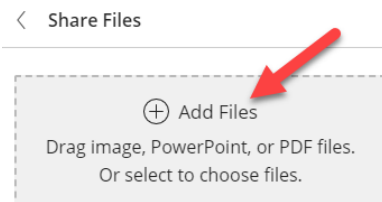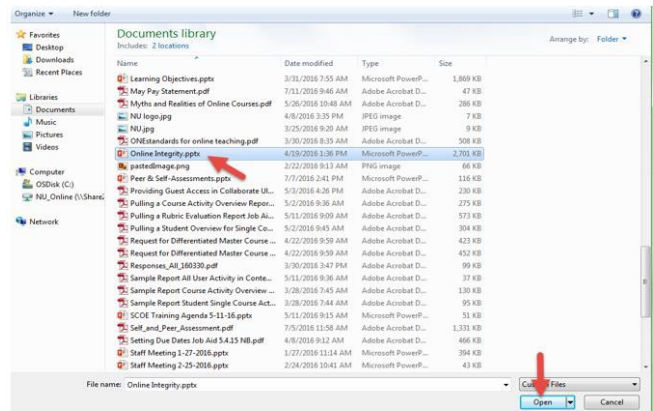
Share Files

Step 1: To share files such as a Power Point or PDF click on Share Files.

Step 2: Click Add Files Here to select your file.

**Step 3:** Select the file from your computer. Then click Open.

Step 4: Once you see that the file has downloaded, click Share Now.


Step 5: The shared file appears on the Main Stage (A) and the Slides are available in the Collaborate panel (B).
Click the arrows at the bottom of the main Stage to move the file forward and backward (C). The Whiteboard tools are also available (D). Click on the icon at the top right corner to Stop Sharing (E).
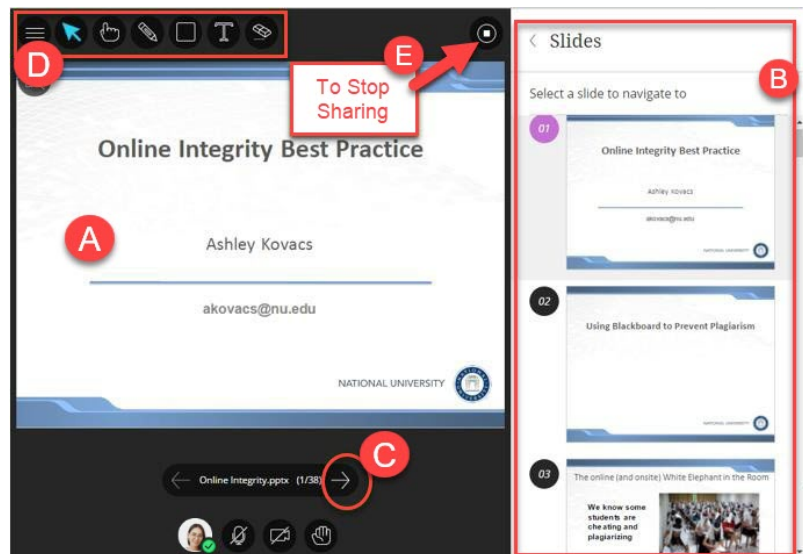
Share Application/Screen

Step 1: Click Share Application to share your screen or an application you have open.
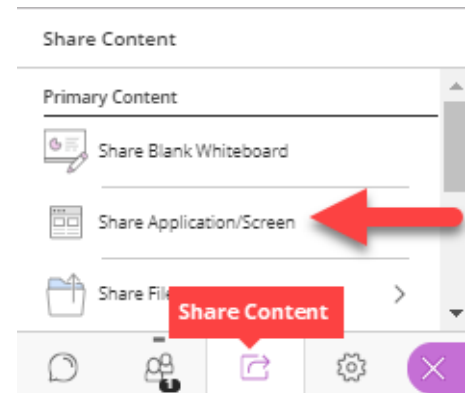
Step 2: Select the what you want to share within the tabs: **Your Entire Screen** (A), **Application Window** (B) – *E.g. .docx, .xlsx files*, and **Browser Tab** (C) – *E.g. websites in other tabs*. Then click Share.

>   ***Note:*** All open computer applications will appear in the Share your screen window (E.g. windows, files, or other programs that are open on your desktop).

Share your screen

us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

A Your Entire Screen   B Application Window   C Chrome Tab

Screen 1

Share   Cancel
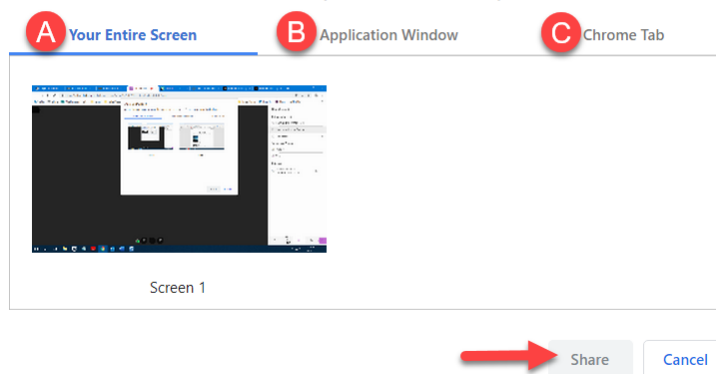
Step 3: Your group will now see the screen or application you are sharing. When you are done sharing click on the Stop Sharing button.