



## Breakout Rooms

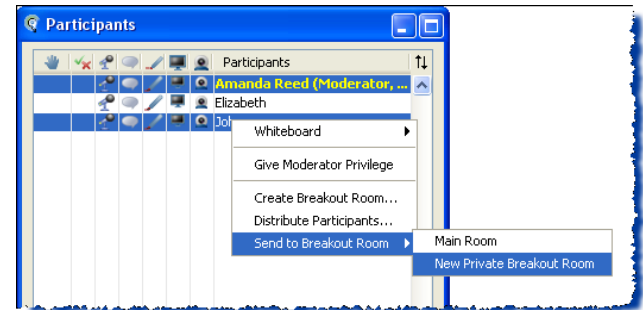
### Quick Reference Guide for Moderators

Moderators can create Breakout Rooms in Elluminate *Live!*. A Breakout Room has the same features as the main room and can be used to facilitate small group activities or private meetings. Each Breakout Room has its own audio, whiteboard, application sharing, video, etc. Communication or activity in breakout rooms is not captured in the recording. Moderators can create any number of breakout rooms at any time during a session. Moderators can then move participants and content into and between breakout rooms and the main room.

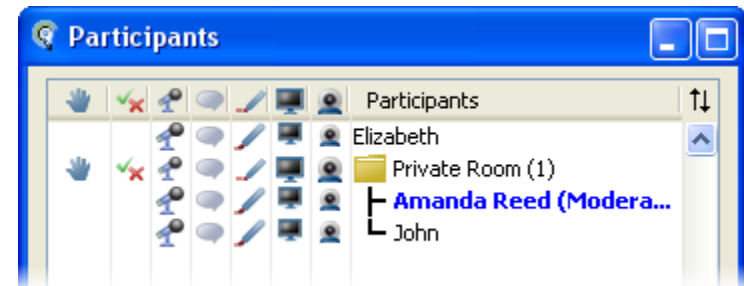
#### Creating On-the-Fly Breakout Rooms

You can select one or more participants and send them to an on-the-fly breakout room which is created automatically.

1. In the Participants window, click on the name(s) of the participant(s) you wish to move to a breakout room. Hold down your Shift or Ctrl key to select multiple participants.
2. Right mouse click (Mac users hold down your control key and mouse then click) and select **Send to Breakout Room** and then select **New Private Breakout Room** from the menu.



3. The Participants window will be updated to include the name(s) of the breakout room(s).

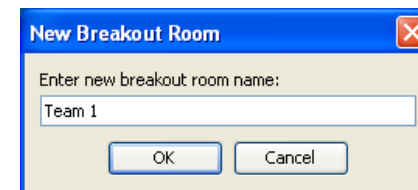


When the last participant is moved out of the breakout room, it automatically closes and any content is lost. To retain the whiteboard content, you must either save the whiteboard screens to a file or copy the screens into the main room prior to moving the last participant out of the breakout room.

#### Creating Formal Breakout Rooms

You can create formal breakout rooms where you can load or even pre-load content onto the whiteboard screens.

1. In the Participants window, right click and select **Create Breakout Room...**
2. Enter a name for the breakout room in the dialog box that appears.

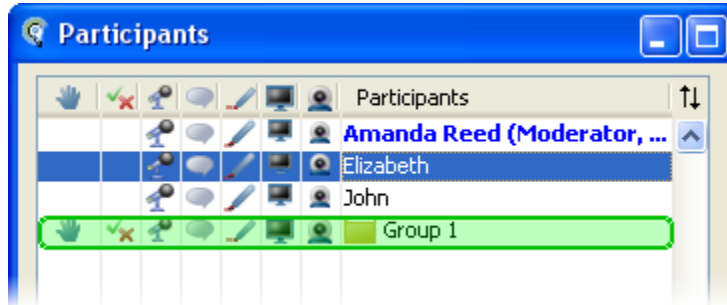


- The Participants window will be updated to display the name of the breakout room.
- Repeat these steps to create additional breakout rooms.

When the last participant is moved out of the room, the room and the whiteboard content remain. You can save or copy the content before you close the room.

### Moving Participants into Formal Breakout Rooms

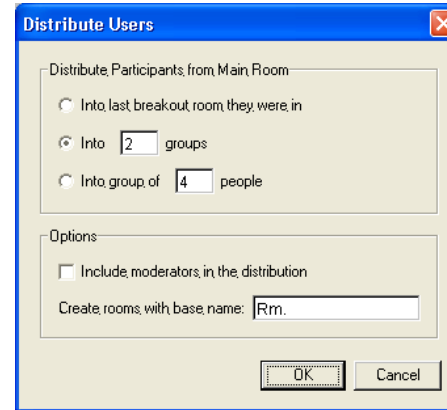
- In the Participants window, click on the name(s) of the participant(s) you wish to move to a breakout room. Hold down your Shift or Ctrl key to select multiple participants.



- With the name(s) selected, drag the participant to the desired room. The room will have a green highlight (as shown above) when the cursor reaches the room. Release the mouse and the participant(s) will be moved to that room.

### Randomizing the Number of Rooms or Number of Participants Per Room

You can quickly create and populate breakout rooms by right mouse clicking in the Participants window and selecting **Distribute Participants**.



Select the number of rooms or the number of people per room and click **OK**. Participants will automatically move to the rooms.

### Closing a Breakout Room

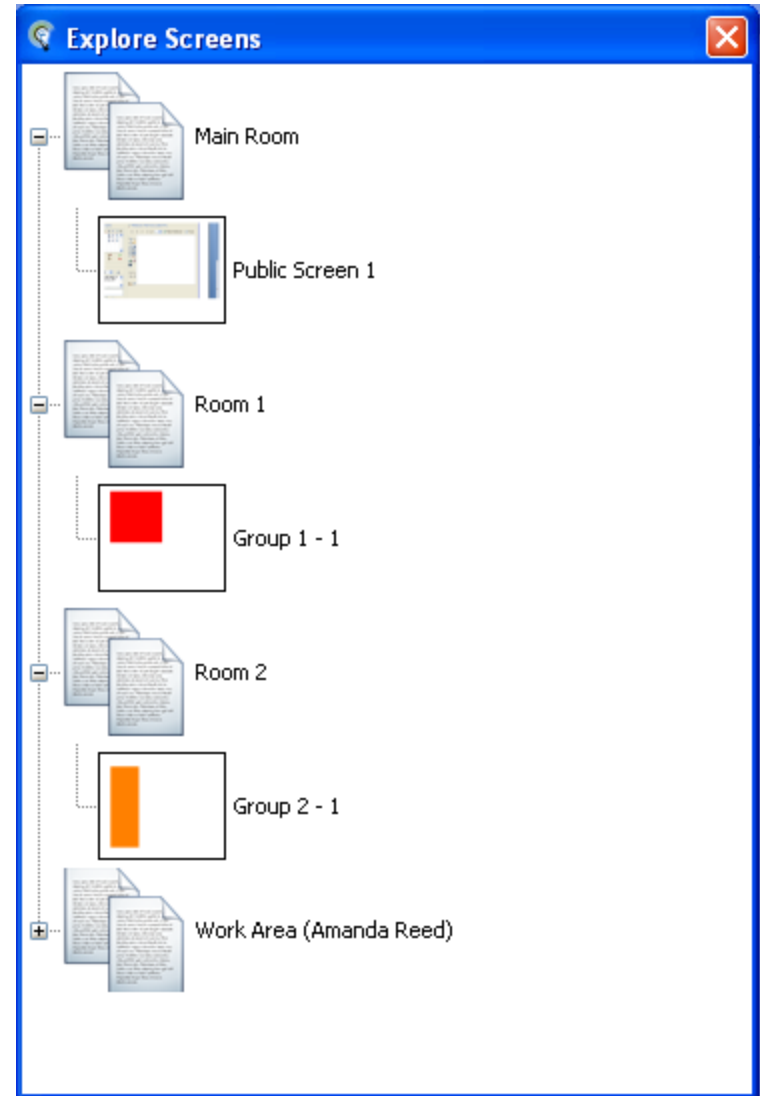
In the Participants window, right click on the breakout room (Mac users hold down your control key and mouse click) and select **Close Breakout Room** from the context menu. All participants will be moved back to the main room. Remember to save or print the whiteboard slides as all content is deleted when the room is closed.

### Moderator Controls in Breakout Rooms

- Moving between breakout rooms:** Move into any breakout room by selecting your name in the Participants window and drag yourself to the desired room or right click on your name and choose **Send to Breakout Room**.
- Following moderator:** When a breakout room is created, Follow Moderator is de-selected. To select Follow Moderator, join the breakout room and then check Follow Moderator.
- Managing Participants:** Even if there is no moderator in the breakout room, participants can still collaborate. Participants have the same set of permissions they had in the main room. When participants raise their hands or send you a private text message while in a breakout room, you will be notified even if you are not in the same room.

- **Viewing content:** As participants collaborate in breakout rooms, you can view their progress without actually joining their room using Explore Screens.

1. Select Tools > Whiteboard > Explore Screens
2. View the thumbnails or double click to see the full whiteboard screen. For example, in the screen shot above if you double click on Group 2-1 in Room 2, you would be able to see the full size whiteboard. Participants will not know you are viewing their whiteboard.



### Managing Content

### Best Practices

- Use breakout rooms for brainstorming activities, tutoring, or small group activities and collaboration.

- To copy a whiteboard screen(s) go to **Tools → Whiteboard → Explore Screens**. You will see a listing of all the whiteboard screens by room. Click the screen(s) you wish to copy and use Ctrl + C. Then click on the screen where you wish to insert the screens and use Ctrl + V. You can also navigate to the breakout room, click on the screen and select Ctrl + C, and then move back to the main room and Ctrl + V.
- To capture information created in the breakout rooms in a recording, move the content and participants into the main room and have participants summarize their discussion.
- Before sending participants into breakout rooms, provide specific instructions and inform them how much time they have to work on the activity.
- Remind participants to raise their hands or send private text messages if they have questions while in breakout rooms.
- Rename a breakout room by right clicking on the breakout room name in the Participants window and selecting **Rename Breakout Room...**

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