



Breakout Rooms

Quick Reference Guide for Moderators

Elluminate *Live!* provides the ability for moderators to create 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. 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 between different breakout rooms and the main room.

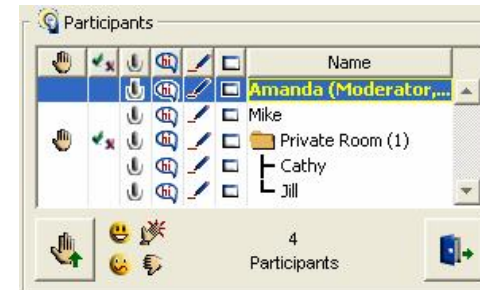
Creating On-the-Fly Breakout Rooms

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 Ctrl key and mouse click again) 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 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.



3. The Participants window will be updated to display the name of the breakout room.
4. 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

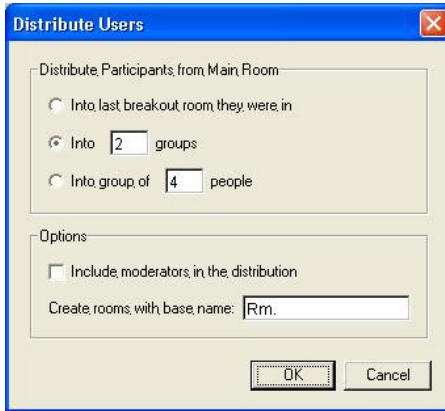
Moving Participants into Formal Breakout Rooms

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.

- Right mouse click (Mac users hold down your Ctrl key and mouse click again) and select **Send to Breakout Room** and choose from the list of available rooms.

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.

Closing a Breakout Room

In the Participants window, right click on the breakout room (Mac users hold down your Ctrl key and mouse click again) 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 right mouse click (Mac users hold down your Ctrl key and mouse click again) on your name. From the context menu, choose **Send to Breakout Room** and choose the room you wish to join.
- 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.

- Viewing content:** As participants collaborate in breakout rooms, you can view their progress without actually joining their room.
 - Select the name of the breakout room or the screen you wish to view in the Whiteboard Screen menu.
 - Once in the breakout room screen group, use the navigation arrows to view all the screens. (This will not affect any of the participants.)
 - To move back to the main room, select the main room or the screen from the Whiteboard Screen menu.
- Managing Participants:** Even if there is no moderator in the breakout room, participants can still collaborate. When participants are moved into a breakout room, they have the same set of privileges 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 breakout room or if you are in the main room.

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. You will be notified and see all private text messages even if you are not in the same room.
- Rename a breakout room by right clicking on the breakout room name in the Participants window and selecting **Rename Breakout Room...**