



# Creating Breakout Groups in Collaborate

## 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 for more information.

1. In the bottom right corner of the screen, click on the **purple chevron**  icon to open the Collaborate Panel.
2. Click on the **Share Content**  icon (Figure 1).

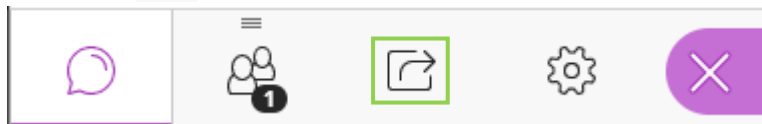


FIGURE 1

3. The Share Content panel opens. Click on **Breakout Groups** (Figure 2).
4. The Breakout Groups panel opens. Under the Assign Groups text, click on the **dropdown menu**. You may select one of the following options (Figure 3):
  - a. **Custom assignment:** Manually chose the members of each group.
  - b. **Randomly Assign:** Select members at random for each group.
  - c. **Course group set:** Use a group you've created in Blackboard.

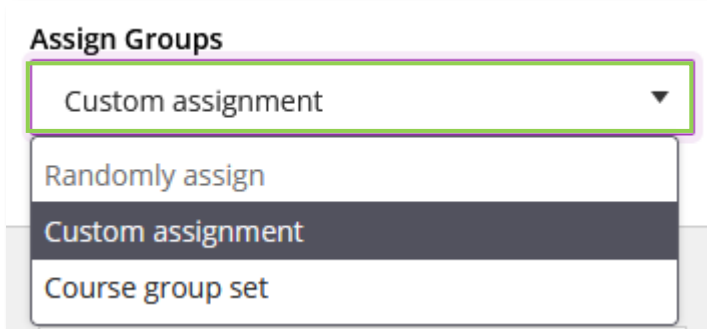


FIGURE 3

5. If you'd like attendees to be able to move from one group to another, check **Allow participants to switch groups**. To move a member from one group to another, **click and drag their name** to a group (Figure 4).
6. If you'd like to create a new group, click on the **plus icon** in between two groups (Figure 4).
7. Click on a group's **name** to change it.
8. Once you're ready to begin, click **Start**.

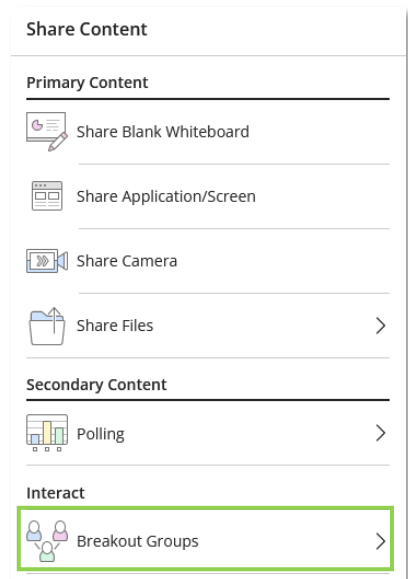


FIGURE 2

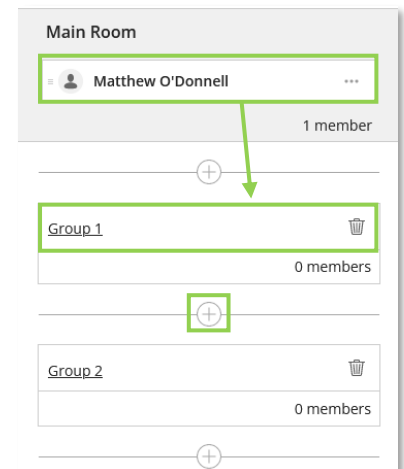


FIGURE 4

## Monitoring Breakout Groups

After breakout groups are started, you may move between groups to monitor them. Upon moving to a group, you'll be able to hear and see the participants, as well as any content which is being shared or any chat messages which are sent. Make sure to regularly check on each group to ensure that students are on task and behaving appropriately.

1. To move to another group, click the **Join Group icon** next to the group you'd like to join from the participants panel (Figure 5).
2. It will take a moment to connect to the group. Once you're connected, you may begin interacting with the group's participants.

## Moving Participants Between Groups

You may also move a participant from one group to another. The participant will no longer be able to interact with the members of their old group, but they will be able to interact with their new groupmates.

1. From the Attendees panel, find an attendee and click **the three dots** next to their name (Figure 6).
2. Click **Move to another group**. This opens the Breakout groups panel.
3. **Drag and drop** the attendee to another group.

## Ending Breakout Groups

Ending breakout groups will bring everyone back to the main meeting room.

1. Open the Participants panel.
2. Click on the **stop button** at the top (Figure 7).

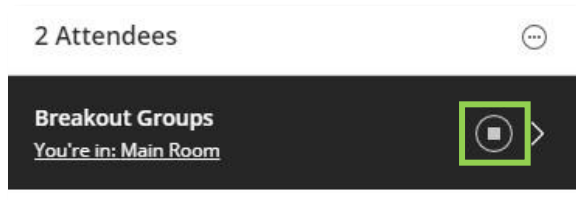


FIGURE 7

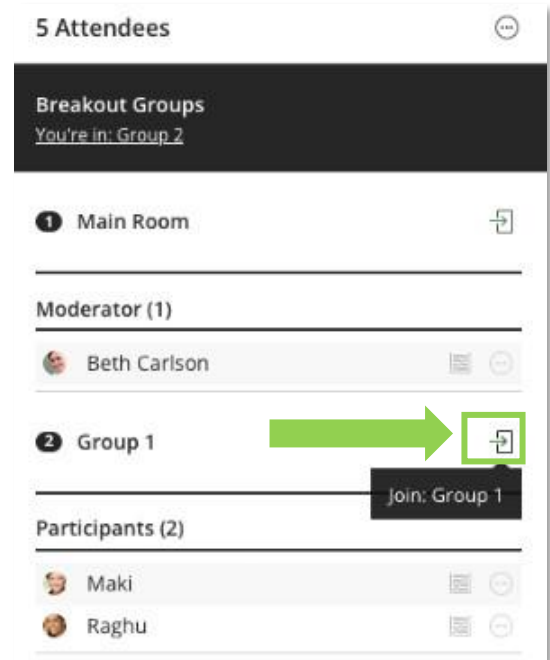


FIGURE 5

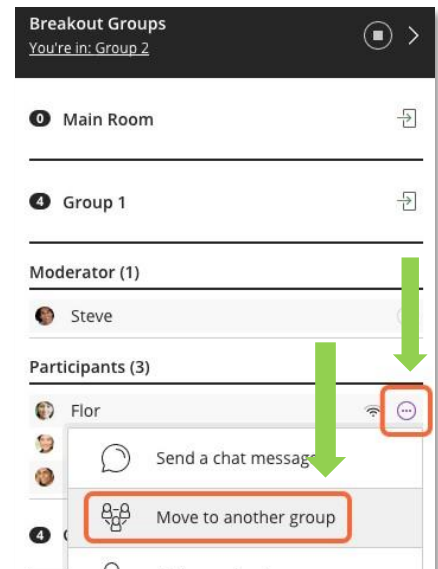


FIGURE 6