Blackboard Collaborate’s Breakout Rooms

What is a Breakout Room?

• A separate virtual room with the same features, audio, video, and whiteboard independent of the main room, to facilitate group activities.
• Even if there is no Moderator in a breakout room, anytime someone raises his or her hand the Moderator will receive a message.
• Breakout rooms are not captured in the recording.

Why use Breakout Rooms?

• Facilitate Collaboration
• Incorporate Group or Partner Work Online
• Allow more Private Discussions (Still visible to moderator)
• Give students more opportunities to use webcams and microphones
• Create areas for students to work on the whiteboard

Create Breakout Rooms

• Click Tools > Breakout Rooms > Create Breakout Rooms
• Type name and number of Rooms
• Option 1: Don’t move participants
  o Use this option for assigned groups or creating breakout rooms before the session begins.
• Option 2: Distribute participants evenly
  o This is a great way to create randomized groups during the session.
• Option 3: Divide into groups of __
  o This is another way to create random groups during the session, but with a specific number of students in each group (ie. 3 people per group).

Moving Participants

• Manually move to assigned groups (3 ways)
  o Click name in participant list > Drag and drop to breakout room
  o Right click name in participant list (or click dropdown arrow next to name) > Send to Breakout Room > Select Room
  o Click one or more names in participant list (hold control on PC and Command on Mac) > Tools > Breakout Rooms > Send to Breakout Room > Select Room Name
• Allow participants to move themselves
  o Tools > Breakout Rooms > “Allow Participants to Move Themselves to Breakout Rooms”
• Return to Main Room
  o In the Participants window click drop down list under Main Room and select Return Everyone to Main Room. (Note: You can only use the option to return everyone to breakout rooms for automatically distributed groups.)

Teaching Tips:

• Provide thorough directions before moving to breakout rooms.
• Put questions and discussion prompts on a slide in each breakout room (Right click slide > Current Slide > Copy to Breakout Rooms).
• Try using group roles such as whiteboard manager, discussion leader, time keeper, presenter, etc.
• Set a timer. Click (top right corner).
• Tell participants to raise their hand if they have a question.
• Visit each breakout room to make sure groups are on task and to encourage microphone/webcamera/whiteboard use.