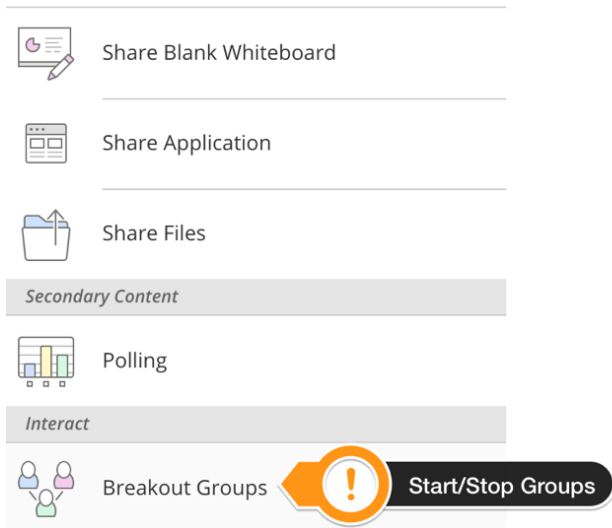


Blackboard Collaborate Ultra – Moderator – Breakout Groups

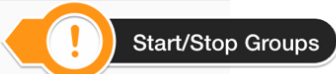
Introduction

Breakout groups allow the moderator to divide the users into groups. Each group can use the audio and video features as well as chat, share files, use the whiteboard, and share applications. Group communication is locked into the specified group and cannot be heard or seen by other groups.

Share Content



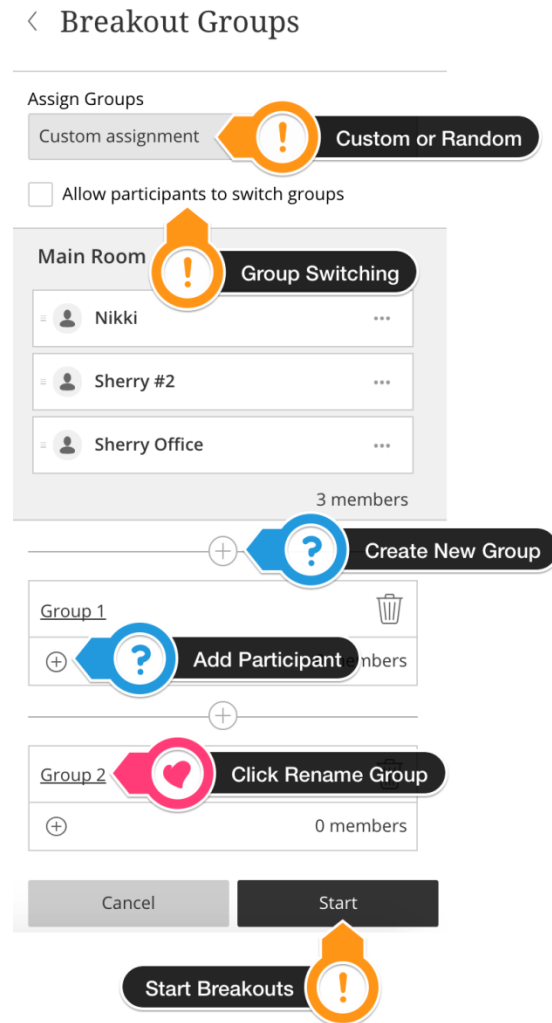
The Share Content menu includes the following options:

- Share Blank Whiteboard
- Share Application
- Share Files
- Secondary Content
 - Polling
- Interact
 - Breakout Groups 







Moderators can randomly assign groups or define which user goes to which group. The users can also be given the option to switch groups to move between different groups. To begin using *Breakout Groups* go to the *Collaborate Panel* and *Share Content*.

Once the *Breakout Groups* interface is open the first option controls if the groups are custom assigned or random and whether or not participants can switch groups. If custom assignments are chosen, the moderator can drag/drop users from the main room into a group (or use the three dots to the right of the user's name to assign them to a group). Users can also be added to groups using the *Add participant to Group* icon inside of each group.

Breakout Group Interface



The Breakout Groups interface includes the following elements:

- Assign Groups:** Custom assignment  Custom or Random
- Allow participants to switch groups
- Main Room:**  Group Switching
 - Nikki
 - Sherry #2
 - Sherry Office3 members
- Create New Group:** 
- Group 1:**  Add Participant nbers
- Group 2:**  Click Rename Group
 - 0 members
- Buttons: Cancel, Start
- Start Breakouts:** 

Chat

Once groups are assigned the chat is automatically set to go to the correct group. Audio will also only be heard by the associated group members.

Chat

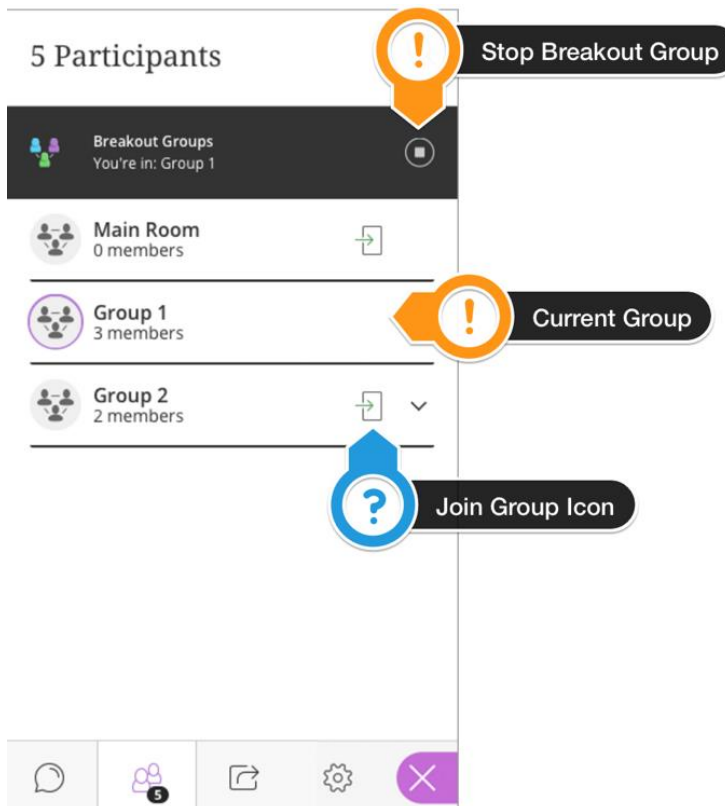


The Chat interface includes the following element:

- Chat with: Group 1  Auto Sets Group

Recording

Group sessions cannot be recorded. If the main room is being recorded and all users are split into breakout groups (the main room has 0 users) then the recording will automatically stop. When users return to the main room recording will have to be manually started.



If there are 1 or more users remaining in the main room the recording will continue. If these users are not speaking or sharing content the recorded video will be dead air (silence with no visual activity). Any sharing or speaking will be recorded as normal.