

Breakout Rooms

During a presentation, you may move participants (and, optionally, yourself and/or other presenters) to Breakout Rooms for discussions and group work.

Participants (and you, if you elect to move yourself) will receive both audio and textual notification that you have been moved to a Breakout Room. The interface will reload and you will have access to limited presentation tools.

Within Breakout Rooms, participants have the ability to:

- Send public and private messages to all users within the Breakout Room
- Send private messages to presenters, regardless of their location
- Use eBoard tools (for more information, refer to: [eBoard Tools](#))
- Upload PowerPoint slides (to the **Current BOR Folder**)
- Display content on-the-fly

They may also be enabled to display content from other Breakout Rooms, as well as the Main Room, as determined within the room's settings.

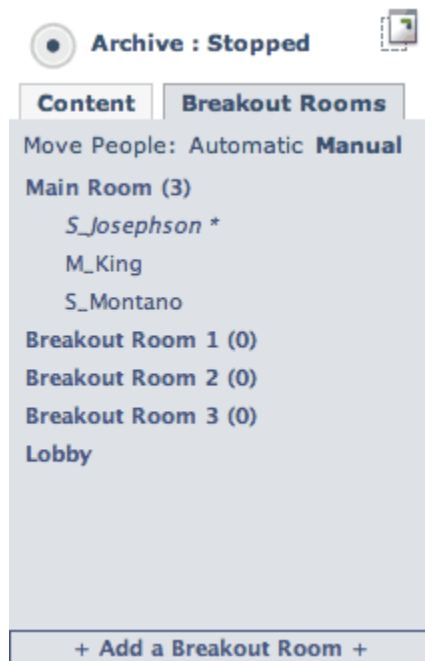
Unlike the Main Room, the following features are not available in Breakout Rooms:

- Archiving (for more information, refer to: [Archiving and Breakout Rooms](#))
- Application Sharing
- Advanced Polling
- Complete User Management (the **Actions Menu** only displays **Clear Yes/No, Clear Hand Raise, Lock Room, and Reset Room** options)
- Disabling speaking privileges (broadcasting audio remains enabled for all users)
- Disabling chat privileges (public and private chat within the Breakout Room remains enabled)

Breakout Rooms must be enabled for your Wimba Classroom in order to distribute users. You will know this is the case if the **Breakout Rooms** tab appears towards the top of the **Presenter's Console**.

Creating Breakout Rooms

Overview



By default, 3 Breakout Rooms are associated with each Wimba Classroom. This number may have been altered within the room's settings prior to your presentation. You also have the ability to create an unlimited number of Breakout Rooms on-the-fly.

To create new breakout rooms:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. By default, you will be taken to the **Move People: Manual** view
(If you are not, next to **Move Users**, click **Manual**)
3. At the bottom of the Console, click **Add a Breakout Room**

A new Breakout Room is now available for immediate use. These rooms will remain available until you (or another presenter) utilize the **Reset Room** feature.

Moving Users

The **Breakout Rooms** tab in the **Presenter's Console** provides an easy means to move users into Breakout Rooms.

Users can be moved via two methods:

- **Manual:** Both participants and presenters can be dragged and dropped into any Breakout Room
- **Automatic:** Participants can be auto-distributed into Breakout Rooms based on class size

Manually moving users



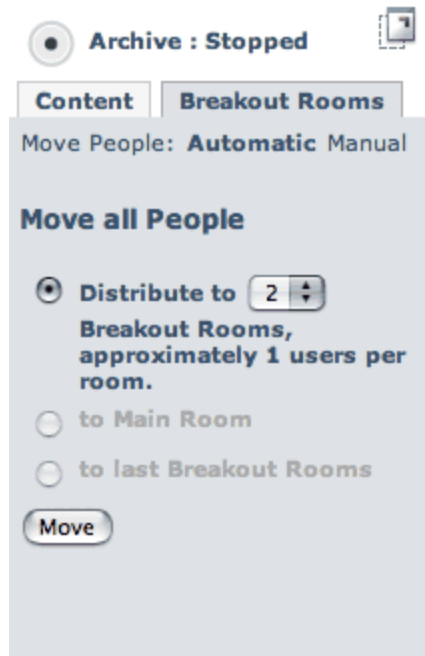
To Manually Move Users:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. By default, you will be taken to the **Move People: Manual** view
(If you are not, next to **Move Users**, click **Manual**)
3. Under **Main Room**, click the name of the user you wish to move
 - a.) To move consecutive users, click the first user, hold down the **Shift** key on your keyboard, and click the last user. Continue holding **Shift** and proceed to Step 4.
 - b.) To move non-consecutive users, click the first user, hold down the **Ctrl** key on your keyboard, and click each subsequent user. Continue holding **Ctrl** and proceed to Step 4.
4. Hold down your mouse button and drag the user(s) to the breakout room of your choice

When you are ready to move all users back to the Main Room, would like to enter any breakout room yourself, or re-distribute users, continue to use the drag-and-drop method outlined above.

Note: You can move yourself into any Breakout Room, or back to the Main Room, but not the Lobby. If you wish to navigate there, click the **Lobby** button above the **Branding Frame**.

Automatically distributing users



To Automatically Move Users:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. Next to **Move Users**, click the **Automatic** link
3. By default, the interface will propose moving as equal of a number of users as possible into the number of breakout rooms associated with your Wimba Classroom (for example, if 6 participants are logged in, it will suggest moving 2 users into 3 rooms).

You may leave this as is, or use the drop-down menu, to distribute users to your desired number of rooms.

4. Click the **Move** button

Note: By default, only participants will be automatically distributed to Breakout Rooms, unless this has been modified within the Administration Tools (or within room settings, within a Course/Section, if using Course Management System integration) to also include yourself and/or other presenters.

When you are ready to move all users back to the Main Room, return to the **Automatic** view and select: **to Main Room**.

You may re-distribute users to their former breakout rooms by selecting: **to last breakout rooms**.

Chat Privileges

Within Breakout Rooms, participants always have the ability to send both public and private messages to all other individuals logged into the same Breakout Room. This ability cannot be disabled.

They can also send a private message to any presenter, regardless of their location (they must be in either the Main Room or a Breakout Room, but not necessarily the same room in which they are located). Only presenters can send a private message to participants logged into any Breakout Room.

Presenters also have the ability to send a public message to all users logged in to both the Main Room and/or any Breakout Room.

To Send a Public Chat Message

1. In the **To:** pull-down menu of the **Text Chat Area**, ensure that "Breakout Room" is selected.
2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, "**You say**" preceding messages that you send. Messages sent by participants are preceded by their name.

This message will be displayed for all users in your Breakout Room.

To Send a Private Chat Message

1. In the **To:** pull-down menu of the **Text Chat Area**, select the designated person's name. Presenters are listed directly below "Breakout Room," followed by participants.

OR

In the participant list, click the designated person's name. The **To:** pull-down menu next to the chat field will automatically switch to that person's name. (You may not have the ability to click a name with all Operating Systems and browsers.)

2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, "**You tell**" preceding the designated person's name, followed by your message, surrounded by a gray background. Other users will not be able to see your private message.

To Send a Message to All Users

1. In the **To:** pull-down menu of the **Text Chat Area**, select "ALL"
2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, "**You say**" preceding messages that you send.

This message will be displayed for all users, whether they are logged in to the Main Room or any Breakout Room.

Saved Content

All content added to the **Current BOR Folder** in each Breakout Room is automatically saved to a new Content Folder associated with the Main Room.

This content includes:

- All PowerPoint Presentations imported on-the-fly
- All Saved eBoard Snapshots

The new Content Folder is named with a time/date stamp (i.e., BOR 2007-05-01 16:53 Folder)

This Folder is created when either all Presenters have logged out of the Main Room, or a presenter selects **Reset Room** from the **Actions Menu**.

Content is accessible to participants the next time they are moved to Breakout Rooms (in addition to the default **Current BOR Folder**), if they are enabled to access Main Room Folders.

Archiving and Breakout Rooms

Archiving is not available within Breakout Rooms.

If you are recording an archive at the time you distribute users to Breakout Rooms, the archive will keep running, unless you manually stop it. Only content and media displayed in the Main Room can be captured within an archive.

You may wish to stop your archive prior to moving users, to prevent a period of silence when participants are working in Breakout Rooms. You can then manually start a new archive, if you bring participants back to the Main Room.

Alternately, you may wish to push a slide indicating distribution to Breakout Rooms (and/or vocally announce to archive participants that there will be silence for several minutes). Once students return, you can push content again. This will provide markers within the **Archive Navigation** helpful to viewers.