

Breakout Rooms

During a presentation, the presenter may move you and other participants to Breakout Rooms for discussions and group work.

You 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, you 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
- Display content on-the-fly

You may also be enabled to display content from other Breakout Rooms, as well as the Main Room.

Presentation Tools

To facilitate group work and discussions, you are granted access to a set of **Presentation Tools**, located on the right-hand side of the **Content Frame** in any Breakout Room. Each feature is described below:

-  The **Web** button lets you show a web page on-the-fly
-  The **eBoard** button launches the **eBoard** in the **Content Frame**, on which you can draw, type text, and import graphics.
-  The **Import PowerPoint** button allows you to upload and convert PowerPoint presentations to the Current BOR Folder, for display within Breakout Rooms
-  The **Previous Slide** button allows you to show the previous slide listed in your slide list.
-  The **Next Slide** button allows you to show the next slide in your slide list.

Select Folder

The **Select Folder ("Go")** button  allows you to show material from another Content Folder.

To use this feature, click the drop-down menu on the **Presentation Tools** and select the Content Folder you wish to access. Then click the **Select Folder ('Go')** button to populate the slide list with the content within this folder.

The Content Folder drop-down menu will only be accessible if you have been granted access to display content from Main Room Folders.


Otherwise, you will only have access to import a PowerPoint Presentation on-the-fly (or display PowerPoints, or saved eBoard Snapshots, other users have added during your time in the Breakout Room) to the **Current BOR Folder**.

Showing Content Slides

The **Slide List** of the **Presentation Tools** displays content added to Wimba Classroom before the presentation. Content can be organized into folders, and each folder can contain multiple slides that correspond with the material you have added.

To Show Slides Within the Slide List

1. Ensure that you are using the correct Content Folder by noting the selected folder in the drop-down menu. The drop-down menu contains a list of all Content Folders to which you have access. All the slides of the Content Folder appear in the slide list below this drop-down menu.
2. If you need to change the Content Folder, select the correct folder from the drop-down menu, and click the **Select Folder ("Go")** button. You will automatically see the slides of this new folder appear in the slide list.
3. Each link within the slide list represents an individual slide, which is a single piece of content. For instance, if you had a five slide PowerPoint presentation and two JPEG images within your folder, you would see 7 links in the Slide List.
4. To “push” (or display) a slide, click the link representing the slide you would like to show. An orange background appears behind the last slide you’ve shown.

(If you want to preview any content before displaying it, click the **Preview** button  to the left of the slide. A small pop-up window displaying the slide opens for you (and no one else). You may close that window at any time without affecting the presentation).
5. Once you click a link, the corresponding slide appears in its pre-determined “target” location (**eBoard**, **Content Frame**, **Branding Frame**, or **New Window**). An icon to the right of the slide title indicates the type of target that has been specified.
6. Continue to show slides by clicking on their corresponding links in the slide list. You have the ability to show slides in any order, and you may skip or re-use any slides.
7. If you are planning to show slides in the order in which they are listed, you may wish to use the **Next Slide** or **Previous Slide** buttons, instead of clicking on the links in the slide list.



Showing Content On-The-Fly

In addition to displaying slides, you can show certain types of content on-the-fly. These features include:

- Showing Web Pages
- Importing PowerPoint Presentations
- Importing Images (using the eBoard tool; for more information, refer to [eBoard Tools](#))

Showing Web Pages

Although web pages may have been added to your slide list in advance, you may also show web pages on-the-fly during a presentation. We recommend showing these web pages in a New Window as the target.

To Show a Web Page On-the-Fly

1. Within the Presentation Tools, click the **Web** button.

The **Show Web Page** window opens.


2. In the **Web Page URL** field, type the web address of the web page you would like to show.
3. Click the **Show Web Page** button.
4. By default, the web page will display in a **New Window**.

Note: Because some web pages have embedded frame information that can make the Wimba Classroom interface disappear if it is shown in the **Content Frame**, you should only use the **Content Frame** option if absolutely necessary. When using this option, you should first display the web page in **the content frame (just for yourself)**. Only you will see the web page appear and can ensure that it displays properly. You can then show it to everyone by using **the content frame** option.

Importing PowerPoint Presentations

PowerPoint presentations are generally added to the slide list before a presentation begins. However, they can also be added on-the-fly during a presentation. When you add a PowerPoint file during a presentation, that PowerPoint presentation is added as a group of slides to the **Current BOR Folder**.

To Import a PowerPoint Presentation On-the-Fly

1. On the **Presentation Tools**, click the **Import PowerPoint** button .

The **Import a PowerPoint File** window will now open.

2. Click the **Browse...** button, navigate to the PowerPoint file that you want to add, and click the **Open** button. The path to and name of the file appears in the **PowerPoint File** field.

3. Select the frame location for the PowerPoint slides from the **Display In** drop-down list. You can send the slides to the **Content Frame**, **eBoard**, or a **New Window**. We generally recommend selecting the **eBoard** for best image quality and the ability to annotate your slides.
4. Click the **Import** button. Each slide in the PowerPoint presentation is added to the **Current BOR Folder**, and the title of each slide is preserved. The **Current BOR Folder** also becomes the active folder in the **Presenter's Console** (if it was not already).

Note: Any other individuals logged in to the Breakout Room will not see the new content you imported into the **Current BOR Folder**. They must refresh their browsers to see it in the **Current BOR Folder**.

To switch back to another Content Folder, select the Content Folder name from the list and click the **Select Folder ("Go")** button.

Chat Privileges

Within Breakout Rooms, you 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.

You 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 you 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 other 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.