



## How to Create and Manage Breakout Groups in a Collaborate Ultra Session

In this handout you will learn how to:

- 1. How to create breakout groups
- 2. Monitor and manage breakout groups
- 3. End breakout groups

## How to Create Breakout Groups

To create breakout groups, open *Collaborate Panel*, click *Share Content* tab, and select *Breakout Groups*. In breakout groups, each participant has a presenter role, so they can share content, and use whiteboard.

Share Content							
6	Share Blank Whiteboard						
	Share Application						
	Share Files						
Seconda	iry Content						
	Polling						
Interact							
	Breakout Gro	oups					
		Op	en Share C	ontent			
$\bigcirc$	<u>_</u>	R	ŝ	×	Open Co	llaborate Panel	

After selecting Breakout Groups, you have two options for assigning the groups that are randomly assign and custom assign.





**Randomly Assign:** Collaborate Ultra randomly assign your participants. It should be noted that this feature is only available when there are four or more participant in the Ultra session. By choosing this option, you can decide how many participants are in each group, and numbers of groups.

< Breakout Groups	
Assign Groups	
Randomly assign 🔹	
Include moderators in group assignment	You can include yourself in a group.
Number of Groups	
2	You can select the number of groups.
1 group of 4 participants	
1 group of 3 participants	
<ul> <li>Allow participants to switch groups</li> </ul>	You can allow participants to switch group.
C Shuffle participants	
Main Room	
= 💄 Deniz Uzunosmanoglu 🚥	
1 member	
Group 1	
= 💄 Anita 🚥	
Cancel Start	





**Custom Assignment:** By choosing this option, you can create the groups, and drag and drop the participants into the groups manually.



After starting the breakout groups, your participants will be moved in the groups, and see the following screen.







## How to Monitor and Manage the Breakout Groups

After starting breakout groups, you can move between groups. To do so, click Participants panel, and click *Join Group* icon located next to the group name that you want to join.

2 Parti	2 Participants 💮					
•	<b>Breakout Groups</b> You're in: Main Room			▣		
	Main Room 1 member	I		~		
<u>+-+</u> `±'	Group 1 0 members					
	Group 2 1 member	Jo	in: Group 2	~		
Participants panel						
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After clicking join group icon, you will be directed to group, and see the following screen.







You can move participants to another groups, as well. Click *Participants* panel. Click *Moderator Control* icon for the participant you want to move to another group, and select *Move to Another Group* option. As you see, you can promote participants as moderator, presenter, or captioner for this group, as well. Additionally, you can remove participants from the session.

2 Partio	2 Participants					
<b>.</b>						
	Main Room 1 member					
	Group 1 1 member					
Parti	cipant (1)	Moderat	tor contr	ols		
8 <u>-</u> 9	8-8 Move to another group					
2	ပြ <sub>ည်</sub> Make moderator					
Q	Make presente	r				
CC	CC Make captioner					
←	Remove from session					
Participants panel						





Additionally, participants have two chat options which are chat with everyone, and chat with your group using the *Chat* panel. On the other hand, moderators can chat with all groups and everybody.

Chat						
Chat v	vith: Group 3			•		
Every	one			-		
Grou	Group 3					
Chat panel ing						
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## How to End the Breakout Groups

You have two options to end the breakout groups. Firstly, when you are in the *Participants* panel, click end breakout groups icon. Secondly, when you are in *Share Content* panel, click end breakout groups icon.



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	Share Applic	Share Application					
	Share Files	Share Files					
Seconda	ry Content						
	Polling	Polling					
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8 <u>8</u>	Breakout Gro You're in: Main	oups Room		Q			
End Breakout Groups							
Share Content							
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