

Collaborate Ultra: Navigating Breakout Groups

Blackboard Quick Guide

Why use breakout groups?

Collaborate Ultra is an effective tool that is designed to help facilitate communication between an instructor and often a large amount of participants. As an instructor, you can create smaller breakout groups independent from the main room and assign participants to them. The primary benefit of creating small breakout groups allows attendees to:

- actively collaborate in a smaller group setting;
- feel more engaged with the learning content; and
- feel more connected to their peers and instructors.

Breakout groups can be used as part of your collaborate session where you give your participants a discussion question or activity. In turn, the participants can then discuss their ideas independently of the main room (and other groups) and then present their ideas back to the main room.

Breakout rooms have their own:

- private room for group work;
- private audio, video, whiteboard, application sharing and chat.

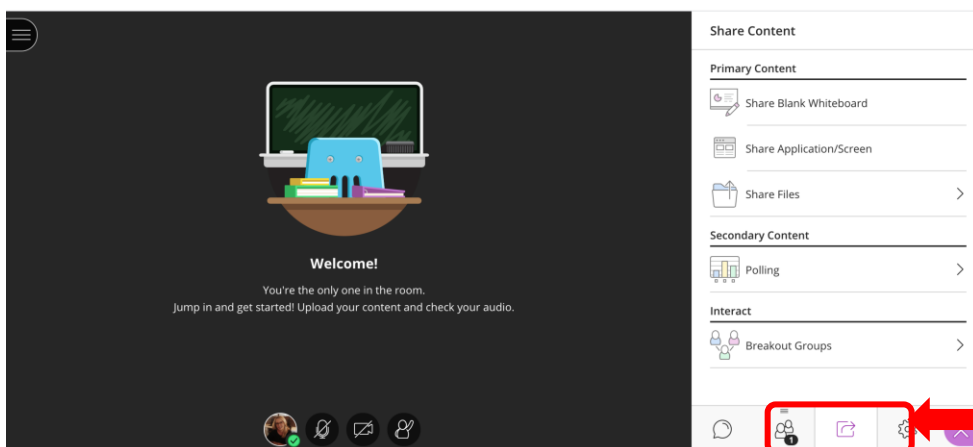
Note: Breakout groups require version 52 of Chrome browser or Firefox versions 49 or higher.

How to create a breakout group?

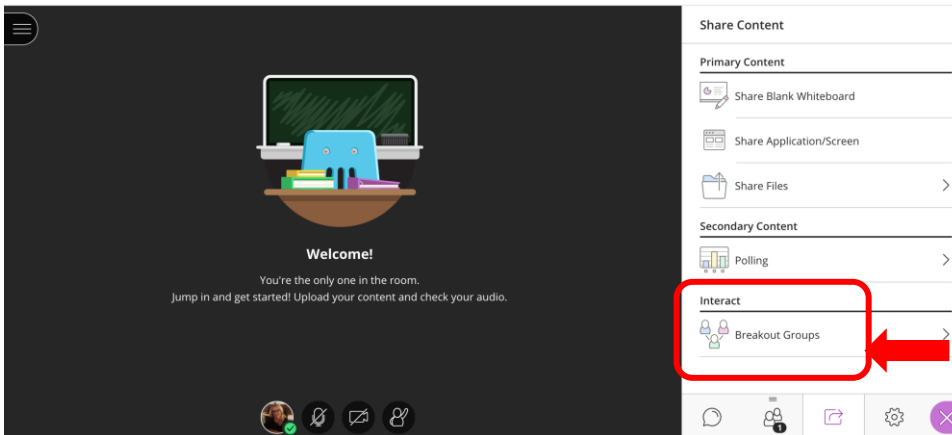
You can choose to have Collaborate **randomly** assign breakout groups for you (a minimum of 4 attendees is required for this option to be available) or **you** can create the groups yourself.

NOTE ON RECORDINGS: What is said or viewed in a breakout room isn't captured in recordings. Collaborate stops recording your session if all attendees leave the main room to join breakout groups. You can start your recording again from the Session Menu when one or more attendees return to the main room.

1. Once you are inside your Collaborate Session room, open the Share Content panel icon from the Collaborate panel (only Moderators have this option available to them).



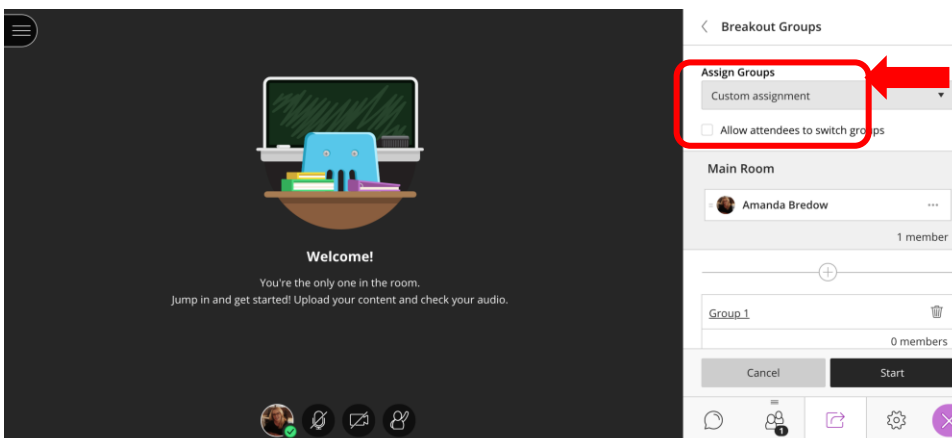
2. Select Breakout Groups.



3. Assign groups.

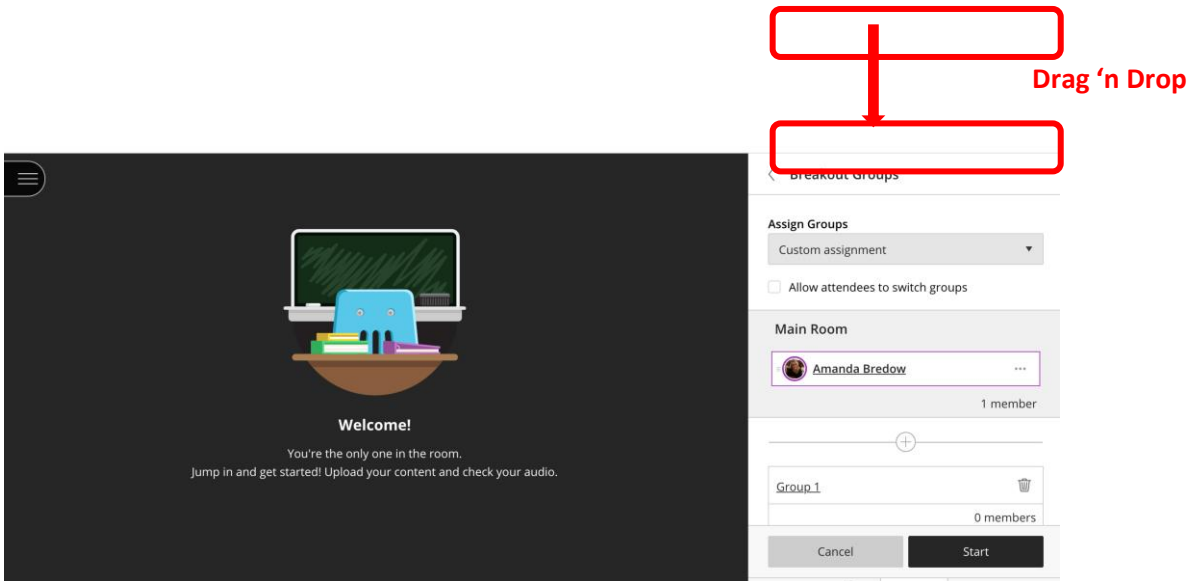
Select **Custom assignment** or **Random assignment** (the Random option will become available if you have 4 or more participants).

3.1 Custom assignment: Create your own groups.

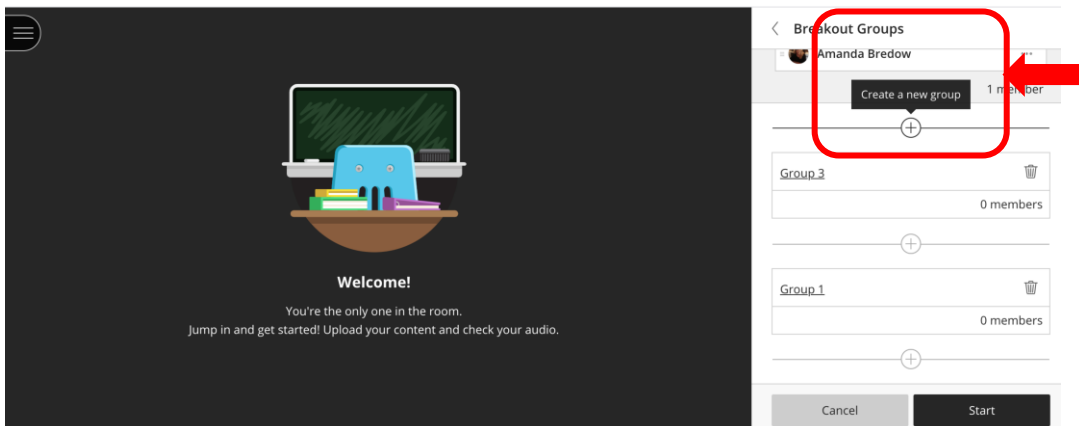


3.1.1 Assign attendees to a group.

You can select the Attendee's options menu (☰ icon to the right of an attendee's name) and select the group you want to be moved to OR you can also select the attendee's name, click and drag them to the right group.



3.1.2 Select Create a new group to add more groups.

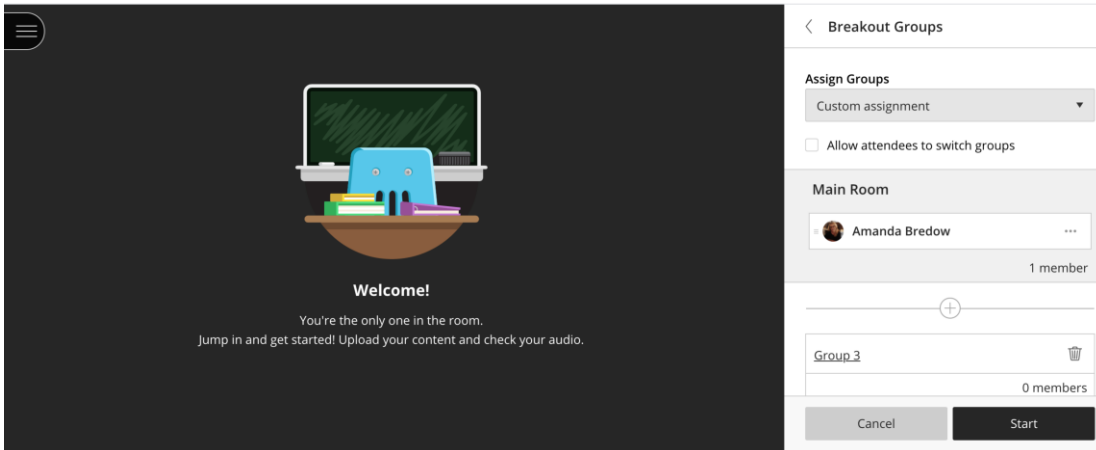


NOTE: You can create up to 20 groups. There is no limit to the number of attendees you can put in each group. However, we recommend spreading attendees out evenly over your groups.

3.2 Randomly assign: Collaborate creates groups and randomly assigns attendees for you. **NOTE:** *Randomly assign is only available when there are four or more people are in the room.*

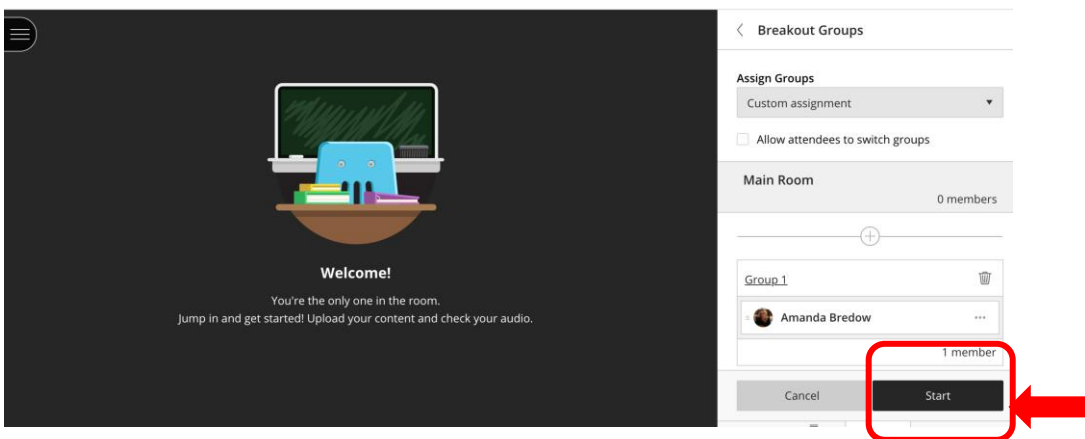


'Randomly assign' option will be available when there are 4 or more group members




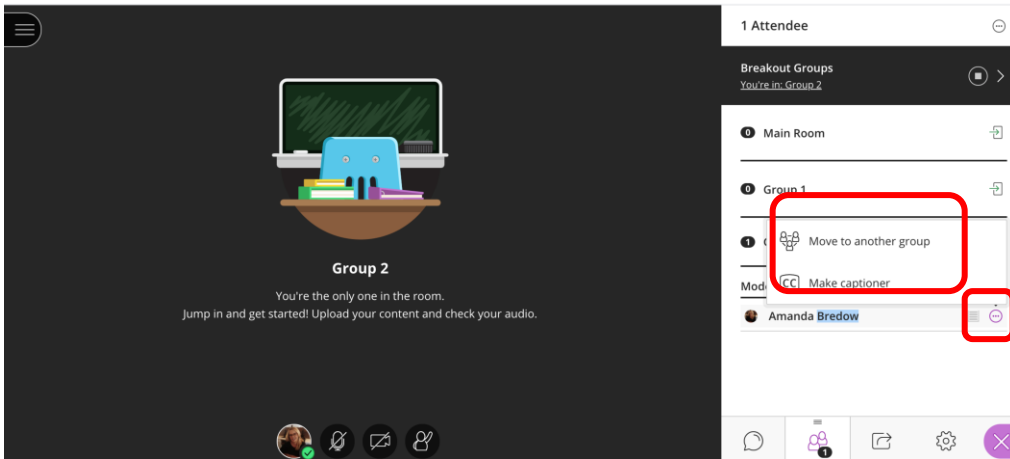
4. Select Start.

Once you select Start your breakout groups are active.



How to monitor breakout groups?

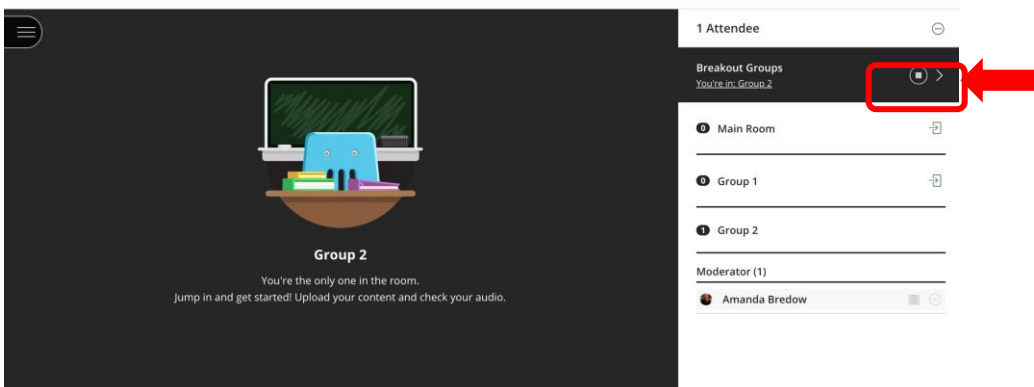
After breakout groups are started you can move between groups to monitor them. If you assigned yourself to a group, you see and hear what others in the group are doing. This includes any shared content, audio, video, and chat. If you want to see how the other groups are doing, you need to join those groups. Next to your name, you will see the Attendee control icon , then select Move to another group.



NOTE: Group chats are private to the group. The 'Everyone' chat room is open to everyone, no matter what group you are in.

How to end a breakout group?

To stop breakout groups and move everyone back to the main room, select End breakout groups.



All participants are moved back to the main room. After the groups have ended, nothing shared in a group is available in the main room. Give your participants a few minutes warning that you are ending the breakout groups. Give them time to take a screen capture, or record in some other way, what they were working on before ending the groups.

Remember, Collaborate stops recording your session if **all** attendees leave the main room to join breakout groups. You can start your recording again from the Session Menu when one or more attendees return to the main room.