Setting Up Breakout Groups in Collaborate Ultra

There are two ways to set up breakout groups:

- A. Before Class.
- B. During Class.

A. To start breakout groups before class:

1. Click Collaborate Panel button in the lower right corner.



2. Click the Share Content button.



3. Select Breakout Groups.

Share Content		
6	Share Blank Whiteboard	
	Share Application	
Ĥ	Share Files	
Secondary Content		
	Polling	
Interact		
8, 8	Breakout Groups	

- 4. Click the plus to add groups as needed.
- 5. Click group name to change name of group.
- 6. Click Start.

< Breakout Groups	< Breakout Groups			
Assign Groups				
Custom assignment				
Allow participants to switch groups				
Main Room				
🗉 💄 Linda Sudlesky	***			
	1 member			
<u>Group 1</u>	Ŵ			
	0 members			
Group 2	Ŵ			
	0 members			
Cancel	Start 6			

7. Click the Join button to enter each group.

1 Participant $\ensuremath{\boxdot}$		
Breakout Grou	-	D
Main Room	۱ ۷	,
Group 1 0 members	7 ∋ ⊾	
Group 2 0 members		_
Group 3 0 members		_
		_

- 8. In each group you can add files by clicking on Share Content, Share Files in the Collaborate Panel.
- 9. Once you've added content to all of the breakout groups, join the main room.
- 10. Exit the Collaborate Ultra session by clicking on the Exit Session button in the Session Menu.

Note: It is very important that you do not end the breakout group sessions before exiting the main room, or the breakout groups and content you added will not be there when you re-enter the room.

B. To start breakout groups during class:

1. Click Collaborate Panel button in the lower right corner.



2. Click the Share Content button.



3. Select Breakout Groups.

Share Content		
G	Share Blank Whiteboard	
	Share Application	
Ĥ	Share Files	
Secondary Content		
	Polling	
Interact		
	Breakout Groups	

This gives you a planning window where you can either have the students randomly assigned by selecting Random Assignment at the top, or select how you want students distributed in the breakout groups when using Custom Assignment. If you choose

Custom Assignment, you can drag and drop students into the groups manually or use the three vertical dots to the right of the student's name.

- 4. Click the plus to add groups as needed.
- 5. Click group name to change name of group.
- 6. Click start.

< Breakout Groups	< Breakout Groups				
Assign Groups					
Custom assignment	Custom assignment				
Allow participants to switch groups					
Main Room					
🗉 💄 Linda Sudlesky	***				
	1 member				
Group 1	Ŵ				
	0 members				
Group 2	Ŵ				
	0 members				
	4				
Cancel	6 Start				
currect	Start				

Once you've clicked start at the bottom right, you will then see the message: Breakout Groups are starting.

Your students will see the same message and be informed which group they are in. Once the breakout groups have started, you can click on the Join button next to the group where you want to move.

Then you can click the Stop button at the top to end the breakout group session.