Breakout Rooms

Directions – BEFORE class preparations

1. Move to 'Share Content'
2. Select 'Breakout Rooms'
3. Create the number of needed rooms
   - Label these rooms as needed
4. Tick "allow attendees to switch groups"
   - unless you want random groups
5. Press start
6. Exit breakout rooms (so your students can see them!)

Directions – BEFORE class preparations

- Include a slide that provides directions/divides students into breakout rooms
- Consider putting a slide in each breakout room with directions for the students.
  - Include on this slide, the time to return to the Main Room
    - With directions to the Main Room?
  - Describe the roles the students can take
  - Identify how they will report back to the class
- Alternatively, you might include a whiteboard for students to make nots on then they can bring a screen shot work done when reporting back

Using Breakout Rooms

- Place participant panel beside the Collaborate panel (open purple icon bottom right corner of the screen)
  - Breakout rooms appear below the participant list
  - Click the square with the arrow
- If a student cannot find the breakout rooms or has trouble moving into them, you can manually place them in the rooms – BUT not until everyone has moved (b/c once we start to manipulate the breakout rooms, the students no longer can see them)
- Tell students how to return to the Main Room (above participant and moderator list – click the arrow with the square)

Breakout Rooms – using your last name

- Breakout Room 1 = A-C
- Breakout Room 2 = D-G
- Breakout Room 3 = H-L
- Breakout Room 4 = M
- Breakout Room 5 = N-R
- Breakout Room 6 = S-Z

Advantage = Random, equal group numbers – if divided accordingly

Disadvantage = ?

Breakout Rooms – using birth months

- Breakout Room 1 = January, February, March
- Breakout Room 2 = April, May, June
- Breakout Room 3 = July, August, September
- Breakout Room 4 = October, November, December

Advantage = Random

Disadvantage = potentially uneven numbers

Directions (inside the breakout room)

- Discuss the following problem/scenario ….
- Choose a time keeper – remember to return to the Main Room at 10 a.m.
  - You can find the link to the Main Room at the top of the participant list – click the square with the arrow
- Choose a moderator
  - Make sure everyone has a chance to contribute to the discussion
- Choose a spokesperson
  - You will have 2 minutes to share your group response

Cautions

- If we are in the 'breakout rooms' section – participants cannot see it
- Tick "allow attendees to switch groups" – or they cannot move themselves into a group
- If we manually 'end breakout groups' our work disappears (group names, etc)
- Limit = 10-12 breakout rooms
- FYI – IF we left Moodle in 'student-mode' and enter Collaborate, we will NOT have moderator status (then can't make breakout rooms, share content, etc.)