

Creating Random Breakout Groups

Summary

- Open “Share Content”
- Open “Breakout Groups”
- Once several attendees are present, select “Randomly Assign”
- Select the number of Groups (this is limited by the number of attendees)
- Click on “Start”

Instructions

Breakout sessions in Collaborate create several separate rooms for participants to have discussions. Random breakouts are only available if there is a minimum number of attendees. Therefore, it is difficult to practice random breakouts without attendees.

To start a random breakout session, go to the side panel and select “Share Content”.



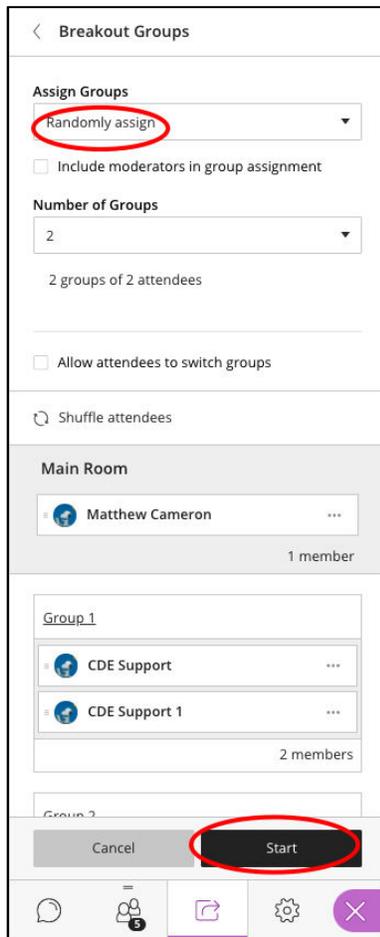
The Breakout Groups menu will open. At the top of breakout menu will be the “Assign Groups” selection box. If enough attendees are in Main room, “Randomly assign” will be one of the

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options. Below Randomly assign is a checkbox to “Include moderators ...”. Usually, moderators will stay in the Main room, at least initially.



Next is the “Number of Groups”. The more attendees, the more groups you can choose. Below that is the choice to allow attendees to switch rooms. When using random breakout groups, we suggest leaving the box unchecked to keep things as straightforward as possible for attendees.

Further down is a view of the breakout groups that shows where each attendee will be placed. If desired, a moderator could shuffle the order again before clicking on “Start” at the bottom.

Before pressing Start, it is a good idea to tell participants how much time they have for their breakout group activity. That way, they will know when to wrap up discussions.

Pressing Start will begin the breakouts, and all participants will be moved to the group to which they were randomly assigned during the preview.

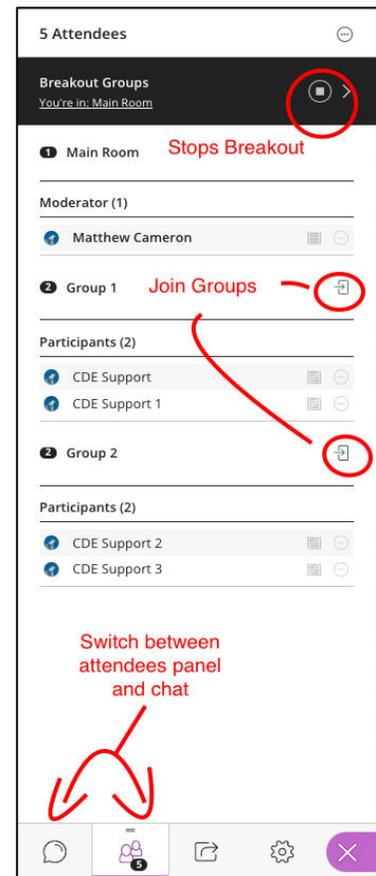
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The Attendees panel will then be shown. Moderators can view the groups and join each one by clicking on the green arrow by each group.

To stop breakout groups, a moderator may switch to the *Everyone* chat, give all participants a warning message that groups will be closed, and click on the stop button at the top of the Attendees panel.



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