Blackboard Collaborate Breakout Rooms

There are two ways to create Breakout Rooms in Blackboard Collaborate

1. After launching Blackboard Collaborate, Click “Tools” on the menu bar:

2. In the drop down menu, move cursor to “Breakout Rooms” and select Create Breakout Rooms:

3. The other way to create is by clicking the “Global Permission” button and selecting
“Create Breakout Rooms.”

4. New pop-up window will appear, after clicking on “Create Breakout Rooms,” and in the pop-up window
   a. Give the name to the room
   b. Specify the number of rooms to create
   c. Select the “Distribute Options”
   d. Click “Create”
Picking out rooms created:

5. Teacher and students are still in the “Main Room.” To send students to the room created:
   a. Click “Permissions” by the student name

   ![Permissions]

   b. From the drop down menu, move cursor to “Send to Breakout Room”

   c. Select the name of the created room to send the student to that room

   ![Move Cursor to Rooms Created]

   d. The student will be notified on his/her screen that he/she has been moved to
6. To check which room the student is in, click “MAIN ROOM” tab and then selecting the name of the room the student was sent to.
   a. In the example below, the student B was sent to the “Private Meeting Room 2”

   b. The student and the teacher are in the same room.
c. Student and the teacher can now communicate with each other using communicating tools such as chat panel.

d. Student can also use the chat panel to communicate with the teacher.
e. The teachers can also communicate with other students who are in the different rooms by using the same procedure.

f. The teacher will know that the student is typing by the icon in front of the student’s name.

g. On the student’s screen, the chat panel does not show the communication of teacher with other students.
7. The teacher and the students can also interact with each other by using bigger tools in Collaborate such as white board.

8. The teacher can return all the students or individual students to the main room.
   a. For returning all students to the main room, click the “Main Room” tab and
b. For returning individual student, click on the student’s option button and from the drop down menu move the cursor to “Send to Breakout Room” and select “Main Room.”

c. The teacher can close all breakout rooms after returning all the students to the main room by clicking “Main Room” and from the drop down menu.
selecting “Close All Breakout Rooms.”

d. The following screen shows how the screen looks like after closing all breakout rooms:

Important Note:
The Breakout Room cannot be recorded.