



Adobe Connect Breakout Rooms

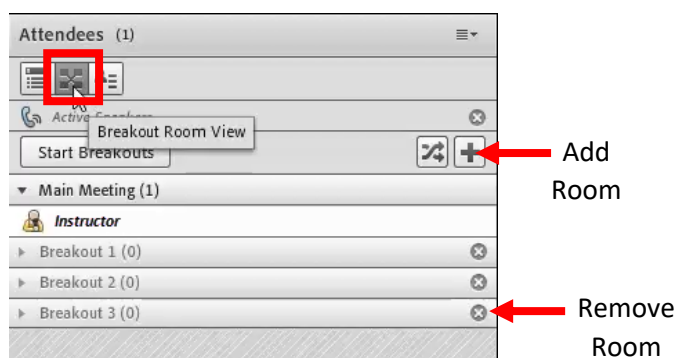
Start, Configure, and End Breakout Sessions

Use Adobe Connect Meeting breakout sessions to move participants into independent meeting rooms in which to collaborate on discussion questions, presentations, or other assigned activities.

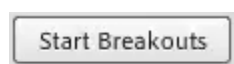
Before participants enter the meeting, create breakout rooms by clicking on the Breakout Room View in the Attendee Pod. By default, three rooms are available.

Click the + sign to add the number of additional rooms you require.

To remove a room, click on the X beside its name.



Enter into each room to add content, or change layouts, depending on the requirements of the breakout room activity.

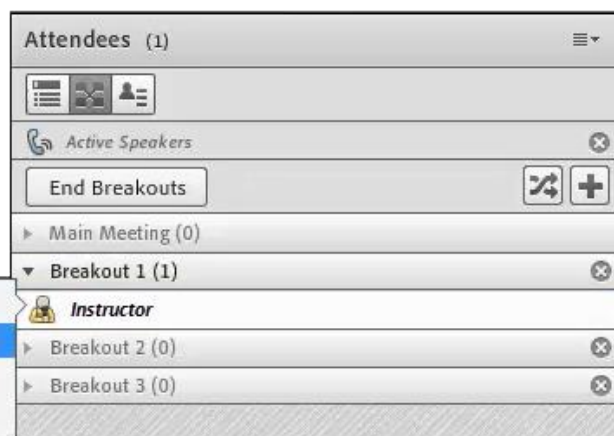


Click Start Breakouts and hover over your name in the Attendee list.

Select the room you wish to enter.



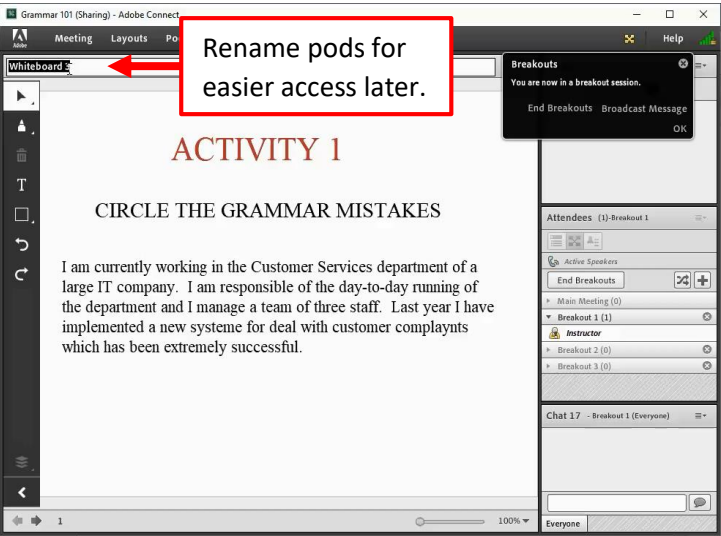
Alternatively, click and drag your name into the room.



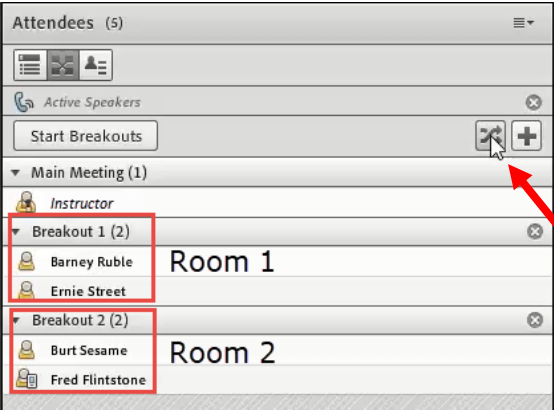
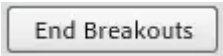
All breakout rooms will be assigned the layout that was in use when you created them. However, those pods are copied into each room and therefore function separately. Content and annotations, or markups, added in one Breakout Room will not be visible in the other Breakout Rooms.

Go to each room individually and set up content for the group activities (the layout in each room does not have to be the same).

The Layout in each breakout room can be different.



Move yourself back into the Main meeting room and don't forget to end the breakout sessions when you are finished.



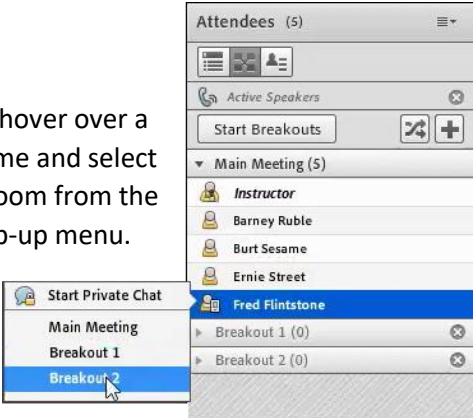
Participants must be in the session to be configured into a room.

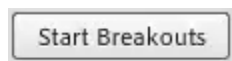
When it's time for your breakout room activity, assign attendees automatically to rooms using the *Evenly Distribute From Main* button.

Alternatively, assign participants to rooms manually by dragging one or more into a specific room.



Or hover over a name and select a room from the pop-up menu.





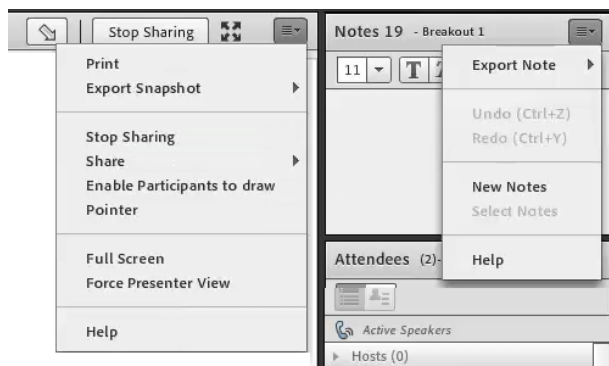
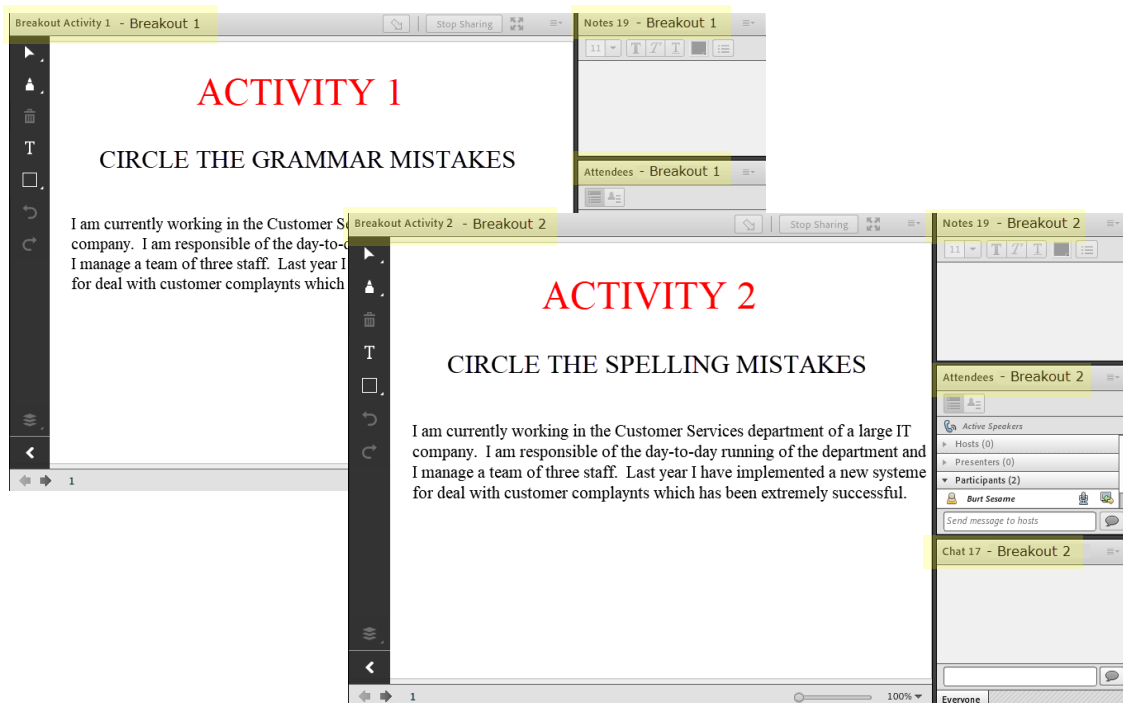
Note that assigning participants to rooms at this stage does not move them to those rooms. Once you have completed the room set up click **Start Breakouts** to move attendees into the breakout rooms to which they were assigned.



Breakout rooms are not recorded – however, recording of the main room does continue. You may wish to pause the recording during breakout room activity.

Remember to restart the recording when you end the breakout session.

When you click **Start Breakouts**, the title bars of the pods in each room change to indicate the Breakout room number.

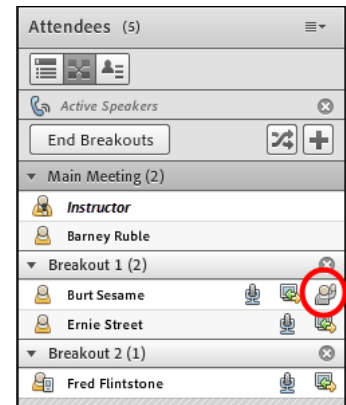
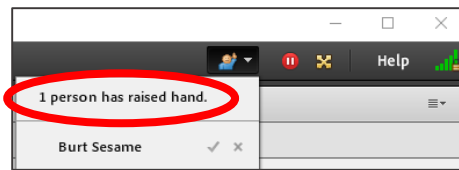


While in the Breakout rooms, participants have access to some of the Presenter options in order to interact with each other using the pods.

These enhanced rights are available on Share Pods, Notes Pods, Whiteboards, and File Share pods, and for audio and video sharing and are removed when the breakouts end.

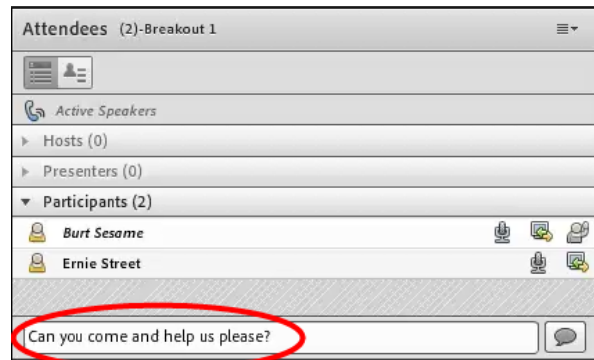
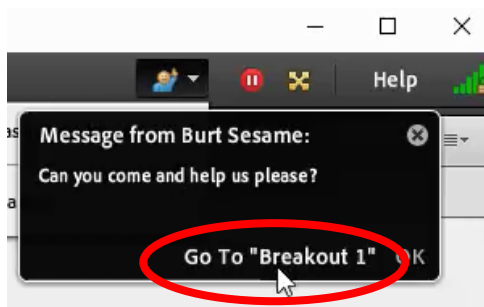
While you are in the main room and participants are in breakout rooms, they will not be able to hear you. However, through the Attendees pod, you will still be able to view participant status while they are in Breakout rooms.

You will also get a notification if a participant raises their hand.



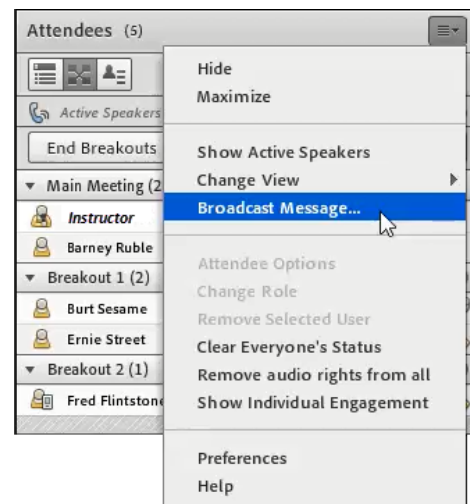
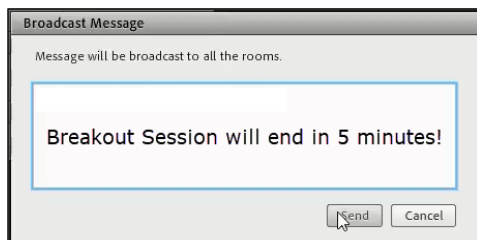
Attendees can send a message to the host directly from the attendee pod.

You will see a notification pop-up and you can pop into the breakout room to answer a question or check on group activity.

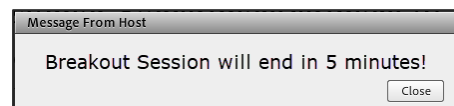


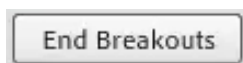
As host, you can broadcast messages to all breakout rooms simultaneously. Click on the Attendee pod drop-down menu in the upper right corner and select Broadcast Message....

You could, for example, give everyone a 5-minute warning message ahead of ending a breakout session. The message will display in each breakout room until a participant closes it.

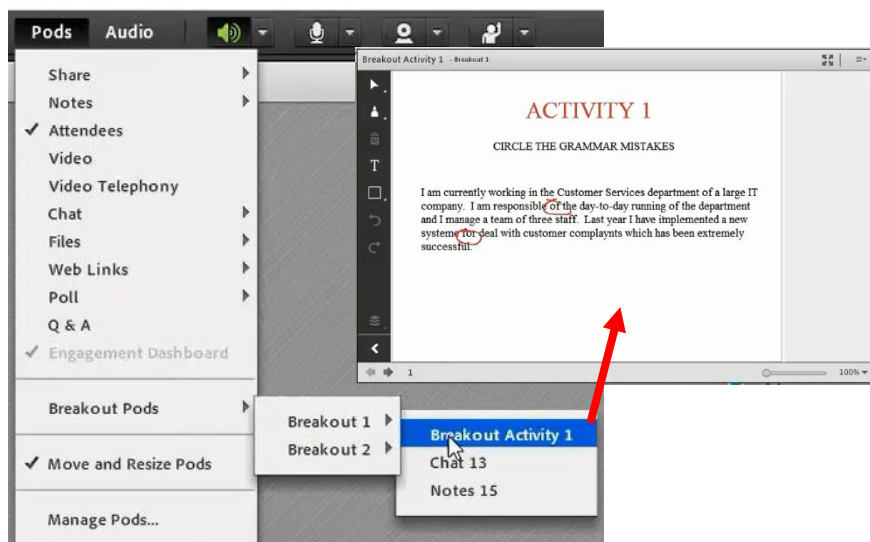


The message will display in each breakout room until a participant closes it.





To bring all participants back to the main room, click **End Breakouts**. After you've ended the breakout session, resume your recording.



After ending a breakout session, you can share the contents of each breakout room with everyone in the main room by selecting Breakout Pods from the Pods menu.

The content will open in a new pod.

Note that breakout pods are view-only and cannot be changed or edited.

The configuration of rooms remains in place for the entire meeting. If you Start Breakouts again, attendees will return to the same rooms. You can, however, delete rooms, add rooms, or move attendees around at any time.

Remove all of the breakout rooms once you are finished using them. Otherwise, the content within them will be visible in subsequent breakout sessions. From the Attendee pod drop-down menu, select Remove All Rooms.

You will have the option to save the breakout pods. Access these saved pods from the Pods > Breakout Pods menu.



For more information about Adobe Connect Meeting and to see additional resources, please visit the resource page at channelconnect.contactnorth.ca/help/. For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.