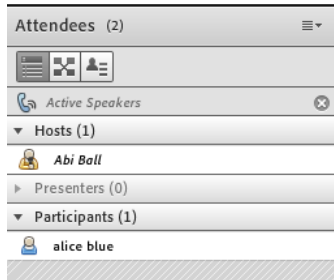


Using Breakout Rooms

Breakout rooms are sub rooms that can be accessed from the main Adobe Connect room. They are designed to facilitate group work and automatically give participants presenter permissions (i.e. participants have more functionality in a breakout room than they do in the main room by default).

Please note: If you have promoted individual participants to hosts in the main room they will be demoted to presenters in the breakout rooms. It is only possible for the official room host to be a host in the breakout rooms.

During an Adobe Connect session, hosts can create breakout rooms and put participants into them from the attendees pod. Presenters are not able to do this.



The **Breakout Room View** button is the middle of the three buttons at the top left of the attendees pod.



The attendees pod will change slightly to the lower image on the left.

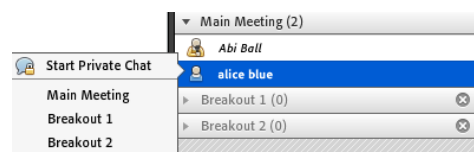
By default three rooms are available; click on the **+** button until you have as many rooms as you need. The maximum number of rooms you can create is 20.

You can assign participants and presenters to breakout rooms manually or automatically.

Manual method


Select the participant(s) from the **Main Meeting** list (you can use Ctrl+click or Shift+click (or the equivalent keys on a Mac) to select more than one participant at a time).

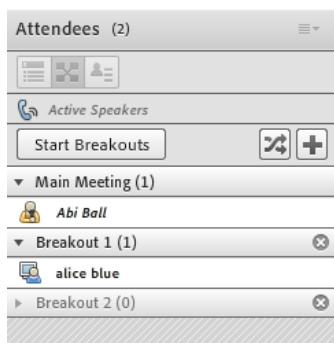
Then, either select the breakout room from the pop-up menu, or click and drag the participants into



the breakout room.

Automatic method

Click on the **Evenly Distribute From Main** button . If you have previously assigned presenters to specific breakout rooms manually, you can still use the automatic method for other participants as this does not overwrite manual assignments.



Once you have assigned a participant to a room they will appear under that section title in the attendees pod. You then need to click on the **Start Breakouts** button to complete the process.

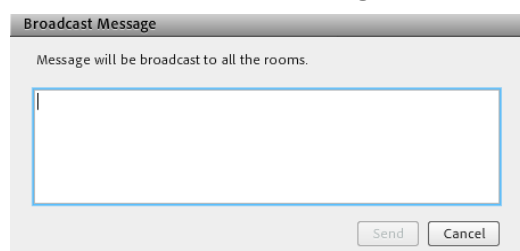
If you are recording a meeting and move participants into breakout rooms, the recording continues to record only the main room (i.e. unless other activity is taking place in the main room you should pause or stop recording when using breakout rooms).

When breakout rooms are in use, hosts can visit the rooms.

Simply drag your name into the appropriate breakout room section on the attendees pod to join a room.

Hosts can broadcast messages to all breakout rooms such as to remind participants that they have a few minutes left until they will be moved back into the main room.

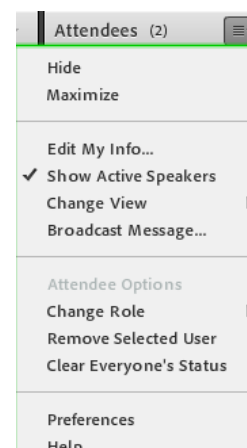
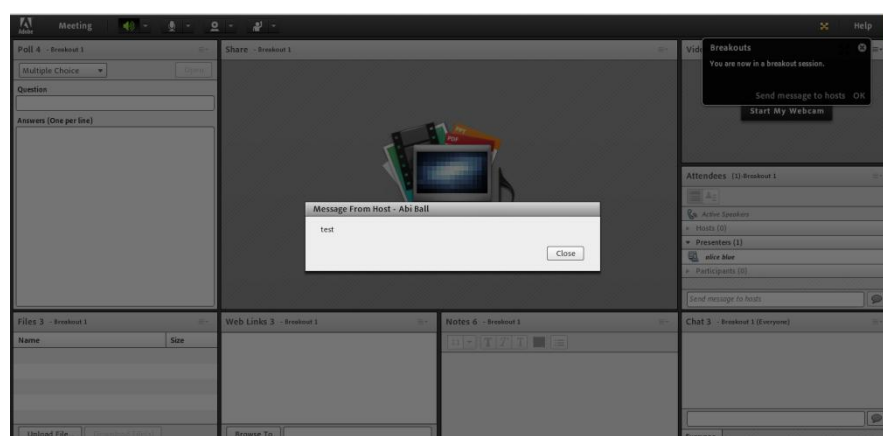
Click on the **Options** menu at the top right of the attendees pod and choose **Broadcast Message...**



Add your text to the text box that appears and then click on the **Send** button which will become active once you start typing.

Attendees in all rooms see the message in the centre

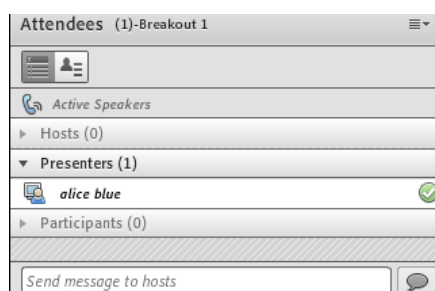
of the Adobe Connect window.



Whatever pods were available in the main meeting room will still be available in each breakout room. They are effectively blank copies of the main meeting room pods. The only pod that will be populated by default is the share pod. Hosts can participate in the different pod activities (e.g. chat or poll) by moving themselves into the appropriate breakout room. What takes place in one breakout room is not available or visible in any other breakout room. Participants will only be able to communicate with the participants in their room.

Participants can communicate their status in breakout rooms as they still have access to the status menu (the emoticons). If you switch to the **Attendee Status View** you will be able to see **Raised Hand**, **Agree**, **Disagree** and **Stepped Away** notifications. None of the other status symbol notifications will work in breakout rooms.

Participants in breakout rooms can ask the host a question at any time, whether the host is in their breakout room or not. If the host happens to be in their breakout room participants can use the audio or type a question into the chat pod as normal. If the host is not in the room, the participant will need to use the **Send message to hosts** text box at the bottom of the attendees pod.

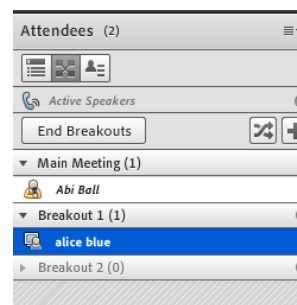


The question appears in a pop-up box with the participant's name next to it. Hosts respond by entering the participant's breakout room and using the Chat pod (or audio if that is more appropriate).

Only hosts can end a breakout session. When breakout rooms are closed, all participants are automatically returned to the main meeting room. Click on the **End Breakouts** button to end the session.

After ending a breakout session, hosts can share the contents of an individual breakout room with everyone in the main room.

Click on **Pods** and **Breakout Pods** and then choose a breakout room from the dropdown menu. You will be able to choose to share the *chat content*, the *share pod content* or the *whiteboard content*.



The selected content appears in a new floating pod. The contents are view only and cannot be changed or edited.

After ending a breakout session, hosts can return participants to the breakout rooms again. The set up of rooms and the assignment of participants persists until the host closes down the room.

To remove all breakout rooms, click on the attendees pod **Options** menu and choose **Remove All Rooms**.

To remove an individual breakout room, including all pods and content it contains, click the X button to the right of the room name in the attendees pod. The numbering of the other rooms will be adjusted automatically to ensure continuity.