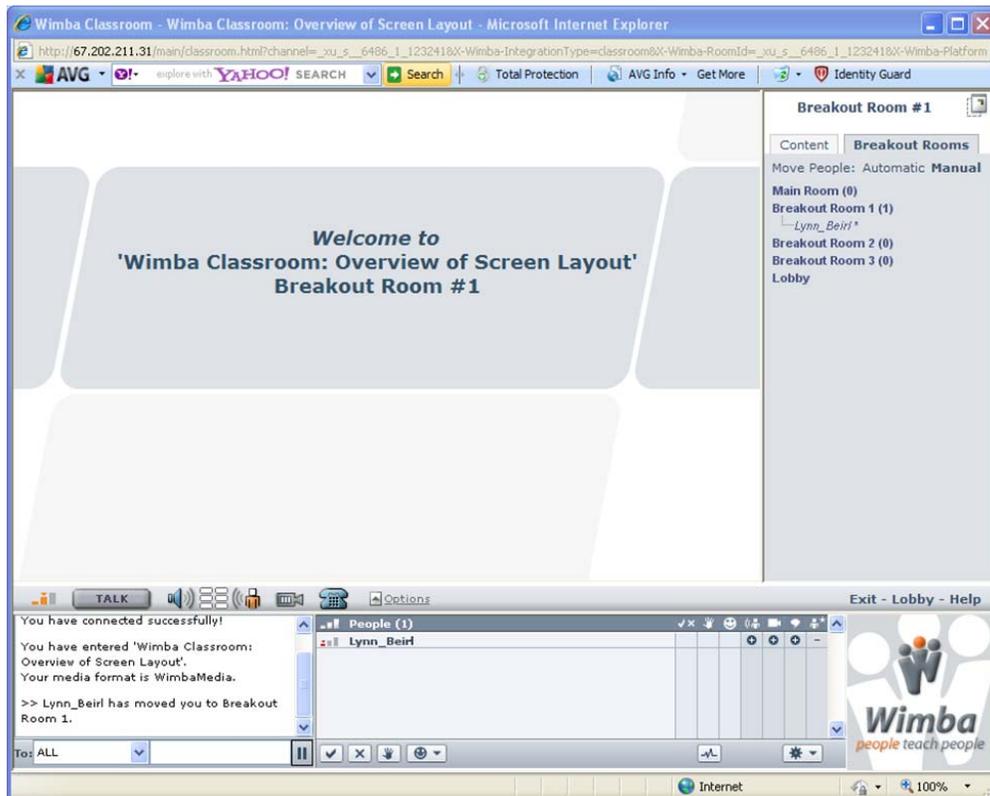


Using Breakout Rooms in the Wimba Classroom



During a class session, you may move participants (including yourself) into Breakout Rooms for discussions and group work. Participants will receive both audio and textual notification that they have been moved to a Breakout Room. The interface will reload, and participants will have access to limited presentation tools.

Once in a Breakout Room, participants will have the ability to:

1. Send public and private messages to all participants in the Breakout Room
2. Send a private message to all presenters, regardless of their current location
3. Use the eBoard tools
4. Upload PowerPoint presentations
5. Display content on-the-fly

Unlike the **Main Room**, the following Wimba features are not available while in the Breakout Rooms:

1. Archiving
2. Application Sharing
3. Advanced Polling
4. Some functions in the **Actions Menu** in the **Participant Area**. The only functions available when in a Breakout Room are the **Clear Yes/No**, **Clear Hand Raise**, **Lock Room**, and **Reset Room** options.
5. Disabling speaking privileges
6. Disabling chat privileges

Using Breakout Rooms within a Wimba Classroom - continued

By default, each Wimba Classroom has three breakout rooms. You may increase or decrease this number within the Room Settings prior to a presentation. You also have the ability to create an unlimited number of additional breakout rooms on-the-fly.

To create a new breakout room:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**.
2. By default, this should take you to the **Move People: Manual** view. If not, next to **Move Users**, click **Manual**.
3. At the bottom of the **Presenter's Console**, click **Add a Breakout Room**.

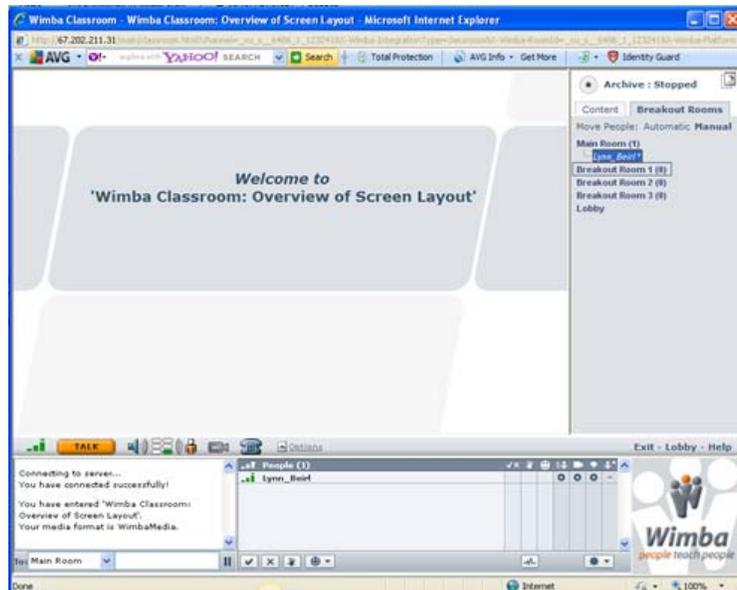
A new breakout room is not available for immediate use. This room will be available until you or another presenter activates the **Reset Room** feature.

Moving users between breakout rooms and the Main Room:

Users can be moved via two methods:

1. Manual move

- a. Click the **Breakout Rooms** tab in the **Presenter's Console**.
- b. By default, this should take you to the **Move People: Manual** view. If not, next to **Move Users**, click **Manual**.
- c. Under **Main Room**, click the name of the person you wish to move.
(NOTE: To move multiple users who appear consecutively in the list, click the first user you wish to select, hold down the **Shift** key on your keyboard while you click the last user you wish to move. This will select the first user and last user you selected, and every user in between. To move multiple users who do not appear consecutively in the list, hold down the **Shift** key while you click each user you wish to move. This will select only the individual users you click on.)
- d. Once you have selected all the users you wish to move, hold down your mouse button and drag the user(s) to the desired breakout room.
- e. To move users back to the **Main Room**, select the desired users using the steps detailed above, and drop them back into the **Main Room**.

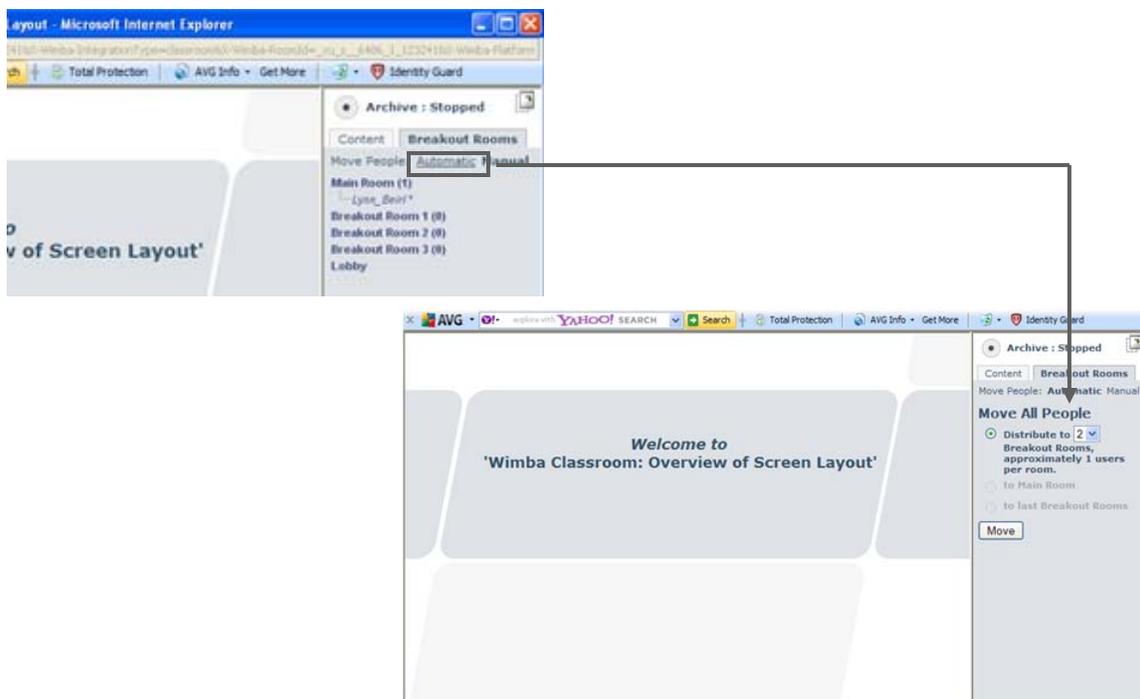


Using Breakout Rooms within a Wimba Classroom - continued

Moving users between breakout rooms and the Main Room (continued):

2. Automatic move

- a. Click the **Breakout Rooms** tab in the **Presenter's Console**.
- b. Next to **Move Users**, click the **Automatic** link.
- c. By default, the interface will propose breaking up participants so that each room has as close to even number of participants as possible. For example, if you have seven participants currently logged into the Wimba Classroom, it will suggest moving three users each into the first two breakout rooms, and the remaining two users into the third room. You may override this by using the drop-down menu to distribute users to the desired number of rooms
- d. Click the **Move** button.



- e. To move all users back to the **Main Room**, return to the **Automatic** view and select: **to Main Room**.
- f. To re-distribute users to their former breakout rooms, select **to last breakout rooms**.

NOTE: By default, only participants will be automatically assigned to Breakout Rooms, unless this has been modified within the **Room Settings** for your current Wimba Classroom or within the **Wimba Administration Tools**.