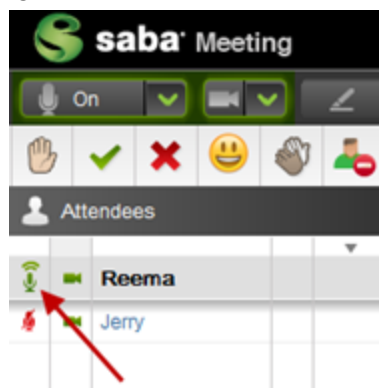


BREAKOUT ROOMS:

Breakout rooms are used for small group discussions and to share visuals and files within the group. Only the group leader has the ability to control the group. There is no video option in the breakout rooms.

If you are the group leader, your name will appear in bold and highlighted grey on the attendee list. Group member names appear in regular characters and with a white background on the attendee list.

When you are in a group, your Saba session will show only the members in your group. Make sure that your microphone icon is green.



Group Leader

As a group leader, you will have the controls for the group which will appear on screen. You will be responsible for putting up the whiteboard, sharing a document from your computer or giving the ability to others to share documents from their computers.

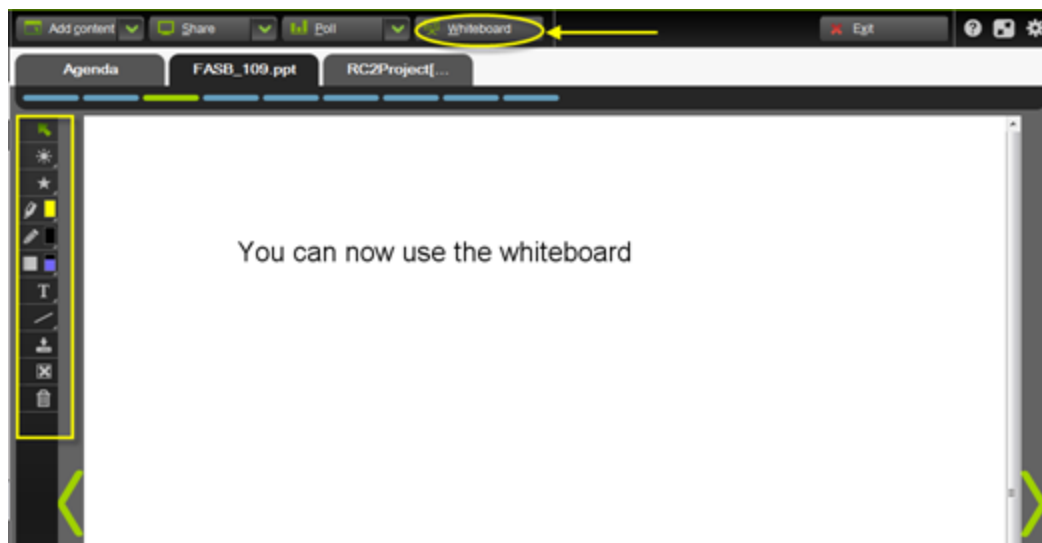
COMMUNICATION OUTSIDE THE BREAKOUT ROOM:

The only way to communicate outside the breakout room is to send a Text chat to "All presenters". You can use this option to ask for help, ask a question of your professor, or if you want to communicate that you are ready to re-join the class.



WHITEBOARD

The group leader can choose to put up the whiteboard. All group members can use the whiteboard and access all the tools of the whiteboard.

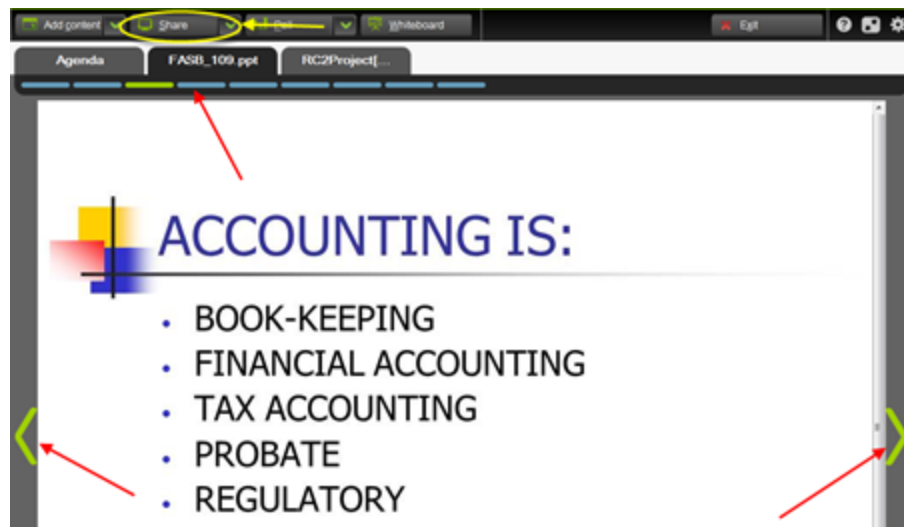


Everyone in the group can type, write, draw, clear, delete etc. on the whiteboard but only the group leader can save the content of the whiteboard by clicking on the save icon on the toolbar to the left of the whiteboard.



AGENDA

If the professor has created an agenda, it will be available for viewing in the breakout room. The group leader can select the slide they want the group to see and also navigate the slides by using the arrow keys to the right and left of the screen.

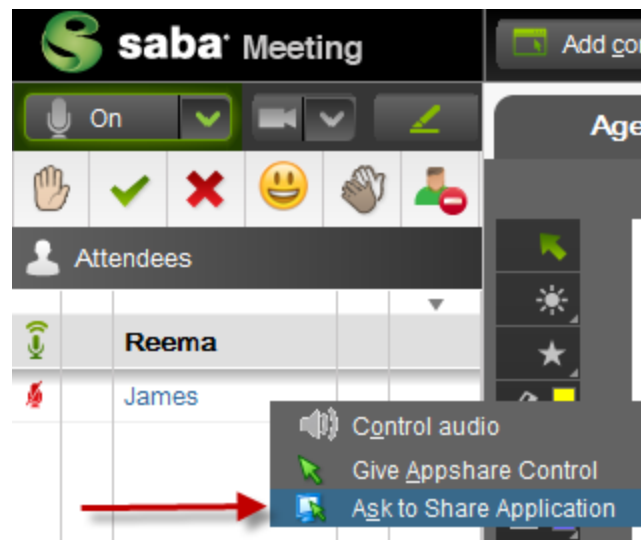


APPSHARE

The group leader can share files from their computer by clicking on the share tab. The group

leader can give members of the group the ability to share from their own computers:

Right click on the name of the group member and select “Ask to share application”.



The group member can share the file that they want everyone in the group to see.