This Faculty Guide will explain how to create breakout rooms, assign participants to rooms, prepare your breakout room, ask for help in a breakout room, and broadcast a message to breakout rooms in WebEx. For more detailed instructions, visit the **UMD IT WebEx Breakout Sessions article**.

What Are Breakout Rooms?

Breakout Rooms allow you to split your WebEx meetings into separate sessions automatically or manually. You can switch from breakout rooms back to the main meeting session at any time. If you are recording your WebEx session, only the main room will be recorded.

Why Breakout Rooms?

Breakout rooms allow you to have small group work in an online live class session. Using breakout rooms allows you to divide your class into small groups to work on a question, collaborate on a project, or brainstorm in their own private meeting within your larger meeting. Breakout rooms are a great way to create interaction and collaboration in your online course. Small group activities help to create working relationships between participants while applying the learning they are discussing in the larger group.
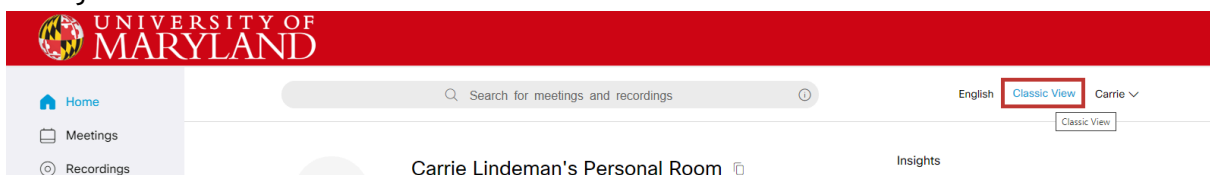
If You Have Never Used WebEx at UMD

Please review the following guides before beginning:

- **Teaching Online with WebEx**
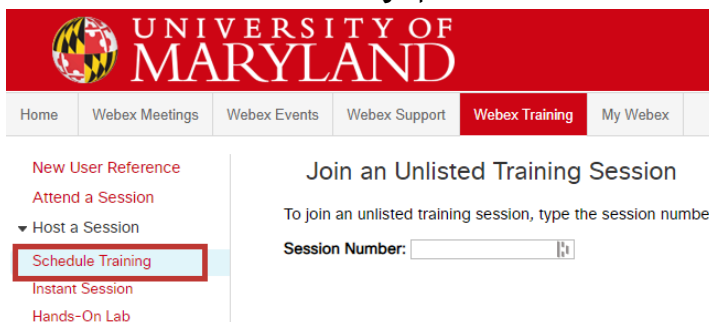- **Using WebEx in Canvas**
- **Recording WebEx in Canvas**

Configuring Breakout Room Settings

Before you can run any breakout rooms in your WebEx sessions, you need to configure some of the settings.

1. Login to **UMD WebEx**
2. Change the view to **Classic View**

3. Select the **Schedule Training** option from the sidebar

4. Scroll to the Breakout Session Assignments Settings and click Enable Pre-Session Assignment. You may determine your Automatic or Manual assignment settings at this time or change them later.
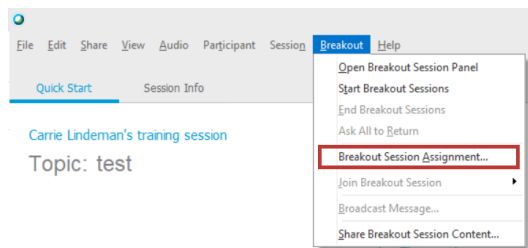

Breakout Room Attendees
Automatically Assign Groups
Automatically assigned groups can be determined by the **number of students you want per group** or the **number of groups you want total**.

1. Begin your WebEx Training Session
2. Navigate to the **Breakout** tab on the top menu
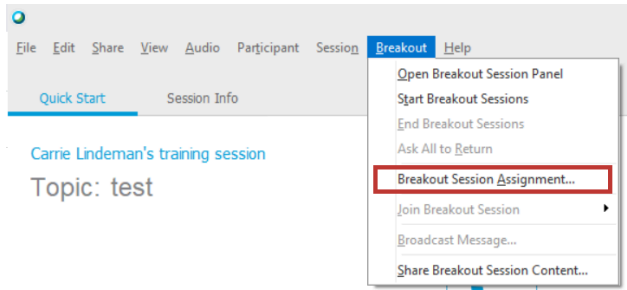3. Select **Breakout Session Assignment**

4. Choose to either breakout groups by the **total number of groups** you want, or by the **number of attendees you would like in each group**. Type your chosen amount and click **OK**

WebEx Breakout Rooms
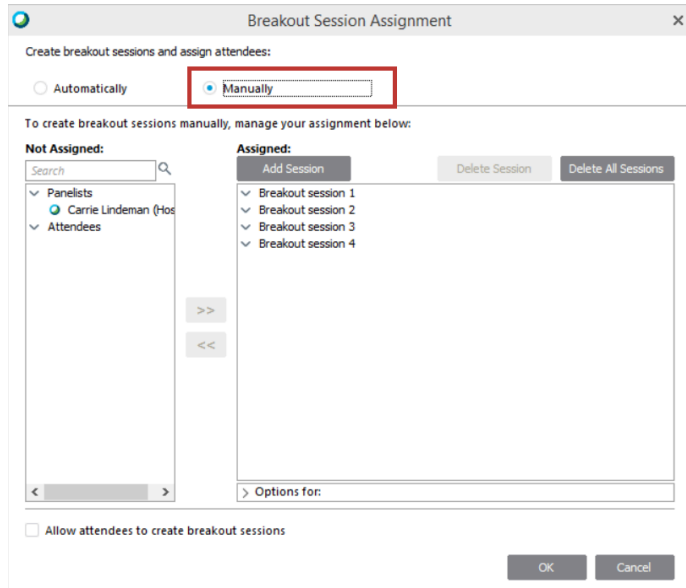Updated: Apr 2020

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Manually Assign Groups

Manually assigning groups will allow you to determine which students should work together. This will be helpful if you have any class assignments already in progress that are done in groups that you are moving online.

1. Begin your WebEx Training Session
2. Navigate to the **Breakout** tab on the top menu
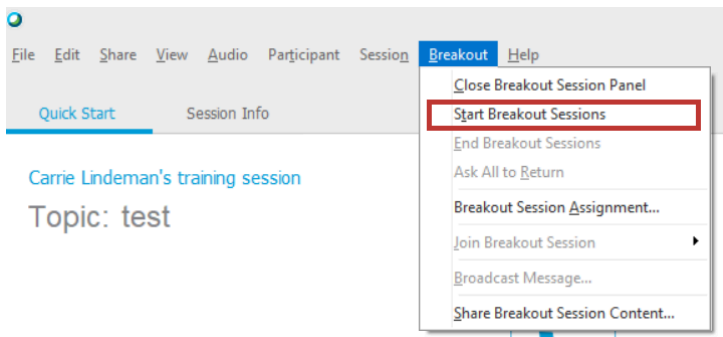3. Select **Breakout Session Assignment**

4. Select **Manually**. You can then select multiple names on the list of attendees, and select the breakout room they belong to. Use the double arrowed button pointing right to move them into the breakout room. When the rooms have been configured, click **OK**
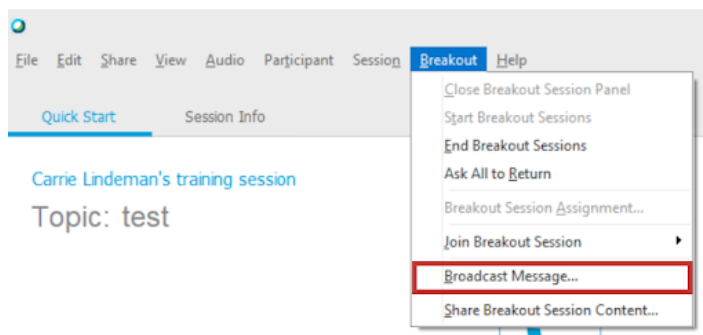
Breakout Session Management

Opening Your Breakout Rooms

1. Begin your WebEx Training Session
2. Navigate to the **Breakout** tab on the top menu
3. Select **Start Breakout Sessions**
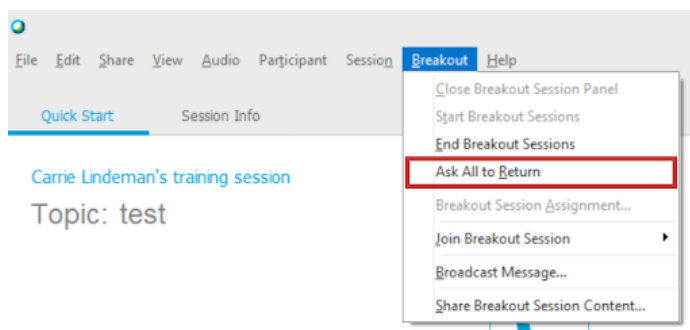

Sending a Broadcast Message

1. Navigate to the **Breakout** tab on the top menu
2. Select **Broadcast Message**

3. Select message recipients from the **To** drop-down list
4. Type your message in the **Message** field
5. Click **OK** to send the message. The message will appear to participants in their breakout sessions

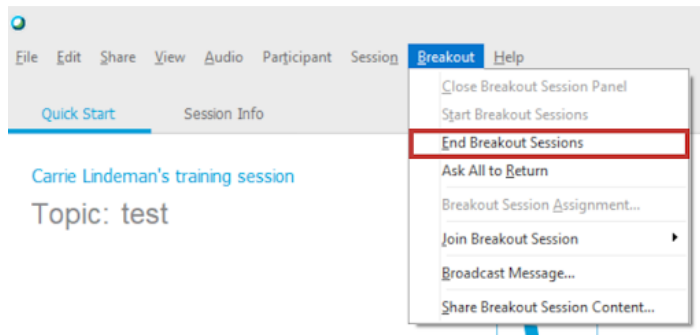## Asking All Participants to Return to Main Session

1. Navigate to the **Breakout** tab on the top menu
2. Select **Ask All to Return**

3. A message appears to participants in their breakout rooms asking them to return to the main session

Ending All Breakout Sessions

1. Navigate to the **Breakout** tab on the top menu
2. Select **End Breakout Sessions**

3. All active breakout session will end within 30 seconds

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