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Breakout Rooms: FAQ

Topics:

• What is a breakout room?
• What do I use breakout rooms for?
• Which type of events support breakout rooms?
• Who can start and manage breakout rooms?
• Can I use breakout rooms from the browser client or from an iPad?
• Is both VoIP and telephone audio supported in breakout rooms?
• How many breakout room can I create?
• Can I rename breakout rooms?
• What can event leaders or co-presenters do in a breakout session?
• Can I assign leaders for breakout rooms?
• Can I change the leader in a breakout room?
• What can breakout room leader do?
• What can breakout room participant do?
• Can I view the status of the telephone audio in each breakout room?
• How can I see what is happening in different rooms?
• Is it possible for participants to move back and force between rooms?
• How do I manage breakout room content?
What is a breakout room?

Breakout rooms is a feature of Saba Centra Classroom (Symposium) that allows event leader to divide participants into groups and distribute them to private virtual rooms within the same classroom. Each breakout room can have, a breakout room leader, a separate agenda content, application sharing, and whiteboard. The event leader can visit each room, or make announcements to all rooms at the same time. When the event leader ends the breakout session, all participants are returned to the main room.

What do I use breakout rooms for?

Use breakout rooms to:

- Have participants work in small groups for class exercises
- Create groups of different abilities
- Allow users to work on different projects or assignments
- Encourage a higher level of interaction, brainstorming, and use of collaborative tools or applications in smaller groups
- To conduct interviews
- Manage multiple orientation sessions

Which type of events support breakout rooms?

Breakout rooms can be created for Classroom (Symposium) events only and are not available for Meetings and Webinars.

Who can start and manage breakout rooms?

The event leader and co-presenters can start and manage breakout rooms.

To prevent conflict, only one user (either the leader or co-presenter) can run the breakout tool at the same time. If a user attempts to start the breakout tool while it is already being used by another user, the system displays a dialog box to inform the user that the tool is already in operation and indicates the name of the user running it.

For instructions on how to start breakout rooms, see Starting breakout rooms and assigning participants.

Can I use breakout rooms from the browser client or from an iPad?

The following table outlines support for breakout rooms by user role and type of Saba Centra client:

Table 1: Support for breakout rooms by Saba Centra client

<table>
<thead>
<tr>
<th>Type of Saba Centra client</th>
<th>Can create breakout rooms?</th>
<th>Can lead breakout rooms?</th>
<th>Can join breakout rooms as a participant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop client</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Is both VoIP and telephone audio supported in breakout rooms?

Both telephone and VoIP audio is supported in breakout rooms.

- When a VoIP user is moved to a breakout room, the audio is automatically switched to the sub-conference associated with the room.
- When a Telephone participant is moved to a breakout room, a message with a key sequence appears for the participant. The participant must enter the key sequence on the telephone to be moved into the audio sub-conference.

Note: To support telephone audio in breakout rooms, the Conference Call Profile must be configured by the Saba Centra Administrator to specify the DTMF sequence that moves each telephone participant into the audio sub-conference associated with the breakout room. For instructions on how to perform this task, see the System Administrator Guide.

How many breakout room can I create?

For VoIP-only events, you can create as many breakout rooms as you like. For events that involve telephone audio, the number of breakout rooms is limited to the maximum number of telephone sub-conferences specified in the Conference Call Profile by your Saba Centra Administrator.
Can I rename breakout rooms?

You cannot rename breakout rooms.

If you use breakout rooms for different topics or discussions and want participants to move themselves to breakout rooms, you may consider providing a description for each room in the main room using the Whiteboard or a PowerPoint slide, so that participants know which room to go to.

**Note:** You must promote participants to the co-presenter role before they can move themselves into breakout rooms.

What can event leaders or co-presenters do in a breakout session?

During breakout sessions, event leader and co-presenters can:

- Make announcements to all breakout rooms
- Speak to individual rooms
- Visit rooms
- Chat with room leaders
- Assign new room leaders
- Move participants between rooms
- Assign new content for a breakout room
Can I assign leaders for breakout rooms?

The breakout leaders are automatically assigned for each room and are identified by the color of the icon next to the user name. Event leader can manually change the leader in each room.

For instructions on how to perform this task, see Changing Breakout Room Leader.

Can I change the leader in a breakout room?

The event leader can assign a new breakout room leader at any time before or during the breakout session. The color of the icon next to each user indicates the user role. Since a breakout room can have only one leader, every time you assign a new leader, the role of the previous leader automatically changes to a participant.

For instructions on how to perform this task, see Changing Breakout Room Leader.

What can breakout room leader do?

The breakout leader’s interface is similar to the Saba Centra client leader’s interface. The breakout leader can control the agenda and the collaboration tools, but cannot end the breakout session or move participants back to the main room.

What can breakout room participant do?

The breakout participant’s interface is similar to the Saba Centra client participant’s interface. Participants can interact with the breakout leader, other participants in the room, and use all participant’s tools.

Can I view the status of the telephone audio in each breakout room?

Once you start the breakout session, the telephone connection status appears next to each room:

- If the status is Connected, the telephone sub-conference has been established for the breakout room.
- If no connection status appears next to a room, it means that there is inadequate CTG (Centra Telephony Gateway) capacity to make all of the calls. When this happens, move participants from that room to a room with an established telephone connection. If a line becomes available during the breakout session, the connection is automatically made.

Note: If there is insufficient CTG capacity to make all of the calls, a warning message appears. If the message appears frequently, contact your Saba Centra administrator with a request to increase the CTG capacity.
How can I see what is happening in different rooms?

As the event leader, you can visit each breakout room.

For instructions on how to perform this task, see *Visiting a Breakout Room*.

Is it possible for participants to move back and force between rooms?

If you assign the co-presenter role to participants, then they will be able to see the co-presenter interface, and will be able to move themselves back and force between breakout rooms.

For instructions on how to perform this task, see *Moving Participants Between Rooms*.

How do I manage breakout room content?

When planning breakout room content, keep in mind:

- You can share the same content between all rooms or assign different content for each room. By default, each room has the entire agenda as its content. You can assign different content to each room by creating folders in the agenda and placing room-specific content in each folder.
- You can change content during a breakout session but you must stop the session to do so.

For instructions on how to perform this task, see *Selecting Breakout Room Content*. 
Chapter 2

Breakout Rooms: Tasks

Topics:

- Starting breakout rooms and assigning participants
- Moving participants between rooms
- Selecting breakout room content
- Changing breakout room leader
- Starting and stopping breakout sessions
- Visiting a breakout room
- Speaking to all breakout rooms
Starting breakout rooms and assigning participants

Key Concepts

- What is a breakout room? on page 6
- Which type of events support breakout rooms? on page 6
- What do I use breakout rooms for? on page 6

Procedure

Prerequisites

These instructions assume that:

- This is a virtual classroom (symposium) event.
- You are the event leader or will be promoted to a co-presenter by the event leader.
- (for events with telephone audio) The Conference Call Profile has been configured by your Saba Centra administrator to include DTMF sequences to enter the sub-conference.

Recommended Navigation

None.

Steps

Starting in Saba Centra:

1. Log into the Saba Centra Symposium event as the leader.
2. (for events with telephone audio) Dial into the audio conference to start the main audio conference and the sub-conferences for breakout rooms.
3. Click the Breakout button in the toolbar.
4. In the breakout rooms dialog box, the Create Rooms section, select one of the following options:
   - Number of breakout rooms
   - Minimum Participants per Room
5. Select the Auto-assign participants to rooms checkbox.
6. Click OK.

Field Descriptions

None.

Best Practices

- (for events with telephone audio) Verify telephone connection status for each room and if necessary move participants from the rooms with no audio connection.
- (for events with telephone audio) Only configure breakout rooms that you expect to use. As soon as you start the breakout session, resources are allocated and calls to the Audio Conferencing System are made regardless of whether there is anybody in the room.
- If the number of participants is uncertain when configuring breakout rooms, create extra rooms. You can always leave rooms empty, but you cannot add a room while using breakout rooms.
- To save time, auto-assign participants to rooms and make manual adjustments by moving participants as necessary.
Participants who are in the stepped-out state when the rooms are created or who joining the session after the rooms have been created, appear in the Main room of the Breakout dialog window. After they join the session, you can manually move the participants to the breakout rooms as necessary.

Next Steps
- Moving participants between rooms on page 13
- Selecting breakout room content on page 14
- Starting and stopping breakout sessions on page 15

Moving participants between rooms

Key Concepts
None.

Procedure

Prerequisites
These instructions assume that:
- You are the leader or co-presenter.
- Breakout rooms have been created.

Recommended Navigation
None.

Steps
Starting in Saba Centra client:
1. Click the Breakout icon in the toolbar.
2. Right-click the name of the participant.
3. Select the Move Participant option.
4. Select the desired room.

Field Descriptions
None.

Best Practices
- You can move users into a breakout room and from room to room at any time during the breakout session.
- You can use drag and drop to move participants between rooms.
- You must use the Breakout Rooms dialog window to move participants between rooms. You cannot move participants using the People panel in Saba Centra client.

Next Steps
- Changing breakout room leader on page 15
- Selecting breakout room content on page 14
Selecting breakout room content

Key Concepts

- How do I manage breakout room content? on page 10

Procedure

Prerequisites

These instructions assume that:

- The breakout rooms have been created.
- You are the event leader or co-presenter.

Recommended Navigation

None.

Steps

Starting in Saba Centra client:

1. Click the Breakout icon in the toolbar.
2. In the Breakout tool window, right-click the name of a room.
3. Choose the Select Content option.
4. Select an agenda item or a folder. If you select a folder, all items within that folder become available in the selected room.
5. (Optional) If you plan to use the same content for all rooms, select the Apply to all breakout rooms checkbox.
6. Click OK.

   The selected content appears as a book icon within the breakout room.

Field Descriptions

None.

Best Practices

- To change breakout room content after the session has been started, stop the session in the breakout dialog window, select new content, restart the session.

Next Steps

- Starting and stopping breakout sessions on page 15
Changing breakout room leader

Key Concepts

- #unique_33
- Can I change the leader in a breakout room? on page 9

Procedure

**Prerequisites**

These instructions assume that:

- You have created breakout rooms.
- You are the event leader or co-presenter.

**Recommended Navigation**

None.

**Steps**

Starting in Saba Centra client:

1. Click the Breakout icon in the toolbar.
2. In the Breakout Room dialog window, right-click the name of the user you wish to promote as the room leader.
3. Select the Make Participant Room Leader option.

**Field Descriptions**

None.

**Best Practices**

None.

**Next Steps**

- Starting and stopping breakout sessions on page 15

Starting and stopping breakout sessions

**Key Concepts**

None.

**Procedure**

**Prerequisites**

These instructions assume that:
• You are the event leader or co-presenter.
• The breakout rooms have been configured.
• The Saba Centra session has been started.

**Recommended Navigation**
None.

**Steps**
Starting in Saba Centra client:
1. Click the Breakout icon in the toolbar.
2. Click Start to start the breakout session or Stop to stop the breakout session.

**Field Descriptions**
None.

**Best Practices**
None.

**Next Steps**
• *Visiting a breakout room* on page 16
• *Speaking to all breakout rooms* on page 17

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**Visiting a breakout room**

**Key Concepts**

• *What can event leaders or co-presenters do in a breakout session?* on page 8

**Procedure**

**Prerequisites**
These instructions assume that:

• You are the event leader or co-presenter.
• The breakout session has been started.

**Recommended Navigation**
None.

**Steps**
Starting in Saba Centra client:
1. Click the Breakout icon in the top navigation toolbar.
2. In the Breakout Rooms dialog window, right-click the name of the room you wish to visit.
3. Select the Go to Room option.
4. (In events with telephone audio) A message appears displaying the audio sub-conference number associated with the breakout room you are visiting. On your telephone, enter the audio sub-conference number.

Field Descriptions
None.

Best Practices
• When entering a breakout room, the event leader retains the leader privileges and can give or take away microphone control from participants but not from the breakout room leader.

Next Steps
None.

Speaking to all breakout rooms

Key Concepts
• What can event leaders or co-presenters do in a breakout session? on page 8

Procedure

Prerequisites
These instructions assume that:
• You are the event leader or co-presenter.
• Breakout session has been started.
• You are using VoIP audio option.

Recommended Navigation
None.

Steps
Starting in Saba Centra client:
1. Hold down the Shift key on the keyboard.
2. Hold down the Ctrl key on the keyboard.
3. Speak in the microphone.

Field Descriptions
None.

Best Practices
• When speaking to Breakout rooms, your audio overwrites the breakout leader’s and all breakout participant’s audio.
Next Steps

None.