



Outline

1	Audio in breakout rooms.....	2
2	Video in breakout rooms.....	2
3	Creating and managing breakout rooms	3

The software chosen for online training is [Adobe Connect 10.2](https://helpx.adobe.com/adobe-connect/connect-support.html), a web conferencing platform that enables collaborative experiences including video, audio, screen-sharing, polls, chat, Q&A, document sharing. Official support for the software are available at the link: <https://helpx.adobe.com/adobe-connect/connect-support.html>

The breakout rooms are secondary rooms that can be created within a meeting or training session. They are useful for dividing a large group into smaller groups that can talk or collaborate.

For example, if there are 20 people in a session, you can create four breakout rooms and move five participants to each room. Depending on the audio configuration, participants can talk to each other in the breakout rooms. They can also talk to each other, use the Chat container, collaborate with a blackboard and share their screens. The host can visit all the breakout rooms and listen to and answer questions.

More info on Breakout Rooms in the video below:

<https://youtu.be/aKDIRt3PC9s>

When an audio conference is in progress, the number of sub-work rooms cannot exceed the number supported by the audio provider. If in one of the workgroup rooms the number of users exceeds the maximum number supported by the audio provider, the subgroup can not be started.

1 Audio in breakout rooms

If an integrated telephony provider supports the Adobe Connect breakout rooms, each work subgroup becomes a separate audio conference. When the sub-work rooms are closed, all participants automatically return to the main audio conference line. When using a non-integrated telephony provider that supports audio subgroups, manually configure the telephony subgroups (via private audio bridges) to match the online subgroup work rooms.

If your provider does not support audio subgroups, use VoIP with computer microphones. A separate VoIP audio channel is created for each sub-work room, allowing each to have separate conversations. Participants are automatically assigned the role of presenter in a sub-work room, with complete VoIP rights. When a host closes a breakout session, everyone returns to the main meeting room and uses the VoIP audio channel.

Note: If VoIP is not possible, participants can use the Chat container to communicate in breakout rooms.

2 Video in breakout rooms

In breakout rooms, the **Video container** behaves as follows:

- The **Force Presenter View** option is not available in a breakout room.
- The **Strength** display presenter setting is saved both before and after using a breakout room.
- When a breakout room is started or terminated, all users exit **Full Screen mode**.


3 Creating and managing breakout rooms

Define breakout rooms and assign members


While in a meeting or training session, hosts can create breakout rooms and send attendees into the rooms.

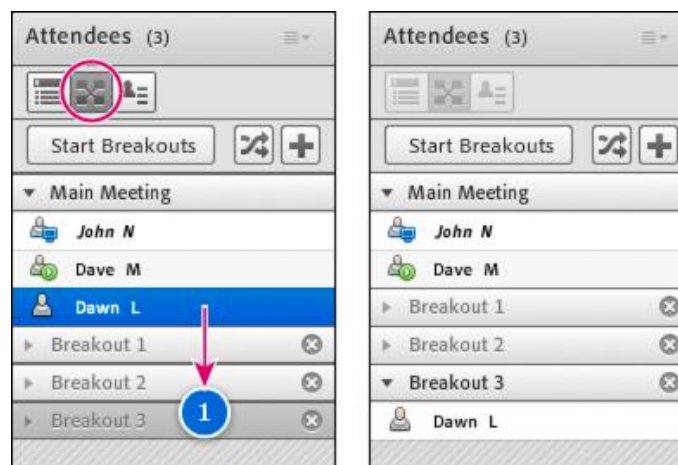
1. In the **Attendees pod**, click the **Breakout Room View** button .

Note: Only the host sees the **Breakout Room View** of the Attendees pod.

2. In the **Attendees pod**, three breakout rooms are available by default; click the **Create A New Breakout** button  until you have the number of rooms you want (the maximum available is 20).

3. Assign attendees to breakout rooms by doing either of the following:

- Manually select an attendee name in the list (use control-click or shift-click to select multiple attendees). Then either select a breakout room from the pop-up menu, or drag attendees to a breakout room.
- Automatically assign attendees to breakout rooms by clicking the Evenly Distribute From Main button . (Attendees previously assigned to specific breakout rooms remain in those rooms.)



Before and after dragging attendees to different breakout rooms

Begin a breakout session

In breakout rooms, attendees are automatically assigned the role of presenter. This gives them all presenter rights such as sharing their voice, sharing content in the Share pod, modifying whiteboards, and adding text to the Notes pod. When attendees are returned to the main room, they revert to their prior status.

Note: All attendees, even ones who sign in as guests, can download shared content in breakout rooms.

1. In the **Attendees pod**, define breakout rooms, and assign attendees to the rooms.
2. Click **Start Breakouts**.

Attendees are placed in the breakout rooms to which they were assigned.



Breakout room with attendees assigned as presenters

Note: If you are recording a meeting or training session and send attendees to breakout rooms, the recording continues to record only the main room. (To edit the recording so those watching do not have to view an empty main room)

Visiting breakout rooms

When breakout rooms are in use, hosts can visit different rooms, including the main room.

- To visit another room, drag your name to it in the Attendees pod.

Send a message to all attendees in breakout rooms

Hosts can broadcast messages to all breakout rooms. This can be useful if you have noticed one or more rooms have a similar question. It is also a good practice to send attendees in breakout rooms a warning message a few minutes before ending breakout sessions and returning them to the main room. This allows attendees to finish speaking, loading files, and working on the whiteboard before a breakout sessions ends.

- In the upper-right corner of the Attendees pod, click the menu icon , and choose **Broadcast Message**.
- Type the message, and then click **Send**.
Attendees in all rooms see the message in the center of the **Connect window**.

Communicate attendee status in breakout rooms

Either with or without the Host present, use the options in the **Attendee Status View** of the Attendees pod. For example, ask a question and ask the attendees to respond by using the status options **Agree** or **Disagree**.

For more information, see [Guidelines, how to interact](#).



Conduct a poll in breakout rooms

Hosts can conduct separate polls in each individual breakout room by placing themselves in the rooms and opening Poll pods.

For more information, see [Guidelines, how to interact](#).

Asking and answering questions in breakout rooms

Attendees in breakout rooms can ask hosts a question at any time, whether a host is in their breakout room or not.

- To verbally ask a host in the same breakout room a question, use the audio provided (VoIP or telephony).
- To type a question for hosts in the same breakout room, use the **Chat pod** menu  to send a message to the host. The host can then respond in the **Chat pod** to the attendee alone or everyone.
- To ask all hosts in the meeting a question, type in the **Send Message To Hosts** box, and then click the **Send** button . The question appears to all meeting hosts in a small message box with the attendee's name. Hosts can respond by entering the attendee's breakout room and using the Chat pod.


Chatting in breakout rooms

If the **Chat pod** is available in the breakout room, use chat to communicate with others in your room only. You cannot chat with attendees in different breakout rooms.

For more information, see [Guidelines, how to interact.](#)

End a breakout session

Only hosts can end a breakout session. When breakout rooms are closed, all attendees are returned to the main meeting room.

- In the **Breakout Room View**  of the Attendees pod, click **End Breakouts**.



Share breakout room content in main room

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

1. In the main room, choose **Pods > Breakout Pods**.
2. Select a breakout room name, and then select **Chat, Share, or Whiteboard**.



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

Reopen closed breakout rooms

After ending a breakout session, you can return attendees to the breakout rooms again. The configuration of rooms and assigned users remains in place for the entire meeting.

In the **Attendees pod**, click the **Breakout Room View** button  .

(Optional) Make changes, such as adding a room, deleting a room, or moving attendees into different rooms.

Click **Start Breakouts**.

Remove breakout rooms

Note: *In the Pods menu, pods from breakout rooms remain available until you remove them in the Attendees pod.*



- To remove all rooms, click the **Attendee pod** menu  , and choose **Remove All Rooms**. To store pod content, select **Save Pod Information For Future Reference**, and enter a session name. (You can reaccess saved pods from the **Pods > Breakout Pods** menu.)
- To remove an individual breakout room, including all pods and content it contains, click the  button to the right of the room name. The numbering of subsequent rooms is adjusted to ensure continuity.

Manage the rights and permissions of participants in breakout rooms

In the breakout room, participants must have permissions to use the containers to do their jobs and interact with each other through the container. These permissions, called advanced rights in Adobe Connect, are available by default in **the Share pod**, in the **Notes pod**, and on the whiteboard. in the **File Sharing** container and for sharing audio and video at the beginning of a breakout session. Permissions are returned to the previous state at the end of a breakout room and when everyone is participating in the main meeting room.

A host can modify these advanced rights before or during a breakout session. In the latter case, to provide the advanced rights, move the participant to the main meeting, grant the rights and move the participant to his room for workgroups. The **Presenters Only** area is maintained after starting a breakout room. Hosts can continue to use the containers they moved to the **Presenters Only** area.

To grant advanced rights to participants in a breakout session, perform these steps.

1. Click **View Room for Workgroups**  to preview rooms for breakout groups. Manually drag users into each breakout room or evenly distribute them by clicking "Distribute Evenly by Clicking the Main Room"  .
2. Follow the steps from **Assigning Advanced Rights** to Participants.