

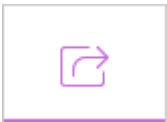
# Blackboard Collaborate Breakout Sessions

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To launch a breakout session, click on the purple arrow at the bottom right of the screen.



Now select the Share Content tab on the panel that just opened up.



You can now click the Breakout Groups icon on the panel.









Breakout Groups




From here you can drag and drop students from the main room into the groups below.

First click and hold the student name

### Main Room

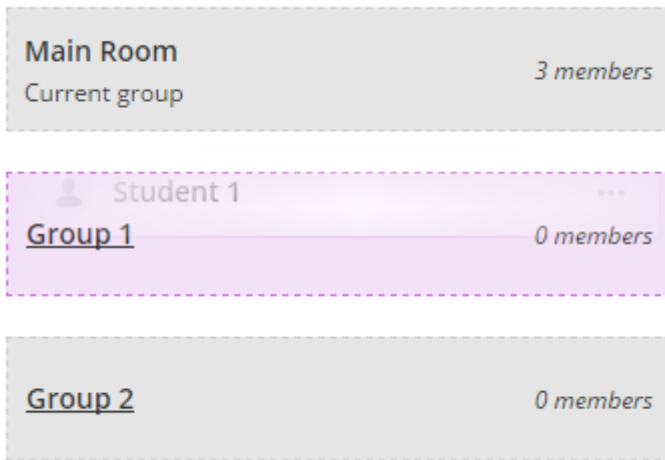
  Student 1 

  henry #2 

  Northcentral Technical College 

3 members

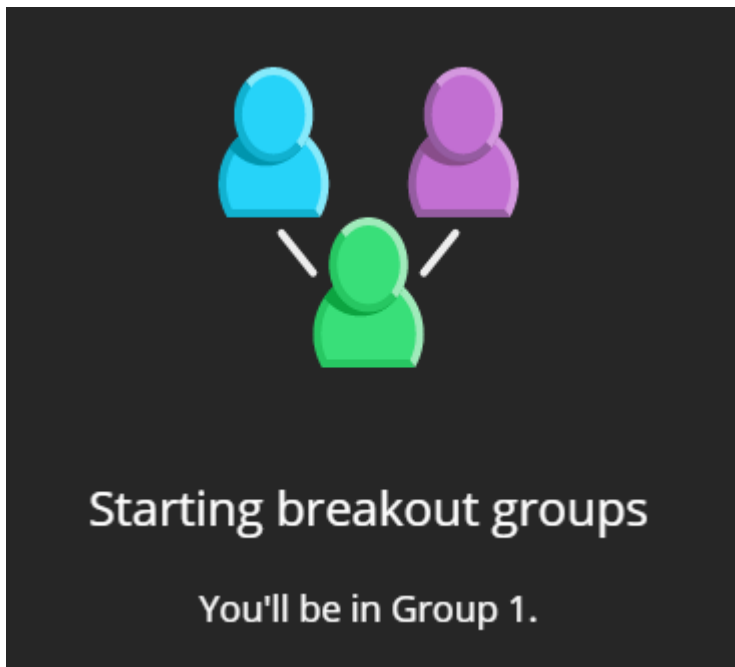
Then the window below will appear and you can drag them into the appropriate group



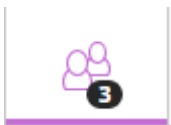
Once they are in the appropriate groups you can press the start button at the bottom.



This window will appear letting you know what group you will be in.






Collaborate will move you to the Participant tab on the panel.







From here you will see the Breakout Groups and you can move from group to group by pressing the icon to the right of the name.





To move a student from one group to the next, click on the group, then click on the student name and select Move to another group.


 **Main Room**  
1 member  


 **henry #2**  
Presenter  



 Move to another group



 Make moderator

 Make participant

 Make captioner

 Remove from session

 **Group 1**  
2 members 

 **Group 2**  
0 members 

You will be brought back to the page that allows you to move the participants around and instead of a start button at the bottom you get an Update button.



To end the breakouts click back to the share content tab at the bottom of the panel



And press the stop button next to the Breakout Groups button

