## Step One: Creating Breakout Sessions / WEBEX Meetings

In the WebEx menu bar at the top of the screen during a virtual classroom session, navigate to Breakout.

- 1. Click **Breakout** to open the drop-down menu.
- 2. Click Breakout Session Assignment.

Cisco WebEx Training Center	
<u>File Edit Share View A</u> udio Par <u>t</u> icipant Sessio <u>n</u>	Breakout Help
Quick Start Session Info	Open Breakout Session Panel S <u>t</u> art Breakout Sessions
Jessi Dillon's training session	End Breakout Sessions Ask All to <u>R</u> eturn
Topic: Quick Launched Even	Breakout Session <u>A</u> ssignment
	Join Breakout Session
	Broadcast Message
	Share Breakout Session Content

You can assign students Automatically or Manually to breakout sessions. An automatic assignment will create groups of a specified size (for example, four students per group) of randomly selected students. Manual assignment lets you choose which students are in each group.

	id assign atten	dees:		
Automatically	<ul> <li>Mar</li> </ul>	nually		
		age your assignment below		
Not Assigned:		Add Session	Delete Session	Delete All Sessions
<ul> <li>Panelists</li> <li>Jessi Dillon (Host)</li> <li>Attendees</li> </ul>	>> <			
	1	> Options for:		

3. Click to choose the Automatically or Manually option for assigning students.

## 1.1 Automatically Assigned Breakout Sessions

1. Select **Automatically** in the Breakout Session Assignment window.

Breakout Session	Assignment	×
Create breakout sessions a	and assign attendees:	
Automatically	O Manually	
To create breakout session	s automatically, provide the following information:	
<ul> <li>Set the number of b</li> </ul>	reakout sessions: 4	
Set the number of a	ttendees in each breakout session: 20 👘	
		OK Cancel

You can determine the size of automatically assigned breakout sessions by choosing to limit the number of breakout sessions or limiting the number of attendees in each breakout session.

For example, in a class with 20 students, if you set the number of breakout sessions to 4, your students will be randomly assigned to 4 groups with 5 students in each group. However, if you set the number of attendees in each breakout session to 10, your students will be assigned to 2 groups with 10 students in each group.

With automatically assigned sessions, all students who connect to the WebEx session will be randomly added to a breakout session.

## 1.2 Manually Assigned Breakout Sessions

1. Select Manually in the Breakout Session Assignment window.

Create breakout sessions ar	nd assign attendees:
O Automatically	Manually

2. Click **Add Session** for each breakout session that you would like to have, and label each session with a group name of your choice. Repeat this until you have the required number of groups.

Automatically  Manually  Automatically  Manually  Assigned:  Add Session  Delete Session  Delete All Sessions  Add Session 1  Breakout session 2  Breakout session 3  Breakout session 4  Add Session 4	eate breakout sessions ar				
Assigned: earch Panelists Jessi Dillon (Host) Attendees Assigned: Add Session 1 Breakout session 1 Breakout session 2 Breakout session 3 Breakout session 4	Automatically	• •	/lanually		
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<ul> <li>Panelists</li> <li>Jessi Dillon (Host)</li> <li>Attendees</li> <li>Breakout session 1</li> <li>Breakout session 2</li> <li>Breakout session 3</li> <li>Breakout session 4</li> </ul>	17.1 · · · · · · · · · · · · · · · · · · ·				
<ul> <li>✓ Jessi Dillon (Host)</li> <li>✓ Breakout session 2</li> <li>✓ Breakout session 3</li> <li>✓ Breakout session 4</li> </ul>	earch C	2	Add Session	Delete Session	Delete All Sessions
	Jessi Dillon (Host)		<ul> <li>Breakout session 2</li> <li>Breakout session 3</li> </ul>		
		- 21	> Options for:		

- 3. Select the **Session** and the name of the student to assign a specific student the session.
- 4. Click the **arrow** button to add students to the session.

reate breakout sessions ar	nd assign att	endees:		
Automatically	• N	fanually		
o create breakout sessions	manually, m	anage your assignment below:		
ot Assigned:		Assigned:		
Search	2	Add Session	Delete Session D	elete All Sessions
Panelists		Breakout session 1		
<ul> <li>Jessi Dillon (Host)</li> </ul>		<ul> <li>Breakout session 2</li> </ul>		
Attendees		<ul> <li>Breakout session 3</li> </ul>		
		<ul> <li>Breakout session 4</li> </ul>		
		<ul> <li>Breakout session 1</li> </ul>		
	>>			
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		> Options for: Breakout ses	cian 1	
		> Options for: Breakout ses	SIGNI	
		19: 29/		
Allow attendees to cre	ate breakou	ut sessions		
			ОК	Cancel

5. The first student in the group is assigned the role of *Presenter* for that breakout session.

Automatically	• •	lanually		
o create breakout sessions	manually, m	anage your assignment below:		
ot Assigned:		Assigned:		
Search Q		Add Session	Delete Session	Delete All Sessions
<ul> <li>Panelists</li> <li>Attendees</li> </ul>	A V	<ul> <li>Breakout session 1</li> <li>Breakout session 2</li> <li>Breakout session 3</li> <li>Breakout session 4</li> <li>Breakout session 1</li> <li>Jessi Dillon (Presenter)</li> </ul>		
		> Options for: Breakout sess	ion 1	

To change Presenter, right click on the **name of the student** you would like to appoint as the Presenter and select **Make Presenter**.

Automatically	Ma	nually			
create breakout sessio	ons manually, mar	nage your assignment b	elow:		
ot Assigned:		Assigned:			
earch	9	Add Session	Dele	te Session	Delete All Sessions
Panelists Attendees		<ul> <li>Breakout session 1</li> <li>Breakout session 2</li> <li>Breakout session 3</li> <li>Breakout session 4</li> <li>Breakout session 1</li> </ul>	Make Presenter Remove from Sessio Move to	on 🕨	
Allow attendees to o	create breakout	> Options for: Breako	out session 1	ок	Cancel

## 1.3 Manage Student Access

You can allow students to move between groups and create their own, but this is optional. Students won't be able to set up their own groups unless you select these options.

1. If you would like students to form their own groups, click **Allow attendees to create breakout sessions** at the bottom of the page. This will let students self-select into groups that they create.

	> Options for: Breakout s	session 1	
Allow attendees to create	breakout sessions		
		OK	Cancel

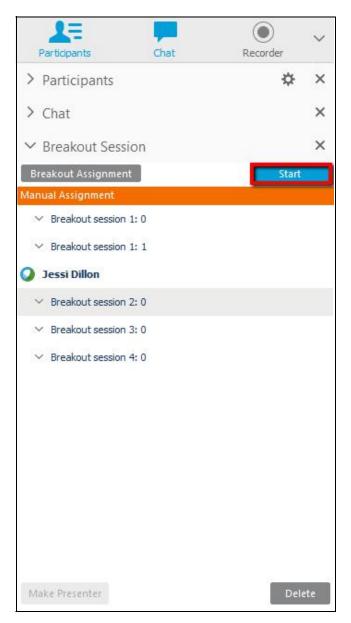
2. If you would like students to join a breakout session on their own, select any breakout session and click Let others join breakout session without invitation.

3. You will also be able to also Limit the number of participants who can join each session to keep student-created group sizes reasonable.

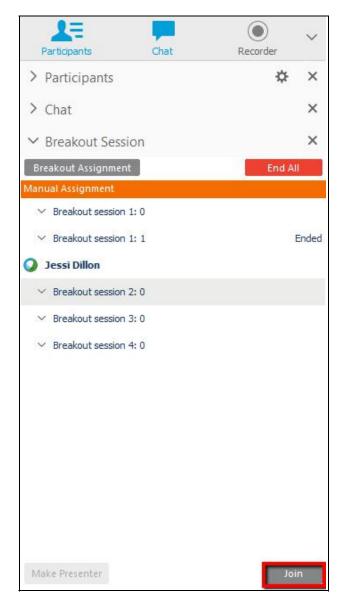
4. Decide if you would like to apply these options for all sessions. This is useful if you want students to self-allocate into their own groups.

1. On the Breakout Session panel, click **Start** to commence intragroup discussions.

Breakout session presenters will receive a prompt asking them if they would like to start their session. After a Breakout session Presenter has accepted the invitation, other members of the session will receive a prompt asking them if they would like to join the session. All students are then switched from the main audio teleconference to the breakout session teleconference.

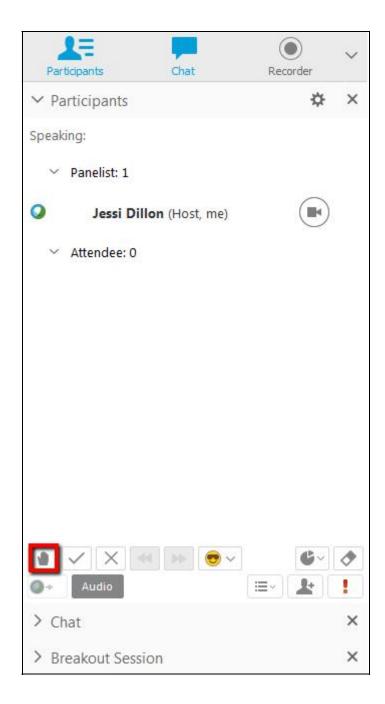


2. Hosts have the option of joining one breakout session at a time. To join a Breakout session of your choice, click on the Breakout session you wish to join and click **Join**. You will then be connected to that session.



Communication tools such as Chat, Feedback, Annotation and Audio work the same as in the main training session except that students communicate within their breakout sessions only. Likewise, sharing in a breakout session is similar to sharing in the main session. You can share documents, whiteboards, applications, and information on the web. Desktop sharing is also an option if you wish.

All students can ask the Host for assistance at any time. A Raise Hand icon appearing next to the student's name indicates that the student is asking for assistance from the Host / Main Presenter.



To bring a Breakout Session to a close, navigate to Breakout from the WebEx menu bar. You can select **End Breakout Sessions** or **Ask all to Return**. If you choose to **End Breakout Sessions**, students will be notified that their breakout session will end in approximately 30 seconds.

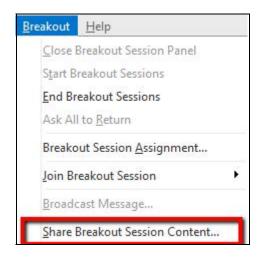
If you choose to **Ask All to Return**, students have the choice of whether to return to the main session or continue remaining in the breakout session.

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Close	Breakout Session Panel
Start I	Breakout Sessions
End B	reakout Sessions
Ask A	ll to <u>R</u> eturn
Break	out Session <u>A</u> ssignment
<u>J</u> oin B	reakout Session
Broad	cast Message
	Breakout Session Content

After breakout sessions have ended, you may invite groups to share their content.

To invite individual groups to share the content of their Breakout session:

- 1. Navigate to the *Breakout* menu.
- 2. Click Share Breakout Session Content...



From the *Share Breakout Session Content window*, choose a group. The name of the group's last presenter will appear as the *Last Presenter*. The presenter will be notified of this request. The presenter will also have the option of selecting the content to share.

nain training session,	resenter for a breakout session to share content in the select the session in the list, and then click OK. The last res instructions for sharing content from the breakout	
reakout sessions tha	at have occurred.	
Last Presenter	Breakout Session	
Jessi Dillon	Breakout session 1	

The content shared will appear as a tab in the main WebEx session to all students.

DrGG / 2-10-2020

Session Info Whiteboard_1			
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