

## HOST GUIDE



# Breakout Rooms in Adobe Connect

Adobe Connect supports up to 20 different breakout rooms in any meeting room, virtual classroom, or seminar room. Breakout rooms are an ideal tool for enabling social learning and sharing best practices. Smaller groups enable more participation.

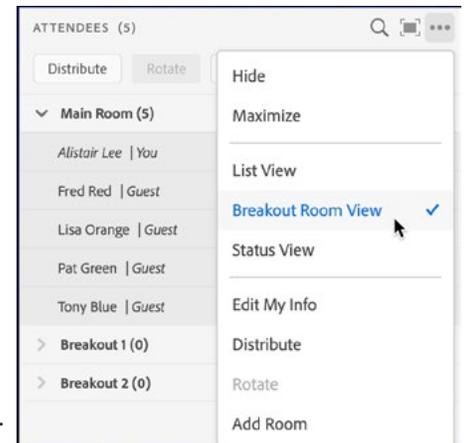
## Breakout Rooms are Managed through the Attendees Pod

Click on the pod options menu of the Attendees pod, and choose 'Breakout Room View'.

- Click the '+' button to add new breakouts
- Click on the pencil icon to rename your breakout rooms
- Click on the 'x' to remove a breakout room

There are several ways of assigning participants to breakouts:

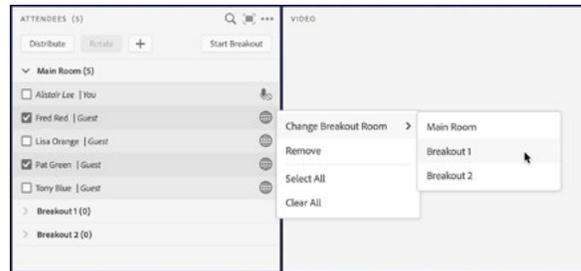
- Select a participant and drag and drop them into a breakout room
- Select a participant and use the hover menu to choose 'Change Breakout Room' and select the appropriate breakout.
- Select multiple participants at once by clicking the checkbox beside their name. You can assign multiple attendees to a breakout. Choose 'Clear All' from the hover menu after they've been assigned to deselect them.
- Have Adobe Connect automatically evenly distribute your participants to breakout rooms. Click the 'Distribute' button



*Note: Assigning users doesn't put them into the breakout room until you begin breakouts. For now, you're just assigning them - they'll stay in the main room.*

Not seeing some of the buttons? Your pod may be too narrow to display all of the buttons. You

can find the same options in the pod options menu. You can also try making the pod wider or closing the Host and Presenter Area to give you more space.



## Breakout Room Design

Breakout Rooms will take on the same design as the active layout being used when you clicked 'Start Breakout' the first time. All of the same pods from your active layout will be in each of your breakout rooms with the same size and position.

- While the pods will look identical - they are separate instances of the pods from the main room. This is by design - you wouldn't want work from one breakout team to be seen by another team. The pods will indicate they are a separate instance by placing the name of the breakout room in the title bar (i.e. CHAT - BREAKOUT 1).
- [ADVANCED] You can create sets of breakout rooms. For example, start with 3 breakout rooms. Move to a layout you want to use for the design and click 'Begin Breakouts'. All 3 breakout rooms will have this design. Now, end breakouts. Move to a different layout in the main room and create 3 more breakout rooms. Click 'Begin Breakouts' again. Breakouts 4-6 will have a different design than Breakouts 1-3.
- [ADVANCED] As mentioned above, the breakout room uses separate instances of each pod so they don't synchronize. In some cases though - for example breakout instructions or a countdown timer - you may want some pods to be synchronous across breakout rooms. To do this, hide the pod in the breakout room and replace it with a version of that pod from the main room from the Pods menu.

*Note: You may notice that while there is an instance of all pods from the active layout, they may not include the same content. Note pods will not have the note text that they had in the main room. Custom Pods may need to be setup again. Other pods, such as the Share pod, should include the same content from the active layout (images, slides, etc..)*

## Breakout Persistence

Adobe Connect Breakout Rooms are persistent. Once created, they are available to use and re-use. You don't need to create them each time you want to use them. Any edits to breakout rooms are automatically saved and also persist.

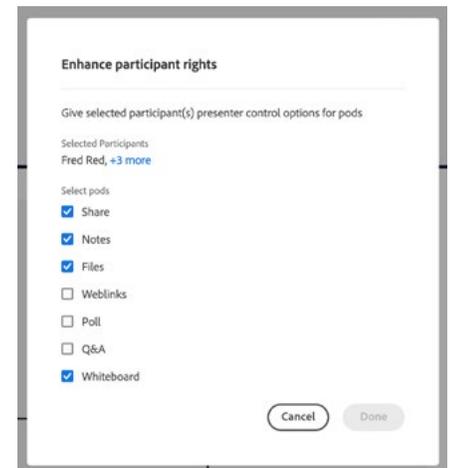
This not only makes re-using breakouts easy - but it means you can make each breakout room unique - adding different exercises to each breakout. This is incredibly powerful and enables hosts to customize each breakout room based on their needs and the learning objectives.

## Participant Privileges

There are 3 roles in Adobe Connect: Hosts, Presenters, and Participants. Beginning breakouts

doesn't change anyone's role (i.e. a participant remains a participant) - but it does grant additional privileges to participants that they don't have in the main room.

- Participants will be able to turn on their microphone and camera (if there is a Video pod) even if those rights hadn't been granted in the main room.
- Participants will be able to share content using a Share pod. They can share their screen, upload or control documents, and flip through slides. They can use annotation tools on a whiteboard.
- Participants will be able to write notes in a Note pod and upload files to a Files pod.

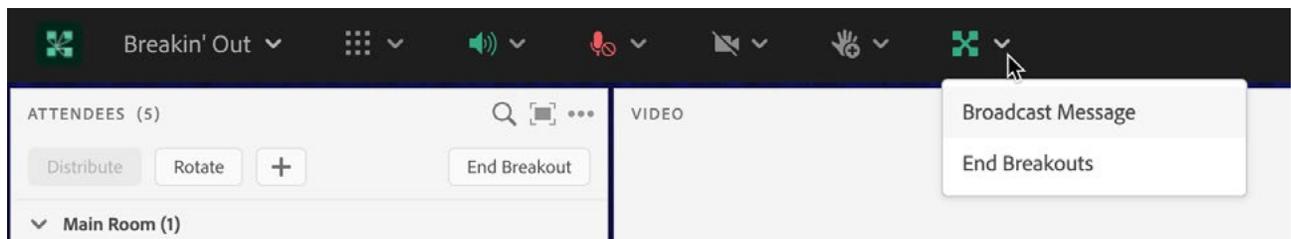


Essentially, participants will have most of the same privileges of a Presenter. However, they will not see the Host and Presenter Area. They will not be able to change the design of the breakout room (adding new pods, removing or resizing existing pods, etc...) - this is something that only hosts can do.

[ADVANCED] You can change the rights participants have in their respective breakouts. After beginning breakouts, change the Attendees pod back to List View. Select one or more participants, then choose 'Enhanced Rights'.

## During Breakouts

When breakouts begin, participants will be notified with a message that also enables them to send a message to the host. Participants can use the breakouts menu, located in the application bar, at anytime to send a message to the host.



Hosts can use the same menu to end the breakout sessions or to send a message to all participants in every breakout. This is handy for additional instructions or to let learners know that the breakouts will end soon.

Hosts can navigate from one breakout room to another to keep an eye on all of the different activities. Simply drag & drop a name in the Attendees pod to the appropriate breakout room or use the hover menu to change breakout rooms.

During breakouts, participants in each breakout room will only be able to see and hear others in the same breakout. Pods in one breakout room are different instances of the pods in other breakout rooms. By design, they are not synchronized. For example, the chat and notes that one group creates in Breakout 1 won't show up to the group in Breakout 2.

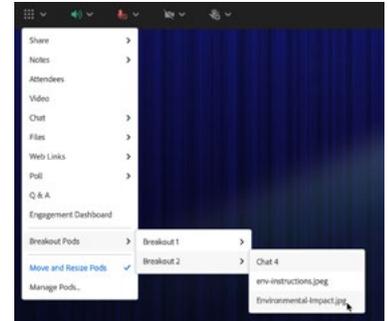
You can rotate teams through breakout rooms. Click the Rotate button to move the participants in Breakout 1 to Breakout 2, the participants in Breakout 2 to Breakout 3, and so on. The participants in the last breakout room will cycle up to the first.

*Note - If you are recording your Adobe Connect session, the breakout rooms will not be part of the recording. The recording will capture what was happening in the main room at the time. You may wish to pause your recording during breakouts.*

## Reviewing Content from Breakout Rooms

The host can end the breakout sessions at any time by clicking 'End Breakouts' from the Breakout Room menu or from the Attendees pod options menu. Ending the breakouts will bring all participants back into the main room - but they will remain assigned to their respective breakout rooms. This way, if you choose to begin breakouts again, the teams will remain intact.

After ending breakouts, a new item will appear in the pods menu - enabling to select the pods from any of the breakout rooms. In this way, a host can bring in content from a breakout room for the larger team to review together.



[ADVANCED] Since breakout rooms are persistent, you can setup a layout with pods from each of the breakout rooms ahead of time. Switch to this layout prior to beginning breakouts and you can keep an eye on all breakout rooms at once. Note that screen shares may not be visible in this review layout during breakouts.

## Breakout Room FAQ

### Q: Can my participants choose which breakout room they want to join?

A: Participant self-selection will be available in an upcoming Adobe Connect update - expected to be released in Spring 2023.

### Q: Can I reset my breakout rooms?

A: Yes, the fastest way to do this is to simply delete the existing breakouts and recreate them using a layout in the main room.

### Q: Do breakout rooms support mixed audio with some participants using the phone and others using VoIP?

A: No, we recommend ensuring everyone in the Adobe Connect session is using the same audio channel.

### Q: Is there a limit to how many people can join a breakout room?

A: No, but there is a limit on the number of participants for breakout rooms to be available. If there are more than 200 participants in the main room, the option to being breakouts will not be available.

