**Blackboard Collaborate Breakout Rooms**

Blackboard Collaborate is UGA's current online collaborative learning solution. Collaborate sessions can be setup and accessed inside and outside eLC by UGA users enrolled in courses, UGA users not enrolled in courses, and non-UGA users depending on the settings and permissions. Users may participate in live Collaborate sessions via computer, mobile device, or phone. Blackboard Collaborate also includes an archive feature that allows both audio and video recordings to be created for reviewing 15-30 minutes after a live session has ended.

Moderators can create Breakout Rooms -- rooms separate from a session's Main room -- for small group collaboration. Participants can be manually added to the rooms by moderators or automatically by Collaborate. Breakout rooms have their own private tools and features similar to the Main room, including Audio, Video, Chat, and the Whiteboard. It is important to note that if a Blackboard Collaborate session is being recorded for archival purposes, activity in breakout rooms is not recorded. This tutorial provides steps for creating Breakout Rooms, distributing participants into rooms, and closing Breakout Rooms.

**Step-by-step guide**

- Step 1: How to Create a Breakout Room
- Step 2: Breakout Room Details
- Step 3: Close Breakout Room

**Step 1: How to Create a Breakout Room**

To create a Breakout Room, select **Tools > Breakout Rooms > Create Breakout Rooms...**

**Step 2: Breakout Room Details**

In the pop-up window, **enter a name** for the breakout rooms, **select method distribution**, and click the **Create** button.
If Distribute participants evenly or Divide into groups of... is selected, participants will be added automatically.

If Don't move participants is selected, participants must be added to rooms manually by the moderator. To add participants, right click on the participant name, select Send To Breakout Room, and select the desired breakout room.

Step 3: Close Breakout Room
To close a **Breakout Room**, select the room's dropdown menu and click **Close Breakout Room**.

![Breakout Room Close](image)

**Related articles**

- [Creating a Blackboard Collaborate Session in eLC](#)
- [Blackboard Collaborate Recording Tool](#)
- [Blackboard Collaborate Breakout Rooms](#)
- [Blackboard Collaborate Application Sharing Tool](#)
- [Blackboard Collaborate Web Tour Tool](#)