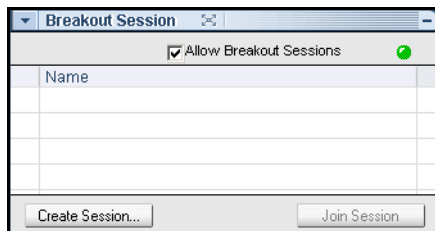


Breakout Sessions allow you to brainstorm and collaborate in small private groups away from the main training session. Participants can share information, chat, annotate, communicate via teleconference or VoIP, and pass the presenter ball. Once back in the main training session, information from breakout sessions can be shared with the everyone.

Allowing Breakout Sessions

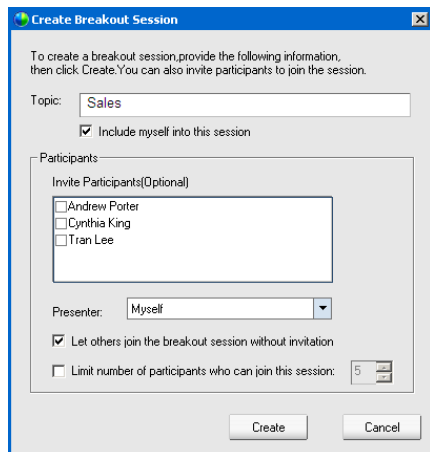
1. Select **Allow Breakout Sessions** from the Breakout menu or from the Breakout Session panel.



2. From the Participant menu, select **Assign Privileges**.
3. Under **Breakout Session with** check which types of participants are allowed to conduct sessions then click **OK**.

Creating a Session

1. On the Breakout Sessions panel, click **Create Session**. *The Breakout Session dialog box appears.*



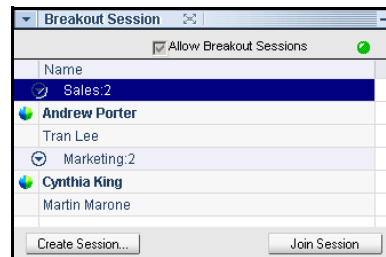
2. Type a topic title in the **Topic** box.
3. To invite participants to your session, click the check box next to their name in the Participants section.

Note: You can designate an invited participant as the Presenter. Otherwise, the default presenter is you.

4. To allow other participants to join the breakout session, verify that the **Let others join the breakout session without invitation** is checked. To restrict joining without an invitation, uncheck the selection.
5. If you wish to limit the number of participants who can join your session, check that option and specify a number.
6. Click **Create**. *The Breakout Session starts.*

Joining a Session

1. From the Breakout Session panel, select the session you wish to join and click **Join Session**.



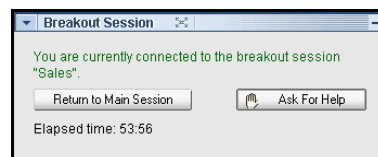
2. Click **Yes** to switch your teleconference or Integrated VoIP to the breakout session.

Note: The teleconference or Integrated VoIP conference must be started by the breakout session presenter first.

Communicating in a Session

Once you join a breakout session, communication is exclusively with other participants in that session. You can use chat, annotations, or communicate by phone or VoIP (depending on how you joined the main training session). However, if you do need assistance from the main session presenter, just click the Ask for Help button and a prompt will be sent.


1. On the Breakout Session Panel, click the **Ask for Help** button. *A Help icon appears next to your name in the main session as well as a text alert.*



- Click **Raise Hand** on the Participant Panel. A *Raise Hand icon appears next to your name on the Participant panel in the Breakout Session.*

Presenting in a Session


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. While presenting, if you decide to collaborate with another participant, you can pass control of the shared content to them

- As the presenter for a breakout session, go to the Share menu, Sharing Toolbar or Quick Start tab and select the type of content you wish to share.
- If you share an application or web browser, a **Sharing** menu will appear with choices for annotating, pausing, passing remote control, and stopping the sharing.
- To pass the presenter ball, select a name in the participants list and click .

Returning to the Main Session

An individual can return to the main session at any time, the breakout session presenter can end the breakout session which switches you back in the main session, or the main session presenter can send a prompt for you to return.

To Leave a Breakout Session (participant)

- As a participant, click . *A prompt appears confirming you want to leave the session.*
- Click **Yes**.

To End the Session (breakout session presenter):

- Select **File>End Breakout Session**. *A prompt confirms you want to end the breakout session for all participants.*
- Click **Yes**.

To Request Sessions End (main session presenter):

- In the main session, select **Breakout> Ask All to Return** to ask all participants in the breakout sessions to return to the main session.
- Participants can click **End Session** to return to the main training session or **Continue** to wrap up the breakout session before ending the session.

To End All Sessions (main session presenter):

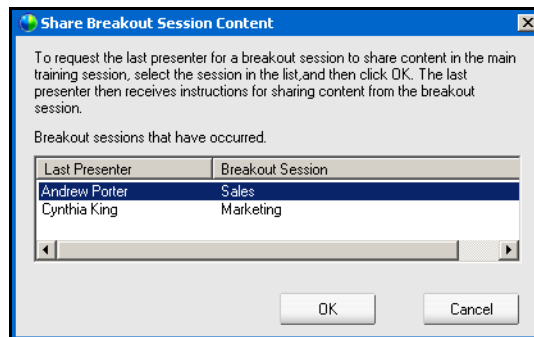
- As a presenter in the main session, select **Breakout > End All Sessions**. *A prompt appears for all participants that breakout sessions will end automatically in 30 seconds.*

Note: Be sure anytime you end or leave a session you save shared content.

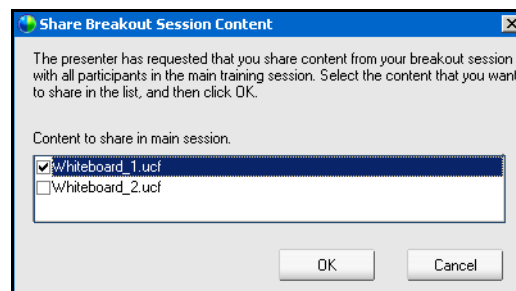
Sharing Content in the Main Session

Once back in the main session, the discussion can continue. If shared documents were saved on exiting the breakout session, then those documents can be shared in the main session.

- Select **Breakout > Share Breakout Session Content**. *The last presenter for each breakout session will be listed with the topic of their session.*



- Choose a presenter and click **OK**. *The chosen presenter is sent a request to share their breakout session content.*
- The breakout session presenter selects a content item and click **OK**.



The content appears in the content viewer of the main training session.

