# Creating and using Breakout rooms

Note: By using Breakout rooms we can:

* Introduce elements of co-creation, collaboration and team building.

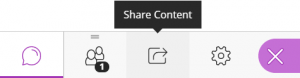
## Learning outcomes

By the end of this guide you should know;

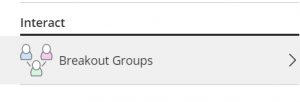
* how to move students and colleagues into a Breakout room and back to the Main room.

## How to

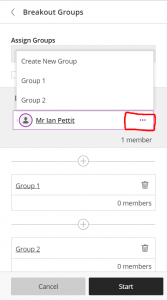
1. Having joined a Blackboard Collaborate Ultra session, click on the Open Collaborate panel button and Share Content.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/1-18.png)

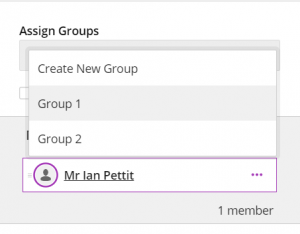
2. Click on Breakout Groups.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/2-17.png)

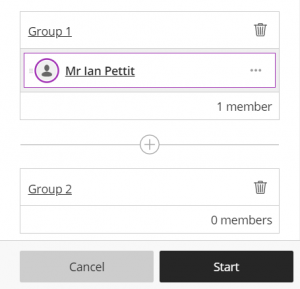
3. Click the three dots next to a Moderator (colleague) or Participant (student).

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/3-14.png)

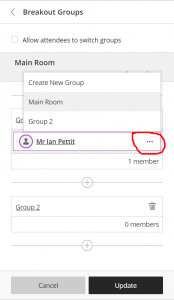
4. Click the Breakout Group to which you want to assign the person.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/4-13.png)

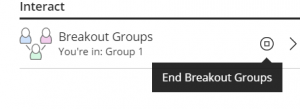
5. With the Moderators and Participants assigned, click Start.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/5-9.png)

6. To move people between Breakout rooms, click the three dots, select the next room and click Update.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/6-6.png)

7. To stop the Breakout rooms and bring everyone back to the Main room, click End Breakout Groups.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/7-3.png)