**Blackboard Collaborate: Creating Breakout Rooms**

Create a Breakout Room

1. Once you are logged into your Collaborate room, go to **Tools, Breakout Rooms, Create Breakout Rooms**.

2. Enter a name for the rooms (or leave it as the default “Room”). If more than one room is created, the system will number your rooms using the room name you entered. (ex. Room 1. Room 2, etc).

3. Enter the number of breakout rooms you wish to create.

4. Select a Distribution Option.
   - *Don’t Move Participants* (if you want to move the participants manually into groups you have pre-selected outside of Collaborate).
   - *Distribute Participants Evenly* (if you want the participants divided into groups as evenly as possible).
   - *Distribute in Groups of* (if you want the number of breakout rooms created to be based on the number of participants you want placed in each room. The Number of Rooms field will be cleared if this option is used).

5. If you would like to have the Moderators included in the automatic distribution of participants, select the option “*Include moderators in the distribution*”. By default, this is not selected.

6. Click **Create** to create the breakout room(s).

* If you choose to move the participants manually, once you have returned to the main screen in your Collaborate room, you may either drag the participant name (located in the Participants panel) onto a breakout room listing (located in the Participants panel). Or you may click on the option menu located to the right of each participant’s name. From there, select the breakout room into which you want them moved.

**Returning to the Main Room**
To return everyone back to the Main Room at once, click on the **Room Menu** in the Participants panel and select **Return Everyone to Main Room**.
Sending Back to Breakout Room(s) after returning to Main Room
To move everyone back to the breakout rooms at once, go to the Room menu in the Participants panel, select Return Everyone to Breakout Rooms. All participants and moderators will be returned to the last breakout room they were in.

Please Note
What is said or viewed in a breakout room will not be captured in a recording.