

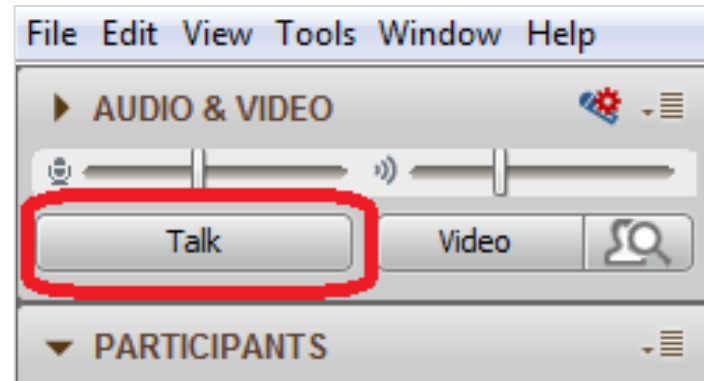
# *Bb Collaborate* – GROUP WORK USING BREAKOUT ROOMS

**Welcome!**

**Please check that you can hear us and we can hear you:**

Click on the 'Talk' button (top left of the *Bb Collaborate* screen) to turn your microphone on, and then speak.

When you have finished speaking, click the 'Talk' button again to turn your microphone off.

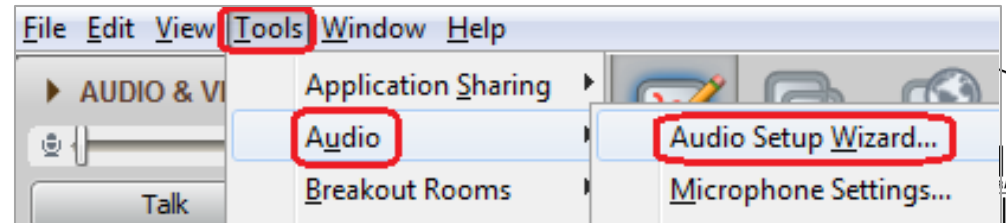


## **Audio issues?**

Try the Audio Setup Wizard:

Tools ⇨ Audio ⇨

Audio Setup Wizard.



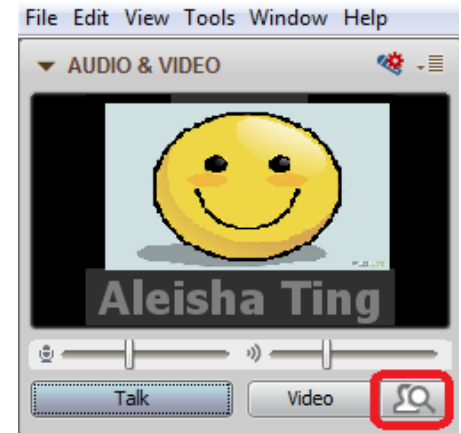
# INTRODUCTIONS USING WEBCAMS

## Why use webcams?

- Adds a 'face' to the voice
- Useful for remote guest presentations
- The main video display is voice activated. You need to click on the 'Video' button AND the 'Talk' button, then speak for others to see you in the larger window.
- Need to consider use of bandwidth, and that you can only use 6 webcams at once.

## We will now ask each participant to introduce themselves:

- What part of the university you are from?
- Have you used Bb Collaborate before?
- How you would like to use Bb Collaborate in your teaching and learning activities for group work?



Preview video  
(check you are in camera frame)



Activate video  
(both 'Video' and 'Talk'  
buttons selected)

# SESSION OBJECTIVES

To extend your ability to use Bb Collaborate to achieve your teaching/learning goals with group work:

- Exploring group work in break out rooms
- Participating in Breakout Rooms
- Creating Breakout Rooms
- Practising with Bb Collaborate features in Breakout Rooms for effective group activities.



# IMPORTANCE OF PREPARING FOR YOUR GROUP WORK SESSION

- Have clear objectives. (How will the session work effectively for group work)?
- Have a colleague/support staff person to help when trying something new or running large groups.
- Practise.
- Make sure the link to the session in CloudDeakin is correct/working.
- Plan a clear structure to support group work.  
E.g. appoint team leaders for groups / teams.
- Keep in mind how your session may work differently to a face-to-face session.



# BREAKOUT ROOMS

## Using Breakout Rooms for teaching and learning:

- Private rooms for group work
- Have quick, private problem-solving sessions
- Features:
  - Private audio, whiteboard, application sharing, discussions
  - Move 'content' from room to room.



# BREAKOUT ROOM – YOUR TURN! *ROOM 1*

**Activity 1** Tell others about your best online teaching and learning experience as a teacher or student.

**Activity 2** Brainstorm on the whiteboard: What are the advantages of using group work for student learning?

**Tip!** Copy content back to the main room: Tools > Whiteboard > Copy Whiteboard to main Room



# BREAKOUT ROOM – YOUR TURN! *ROOM 2*

**Activity 1** Tell others about your best online teaching and learning experience as a teacher or student.

**Activity 2** Brainstorm on the whiteboard: How might you use Bb Collaborate for group work?

**Tip!** Copy content back to the main room: Tools > Whiteboard > Copy Whiteboard to main Room



# BREAKOUT ROOM – YOUR TURN! *ROOM 3*

**Activity 1** Tell others about your best online teaching and learning experience as a teacher or student.

**Activity 2** Brainstorm on the whiteboard: What are your tips for effective group work in an online environment?

**Tip!** Copy content back to the main room: Tools > Whiteboard > Copy Whiteboard to main Room

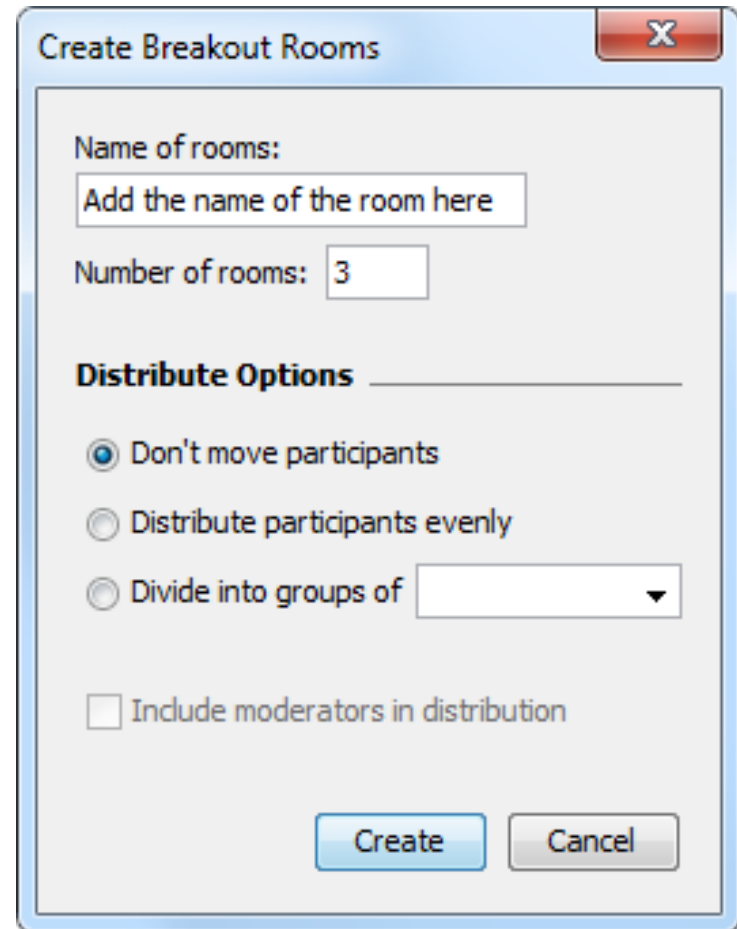
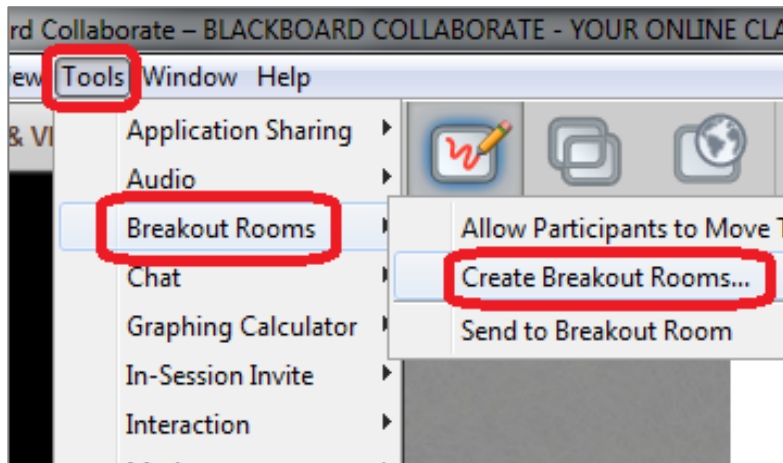




# CREATE BREAKOUT ROOMS – YOUR TURN!

Create Breakout Rooms:

Tools menu → Breakout Rooms → Create Breakout rooms



# BREAKOUT ROOMS – OPTIONS

## **Don't move participants**

Select this option if you want to manually move participants into the Breakout Room(s) later, such as if you want specific individuals moved into specific rooms.

## **Distribute participants evenly**

Select this option if you want the Participants in the Main room divided up as evenly as possible into the rooms you are creating. (This is the default option.)

E.g.: if you are creating four Breakout Rooms and have ten people in the Main room, you will get groups of 3, 3, 2, and 2 rather than 3, 3, 3, 1.

## **Divide into groups of...**

Select this option if you want the number of Breakout Rooms created to be based on the number of people you want in each room. (The Number of rooms field will be cleared if you select this option.)

E.g.: If you have nineteen people in the Main room and wanted to have four people in each group, five Breakout Rooms will be created: four of the rooms will have 4 people and one will have 3 people.

You may place no more than 1000 people in a group.



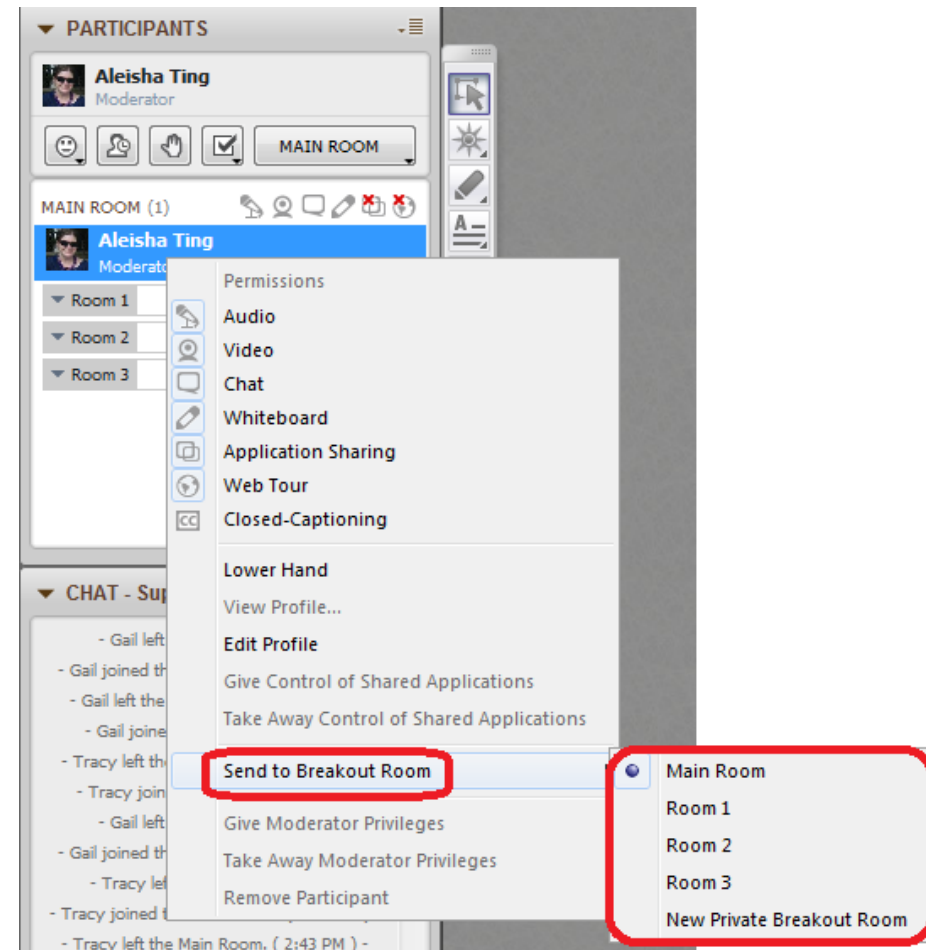
# BREAKOUT ROOMS: MOVING PEOPLE

Take it in turns to move one another into and out of the Breakout Rooms:

Two ways:

- a) Right click / Ctrl Click on individual's name → Send to Breakout Room and choose a room.
- b) Alternatively, click on one or more names in the participant list and drag them into a Breakout Room.

**Tip:** If you want Participants to be able to move freely between rooms, explicitly grant them the permission: Tools > Breakout Rooms > Allow Participants to Move Themselves to Breakout Rooms.



# COPY CONTENT TO A BREAKOUT ROOM

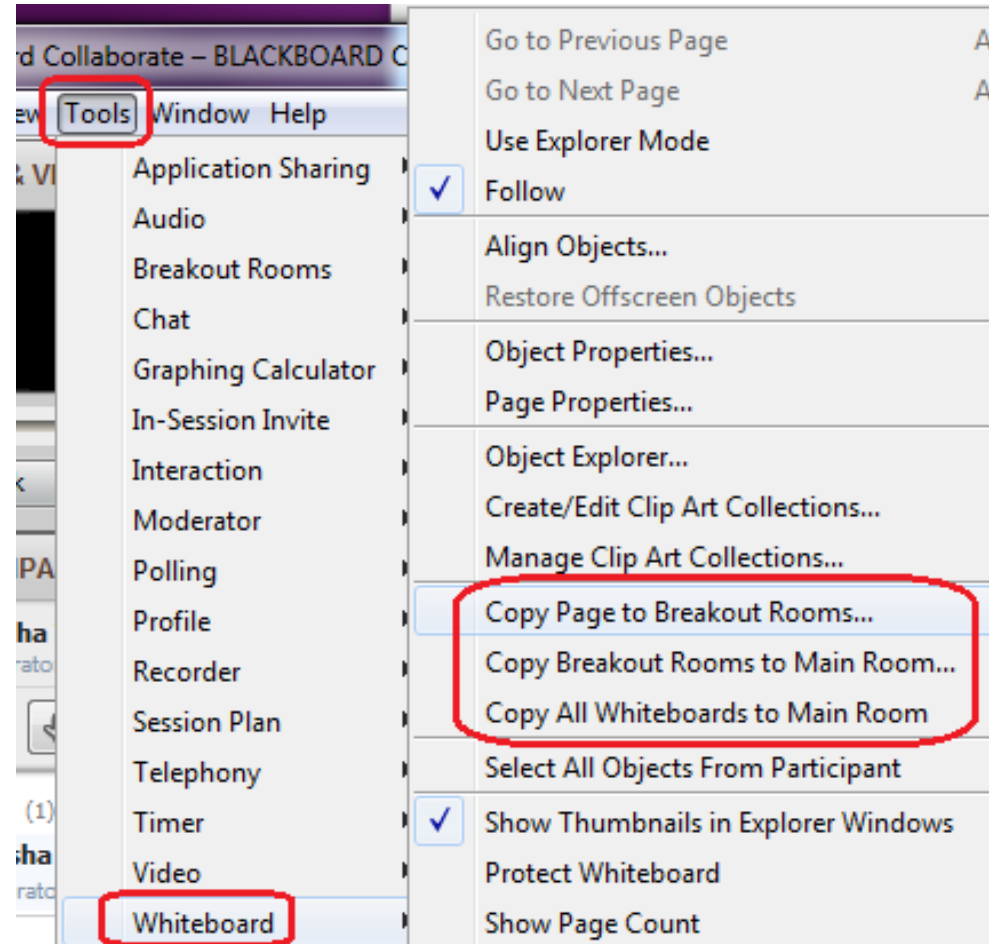
Take it in turns to:

## 1. Copy content from main room to Breakout Rooms

To do this:

Go to the page in the main room which you would like to copy (e.g. slide 14 'Breakout rooms Practice slide').

Tools menu → Whiteboard → Copy Page to Breakout Rooms.



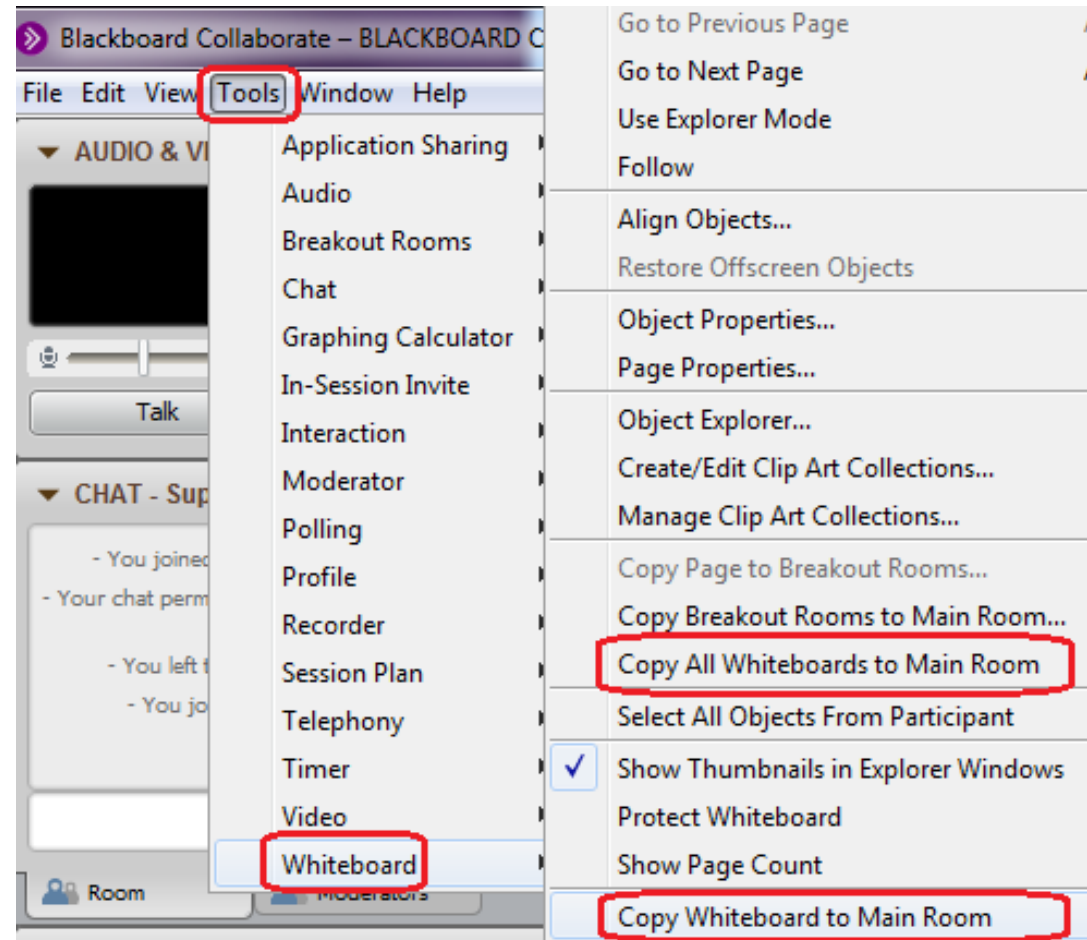
# COPY CONTENT BACK TO MAIN ROOM

Take it in turns to:

## 2. Copy content back to main room

To do this:

Tools → Whiteboard →  
Copy All Whiteboards to  
Main Room / Copy  
Whiteboard to Main Room  
(Depending on whether you  
want to send all Whiteboards  
or just one).



# BREAKOUT ROOMS – PRACTICE SLIDE

## Summary of activity:

1. Go to the page you wish to use (we are using the current page '**BREAKOUT ROOMS – PRACTICE SLIDE**' as an example).
2. Tools → Whiteboard → Copy Page to Breakout Rooms.
3. Send participants to Breakout Rooms.
4. Participants please add some content to the page in your Breakout rooms.
5. Copy content back to the Main Room: Tools → Whiteboard → Copy All Whiteboards to Main Room / Copy Whiteboard to Main Room. (Depending on whether you want to send all Whiteboards or just one).



# BREAKOUT ROOMS: TIPS

## Use the Timer

Once people are in a Breakout Room, they can't hear what is happening in the main room. It is helpful to set the timer for Breakout Rooms (Tools menu → Timer) so that participants know when they need to return to the main room.

## Set clear expectations

Make sure the students know what is expected of them whilst in the Breakout Room.

## Copying pages back to the Main Room

Moderators can copy all or selected Whiteboard pages from Breakout Rooms to the Main room. (Participants cannot perform this function.)

Tools → Whiteboard → Copy Breakout Rooms to Main Room → Copy

## Return everyone to the main room

Tools → Breakout Rooms → Return Everyone to Main Room

## Closing a Breakout Room

Tools → Breakout Rooms → Close Breakout Room.



# GROUP WORK IN BREAKOUT ROOMS

## Examples of ways you might use Breakout Rooms for group work:

- **Encourage students to hold regular group meetings**  
Set up a Bb Collaborate room that is open for the entire trimester for groups to use
- **Collaboratively create/edit documents**  
Groups can use application sharing when they use their Bb Collaborate room or in Breakout Rooms
- **Present group work to the whole class**  
Groups can make a recording of a session where they present on a topic, or create a PPT presentation to present to the whole group during a Bb Collaborate session

**Note:** Students will need to have Moderator access to be able to upload PPT and record session.





# GUIDES AND FURTHER ASSISTANCE

## **Bb Collaborate guides: Staff**

[www.deakin.edu.au/learning/clouddeakin/clouddeakin-guides/communication/blackboard-collaborate](http://www.deakin.edu.au/learning/clouddeakin/clouddeakin-guides/communication/blackboard-collaborate)

## **Bb Collaborate guides: Students**

[www.deakin.edu.au/students/clouddeakin/help-guides/communication/blackboard-collaborate](http://www.deakin.edu.au/students/clouddeakin/help-guides/communication/blackboard-collaborate)

**eSolutions** (assistance with tech or CloudDeakin session issues):

Internal phone ext. 888, or external ph. 1800 463 888

[www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help](http://www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help)

## **Faculty T&L contacts and support**

[www.deakin.edu.au/learning/need-help/faculty-t-and-l-support](http://www.deakin.edu.au/learning/need-help/faculty-t-and-l-support)

## **Full moderator's guide on the Blackboard support site**

<http://library.blackboard.com/ref/3c5e63f9-3950-444f-85f3-1b0d759f084d/index.htm>

