Introduction

Breakout Sessions in Training Center are similar to breakout sessions conducted in a live training session in which small groups of individuals meet separately from the main training session to brainstorm or collaborate. Within a breakout 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 shared in individual breakout sessions can be shared with the whole group.

Allowing Breakout Sessions

1. Select Allow Breakout Sessions from the Breakout menu or from the Breakout Session panel.
2. From the main menu, select Participant>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. You are automatically assigned the presenter role.
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. To join a session from the Breakout Session panel, select the session you wish to join and click Join Session.
2. A Switch to Breakout Session Teleconference prompt appears. Click Yes.

Note: If you are using VoIP, you will be connected to your session immediately.
3. The Join Breakout Session Teleconference box appears.
4. Enter or verify your phone number then click OK.

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 to them.

Ask for Help

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

Note: A participant can also request help within the Breakout Session with the Raise Hand button. This is located at the bottom of the Participants Panel.

**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.

1. 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.

2. 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.

3. To pass the presenter ball, select a name in the participants list and click [Make Presenter].

**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)**

1. As a participant, click [Return to Main Session]. A prompt appears confirming you want to leave the session.

2. Click Yes.

**To End the Session (breakout session presenter):**

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

2. Click Yes.

**To Request Sessions End (main session presenter):**

1. In the main session, select Breakout > Ask All to Return to ask all participants in the breakout sessions to return to the main session.

2. 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):**

1. 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.

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

2. Choose a presenter and click OK. The chosen presenter is sent a request to share their breakout session content.

3. The breakout session presenter selects a content item and click OK. The content appears in the content viewer of the main training session.