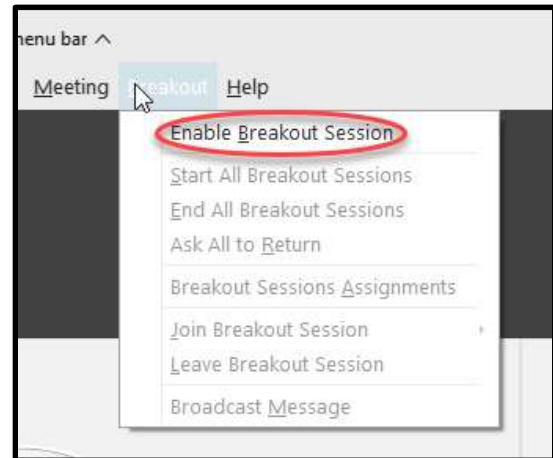


## WEBEX: Breakout Sessions Guide for Instructors

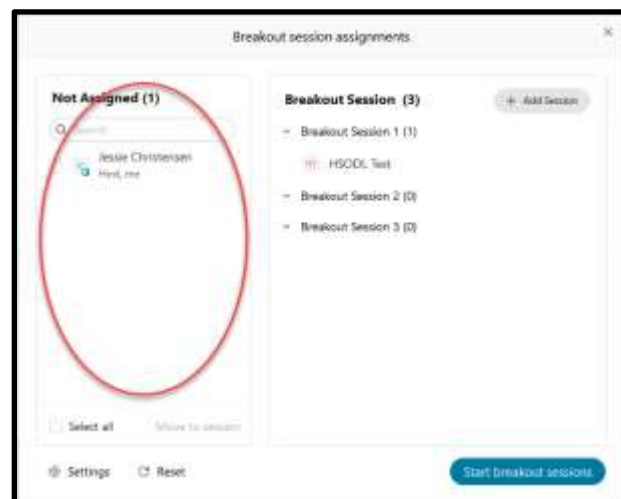
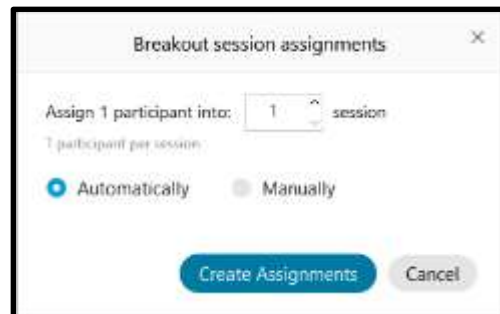
1. **Launch** your WebEx Meeting.
2. In the top menu, click **Breakout**.
3. From the drop down menu, select **Enable Breakout Session**.



4. A button labeled '**Breakout sessions**' should appear along the menu at the bottom. If it doesn't, click the button with three dots (...) to bring up more options and it might appear there instead.



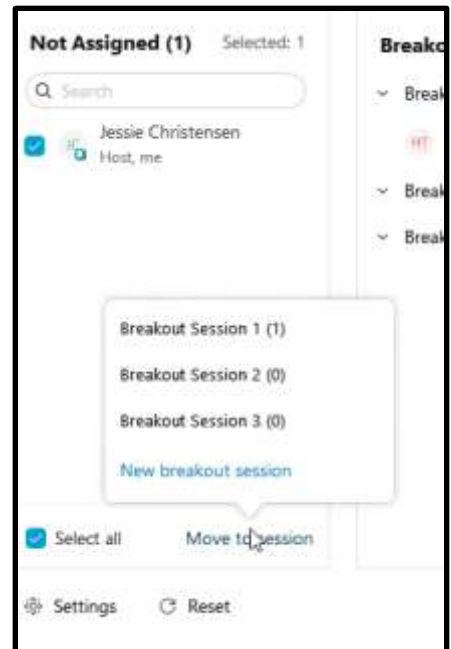
5. In the box that pops up, select how many sessions (individual rooms) you wish to create. It will list how many students per room there will be if divided evenly amongst that number.
6. Indicate whether Webex should sort all participants randomly into the Breakout sessions, or if you will sort them manually. Participants must be currently within the meeting in order to be sorted into a session.
7. Click **Create Assignments**.
8. The box that appears contains the controls to customize your Breakout sessions. In the left hand column, titled **Not Assigned**, it shows participants who have not been sorted into a room.



This listing will include yourself.

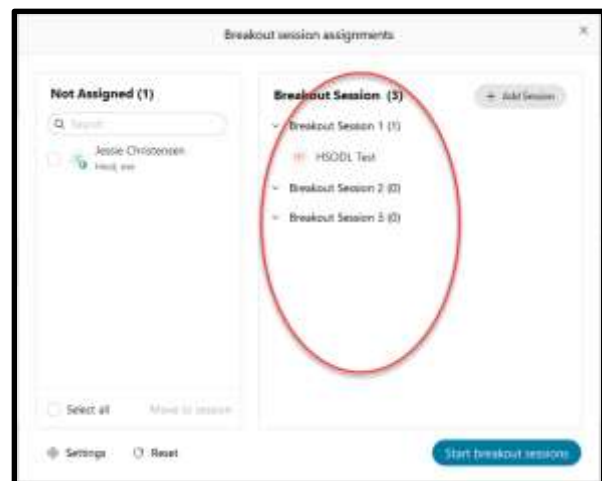
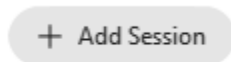
9. Select a participant by clicking on them: this causes the radio button in front of their name to fill in blue.

10. After select a participant, click the **Move to session** link. Click either an existing breakout session or create a new session. The selected individual will be added to the chosen room.



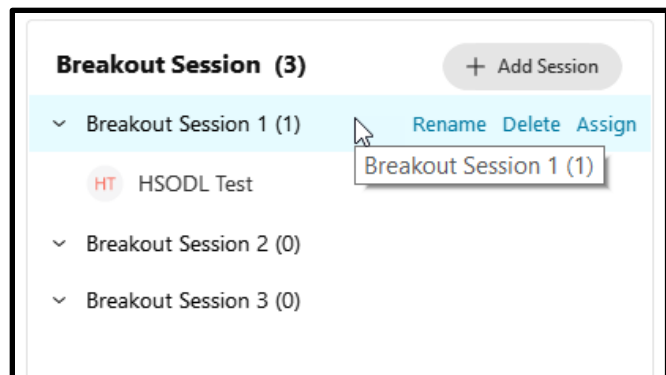
11. The column to the right shows all of your active breakout sessions and the participants that have been assigned to those sessions.

12. You can add additional sessions by clicking Add Session in the upper right.



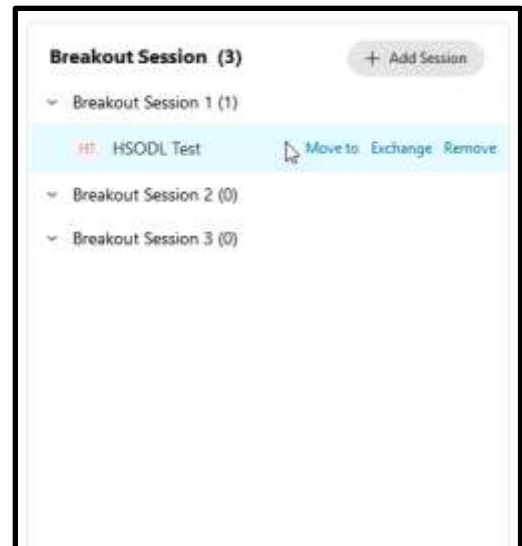
13. Hover the cursor over the breakout session to reveal 3 action buttons to the right of the name:

- Rename - lets you change the name the Breakout session
- Delete – lets you remove that session
- Assign – lets you to select participants for the session).



14. Hover your cursor over the name of a participant and 3 options appear on the right:

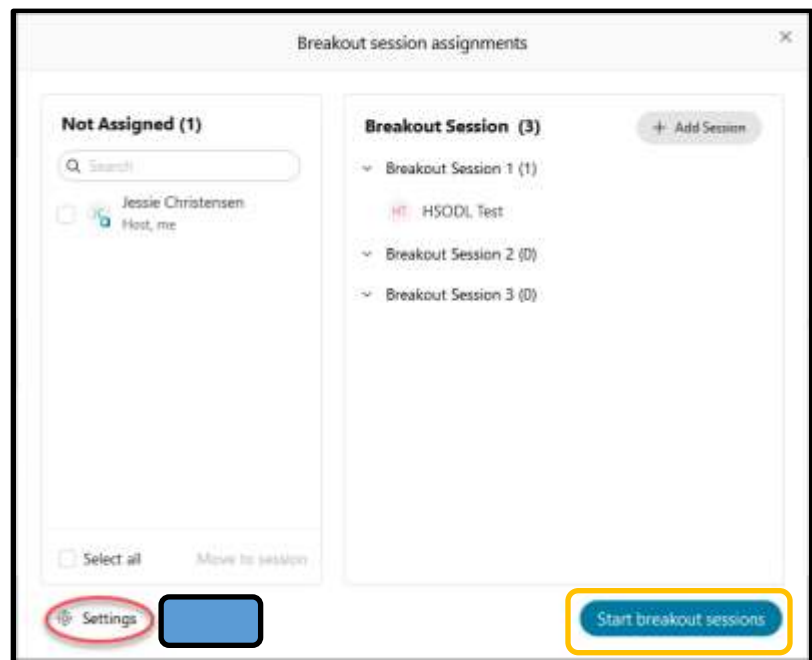
- Move To – move selected participant to another session
- Exchange – swaps the session of two selected participants
- Remove - takes a participant out of the Breakout session and places them into the 'Not Assigned' column.



15. To change overall properties for the Breakout sessions, click **Settings** in the lower left corner.

16. Clicking **Reset** in the lower left gets rid of the current Breakout sessions and recreates them. This action also resorts participants into new sessions.

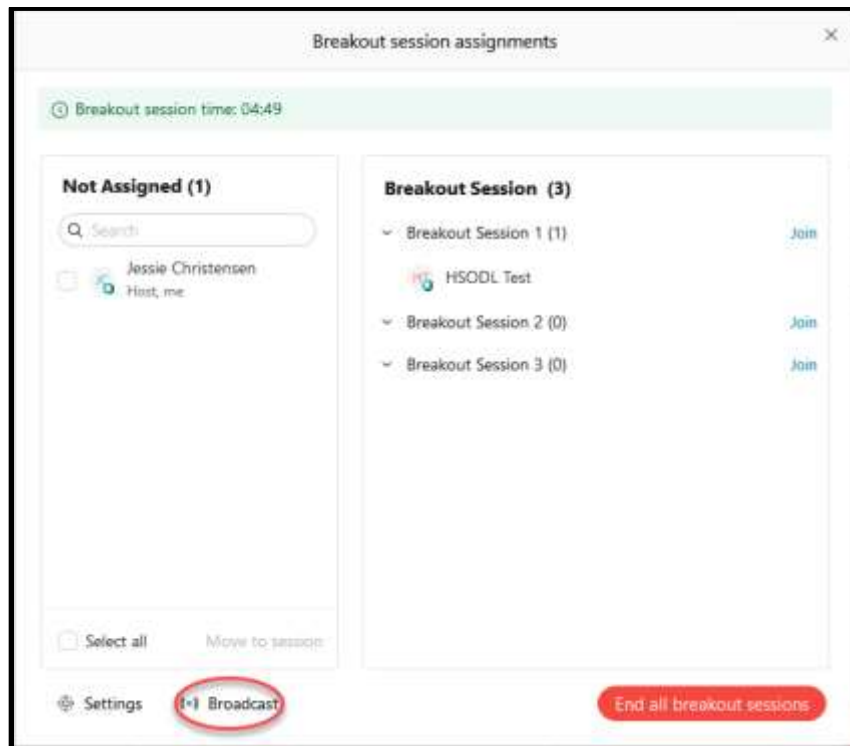
17. When you are done adjusting settings and want to open up the Breakout sessions, click **Start breakout sessions** in the lower right.



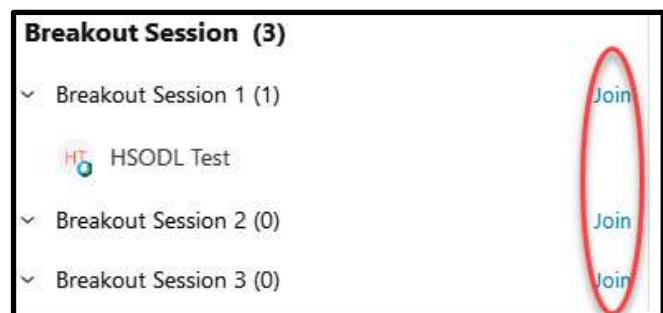
18. Participants see a message box on their screen that prompts them to join the breakout session: **they must click it in order to join**. While in the Breakout session, they will not be able to see anything in the main session. If you have instructions on the screen for what they need to do, they'll need access to those instructions in another location.

19. A timer along the top indicates how long the breakout sessions have been going on.

20. The Reset button is replaced with a new button that says **Broadcast**.  
Clicking Broadcast allows you to send a message to everyone in the Breakout sessions.



21. If you want to enter a breakout session to speak with the participants, click **Join** next to the Breakout session of your choice.
22. Once in a Breakout session, click “Leave” to return to the main session or enter another breakout session by clicking its “Join” button.



23. When you are finished with the Breakout Sessions, click the “**End all breakout sessions**” button along the bottom. Students receive a 60 second countdown before the sessions close.

