Setting up and Facilitating Breakout Sessions in WebEx

Breakout Sessions in WebEx are similar to breakout sessions conducted in a live tutorial where small groups can meet separately from the main tutorial room to collaborate. Within a breakout session, attendees can share information, chat, annotate, communicate via the web or by phone, and pass the presenter title to another presenter. As Host, you will be able to join a breakout session of your choice to observe or facilitate intragroup interactions.

To create Breakout Session in WebEx:

- Sign in to your Cisco WebEx Training website: https://asurams.webex.com
- Ensure to click **WebEx Training** and then click **Schedule Training**.
- Allow the host and presenter to log-in 30 mins. in advance to minimize technical difficulties.

Please provide your faculty/staff with the following help guide: Participating in WebEx Breakout Sessions.

Note: To stream video and/or record your presentation, you will need to use a computer or laptop enabled with a microphone and webcam if you want to display video.

Step One: Creating Breakout Sessions

From the WebEx menu bar, navigate to **Breakout**.

Click **Breakout Session Assignment-**
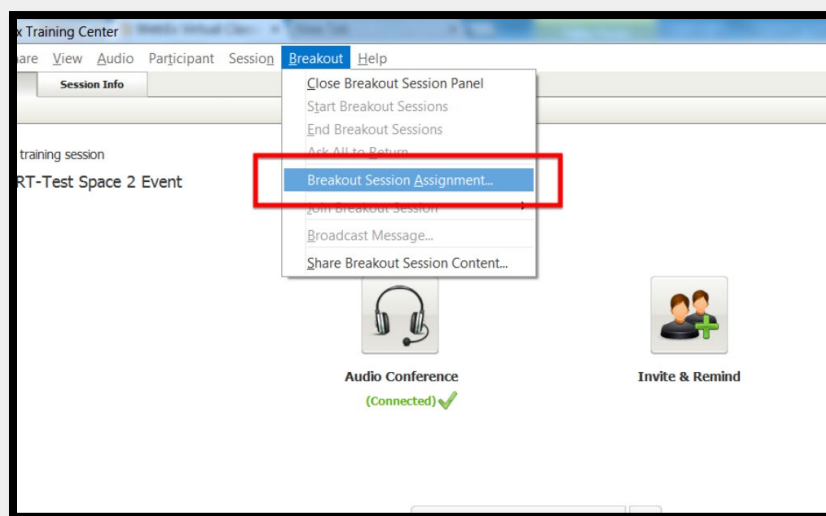
You can either assign faculty/staff **Automatically** or **Manually** to breakout sessions.

Note: Participants cannot join an audio conference in the main session while connected to a breakout session audio conference. If audio conferencing is not available or has not been started for the main session before the breakout session is started, audio conferencing for breakout sessions is disabled also.

Note: When a participant who has already joined the main audio conference session joins a breakout session, they are switched from the main session audio conference to the breakout session audio conference automatically.
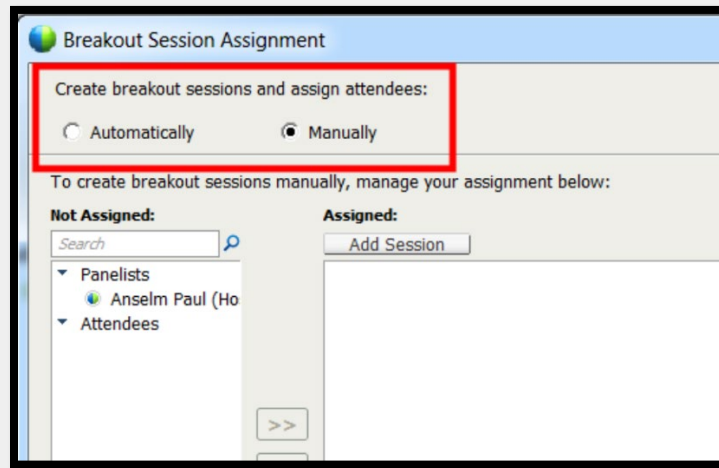
Click to choose the **Automatically** option
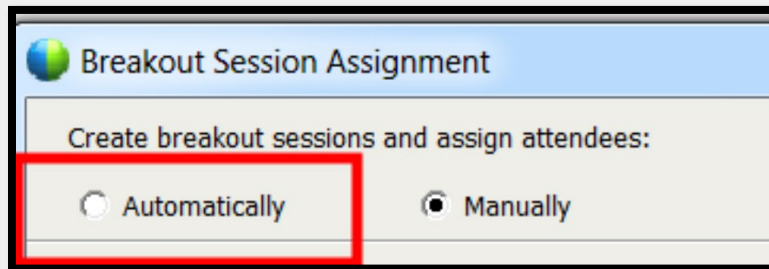
Decide either to limit the **number of breakout sessions** or the **number of attendees in each breakout session**.

Example: A Session with 30 attendees

If you set the **number of breakout sessions** to 3, the faculty/staff will be randomly assigned to 10 groups with 3 attendees in each group. However, if you set the **number of attendees in each breakout session** to 15, your attendees will be assigned to 2 groups with 15 attendees in each group.

All faculty/staff who connect to the WebEx session will be automatically added to a breakout session.

Click to choose the **Manually** option

Click **Add Session** for each breakout session that you would like to have, and label each session with a group name of your choice. Repeat this until you have the required number of groups.
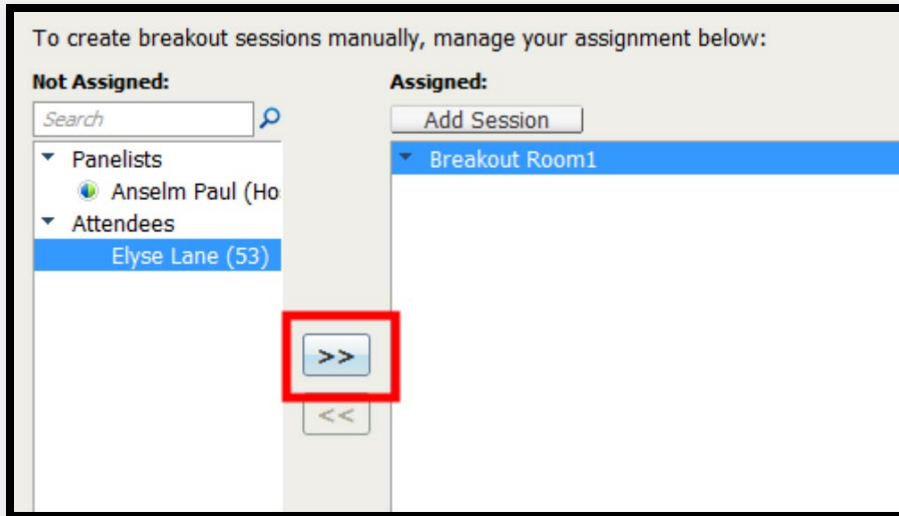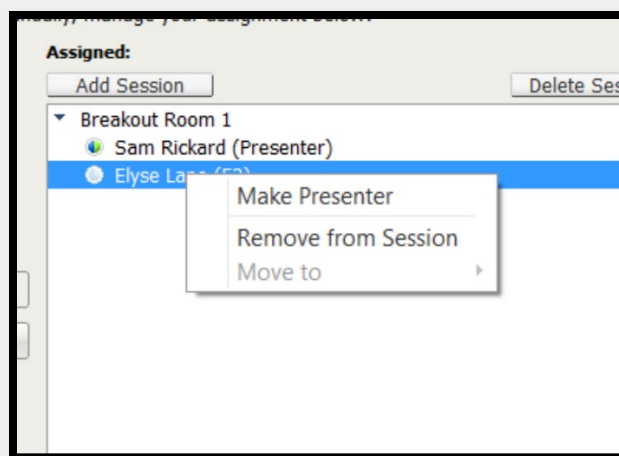

To assign faculty/staff to breakout sessions, click to select the **Session** and their name. Then click the double-right pointing arrow to add them to the Session.

The first attendee in the group is assigned the role of **Presenter** for that breakout session.
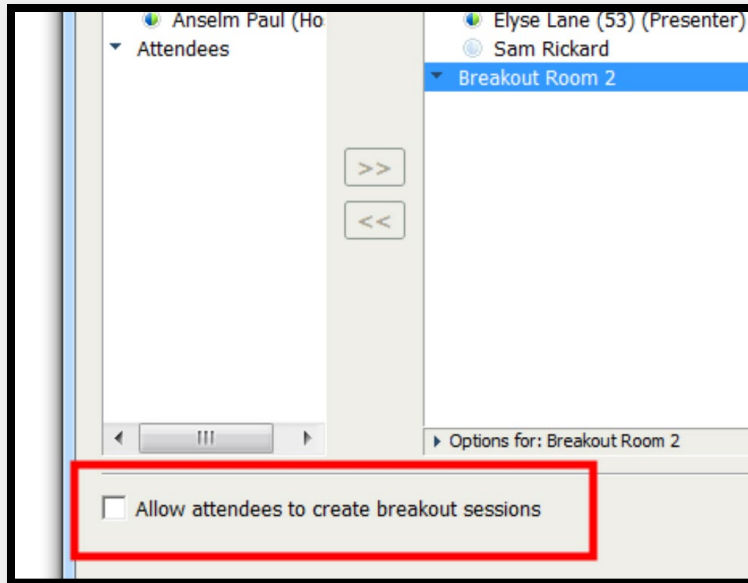

To change Presenter, right click on the name of the faculty/staff you would like to appoint as the Presenter and select **Make Presenter**.


Only if you would like faculty/staff to form their own groups, click **Allow attendees to create breakout sessions**.

If you would like faculty/staff to join a breakout session on their own, select the specific breakout session and then click **Let others join breakout session without invitation**. If this option is selected, you will also be able to also **Limit the number of participants who can join each session**. Finally, decide if you would like to apply the options for all sessions.
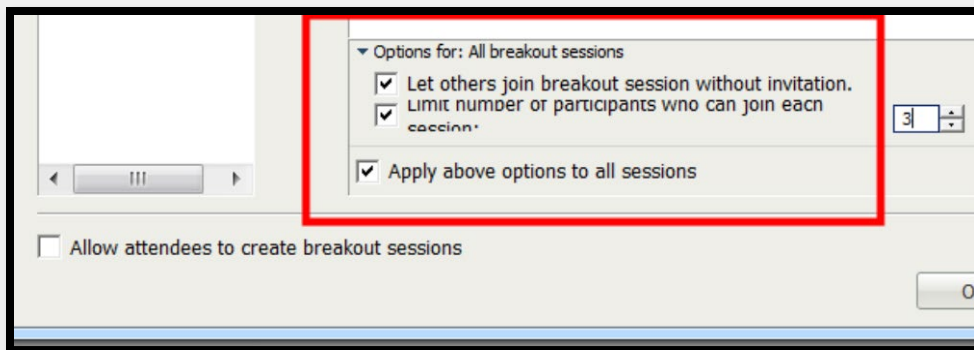

Step Two: Facilitating Breakout Sessions

On the Breakout Session panel, click **Start** to commence group discussions.

Breakout session presenters will receive a prompt asking them if they would like to start their session. After a Breakout session Presenter has accepted the invitation, other members of the session will receive a prompt asking them if they would like to join the session. All faculty/staff are then switched from the main audio teleconference to the breakout session teleconference.
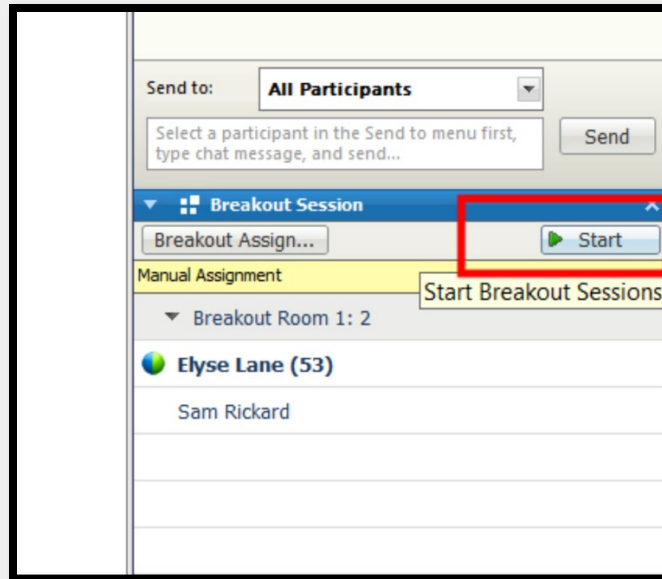
Hosts have the option of joining one breakout session at a time. To join a Breakout session of your choice, click on the Breakout session you wish to join and click **Join**. You will then be connected to that session.
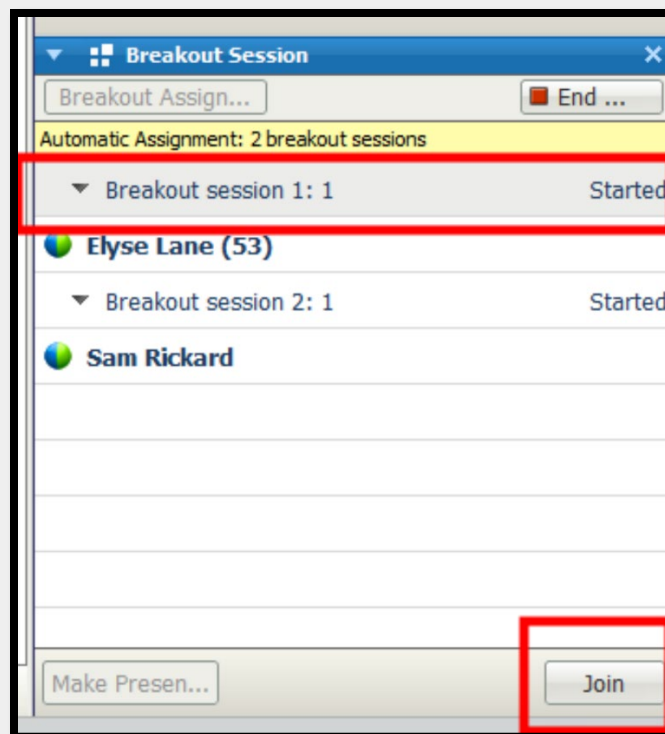

Communication tools such as Chat, Feedback, Annotation and Audio work the same as in the main training session except that faculty/staff communicate within their breakout sessions only. Likewise, sharing in a breakout session is similar to sharing in the main session. You can share documents, whiteboards, applications, and information on the web. Desktop sharing is also an option if you wish.

All faculty/staff can ask the Host for assistance at any time. A **Raise Hand** icon appearing next to their name indicates that the faculty/staff is asking for assistance from the Host / Main Presenter.


Step Three: Ending Breakout Sessions

To call Breakout Sessions to a close, navigate to Breakout from the WebEx menu bar. You can either **End Breakout Sessions** or **Ask all to Return**. If you choose to **End Breakout Sessions**, faculty/staff will be notified that their breakout session will end in approximately 30 seconds. However, if you choose to **Ask All to Return**, faculty/staff have the choice of whether to return to the main session, or continue remaining in the breakout session.
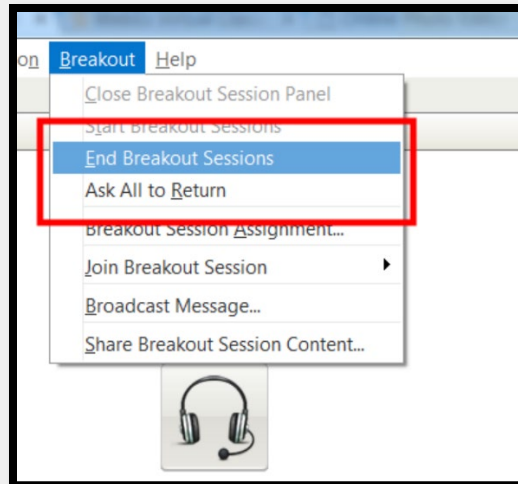

Step Four: Sharing Breakout Session Content

After breakout sessions have ended, you may invite groups to share their content. To invite individual groups to share the content of their Breakout session, navigate to **Share Breakout Session Content** from the **Breakout** menu.
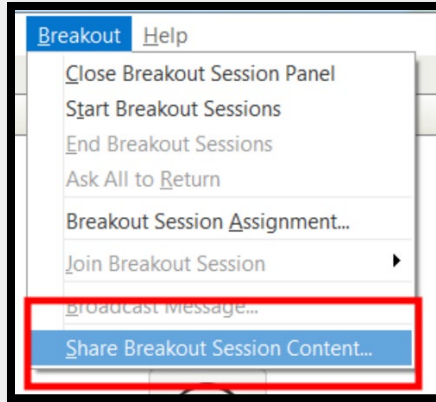
From the **Share Breakout Session Content** window, appoint a group. The name of the group's last presenter will appear as the **Last Presenter**. The presenter will be notified of this request. The presenter will also have the option of selecting the content to share.
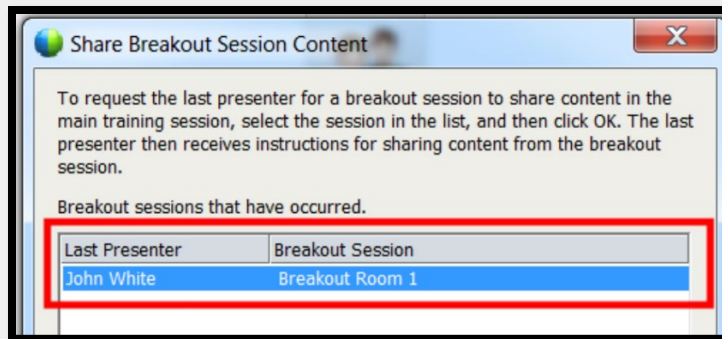
The content shared will appear as a tab in the main WebEx session to all faculty/staff.