WebEx Training Basics: Attend a Breakout Session

WebEx Training Breakout sessions allow students/attendees to work together in small groups. Do not leave your assigned breakout room during a session unless instructed. If you need additional assistance, contact Schaffer Library of Health Sciences at library@amc.edu or call 518-262-5532 to speak with a librarian, Monday – Friday, 9:00 AM – 5:00 PM.

Join a Breakout Session

The Host of the WebEx Training session assigns individuals to breakout sessions. Only audio is available in breakout sessions.

1. Instructor/leader will announce when it is time to enter a breakout room
2. Go to the Breakout panel on the bottom right-hand side of the screen
3. Click Join button when prompted

Presenter Role in a Breakout Session

The attendee who is assigned to be the presenter can share documents and end the session.

Hint: Ask an instructor to join the session by clicking on the waving hand icon.

1. The first attendee assigned to a breakout session is automatically the presenter
2. The presenter can share information in the breakout session. To change presenters:
   a. Highlight the name of the attendee who will become presenter
   b. Open Participant menu
   c. Click on Change role to
   d. Select Presenter
3. Before leaving a breakout room, the presenter must pass the presenter role to another attendee or the breakout session will end

Whiteboard

All attendees can use the whiteboard to capture ideas that can be shared with the rest of the class after the breakout session ends.

- All attendees in the breakout session can use the whiteboard at the same time regardless of role
- Use the writing instruments available at the top of the whiteboard to write, draw, or type
- Change colors or ask each participant to use a different color
Temporarily Leave a Breakout Session

Use if an attendee who is not in the breakout session presenter role needs to leave a breakout session while the session is still running. Students should not leave a breakout session unless directed by faculty.

Hint: If you need an instructor, click on the waving hand icon to ask a panelist to enter your session.

1. Select Leave Breakout Session icon on the breakout session pane

Re-Join a Breakout Session

Use if an attendee who is not in the breakout session presenter role needs to rejoin a breakout session while the session is still running. Limit leaving a breakout session unless absolutely necessary.

1. Open the Breakout menu panel on the right-hand side of the screen
2. Click Re-join Previous Session button to be brought automatically to the session:

End a Breakout Session

When it is time to return the host/faculty has the choice to ask all breakout groups to return or to end the breakout sessions.

When Called Back:

1. Breakout sessions receive a call-back pop-up with the time remaining
2. Signal to wrap-up discussion before the session automatically ends and brings you back to the main site
3. Attendees can opt to leave the session early
4. Breakout session presenter can opt to end the session early

When Ended:

1. Breakout sessions will receive a pop-up saying the session is ending
2. Session will immediately begin to time out
3. Attendees will automatically be brought back to the main site


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