WebEx Training Basics: Host a Breakout Session

WebEx Training Breakout sessions allow attendees to work together in small groups. Faculty/panelists can visit breakout sessions to answer questions or provide support. Students/attendees can save their work to present to the rest of the attendees after the breakout session is ended. 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

Manual Instructions to Create Breakout Sessions

While the system can automatically assign breakout groups when scheduling a training session, if students need to be assigned to a specific group, it is recommended breakout groups are created during the session.

Hint: It is helpful to have a second panelist assign students to the breakout rooms while you are introducing the teaching content.

1. Click on Breakout at the top of the screen
2. Select Breakout Session Assignment
3. Under Create breakout sessions and assign attendees select Manually
4. In the right-hand box labeled Assigned, click on add a session
5. Name the session(s)
6. In the left-hand box labeled Not Assigned, select attendees name(s)
   - Do not add panelists’ names to an assigned group unless you only want them in that group as a facilitator
7. Click on the two arrows pointing to the Assigned box
   - 1st attendee added is the default presenter of the Breakout session
8. Continue assigning students until the breakout session is complete
9. Repeat steps 4 -7 until all your Breakout sessions are completed
10. Click on Options to: Select Let others join breakout session without invitation
11. Check box for Apply above options to all sessions
12. Click OK to save

Starting Breakout Sessions

The host manages the breakout sessions by starting the sessions.

Hint: Tell the students when you are about to start the breakout sessions to look for the Join button on the right-hand bottom of the screen under the Breakout panel.

1. Open the Breakout menu
2. Select Start Breakout Sessions
Messaging Breakout Sessions

The host can send a message to all breakout sessions simultaneously

Hint: Use if one breakout session group has asked a question that is relevant to all groups.

1. Open the Breakout menu
2. Select Broadcast Message
3. Type message to send at the prompt
4. Follow send directions

Joining/Leaving/Re-Joining a Breakout Session

A panelist can travel between breakout rooms to provide support, answer questions, and participate in the breakout group discussions.

Hint: More than one panelist can be in the same breakout session at the same time.

To Join:

1. Open the Breakout menu
2. Select Join Breakout Session
3. Click on the session to enter

To Leave:

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

To Rejoin:

5. Open the Breakout menu,
6. Select Join Breakout session
7. Click on the session to enter

Ending Breakout Sessions

The host can end the sessions two ways: by asking all breakout sessions to return or by simply ending the session.

Hint: Use Ask All to Return to provided breakout session attendees with time to wrap-up the discussion

To Ask All to Return:

1. Open the Breakout menu
2. Select Ask All to Return
3. Breakout sessions receive a call-back pop-up with the time remaining

To End:

1. Open the Breakout menu
2. Select End Breakout Sessions
3. Breakout sessions will receive a pop-up saying the session is ending
4. Attendees are automatically returned to the larger group
Sharing Breakout Sessions Content

This feature is used to visually bring forward each breakout session group discussion within the main discussion

Instructions:

1. Open the Breakout menu,
2. Select Share Breakout Session Content...
3. A pop-box opens with the list of sessions and last session presenters
4. Click the session you wish to be shared
5. Directions are sent to the last presenter of the breakout session on how to share


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