Strategies for Preparing & Facilitating Breakout Rooms

Suggestions for Preparing Students For Breakouts

1. Remind students of expectations for the breakout group (possibly click through & model what they are expected to do)
   a. What will happen & what they are responsible for
   b. Communication norms (verbal or typed interactions within groups & how they can contact you)
   c. How long they will have in groups
   d. What the end goal of the breakout rooms is
      i. Discussion, sharing resources, developed resource...? (what)
      ii. continued work after class, due by end of group time...? (when)
      iii. individual or group? (how - accountability)
2. Provide time for students to ask questions before starting breakout rooms
3. Remind students that anything in the breakout rooms within Ultra (chats, whiteboard...) is not saved or recorded. Screen shots and copy/pasting into another document may be suggested.
4. Provide links to necessary sites and documents in the chat and/or share file of instructions with groups once they start
   a. Possibly also have these uploaded and linked on the Blackboard Site for those who lose Ultra connection

Suggestions for Facilitating Breakout Rooms

- Send reminders in the “Everyone Chat” of how long they have left or use the Timer function (if/when Bb brings back the timer function)
- Go to the “attendees” tab to see who is in each group, whose microphone is on, if there are files being shared in groups
- Go in and out of breakout rooms (with or without your camera/microphone on)
  o Just listen in or make yourself known/jump into their conversation or work
- If students are collaboratively developing a product (google slide/doc), scroll through their product to see how each group is progressing

Reminders:

- Maximum number of breakout rooms in Ultra is 20
- Breakout rooms in Ultra are not an option for sessions with more than 250 participants
- Breakout room information (chats, shared applications, whiteboards) are not saved