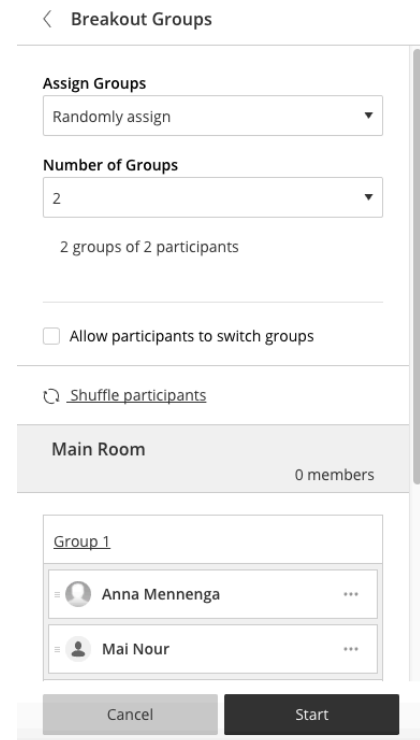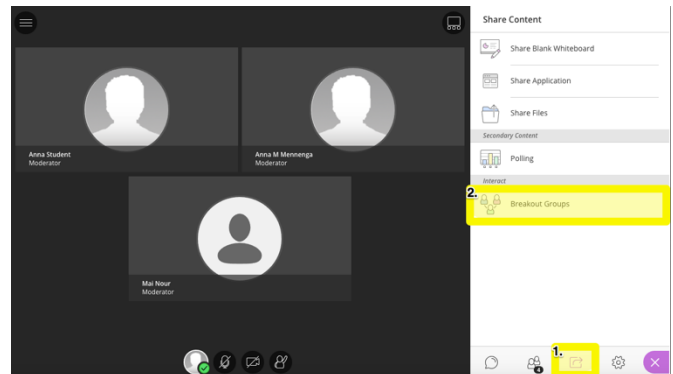# Breakout Groups in Collaborate Ultra

To facilitate small group collaboration, you can create breakout groups that are separate from the main room and assign participants to them. Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main Room (and other groups).
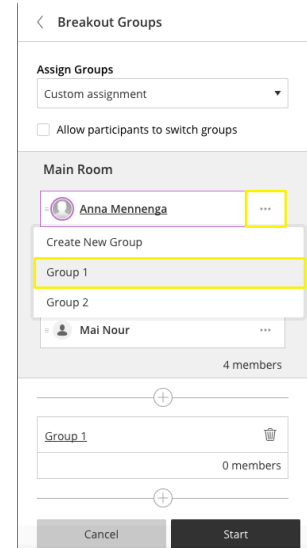
*** Note: Breakout groups requires version 52 of Chrome browser or Firefox versions 49 or higher.**

Creating Breakout Groups

1. Open the **Share Content** panel from the **Collaborate Panel**
2. Select **Breakout Groups**
3. Assign groups. Select Randomly assign or Custom assignment.
   - **Random Assign:** Collaborate creates groups and randomly assigns participants for you. *Note: Random assign is only available when there are four or more people in the room*
     1. Select **Number of Groups**
     2. If you want to be in group select, **Include moderators in group assignment**
     3. Check **Allow participants to switch groups**, if you want participants to be able to switch groups during the session. You may leave this option off until the end of a session.
     4. Click **Shuffle participants** if you do not like how the participants were grouped

- **Custom Assignment:** Create your own groups.
  1. Check **Allow participants to switch groups,** if you want participants to be able to switch groups
  2. To move a participant to a breakout group, click on the three dots to the right of their name and then choose the breakout group
  3. You can also click and drag students into groups, and into different groups if they are already assigned a group
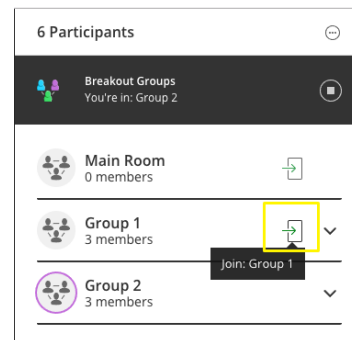 4. Add another group by clicking the plus sign
5. To change the name of a group, click on the name
6. When finished select **Start**
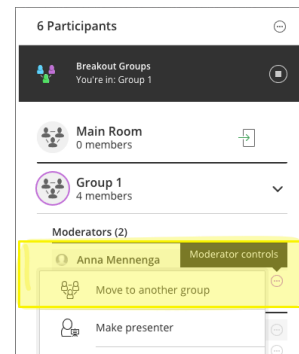
Monitoring Breakout Groups

After breakout groups are started you can move between groups to monitor them. If you assigned yourself to a group, you can see and hear what others in the group are doing. This includes any shared content, audio, video, and chat.

To move to a different group, select **Join Group** from the **Participants Panel**

Moving Participants to Another Group

1. From the **Participants Panel**, click the group with the participant you want to move, find the participant and select **Moderator controls**
2. Select **Move to another group.** This opens the Breakout groups panel
3. Move the participant to another group
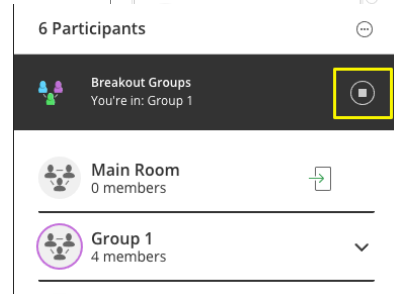4. Select **Update**

Ending Breakout Groups

To stop breakout groups and move everyone back to the main room select **End breakout groups.**

1. Open the **Participants panel**
2. Click the stop button at the top

OR

1. Open the **Share Content panel**
2. Click the stop button next to Breakout Groups