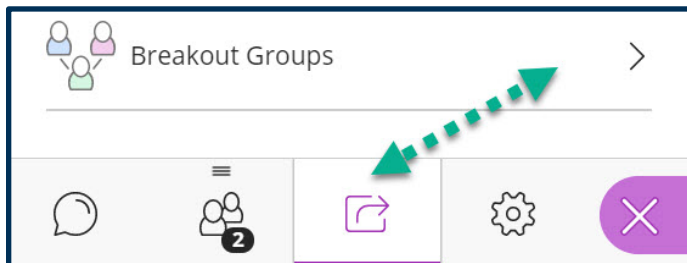# Create a Breakout Room for Advising Sessions

Overview

This tutorial will explain how to create a breakout room within a Collaborate Ultra session. The breakout room serves as a private meeting area and will prevent a student who joins the Collaborate session early from viewing or hearing your current meeting. The Main Room, which is the area where participants first arrive after joining the Collaborate session, will serve as the waiting room. A breakout room can only be accessed by the moderator and those whom the moderator moves into the breakout room.

Step 1

Click on the Share Content tab within the Collaborate panel. Select Breakout Groups.
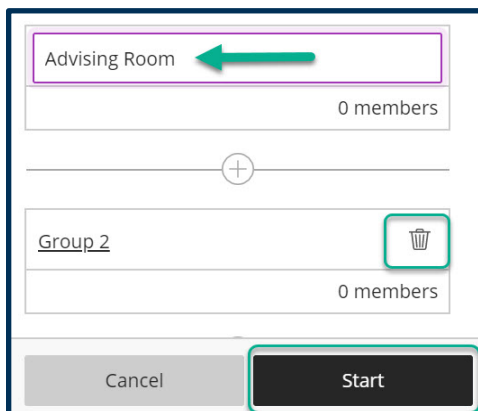

Step 2

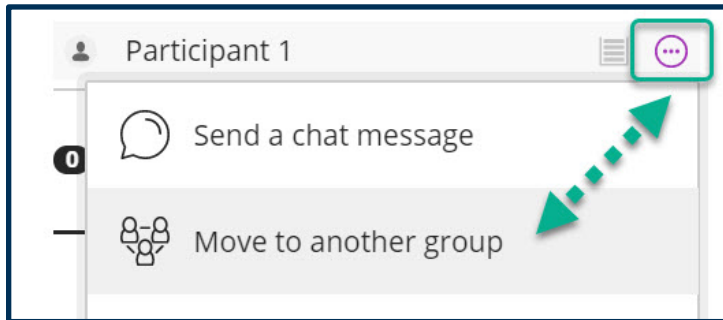Click on the Group 1 link to change the name to Advising Room.

Step 3

Click the trashcan icon beside Group 2 to delete it. Click the Start button.

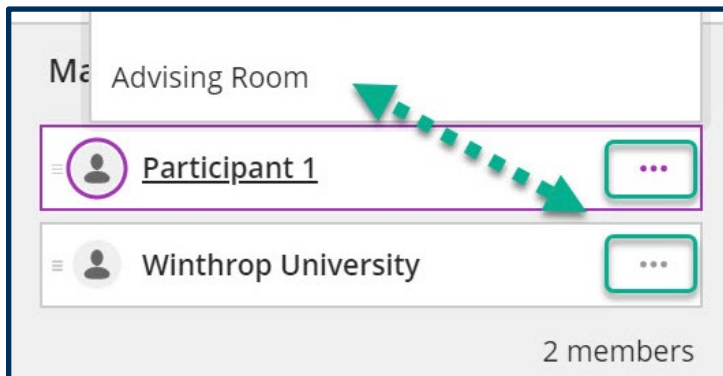Date Modified: March 22, 2020 | Version: 1

Step 4

On the Attendees tab, click the attendee controls button to the right of the participant's name that you want to move, then click Move to another group.

Step 5

Click the three dots to the right of the participant's name and select the Advising Room OR drag and drop the participants name into the Advising Room area. Repeat step 5 to move yourself into the Advising Room. Click the Update button to complete the move.

Step 6

Repeat steps 4 and 5 to move yourself and other participants between the Advising Room and the Main Room.

Note

To remove a participant from the session, on the Attendees tab, click the attendee controls button to the right of the participant's name that you want to move, then click Remove from session.

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