

BlueJeans: Tips for Creating Breakout Sessions for Classes or Meetings

Tips for faculty wanting to use the Breakout Sessions function in BlueJeans

A ‘breakout session’ is a separate gathering space for a smaller group of participants/students to congregate online during a live/synchronous class/meeting. An instructor might use breakout sessions to split off smaller groups of students to discuss a topic or question. Once the instructor stops the breakout sessions all students return to the main gathering space in BlueJeans.

1. Check your Bandwidth

Using the Breakout Sessions function in BlueJeans takes a lot more bandwidth because you are essentially running multiple live meetings or classes at the same time. If students are using video within the breakout session there is even more bandwidth being used.

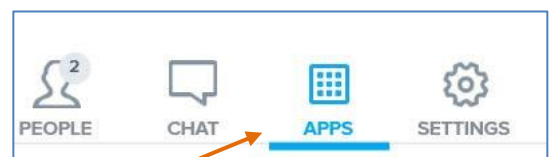
Follow the advice in **Tips for Getting Optimal Connection for Audio and Video** to ensure that you have the best connection possible before beginning. If necessary, ask students to turn off video to reduce the load placed on the Internet. Also consider scheduling a live meeting or class during internet off-peak times.

2. Sign into BlueJeans using the App

You can’t create breakout groups or set up the breakout session prior to starting a class or meeting – but you can pre-plan the size and names of people who you want to work together. This will help once you are in the meeting and need to create a breakout session.

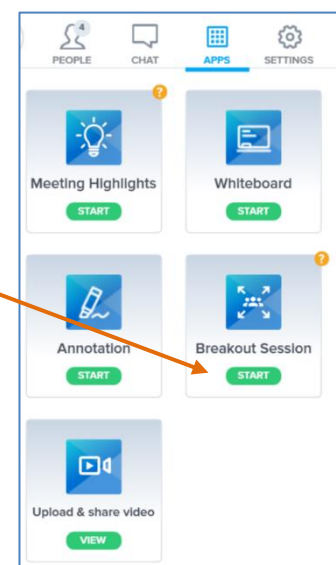
You need all the participants in the session before you can initiate the breakout session feature. You can think about how and when you want to do a breakout session before the BlueJeans class or meeting.

Put your cursor in the top right-hand of the screen to bring up the functions available: **People Chat Apps Settings**



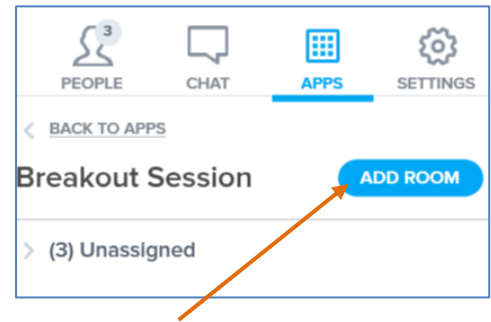
Click on **Apps** so it turns blue and shows available apps.

Click on green “Start” button under **Breakout Session** icon.



3. Create your Breakout Rooms

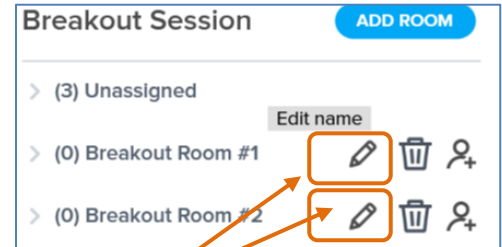
It's useful to decide ahead of time how many rooms you will need and how many people you want to put in each room. To reduce the load on the connection, you can use the 'main room' as one of the Breakout Rooms and assign remaining students to additional rooms that you create.



Click on **Add Room**

Each time you click on **Add Room** button you create another room.

If you want to give each room a name, other than Breakout Room #1 or Breakout Room #2 etc., click on the pencil icon and type in a new name.

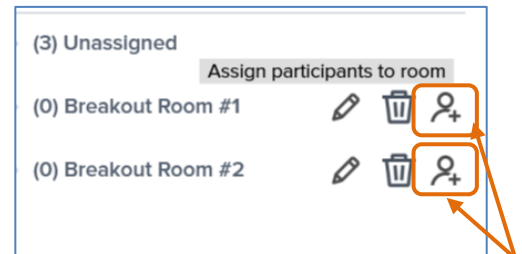


4. Assign Participants to Rooms

You have three (3) options for assigning participants to rooms: manually by groups, manually by individuals or automatically

Option 1: Manually – Groups of People at Once

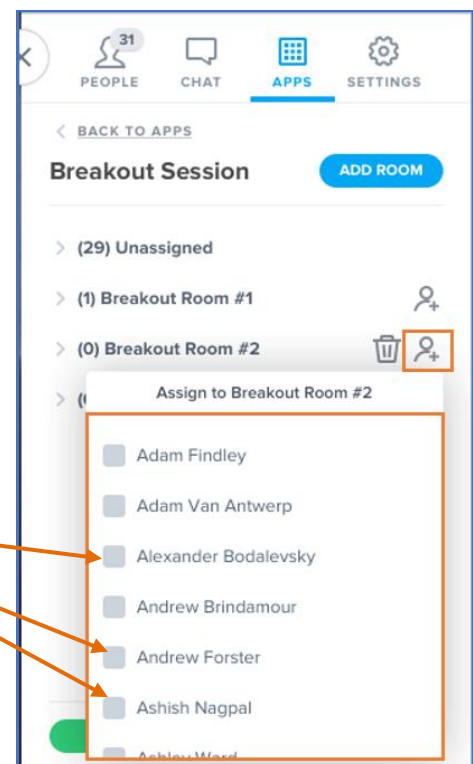
Up to 20 people can be assigned to each room.



Click on the **person symbol with a + sign**.

You'll see all the possible names.

Click on each person's name to add names to each Breakout Room.



Option 2: Manually – Individuals One At a Time

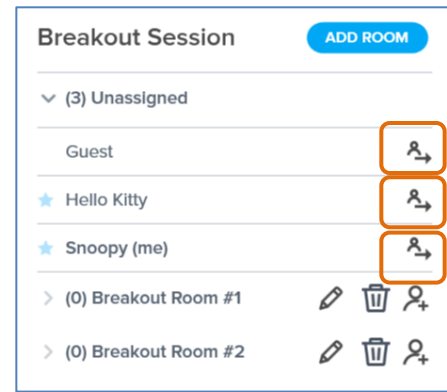
Select the participant you want to move.

Click on the person icon with the arrow.

Another menu will appear with your created breakout room names.

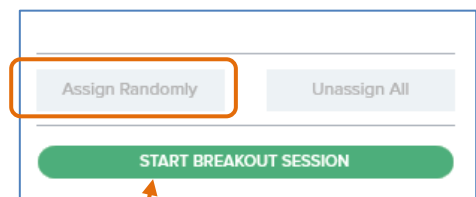
Choose room and add participant.

Continue until you have moved all participants.



Option 3: Automatically – Random Assignment

Alternatively, you can ask BlueJeans to randomly assign students to the different Breakout Rooms you have created. Once you have created your breakout groups, click on **Assign Randomly** at the bottom of the Breakout Session screen.



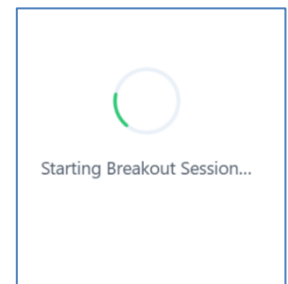
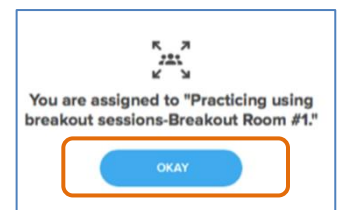
5. Starting the Breakout Session

Before sending students into their 'rooms,' remind them to click on **Okay** to begin the Breakout Session.

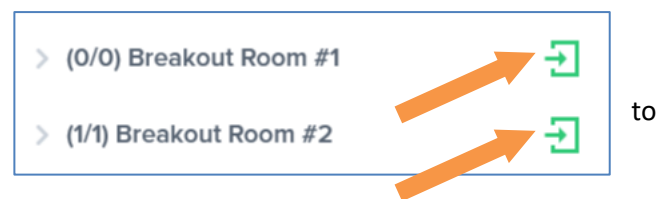
Once you have students assigned to different 'rooms,' click on green button **Start Breakout Session**.

The students will see a warning come on screen that their Breakout Session is about to begin.

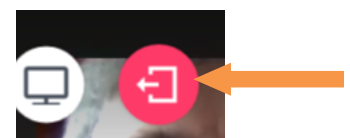
Students will then receive a message on screen advising which 'room' they have been assigned to.



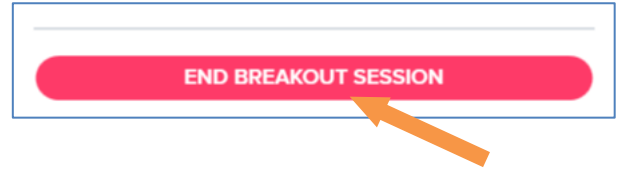
As the instructor you can enter any of the breakout rooms to check on how the groups are doing. Click on the **green arrow** next to the room you wish join.



When you want to leave that room, click on the **red exit** sign.



When you want to end the Breakout session, click on **end Breakout Session** at the bottom right of your screen. The students will get a 10-second notification that their session is about to end, and that they will be coming back to the 'main room.'



6. Getting the most out of Breakout Sessions

The **Breakout Session** function is a great opportunity to promote group work online.

- Having many **Breakout Rooms** increases the load on the Internet connection. Use the 'main room' as one an additional 'room' rather than creating an extra one and leaving the 'main room' empty.
- Let students know approximately how much time they have, as in a traditional class, so they're not caught by surprise by the 'time's up' message.
- Sometimes the load on the Internet causes the instructor ('moderator') to get 'kicked out' of the meeting. Don't worry; you can sign right back in. The same goes for students if they lose a connection. In this case, they will come back into the 'main room' and not into the **Breakout room** to which they were assigned.
- Closing video reduces the load on the Internet and reduces the chance of losing connection.
- Remind students to close all other Apps and browsers that they're not using (e.g., stop Dropbox syncing, close Netflix etc.); this also helps maintain a good Internet connection during class.
- Creating groups ahead of time can make your class go more seamlessly but it is not a necessity.

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