

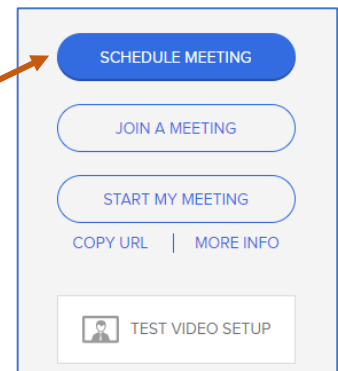
BlueJeans: Break Out Rooms via Scheduling Separate Meetings

This handout is for BlueJeans moderators who want to manage group work using BlueJeans. This handout covers how to use many concurrently scheduled meetings for group work rather than using the BlueJeans breakout rooms app. This method provides more reliability, ownership and access for students and can be used throughout the whole course for providing spaces for students to do group work in a meeting area. Students 'hang up' and leave the main meeting room and put the meeting ID or URL in the BlueJeans app left corner to move to new breakout group meeting.

For more detailed information on scheduling meetings, see the handout **BlueJeans Tips for Scheduling Meetings**.

1. Creating Breakout Rooms Using Schedule Meeting

On your **BlueJeans home page** (<https://bcnet.bluejeans.com/scheduling/>) click "Schedule a Meeting"



2. Naming Breakout Rooms

Give the meetings a **title** with a group name.

Schedule as many meetings as you need breakout rooms.

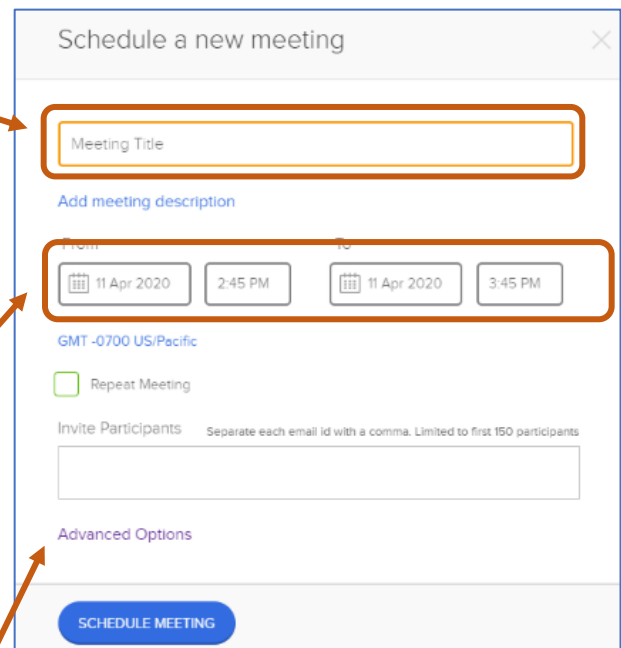
If your participants already have team names, use those, or, you could make some up.

For example:

- Group One, Group Two, etc.
- Maple, Oak, Birch, etc.
- Robin, Sparrow, Finch, etc.

If you want the group work to happen synchronously during a BlueJeans session, you will want to schedule the breakout rooms within the time frame that your session is running.

If you anticipate using group work throughout the course, schedule the meeting to be 'recurring' (repeat meeting) for every day until end of course.



To be sure the meeting can run without a moderator, click on the '**Advanced Options**'.

Under **Advanced Options** make sure that **Start Meeting without Moderator** is checked.

Advanced Options

Meeting ID

Use My Meeting ID

Add participant passcode

Settings

Enable Auto-Recording

Start meeting without Moderator

Encrypt Meeting

Crop Video

Disable Chat Messaging

Then, click on **'Schedule Meeting'**



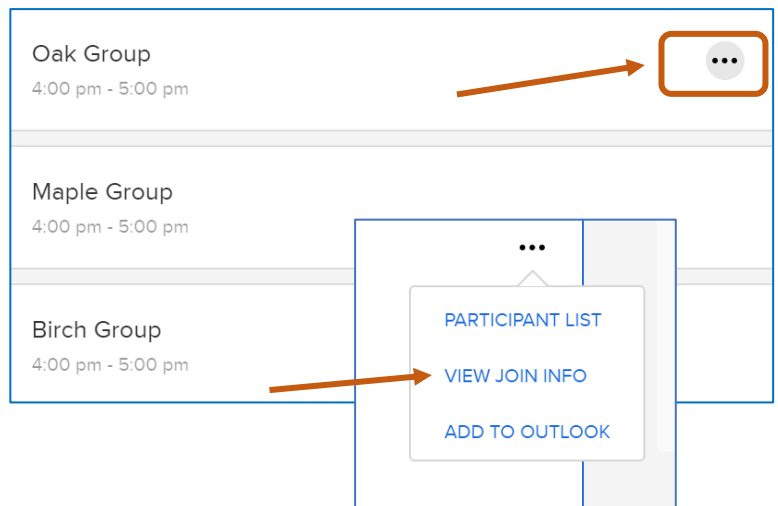
***Tip:** You can also schedule Breakout rooms for times students want to work together synchronously **outside** of a BlueJeans session. Arrange with the students what time they would like to use BlueJeans to collaborate and schedule the meeting as above.

Getting Links for Breakout Rooms

Your scheduled Meetings/Breakout rooms will appear on your BlueJeans Scheduling home page.

Click the three dots at the top right of a meeting to see the meeting details.

Click on **View Join Info** to find the meeting link



Sharing the Meeting Link

It is a good idea to list the names of your breakout room meetings on a blank document and then paste the corresponding URL, or link, underneath the group name for future reference.

You can then use the meeting links to share:

- in the chat area during a BlueJeans session (copy and paste each link in a separate chat item) – be sure to have Main Room link available somewhere handy for returning
- in an email to students with group names and links
- in Blackboard Learn course with instructions for group work

MAIN Course Sprint Link: <https://bluejeans.com/456278848>

1. Blue Whale Group - <https://bluejeans.com/649297365>
2. Killer Whale Group - <https://bluejeans.com/179125666>
3. Grey Whale Group - <https://bluejeans.com/288730930>
4. Right Whale Group - <https://bluejeans.com/425232546>