

## BlueJeans Breakout Sessions

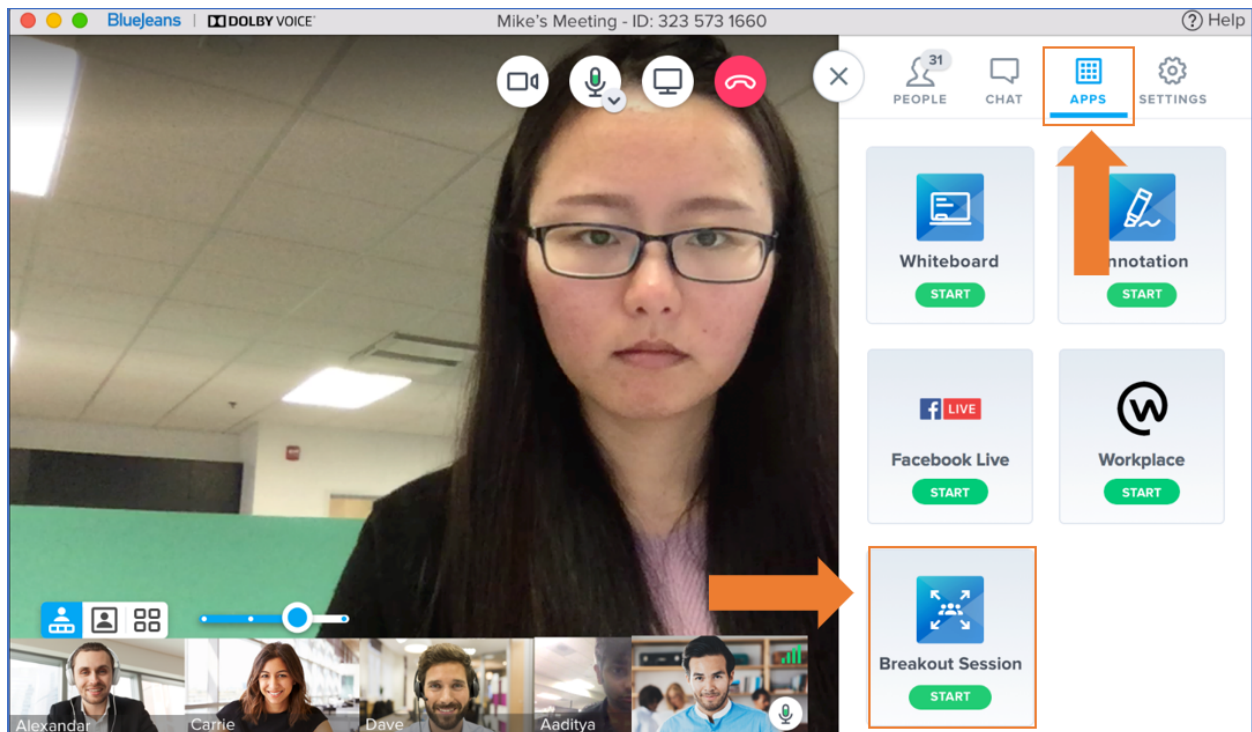
Trainers and educators often require that large groups break into individual project teams for various exercises. To accommodate this, BlueJeans Breakout Sessions allows meeting Moderators to create separate rooms and move participants in and out of them as needed. This allows training instructors to create separate, temporary work sessions as part of their virtual classroom curriculum.

### Pre-requisites

### Supported Moderator Endpoints

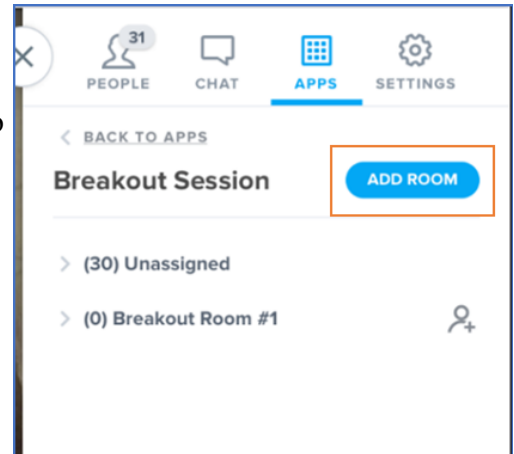
- BlueJeans Desktop App Version 2.15 or higher

Breakout Sessions can be launched from the **Apps** panel while in a meeting.



After initiating Breakout Sessions, the Moderator can add up to 20 breakout rooms using the **Add Room** button.

Moderators can assign users to breakout rooms manually or automatically.

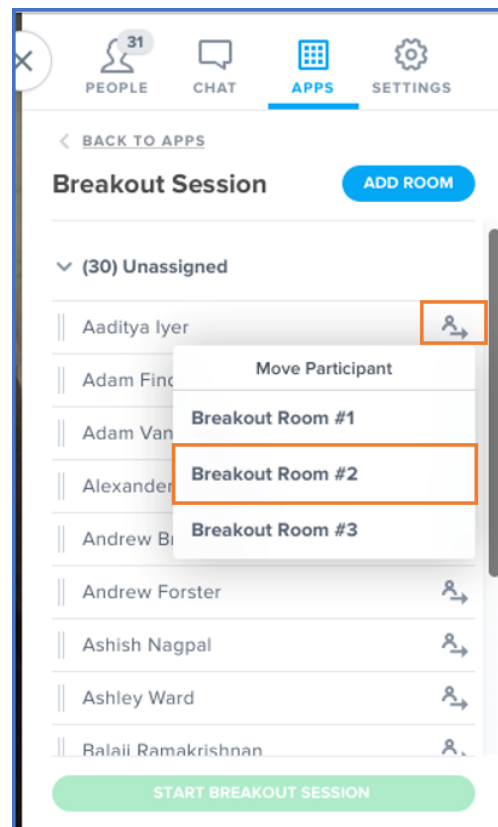


## Manual Assignment

Meeting organizers who prefer to control participant assignment to breakout rooms can manually assign users at the beginning of meetings.

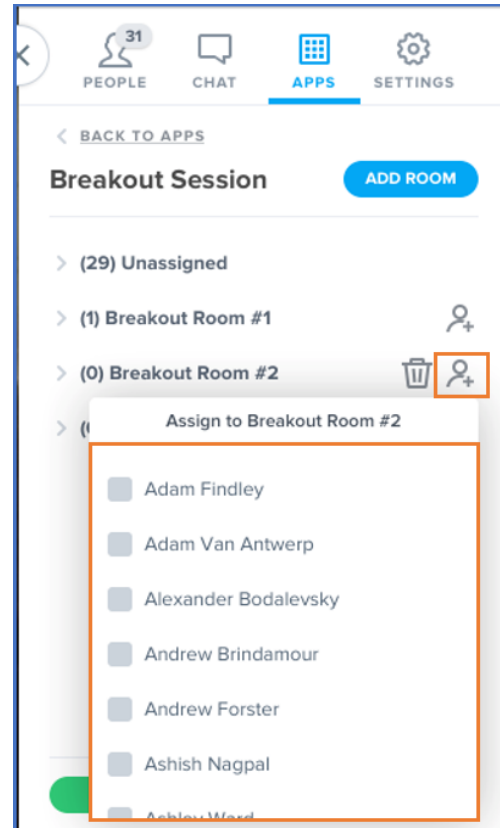
**To add a single user to a breakout room:**

1. Select the desired user.
2. Select the destination breakout room.



**to a breakout room at one time:**

1. Select the Add User option for the breakout room you wish to populate.
2. Select the users you would like to add.



## **Automatic Assignment**

For organizers who wish to quickly and automatically get up and running with breakout rooms, the random assignment option is available.

After creating your breakout rooms, simply click the **Assign Randomly** button.

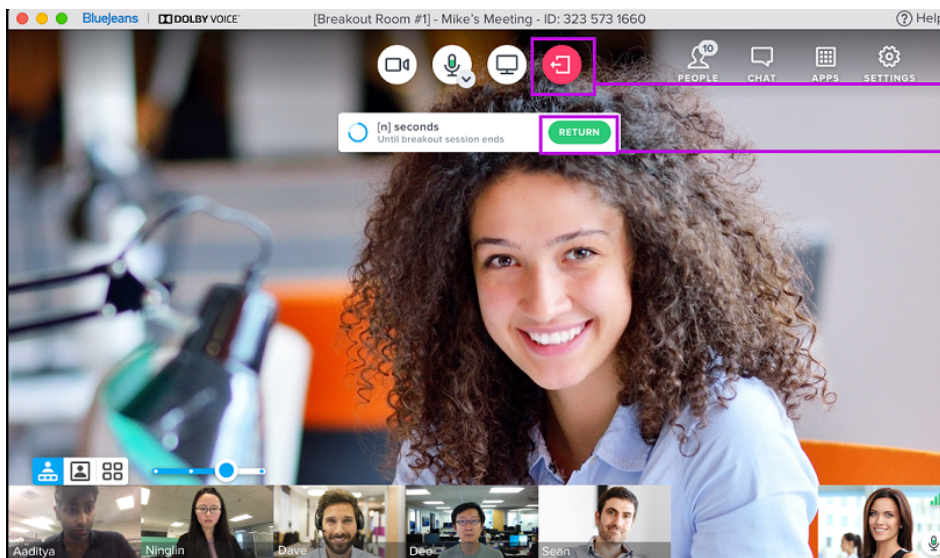
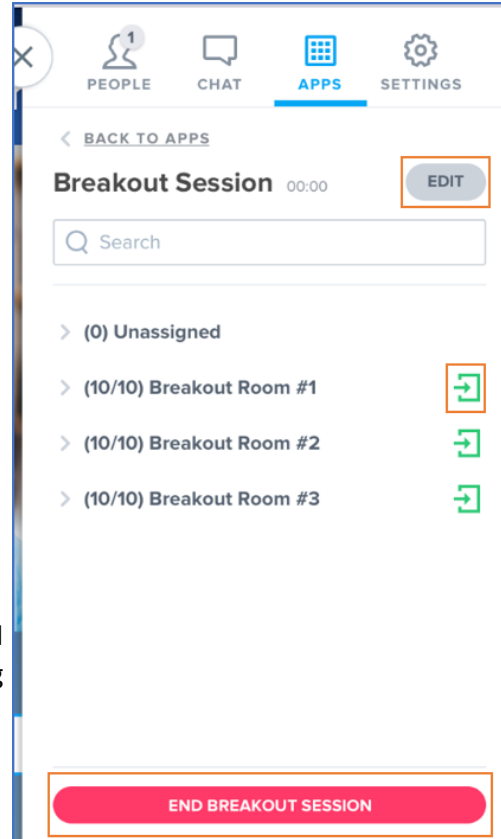
## **Starting Breakout Sessions**

Once participants have been assigned to breakout rooms, the meeting Moderator can click the **Start Breakout Session** button to begin. All participants will receive a 5-second notification prior to being transferred.

Moderators can edit breakout rooms and move users at any time via the **Edit** button, as well as join any in-progress breakout sessions.

Participants can leave a breakout session on their own, or the Moderator can pull them back to the main session at any time by clicking the **End Breakout Session** button.

When the Breakout Session ends, participants will receive a 10-second notification prior to returning to the main room.



This is how participants can leave a breakout room

Appears when moderators end all breakout rooms

Thomas