Using BB-Collaborate Ultra Advanced Features – Breakout Groups

1. After opening the Participant panel, select the **Share Content** tab.
2. Select the **Breakout Groups** menu item (blue box).

3. On the Breakout Groups menu you can:
   A. Assign groups yourself or have groups auto assign
      i. **Note:** You can also allow participants to switch groups.
   B. Add or Remove Groups
4. If you are assigning groups yourself, you will need to drag the participants into their groups (blue box).
5. Click the **Start** button when you’re finished making the groups.

6. You can select a group name (red box) to view which participants are in that group.
7. Select the join group icon (blue box) for the group you would like to join.

**Note:** While participants are in Breakout Groups, they are able to share the whiteboard, share applications, share files, and use the polling features.
8. When you’re done, select the stop icon to stop using the Breakout Groups feature.

Please see the Using the BB-C Ultra Advanced Features – Polling handout or Using the BB-C Ultra Advanced Features – Share Application handout for more information on the Advanced Features available in BB-C Ultra.