

Using Breakout Rooms in the ILS

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Using Breakout Rooms in the Online Classroom

Breakout rooms are a feature of the Intercambio Learning System (ILS) that allow you to split students into smaller groups for discussions, collaborations, and project work.

IMPORTANT—Breakout rooms are for use while an online class session is live, **AFTER** you have configured your online classroom with course content (teaching slides, listening tracks, and other relevant content).

Creating breakout rooms

1. In the online classroom window, click + (Add apps) in the top menu bar.

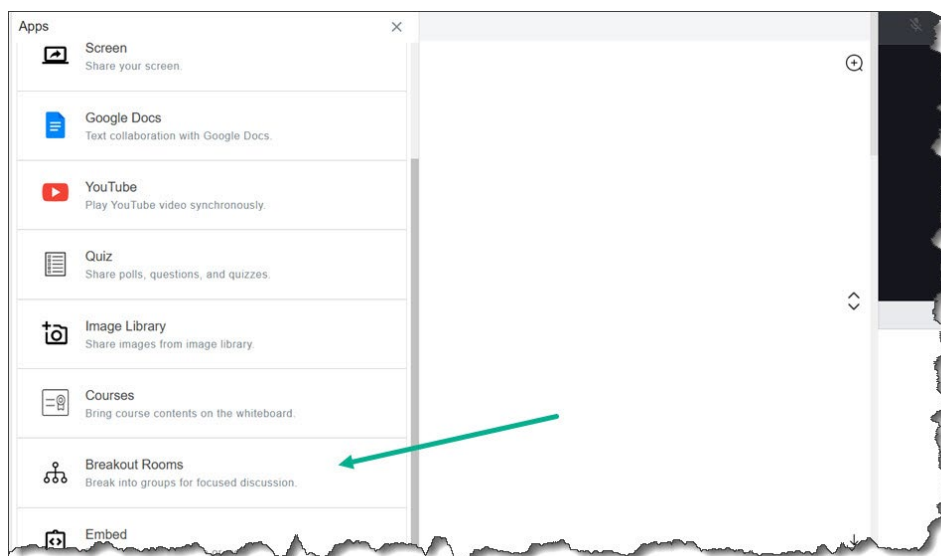
Figure 1 Add Apps Menu Option



Result: The dropdown list of available apps displays.

2. Scroll down and click to select **Breakout Rooms**.

Figure 2 List of Available Apps



Result: The *Breakout Rooms* configuration window displays.

Figure 3 Breakout Rooms Configuration Window

The image shows the 'Breakout Rooms' configuration window. The settings are as follows:

- Total rooms: 3
- Duration in minutes: 15
- Allotment type: Automatically
- Default access: Audio & Video
- Writing access
- Allow participants to leave room at any time
- Assign moderator role to first participant
- Async whiteboard mode

Below the settings are three room cards:

- Room 1
- Room 2
- Room 3

A 'Create' button is located at the bottom right.

Defining details of the breakout rooms

Total rooms

1. Set the number of *Total rooms* you want to create.

Duration

2. Set the *Duration in minutes* you want the breakout rooms to last. Duration can range from one minute to one hour.
 - Breakout room sessions automatically end after the set duration. A timer displays in the teacher's window.
 - An alert displays when there is one minute remaining in the breakout room duration.
 - Teachers can extend the breakout room session, send a file to all breakout rooms, or immediately end the breakout room session.

Allotment type

3. For *Allotment type*:
Choose **Automatic** if you want the ILS to assign students to groups.
Choose **Manual** if you want to group specific students with each other. Use the + (add) option under a breakout room's header to assign students to it.

Access

4. For *Default access*, choose **Audio & Video**.
Check **Writing access**.
Check **Allow participants to leave room at any time**.
Leave other *Default access* options unchecked.

Create

5. Click **Create** to create the breakout rooms.

Result: The breakout rooms are created as you configured.

Ending/Closing the breakout rooms

Teachers can end the breakout rooms before they automatically close. There are two ways to close the breakout rooms:

Closing via the + (Add apps) menu

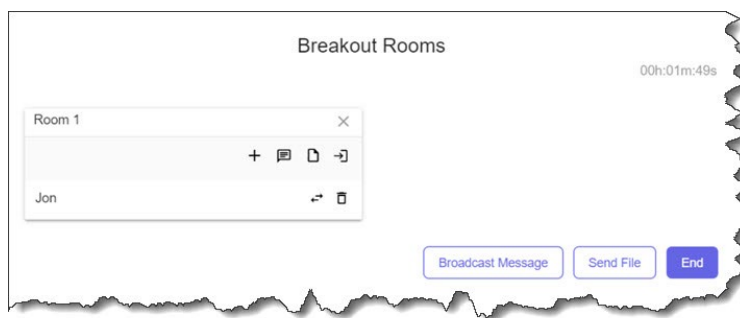
1. In the online classroom window, click + (Add apps) in the top menu bar.
2. Scroll down and click to select **Breakout Rooms**.
3. Click **End**.

Result: The breakout rooms close, and the online classroom reverts to its previous configuration.

Closing via options in the teacher's window

1. Teachers can end breakout room sessions immediately by clicking **End** in the lower right corner of their online classroom window.

Figure 9 Breakout Rooms—Teacher's Window



Result: The breakout rooms close, and the online classroom reverts to its previous configuration.

About This Document

Release date	Title	Comment
June 1, 2024	Using Breakout Rooms in the ILS	Initial release

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