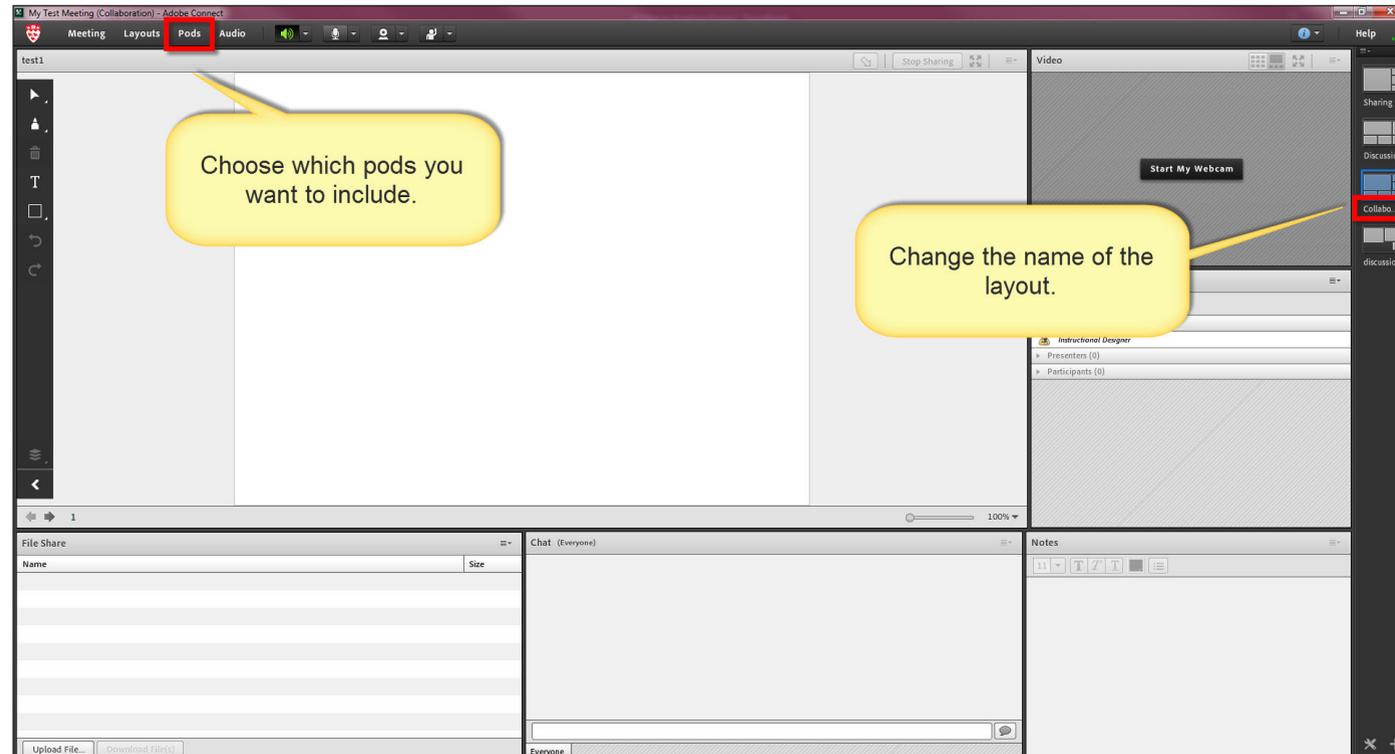


6 Steps to Creating Breakout Rooms in Adobe Connect

Step 1

Create a Breakout Room Layout. Create a new layout of what you want students to see when they are in the breakout room. Name the layout “Breakout Room” by double clicking its name.

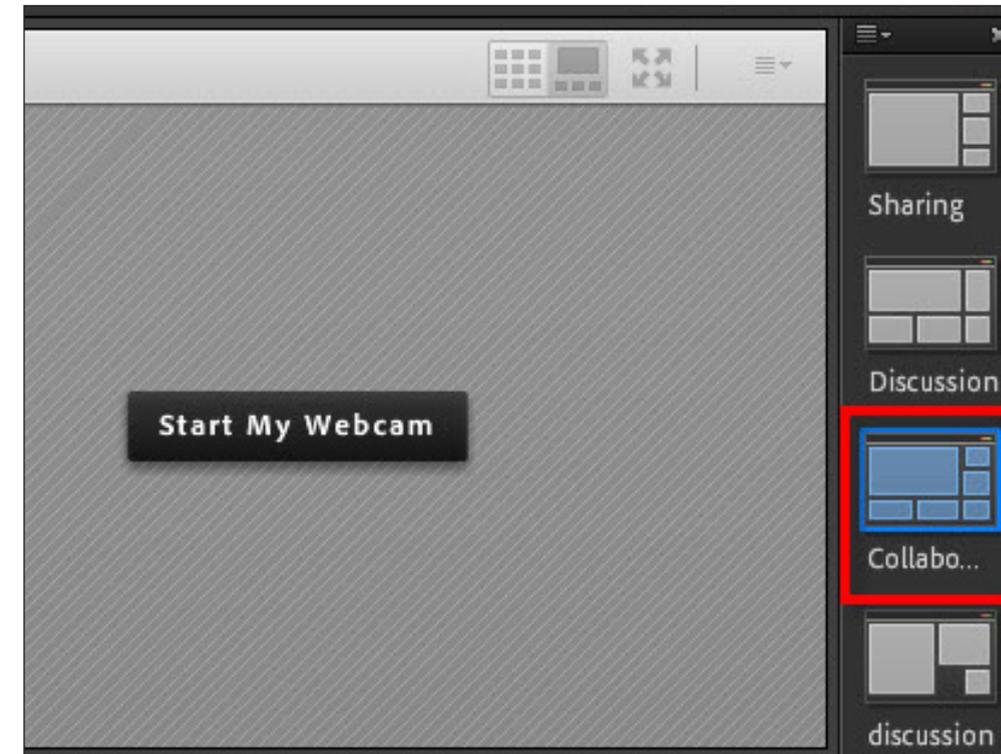


Suggested Pods to include:

- White board
- Chat
- Video
- File share
- Attendees

Step 2

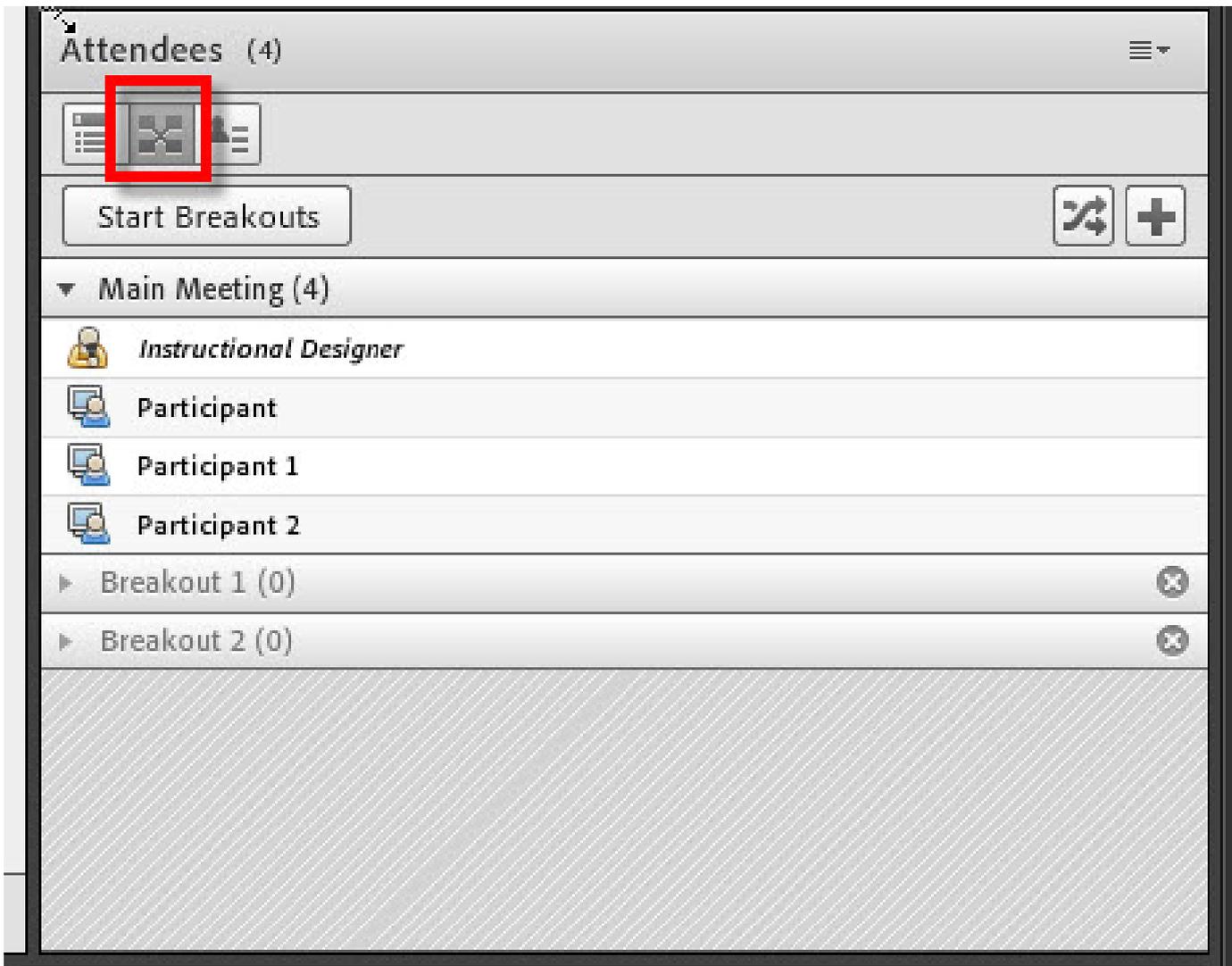
Enter the breakout room you created, by clicking on it.



6 Steps to Creating Breakout Rooms in Adobe Connect

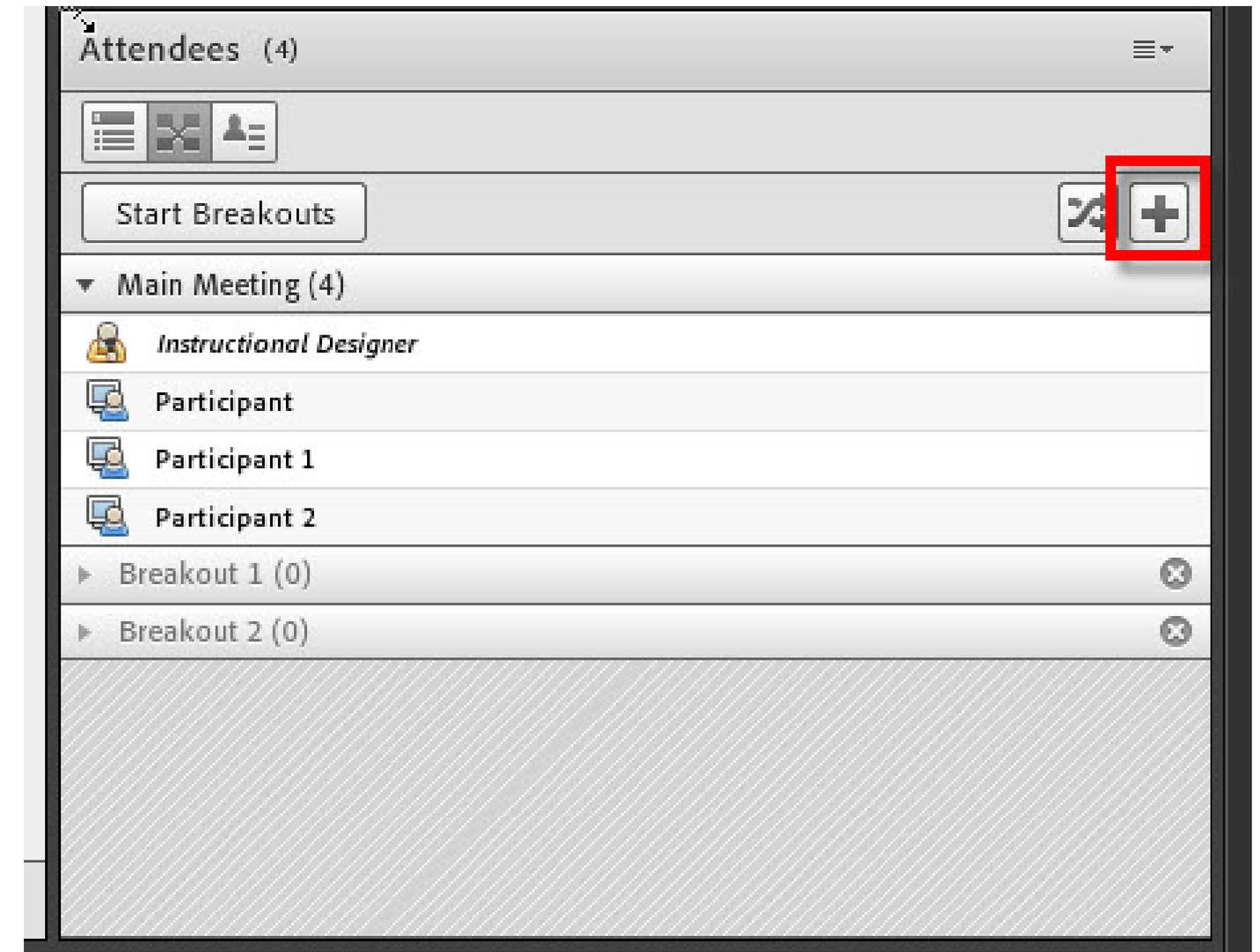
Step 3

Click on the Breakout Room View icon in the attendees pod.



Step 4

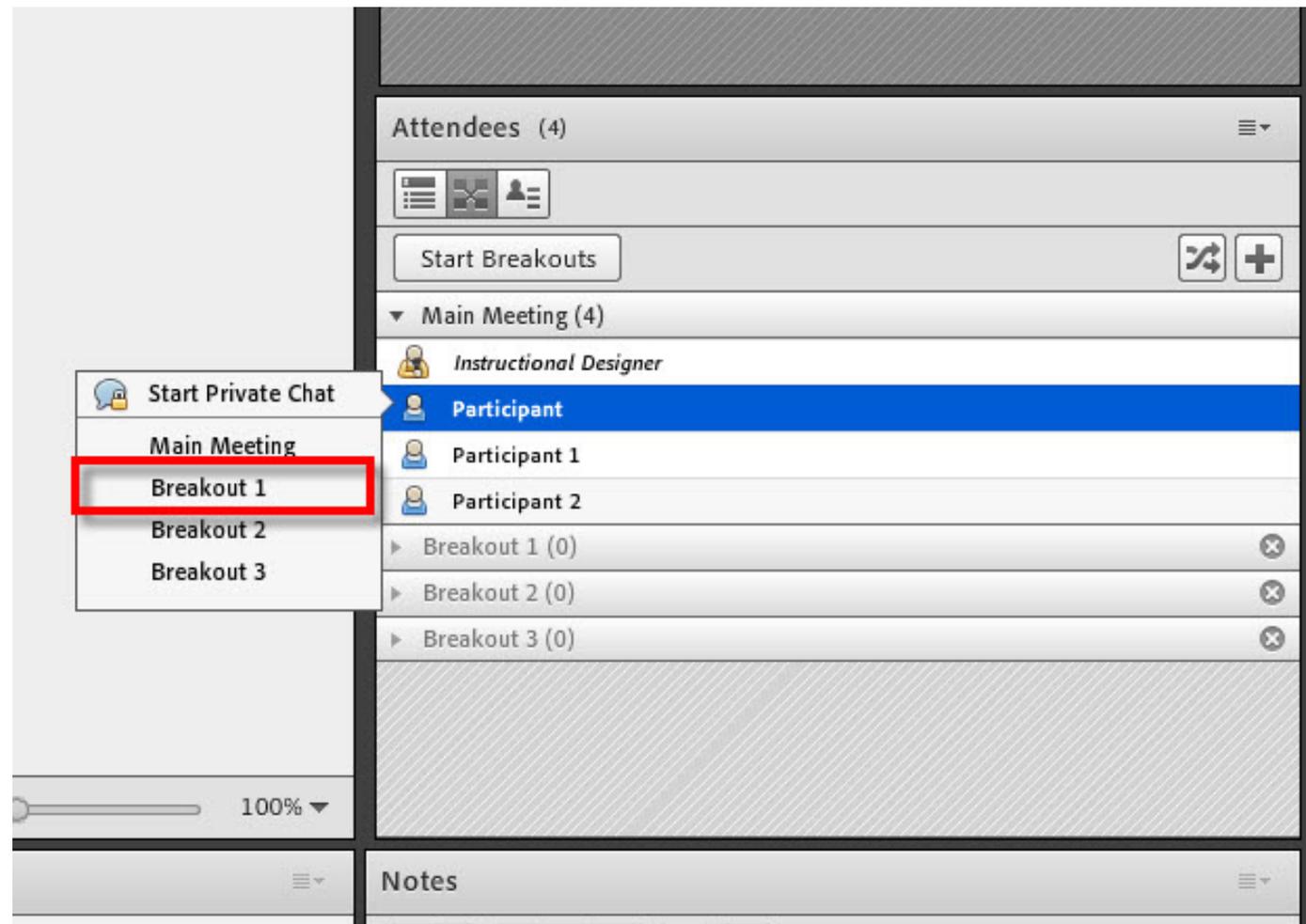
Add the number of breakout rooms (groups) you want to have in your class.



6 Steps to Creating Breakout Rooms in Adobe Connect

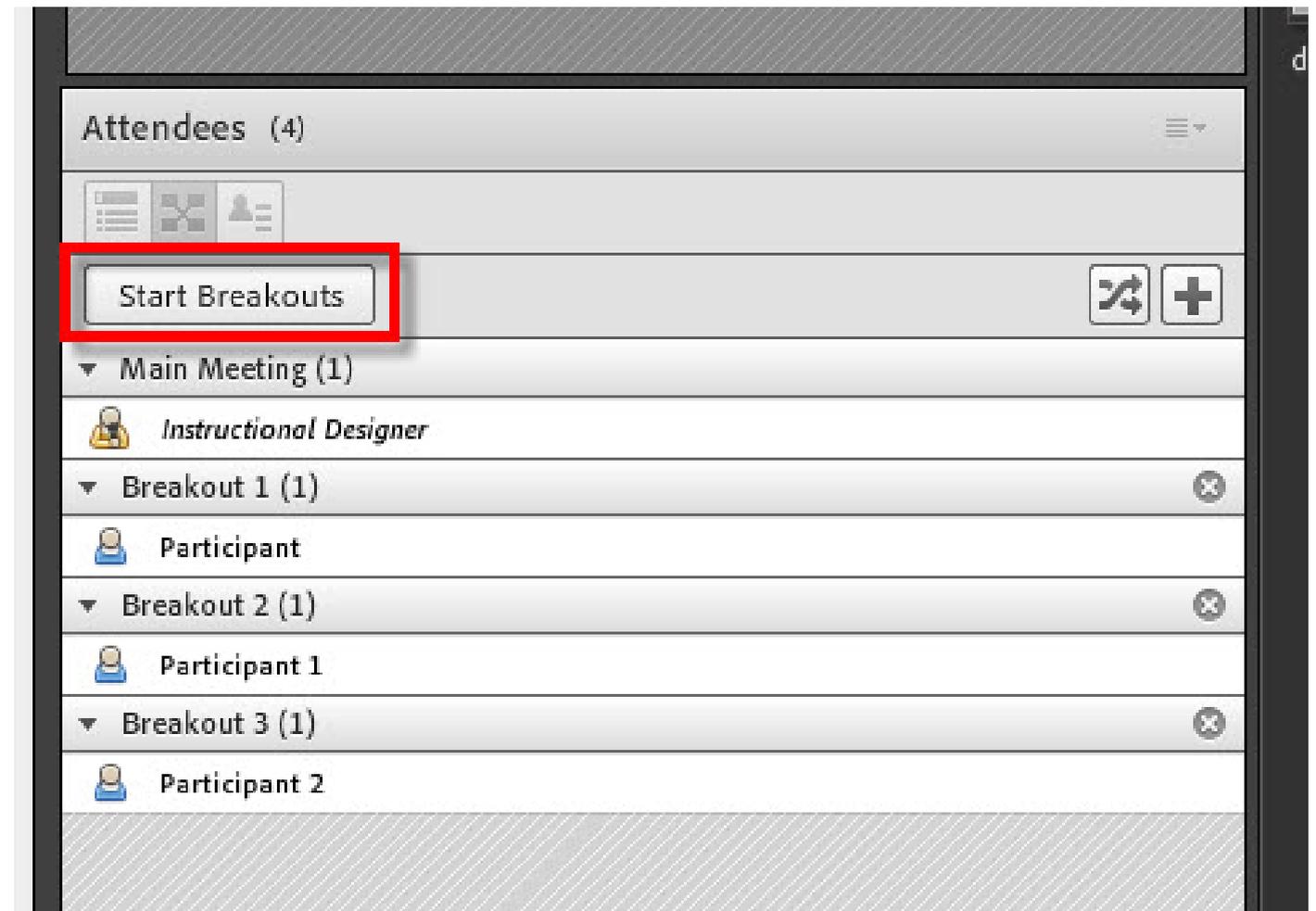
Step 5

Divide participants into breakout rooms by dragging and dropping their names into breakout rooms or by clicking on their name.



Step 6

When you are ready to divide students into their groups click on “start breakouts.”



6 Steps to Creating Breakout Rooms in Adobe Connect

IMPORTANT: EDITING BREAKOUT ROOMS

All changes to the layout must be made before adding the number of breakout rooms (Step 4). Otherwise, changes will not be seen in each breakout room.

To make changes in the layout after groups have been divided, click on [Remove All Rooms](#), and then begin this process from Step 4.

