Create Breakout Groups

1. Open the "Share Content" Tab from the Collaborate panel.

2. Select "Breakout Groups".

3. Assign groups. Either select Randomly assign or Custom assignment.
   - Randomly assign: Collaborate creates groups and randomly assigns participants for you.
     
     \textit{note: Randomly assign is only available when there are four or more people are in the room.}
     
     - If you want to be in a group, select Include moderators in group assignment. You will also be randomly assigned to a group.
• You can change how many participants are in each group. Select the number of groups from the Number of Groups menu.

• If you don't like how the participants are grouped, select **Shuffle participants**.

  • Custom assignment: Create your own groups.

• Assign participants to a group. You can select the participants options menu and select the group. Also, you can also select the participant and drag them to the right group.

• Select  to add more groups and  to delete groups.

4. Optionally, select **“Allow participants to switch groups”**, if you want participants to be able to move to another group on their own.
5. Select **Start**

**Switch participants between groups**

1. From the Participants panel, find a participant and select Moderator controls.
2. Select "**Move to another group**". This opens the Breakout groups panel.
3. Move the participant to another group. There are two ways you can do this.

   - Select the participant's options menu and select the group.
   - Select the participant and drag them to the new group.

4. Select "**Update**"
End Breakout Groups

When you want to stop breakout groups and bring everybody back to the main room, select "End breakout groups". You can find this at the top of the Participants panel or beside Breakout groups in the Share Content panel.