

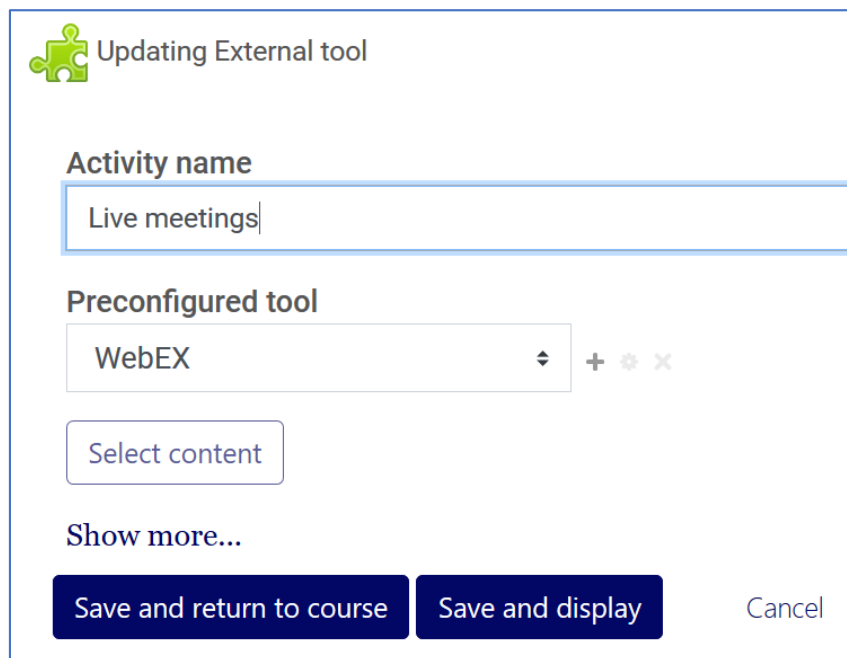
Webex/Moodle Connector Tool

Breakout Rooms

Using WebEx Connector tool instructors can schedule a recurring or one-time break out rooms from a Moodle course.

Add WebEx tool (If you already have a WebEx tool added to your course skip this step)

- 1 Login to your Moodle course
2. Scroll down and click Create Learning activity
3. Click External tool from the Activity tab
4. Type name such as Live meetings
5. Select WebEx from preconfigured tools
6. Click Save and Return to course



Updating External tool

Activity name

Live meetings

Preconfigured tool

WebEX

Select content

Show more...

Save and return to course Save and display Cancel

*Please note when you click on the WebEx tool **first time** you will need to scroll down from the Setup tab and check box for Virtual meeting and Office hours. Click Apply.*

Choose your features

Select the features you would like to be visible to yourself and the other students of this course.

Apply

Virtual Meetings

Office Hours

Create Break out room

1. Click WebEx tool such as Live meetings
2. From the Virtual Meetings Select New Meeting
- 3 Choose Training
- 4 Enter a descriptive Name for the training or break out room
- 5 Select the training meeting Date, Duration, and Recurrence

Virtual Meetings
Office Hours
Setup
Analytics

Support

New Meeting

Cancel

Name

Choose Host Center

Meeting
 Training

Meeting date

July 20, 2020 3:00 PM (GMT-04:00)
v

Recurrence

No Repeat
 Daily
 Weekly

Monthly

Duration

1 hrs
v

0 mins
v

Day

 of every

 month(s)

↻
Privacy · Terms

6. Select Create Meeting.

After you create a training or breakout room, it will show up in your Upcoming tab and your students can join breakout room. You can repeat step 1-6 to create additional breakout rooms. You can host, edit or Delete breakout rooms from the virtual meeting tab.

Assign attendee to a Breakout room

In the Breakout Session panel, select Breakout Assignment.

<p>To automatically create breakout sessions and assign attendees</p>	<p>a. Select Automatically. b. Either set the number of breakout sessions or the number of attendees in each breakout session, and click OK.</p> <p>After you start a breakout session, an attendee is assigned randomly as the presenter.</p>
<p>To manually create breakout sessions and assign attendees</p>	<p>a. Select Manually. b. Add a session by selecting the Add Session or + button. c. Enter a new name or use the default name that is provided. d. Highlight the name of the breakout session. e. Highlight the names of any Not Assigned participant for whom you want to add to the breakout session and select the >> button. f. Select the participant that you want to be the presenter. g. Select OK.</p> <p>The presenter can start the breakout session at any time.</p>

Ask All Participants to Return from a Breakout Session

In the Session window, select Breakout menu > Ask All to Return.

All participants in breakout sessions receive a message asking them to return to the main training session. They can choose to leave the session or continue.

Send a Broadcast Message to All Breakout Sessions

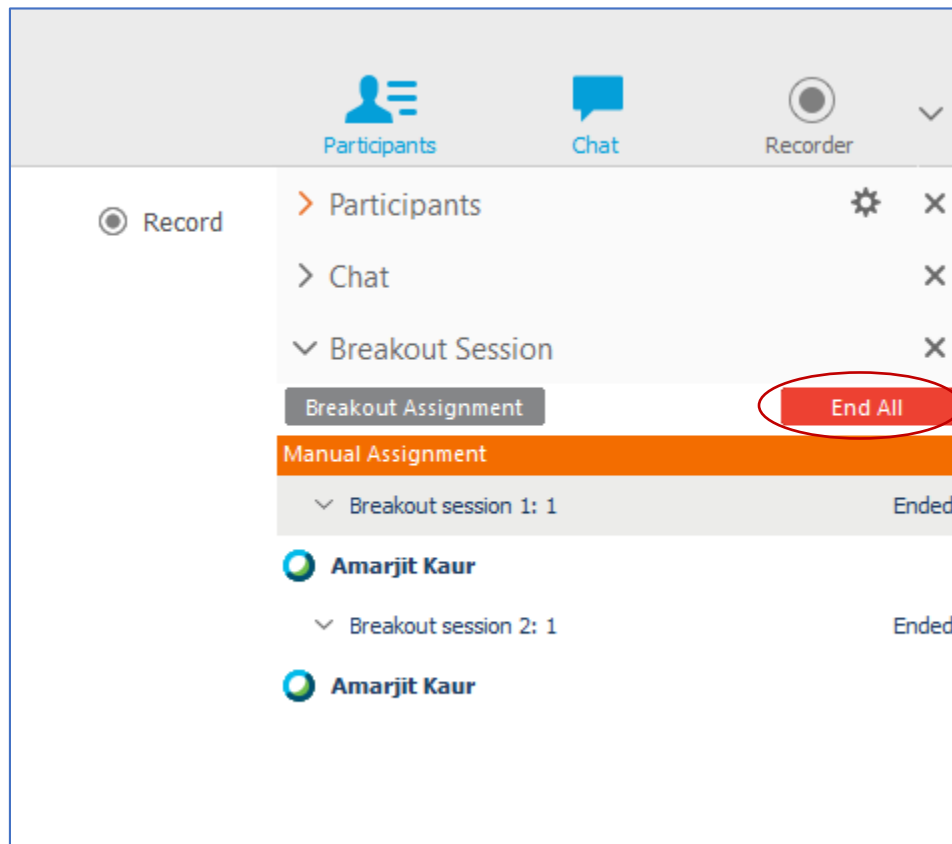
- 1 In the Session window, select Breakout menu > Broadcast Message.
- 2 Select who you want to receive the message from the drop-down list.
- 3 In the Message box, type your message.
- 4 Select OK.

Your message appears on the selected participants' desktops during their breakout sessions.

End All Breakout Sessions

In the Breakout Session panel, select End All.

All participants receive a message that their breakout session ends in 30 seconds.

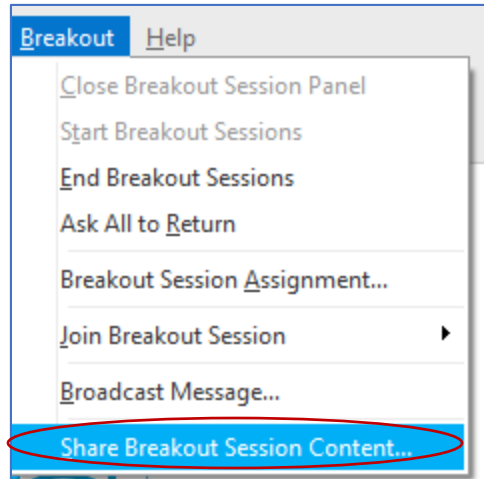


Request a Breakout Session Presenter to Share Content

As the training session presenter, you can request a breakout session presenter to share their shared content in the main training session. Before a breakout session presenter can share content in the main session, you must end all the breakout sessions.

1. In the Session window, select Breakout menu > Share Breakout Session Content.
2. Select the name of the presenter in the list whom you want to request to share breakout session content.
3. Select OK.

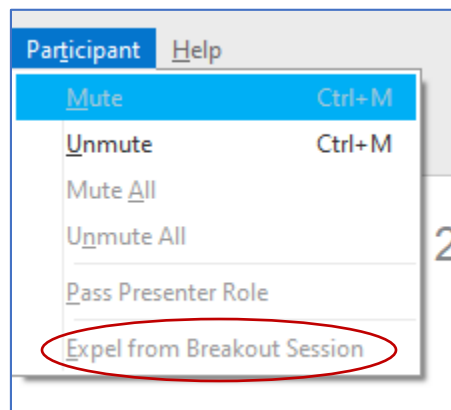
The last presenter receives instructions for sharing content from the breakout session in the main training session.



Remove a Participant from a Breakout Session

Removing a participant from a breakout session does not remove the participant from the main training session.

1. In the participant list on the Breakout Session panel, select the name of the participant whom you want to remove from the breakout session.
2. Select Participant menu > Expel from Breakout Session.



For more information go to: https://help.webex.com/en-us/8cckd2/Manage-Breakout-Sessions-in-Cisco-Webex-Training#task_13414AED6680E284267264D405FF0E3F