

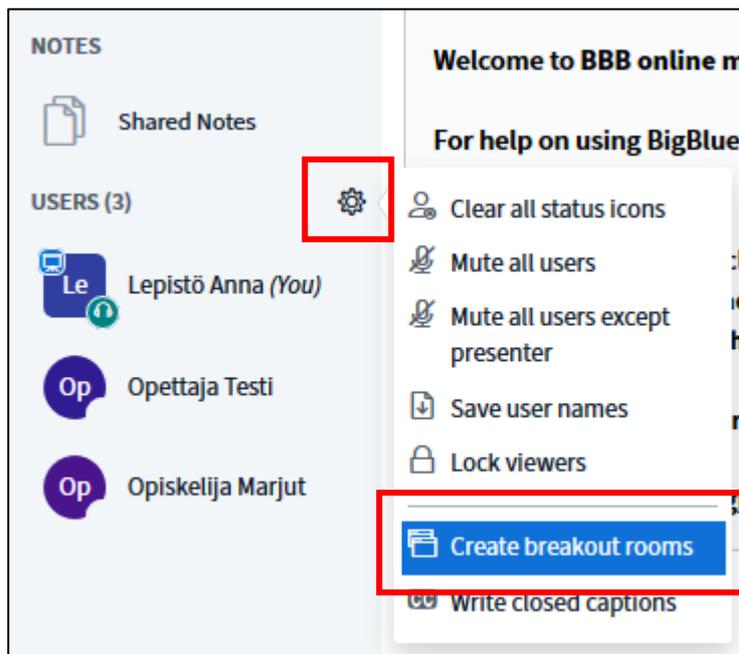
# SeAMK

## Big Blue Button Breakout rooms

Here you can find the following instructions: adding students to rooms manually, dividing students randomly, letting the students choose a room, the teacher's joining a room and rejoining a student to a room.

### Adding students to rooms randomly

1. Click on the **Manage Users** users button in the Users column and choose **Create Breakout rooms** in the pop-up menu.



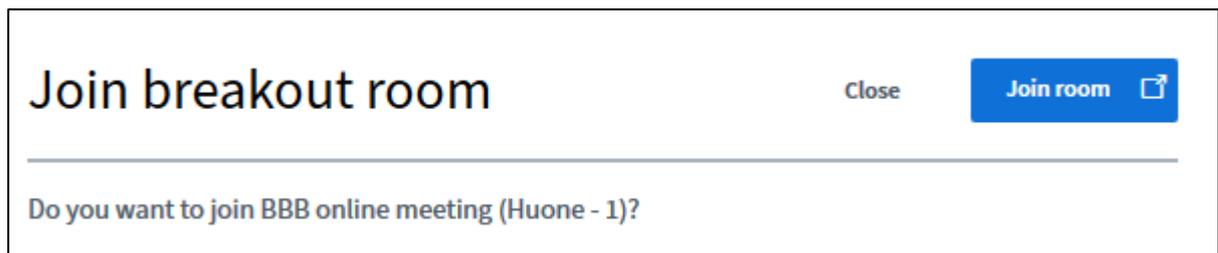
2. Choose the number of the rooms and define how many minutes students stay in the rooms. However, you can close a room whenever you want so please define time that is long enough.

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

 A screenshot of the 'Create breakout rooms' dialog box. It has two input fields: 'Number of rooms' with the value '2' and 'Duration (minutes)' with the value '15'. There are minus and plus buttons next to the duration field. A 'Randomly assign' button is highlighted with a red box. Below the fields is a checkbox labeled 'Allow users to choose a breakout room to join' which is currently unchecked.

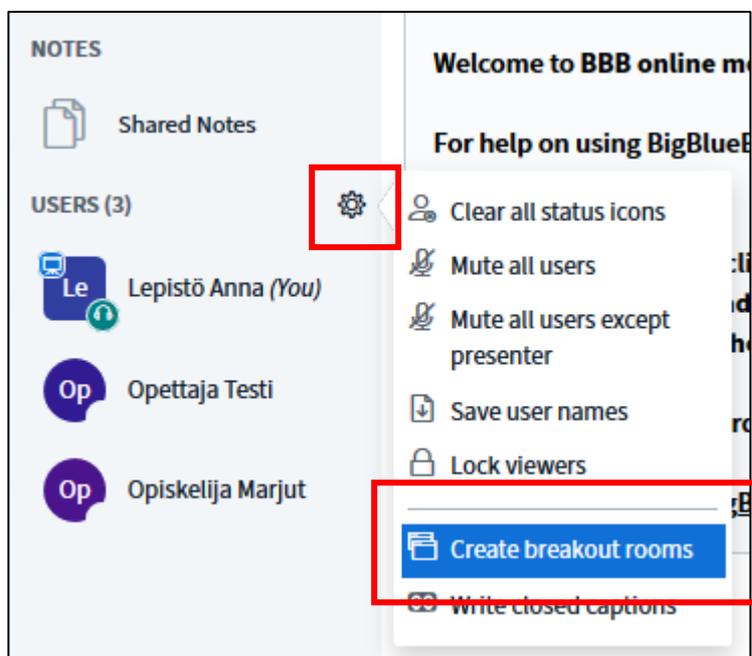
3. Click on the link Randomly assign and students are placed automatically in the rooms.
4. Click on the Create button at the top of the page.

- The students now get a button Join room, which allows them to join.

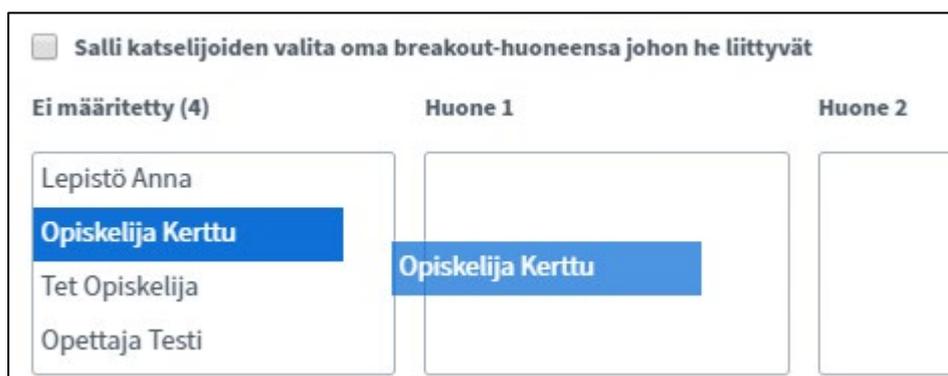


## Determining particular rooms for students

- Click on the **Manage users** button in the Users column and choose **Create Breakout rooms** in the pop-up menu.

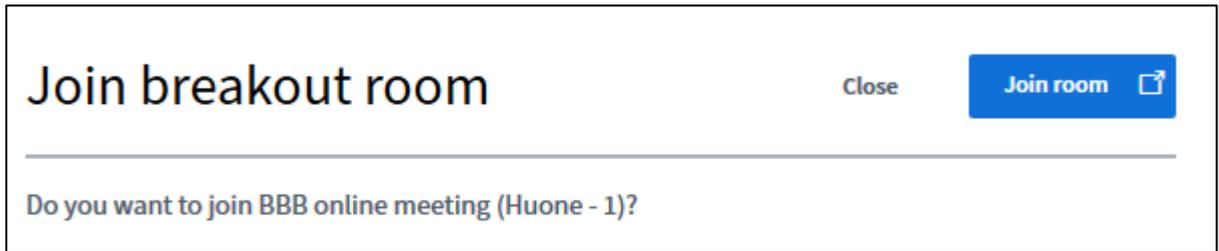


- Define the number and duration of the rooms (you can close a room whenever you want so choose duration that is long enough).
- You can drag the students to rooms of your choice.



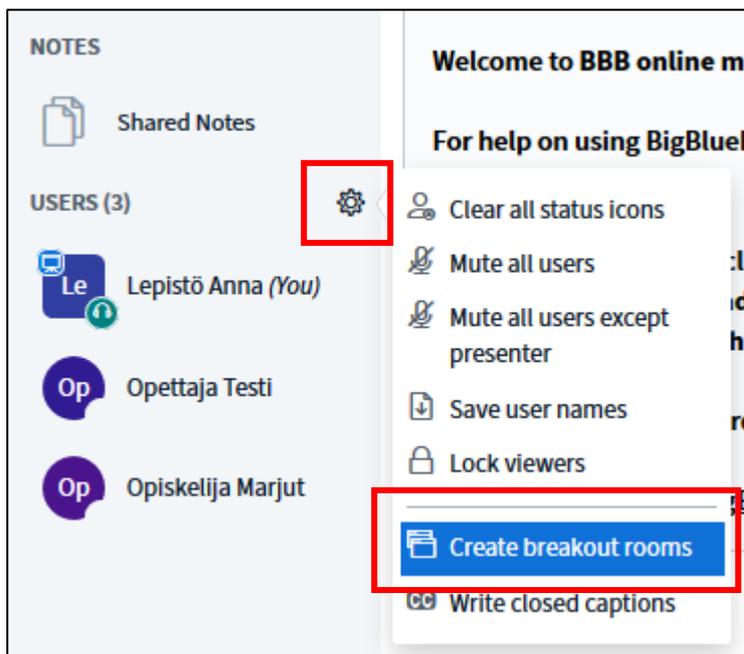
- When you have finished, click on the Luo/Create button at the top of the page.

5. Students now get a button **Join room**, which allows them to join.



## Defining the rooms so that students can choose their room themselves

1. Click on the **Manage Users** users button in the Users column and choose **Create Breakout rooms** in the pop-up menu.



2. Choose the number of the rooms and define how many minutes students stay in the rooms. However, you can close a room whenever you want so please define time that is long enough.
3. Click on Allow users to choose a breakout room to join.
4. Click on the Create button at the top of the page.

**Breakout Rooms** Close Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms: 2

Duration (minutes): 15 − + Randomly assign

Allow users to choose a breakout room to join

5. The student gets a message Join room and below that a drag-down menu which allows them to choose a room.

**Join breakout room** Close Join room

Valitse breakout-huone johon haluat liittyä

BBB online meeting (Huone - 1) ▼

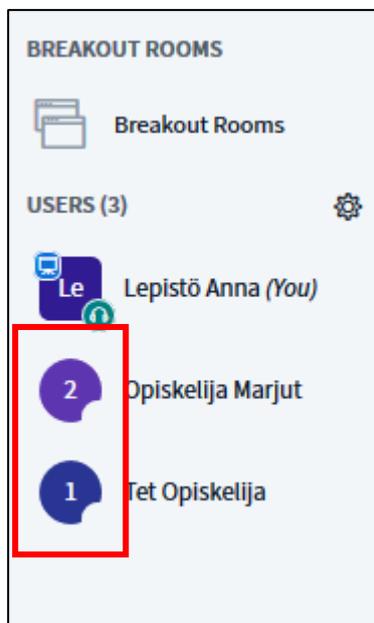
BBB online meeting (Huone - 1)

BBB online meeting (Huone - 2)

## Visiting rooms with a microphone connection or joining a room and closing a room

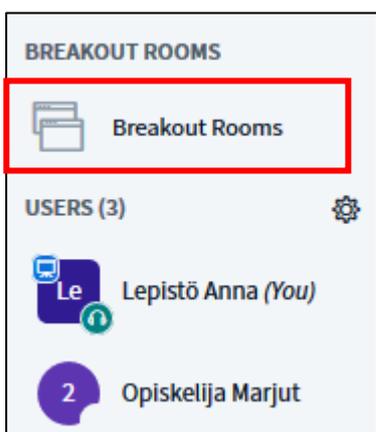
Vasemmalta näet mm. missä huoneissa opiskelijat ovat

On the left you can see in which rooms students are.

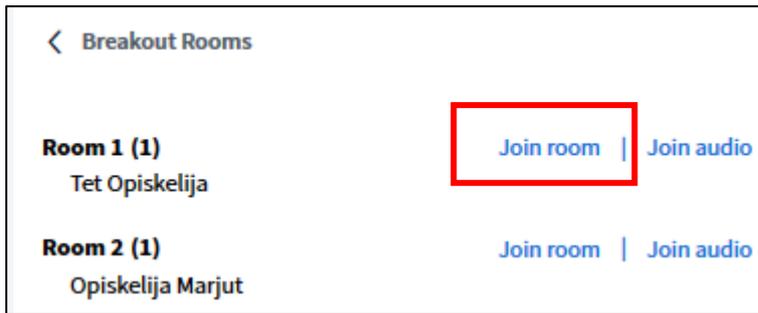


If you want to visit a room,

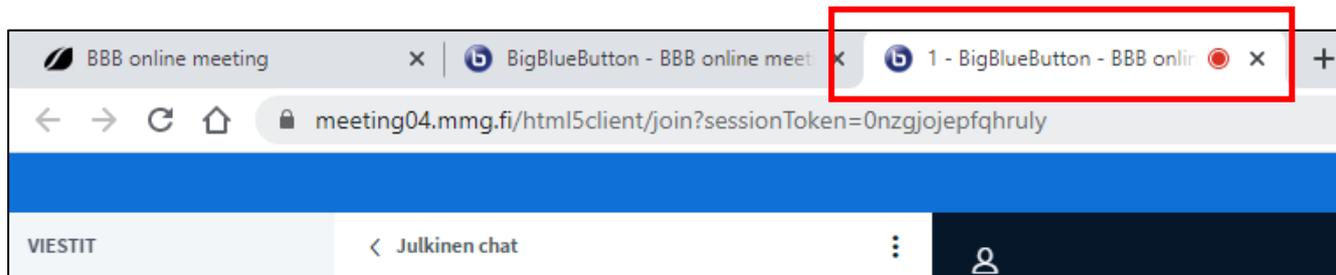
1. click on **Breakout rooms** on the left.



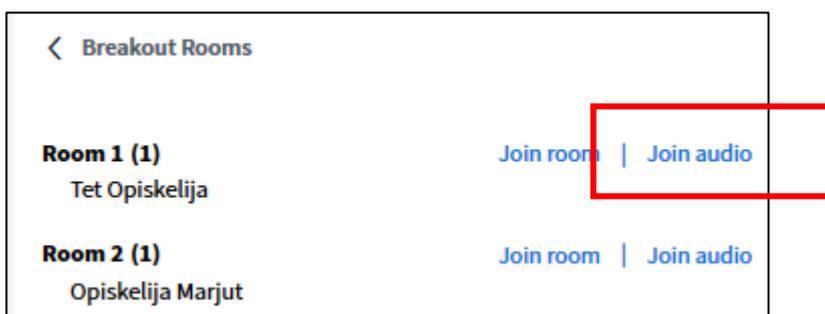
2. You can join a room (to see what students are doing or you can, for example, share your screen by taking the presenter's rights in the room).



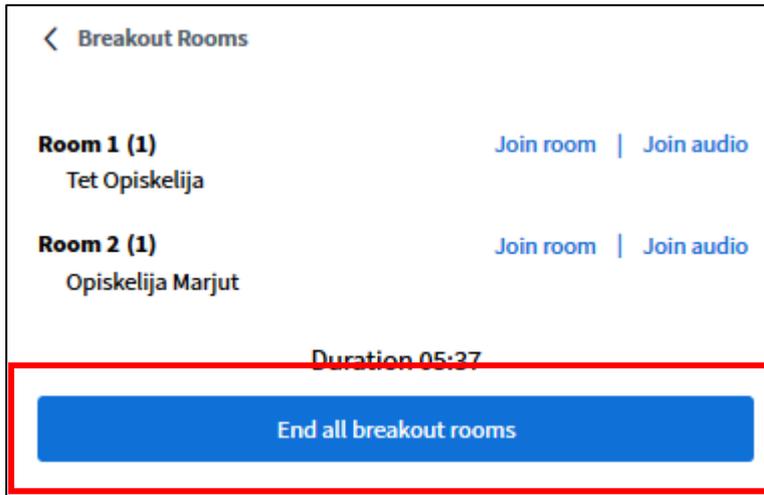
Note: When you joined a room, the browser opens a new tab and you can return to the original session through the tabs.



3. You can also join with a sound connection and then you cannot see what is happening in the room.



- If the duration of the room you defined is too long, you can close all rooms by clicking on End all breakout rooms. Everyone returns to the original BBB session.



## How a student can rejoin

If a student closes the tab (not the original BBB session) of his/her breakout room for example by mistake, he/she can rejoin the same room as follows:

In the original BBB session the student clicks on Breakout rooms on the left and then Join room.

