Launch and manage breakout room sessions in a Kaltura Room

Content updated: 04/13/2023

This article is designated for moderators and hosts

About

After you create and configure breakout rooms, you can launch the breakout session and manage participant activity across rooms.

This article explains how to launch breakout rooms and manage the breakout session using the available controls and dashboard tools.

Launching and managing breakout sessions isn't available on mobile, but participants can still join and take part in them. To launch or manage a session, join the room from a desktop browser.

Launch a breakout session

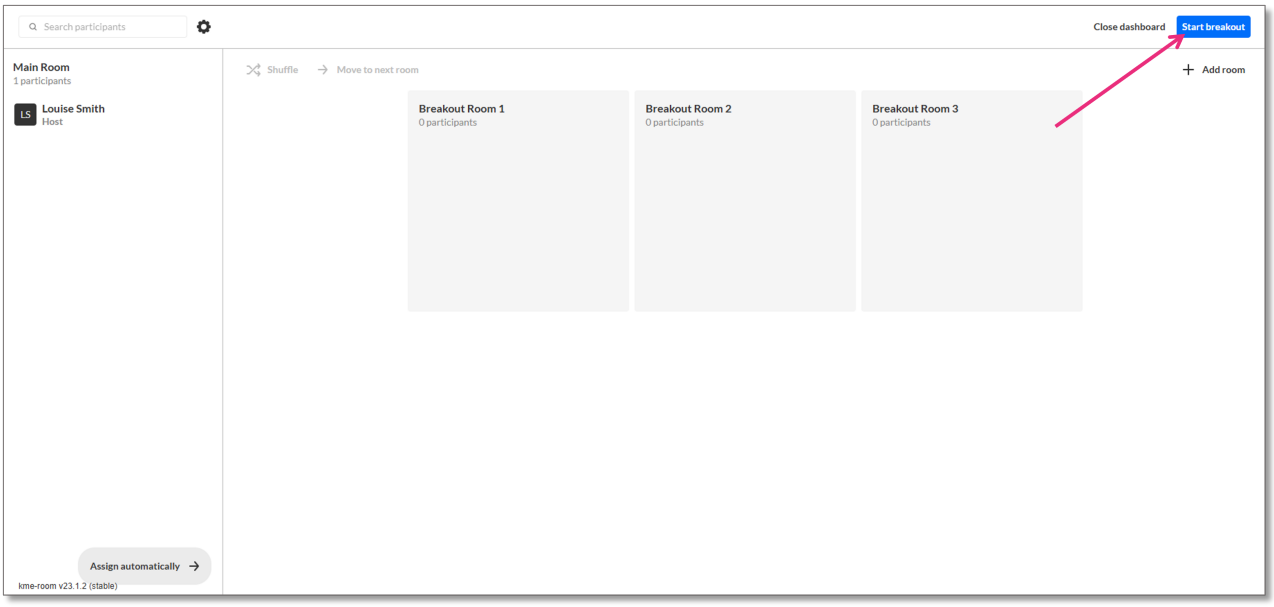
This article assumes you have already created and configured breakout rooms. If you haven’t done this yet, see Create and configure breakout rooms.

Once your breakout rooms are configured, you can start the breakout session.

If the breakout rooms dashboard is already open

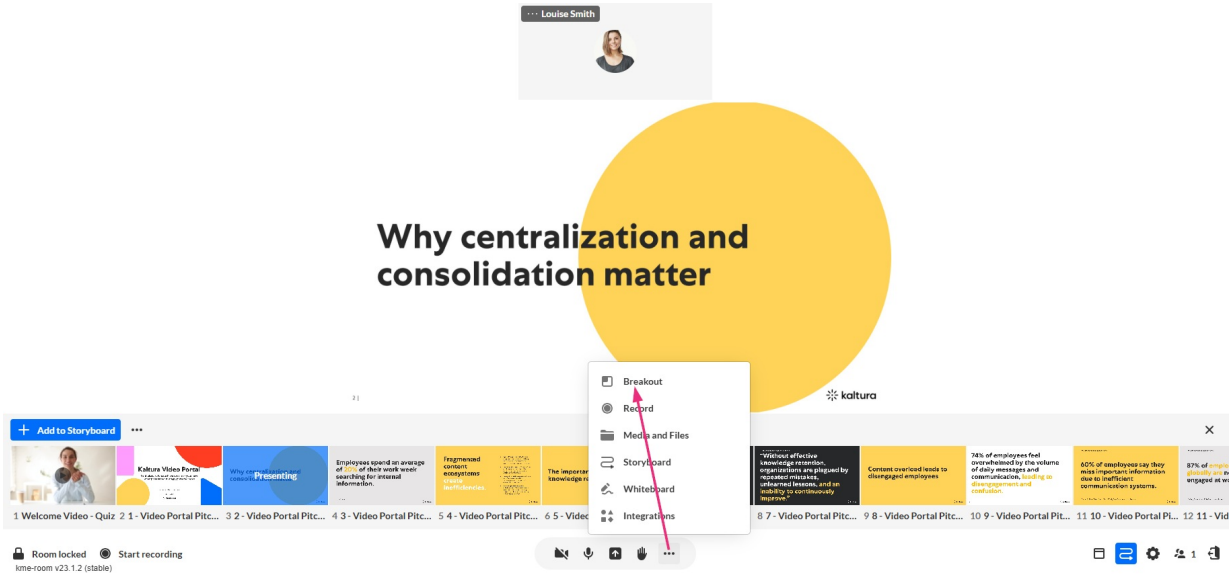
Click **Start breakout** in the upper right corner.

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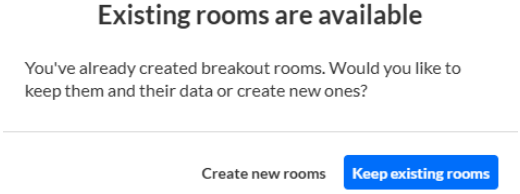


If you are in the main room

1. Click the **three dots** on the bottom toolbar and select **Breakout**.

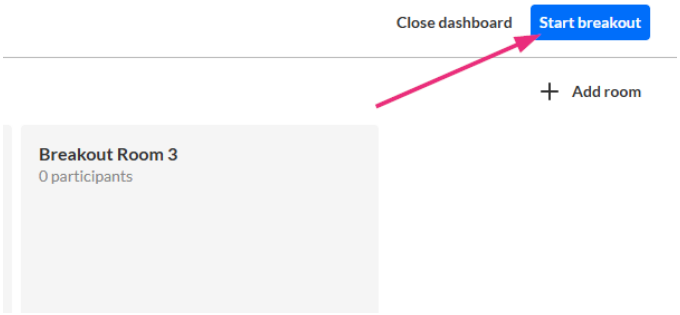


2. If prompted, click **Keep existing rooms** to use the breakout rooms you previously configured.



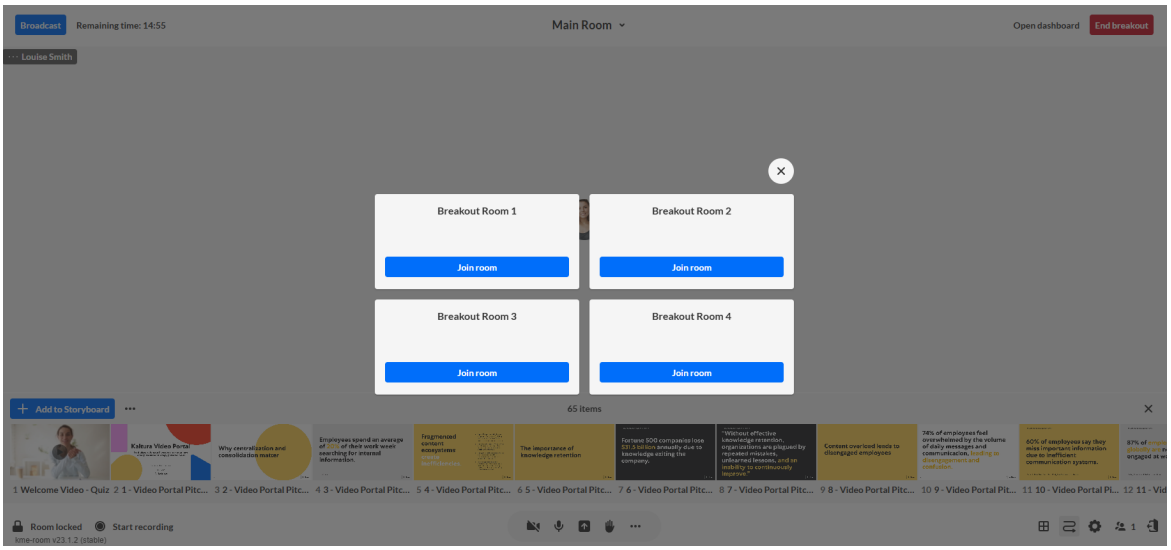
3. Click **Start Breakout** in the upper right corner.

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A screen displays the breakout rooms you created. Each room includes a **Join room** button.

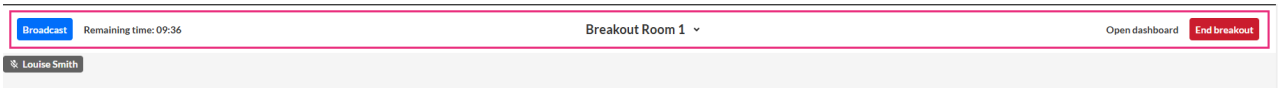
4. Moderators can click **Join room** to enter a room.



Participants assigned to breakout rooms see a countdown before entering their rooms.

Use the control bar

Once the breakout session starts, a control bar appears at the top of the screen. This control bar provides quick access to key breakout room management tools.

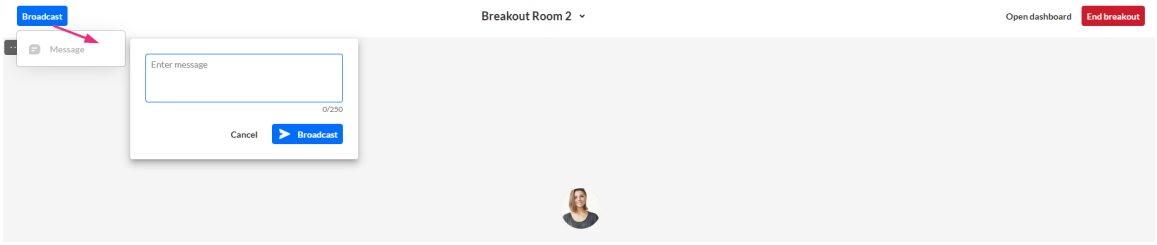


Broadcast messages

You can send a message from the main room to all breakout rooms.

1. Click **Broadcast** on the top left of the control bar.
2. Click **Message** in the broadcast panel, then type your message in the text box.

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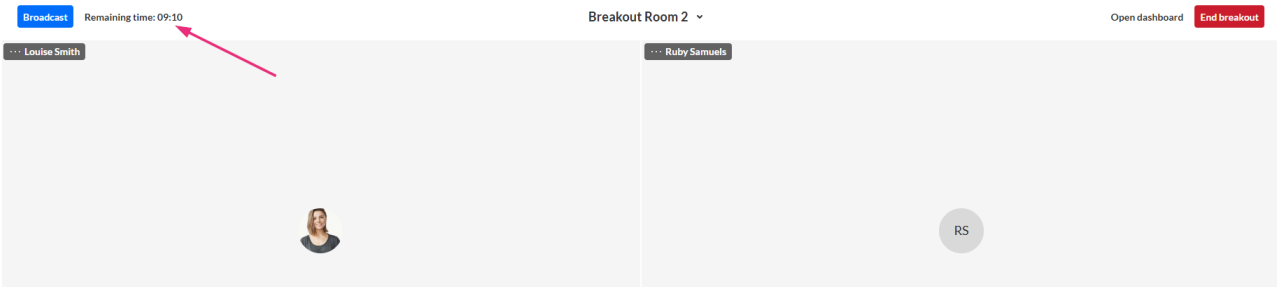
3. Click **Broadcast** to send the message to participants in all breakout rooms.

At this time we only support sending **text** messages and not **files**.

Adjust session time

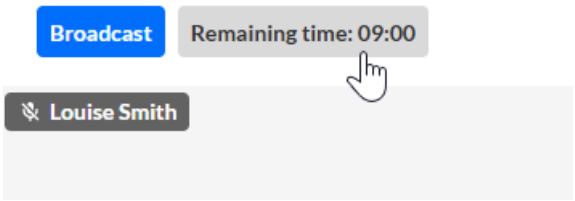
If you set a time limit when configuring the breakout rooms, the **Remaining time** indicator appears at the top left of the control bar and displays how much time is left in the session.

(If no time limit was set, the indicator does not appear.)



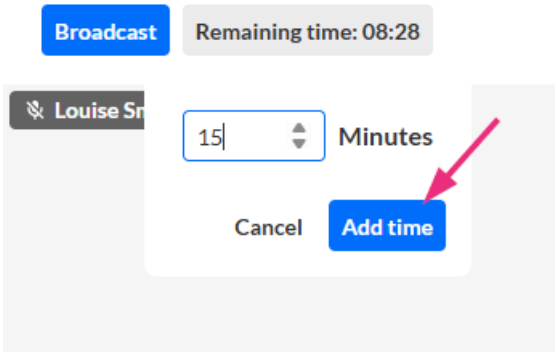
You can adjust the time from the breakout rooms dashboard:

1. Click the **Remaining time** field.



2. Adjust the number of minutes then click **Add time**.

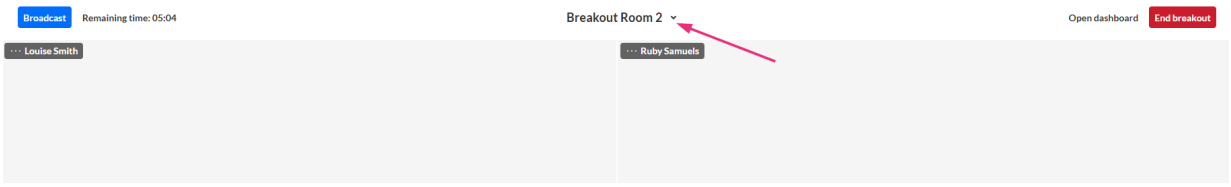
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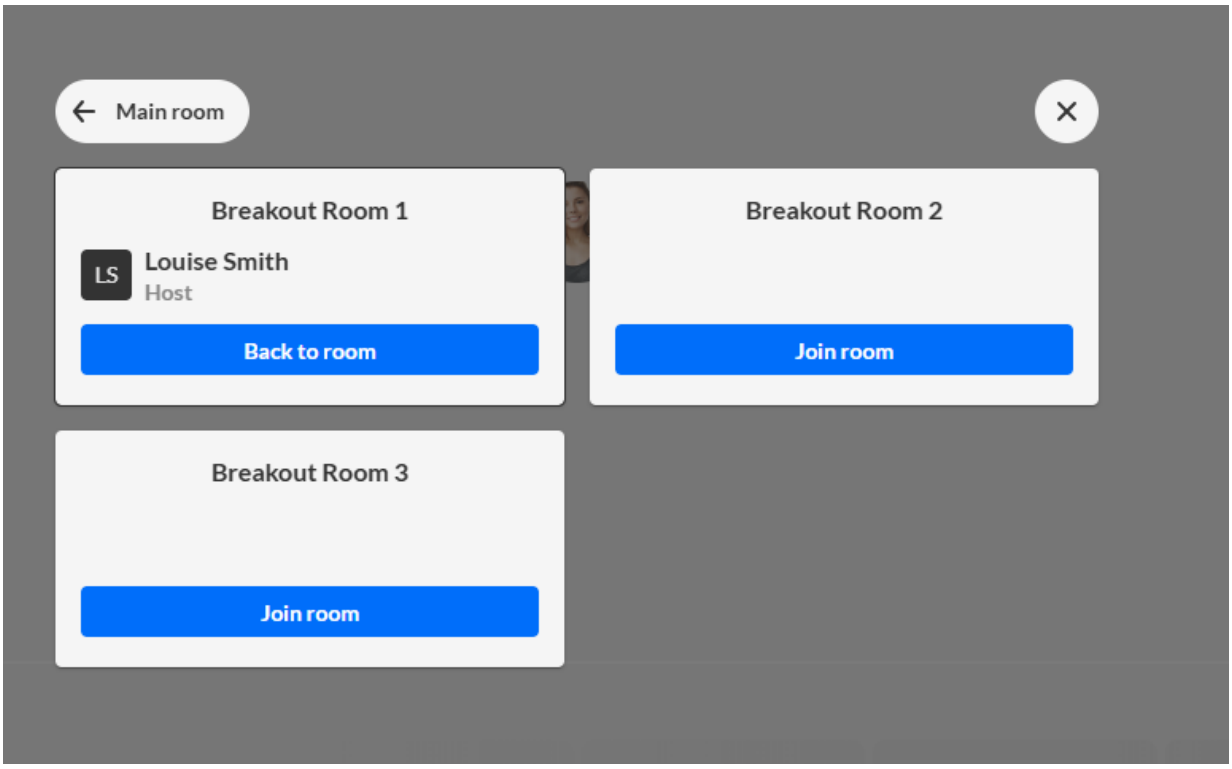
Switch rooms

You can move between breakout rooms during the session to monitor discussions or assist participants.

1. Click the room name at the top center of the control bar.



A window displays all available breakout rooms.



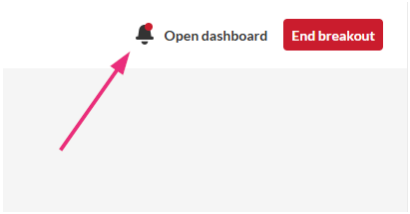
2. Select the breakout room you want and click **Join room**.

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Respond to calls

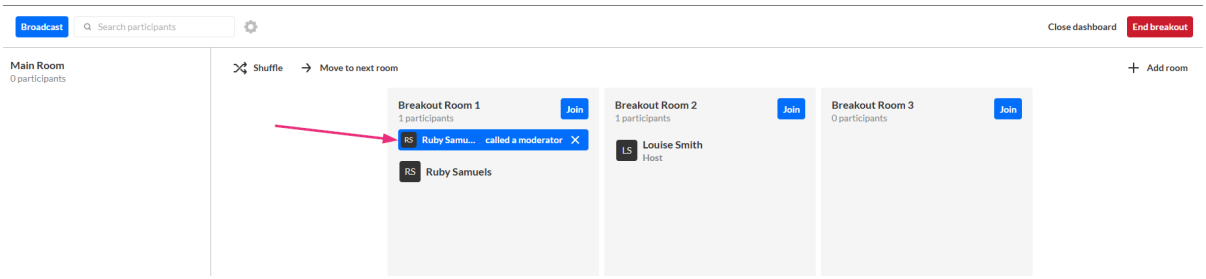
Participants in breakout rooms can call a moderator. When this happens a **bell icon** appears on the control bar.

1. Click **Open dashboard** and see who requested help.



The breakout rooms dashboard opens.

The participant who requested help is highlighted in **blue** within their room.



2. You can:

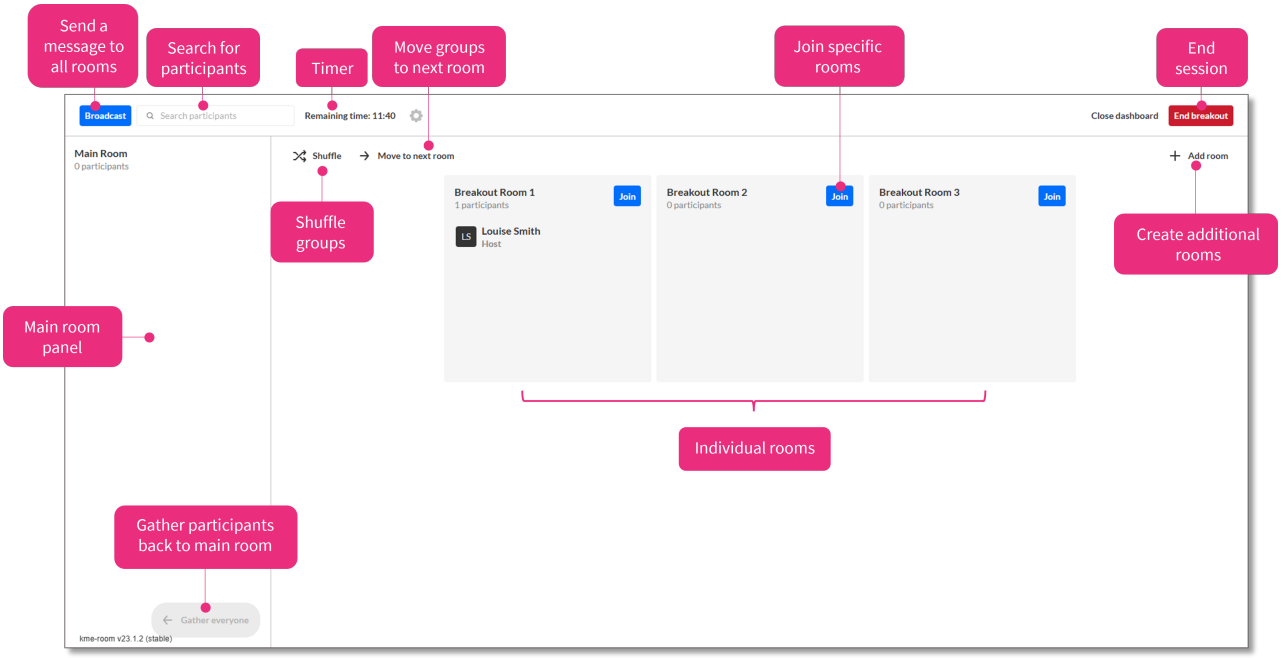
- Click **Join** to enter the breakout room and assist the participant.
- Click **X** to dismiss the notification if assistance is no longer needed.

Use the breakout dashboard

Click **Open dashboard** at the top right of the screen to access the breakout rooms dashboard.

While breakout rooms are active, the dashboard provides additional tools for managing the session.

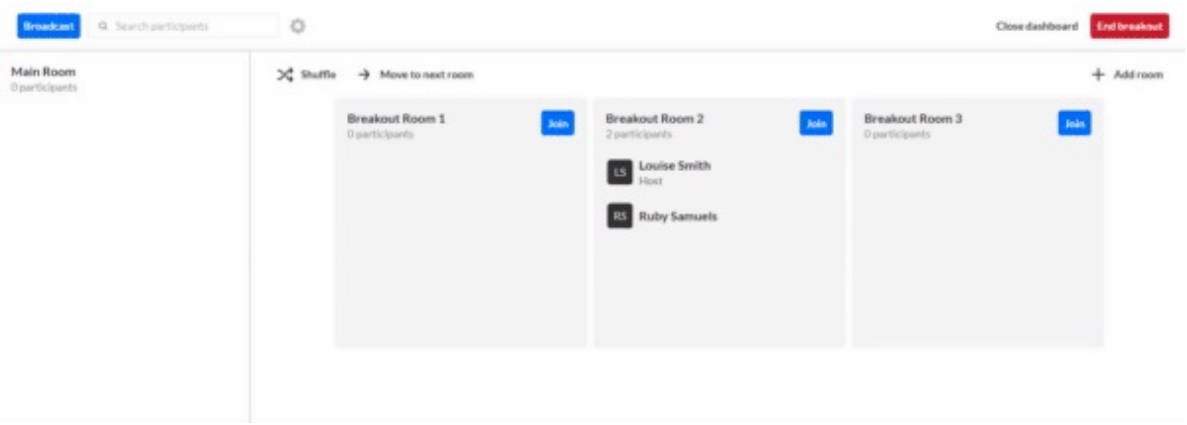
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The following sections explain the main actions you can perform during a breakout session.

Move participants

To move a participant to another room, **click their name and drag it** to the desired room.



Participants will see a short countdown before being moved to the new room.

You can also drag your own name into another room. When you close the dashboard, you will join the selected room.

Shuffle participants

Click **Shuffle** to randomly assign participants to breakout rooms.

Use round robin

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Click **Move to next room** to enable Round Robin mode, which moves participants sequentially between rooms.

This can be useful when participants need to rotate through discussion topics.

Gather everyone

Click **Gather everyone** at the bottom of the **Main room** panel to move all participants from breakout rooms back to the main room.

Participants will see a short countdown before being returned to the main room.

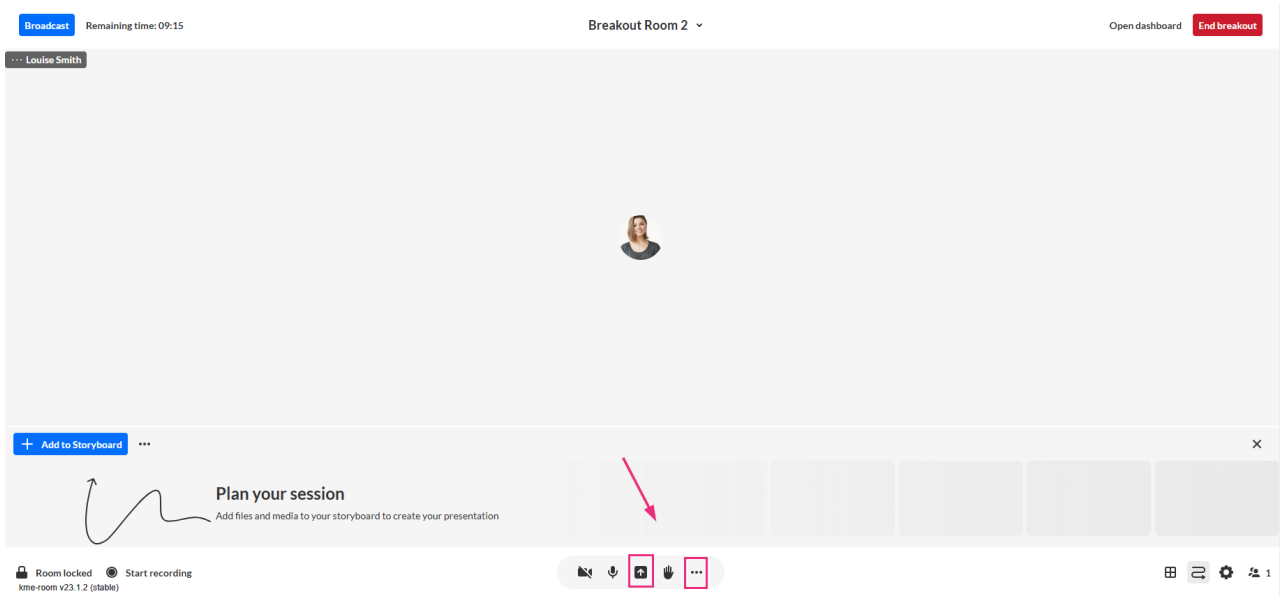
You can use this option to quickly bring everyone back together without ending the breakout session.

Share files and media in breakout rooms

To share media or files with participants in breakout rooms, use the **Share content** or **Media and files** options on the bottom toolbar.

For step-by-step instructions, see the article for the media type you want to present:

- Share a video during a session in your Kaltura Room
- Share a presentation during a session in your Kaltura Room
- Share an image during a session in your Kaltura Room



End breakout session

You can end the breakout session by clicking **End breakout** at the top right of the screen.

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Participants receive a countdown before returning to the main room.

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