

# Create and configure breakout rooms in a Kaltura Room in Sakai

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 This article is designated for moderators and hosts

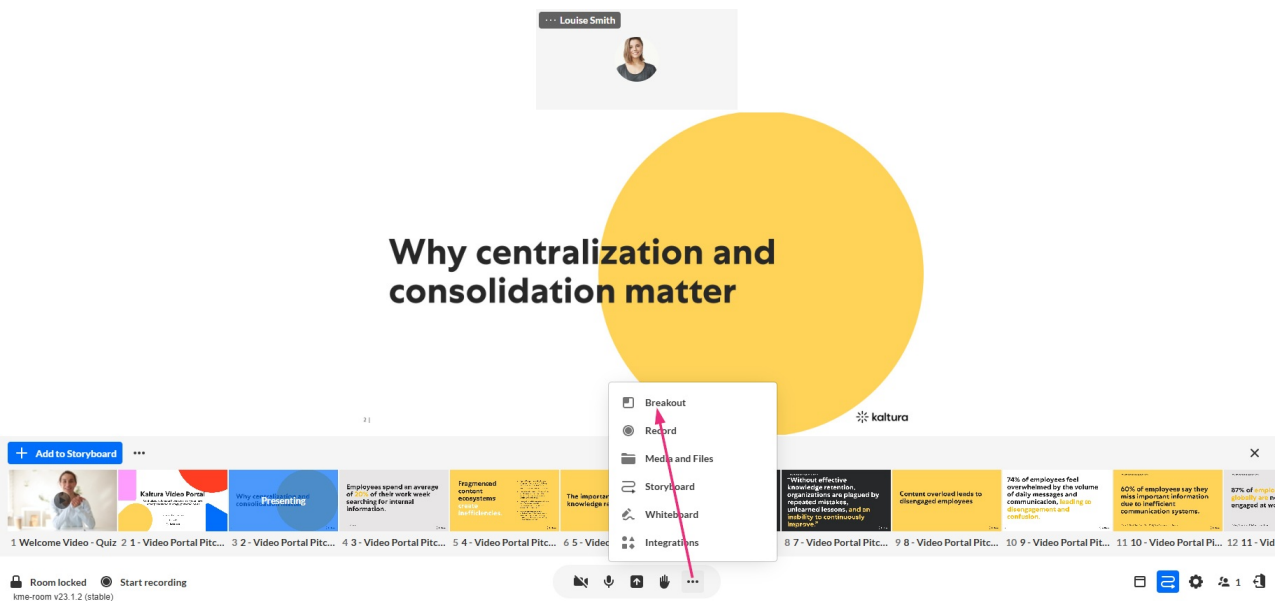
## About

Breakout rooms allow moderators to divide participants into smaller groups for discussions, workshops, or collaborative activities.

This article explains how to create and configure breakout rooms before starting a breakout session.

## Create breakout rooms

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



If breakout rooms already exist, you will be prompted to either use the existing rooms or create new ones.

## Existing rooms are available

You've already created breakout rooms. Would you like to keep them and their data or create new ones?

Create new rooms

**Keep existing rooms**

When creating new rooms, the 'Start breakout rooms' window opens.

### Start breakout rooms

Create  breakout rooms

#### Assign participants

Automatically 1 Participants per room.

Manually

Let participants choose room

Set rooms time limit (optional)

Cancel

**Continue**

2. Configure the breakout session:

**Create breakout rooms** - Use the **Create** field to define how many breakout rooms to create (up to 15).

**Assign participants** - Choose how participants will be assigned to rooms:

- **Automatically** - Participants are distributed automatically across the breakout rooms.
- **Manually** - The moderator assigns participants to rooms from the breakout rooms dashboard.
- **Let participants choose room** - Participants select which breakout room to join.

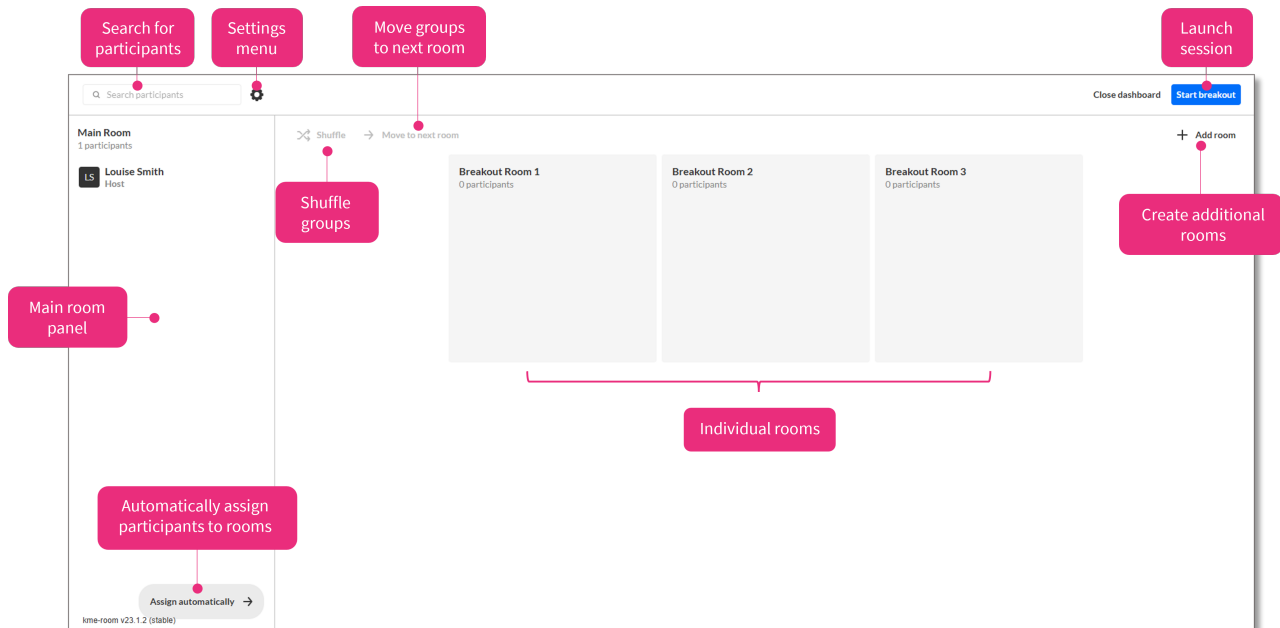
**Set room time limit** (optional) - Select **Set room time limit** to define how long the breakout session lasts. When the timer ends, participants return to the main room automatically.

3. Click **Continue**.

The Breakout rooms dashboard opens, where you can review rooms, assign participants, and start the breakout session.

## Breakout rooms dashboard

The breakout rooms dashboard allows moderators to review the rooms and configure session settings before the breakout session begins.



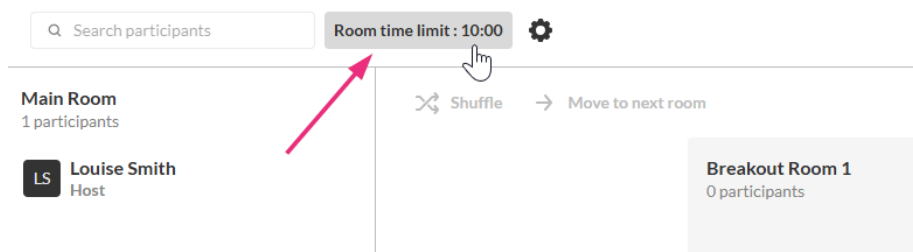
From the dashboard you can:

- Review the breakout rooms that were created
- Adjust the session time limit
- Configure participant permissions
- Assign participants to rooms (if manual assignment was selected)

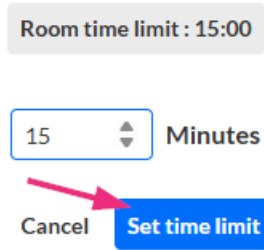
## Set or adjust time limit

If a time limit is set, it appears on the dashboard (default: 10 minutes). To adjust the duration:

1. Click the time display.



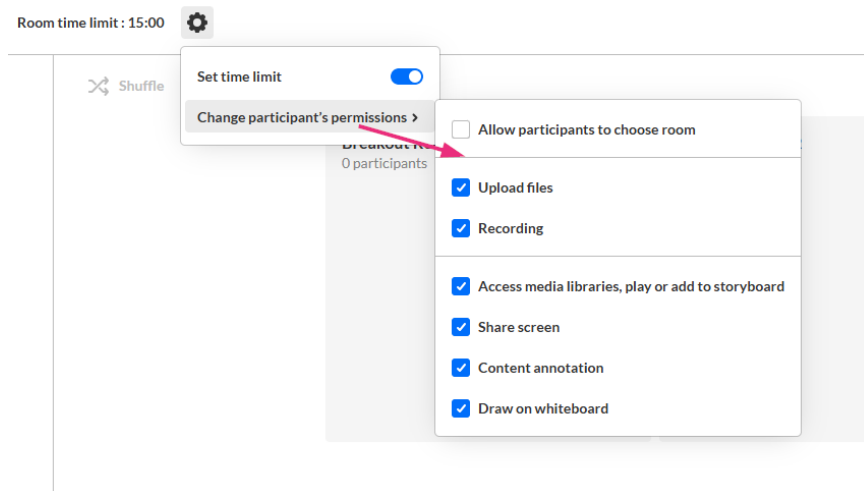
2. Adjust the time limit, then click **Set time limit**.



When the timer expires, breakout rooms close automatically and all participants return to the main room.

## Configure participant permissions

Click the **settings (gear)** icon and select **Change participants permissions** to define what participants can do in breakout rooms.



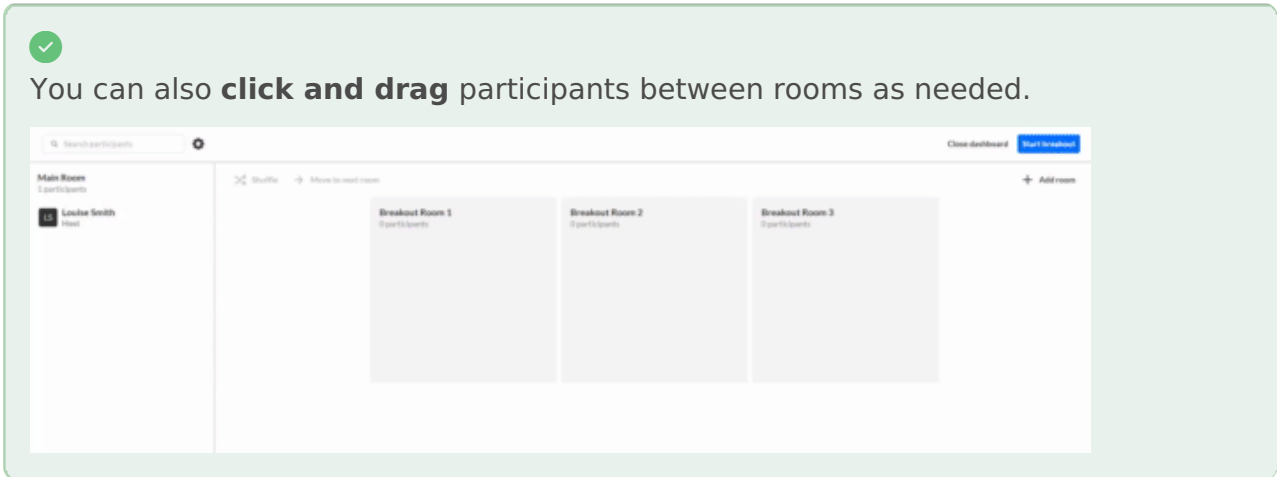
By default, all permissions are enabled. You can uncheck individual items to restrict specific actions:

- **Allow participants to choose room** - Participants can move between rooms or select their own room.
- **Upload files** - Participants can share documents or images from their device.
- **Recording** - Participants can record their breakout session locally.
- **Access media libraries, play or add to storyboard** - Participants can use Kaltura media tools and shared playlists.
- **Share screen** - Participants can share their screen with others in the room.
- **Content annotation** - Participants can use markup tools on shared content.
- **Draw on whiteboard** - Enables the collaborative whiteboard for brainstorming.

## Assign participants

If **Manual assignment** was selected when creating the breakout rooms, participants appear in the **Main room** panel.

From here you can move participants between rooms or leave some participants in the main room if needed.



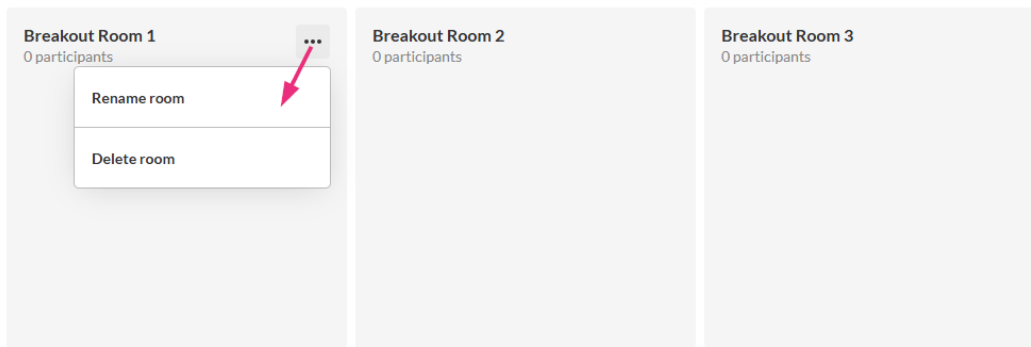
## Manage rooms

Each breakout room displays the names and number of participants assigned to it.

You can:

- Rename a room
- Delete a room
- Move participants between rooms

Hover over a room and click the **three-dots** to rename or delete it.



You can also create additional rooms using the **+ Add Room** button on the top right.

Next up, see [Launch and manage breakout sessions in a Kaltura Room](#).