



Instructor Onboarding Guide



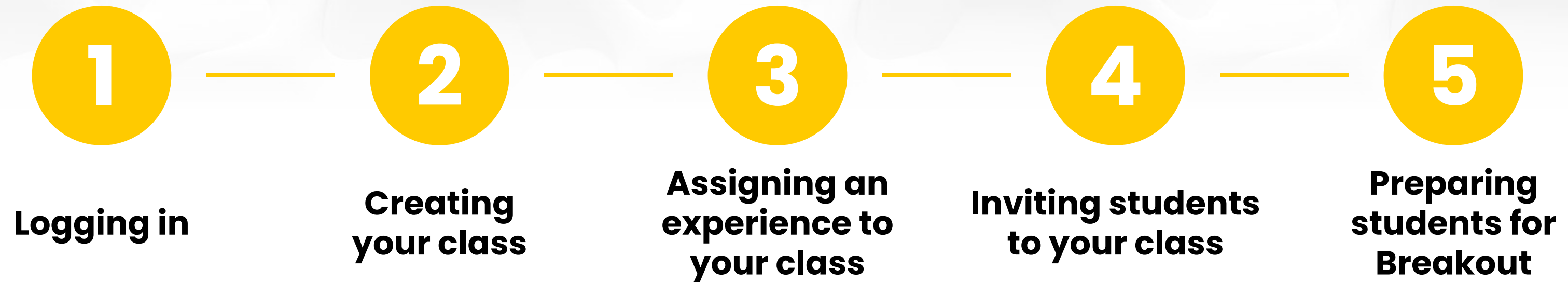
Welcome to Breakout

We are so excited to have you on board as a new instructor in our platform!

Let's get you set up with your instructor account!

Getting Started...

Breakout onboarding has 5 steps:



You will need to be on a **laptop or desktop computer**, as phones and tablets are not currently supported.

Paste your Instructor invitation link into your browser to begin.

Can't find your link? Email us at support@breakoutlearning.com

Logging in



1. **Login** with your institutional email address
 - 🌐 It's important to know if your institution's email domain is associated with **Google** or **Microsoft**. Choose whichever login option pertains to your institution.
2. You will be prompted to **allow access to your microphone and camera**.
 - 🔄 If after a few seconds you cannot click the "Looks Good" button, **refresh** your screen.
3. You will see an **introductory slide deck** that you can click through.
4. On the left side panel from top to bottom you will see the following icons: **Home** (Instructor view), **Explore catalog**, **Student view**, and **Assistants**.
 - 🏠 Home is where your classes will appear once you've created them.
 - 🔍 Explore catalog allows you to view the full library of Breakout experiences.
 - 📅 Student view shows you what your students see once they've joined your class.
 - 👥 Assistants allows you to create an invitation link so that a TA/Assistant can act on your behalf. If you have multiple assistants, you will need a unique link for each person.

Creating a Class

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1. Select **Home** (Instructor view) from the left panel.
2. Click **“Add Class”** in the upper right.
3. **Enter your class name and section name.** We recommend using the actual course/section names so that students can easily identify it.
4. Click **“Add Class”**
5. You’ll now see the class on your Home page.
Repeat the process to add additional classes/sections, if needed.



Assigning an Experience to a Class

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1. From Home (Instructor view), **click into your desired class.**
2. Click **“Explore Catalog”** and select a Breakout experience.
 - a. Here you can preview the experience and view the quizzes, polls, and Pre-Work materials.
3. When you’re ready, click **“Assign to Class”** in the upper right.
4. You’ll be asked to confirm the Assignment Type and Class. The Assignment Type should be **“Student Led”**.
5. Click **“Choose Deadline”**. We recommend setting the assignment deadline **at least 1-2 days before your lecture**, so you have time to digest the session results. The **Assignment start date** is a rough estimate when you will be assigning the case.
 - a. If ever you need to change an assignment’s deadline, you can do so by clicking into the assignment and clicking “Deadline” in the upper right.
6. **Select student grouping type.** With Self-Grouping, students are responsible for creating and joining their groups on the platform. With Automatic Randomized Grouping, once you enter the desired group size (2-6 students/group), the platform will create groups automatically for your students.
7. Click **“Assign to Class”**. This will add the experience to your students’ assignments page.

Inviting Students



1. Return to your Class page using the **< button** in the upper left (next to the experience name).
2. Click **“Invite Students”** in the upper right.
3. Click **“Create Three Month Link.”** This will be **valid for 90 days**, so be sure to create this link no more than 90 days prior to the assignment’s deadline.

You can post this link as an announcement on your LMS and/or send it with the Breakout student instructions document.



Preparing Students for Breakout

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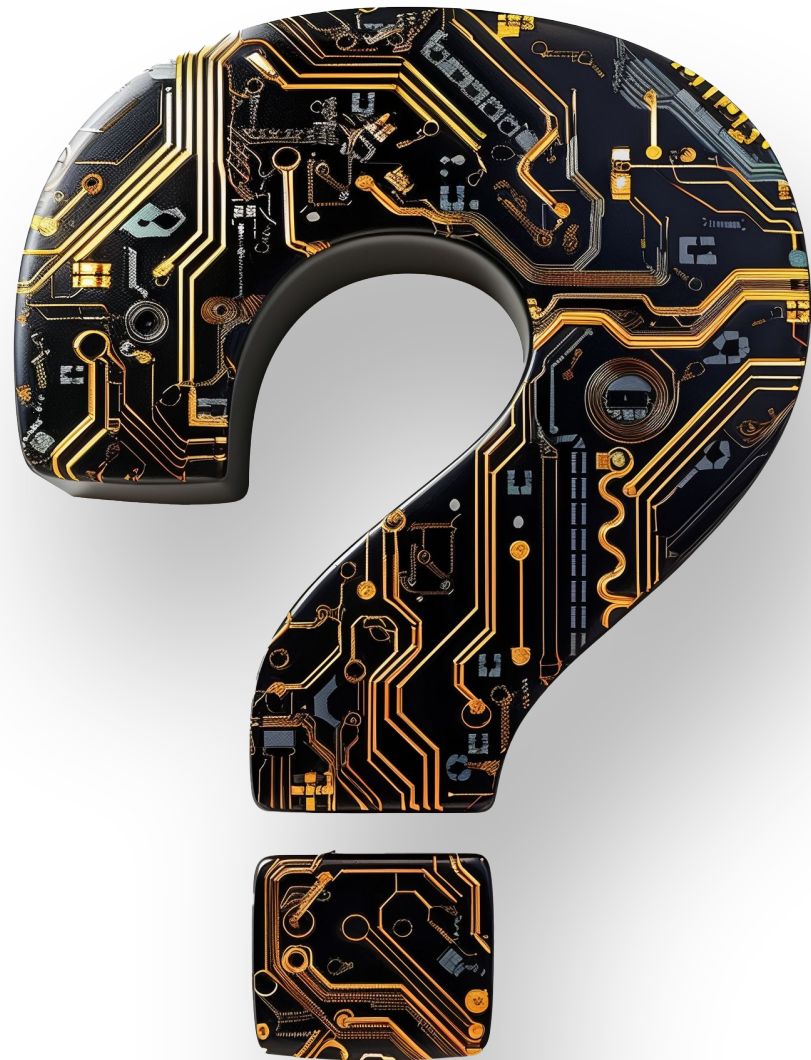
Students are responsible for communicating with their fellow group members in order to **schedule their Breakout sessions** on the platform.

Students must follow your invitation link and click into an assignment in order to view/download the Pre-Work materials.

Students should complete both the **Pre-Work** and **pre-session quiz** **BEFORE** their group's scheduled Breakout session.

If your students are using Breakout in the same physical space (e.g. during class time), each student must use an **individual device and wear headphones/earbuds** in order for AI to accurately process their discussion.

These directions are laid out in more detail in the [Student Instructions](#), and it may be helpful for you to reiterate these points to your students.



Further Questions?

Check out our [FAQ](#) page where we address many commonly asked questions.

If you have any trouble getting started, you can reach out to support@breakoutlearning.com

You can also schedule a time directly with our customer support team [via this link](#)

Thank you for helping us charge the way!

