Student Onboarding Guide

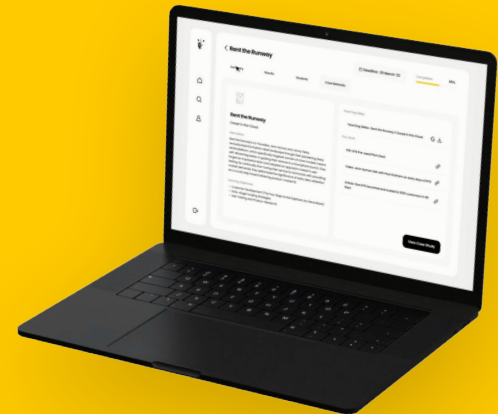BREAKOUT LEARNING

Welcome to Breakout

In this class you will be using Breakout Learning,
an AI-evaluated small-group discussion platform.

Your instructor will provide you with an **invitation link** in order
to join your class section and access your assignment(s).

ACCESSING THE BREAKOUT PLATFORM
STEP-BY-STEP

1. **Click your invitation link**: Follow the link provided to you by your instructor to join your class section.
2. **Create your account**: You should create an account using your institutional email address, using single sign-on with Google or Microsoft.
3. **Allow access to your camera and microphone**: Breakout is a discussion-based platform that will require you to allow access to your camera and microphone.
4. **Access your assignment(s):** You may need to refresh your browser or re-click your invitation link in order to populate your Library.

ACCESSING THE BREAKOUT PLATFORM
STEP-BY-STEP

5. **Create or join your group**: Your instructor will either use automatic randomized grouping, or ask you to organize yourselves into groups on the platform.
    a. **Automatic Randomized Grouping:** At the completion of Step 5, you will be automatically assigned to a group. One person must select a date/time for your group's Breakout session by selecting the group name under group details. Press "edit" to schedule a time. The person who scheduled the session has the ability to reschedule the session, if needed. At the scheduled session time, any group member can start the session.
    b. **Student Self-Grouping:** If students are responsible for organizing themselves into groups, you will click into the experience from your Library and click "Join Group."
        i. **Create a group** Select "Create New Group". Name your group clearly so your other group members will recognize it. Be sure to confirm a date/time with your group members prior to selecting a date/time for your group's Breakout session.
        ii. **Join a group**: Find your group, and join it.

ACCESSING THE BREAKOUT PLATFORM
STEP-BY-STEP

7. **Complete the Pre-Work**: Prior to joining your group's Breakout session, be sure to complete the Pre-Work and pre-session quiz. Within the platform, you can access the Pre-Work by clicking into an experience from your Library. Under "Course Materials," click "View Details >". **Some experiences do not have Pre-Work or a quiz.** If you're not sure, ask your instructor.
8. **Enjoy your Breakout Experience:** At your group's scheduled session time, any group member can start the session. Other group members can then join the live session. The member who starts the session will be the Group Leader, responsible for moving the group from slide to slide.
   - Any group member can assert group leadership by clicking the badge icon in the bottom center window.
   - Your experience may include discussion prompts, video segments, polls or quizzes. Additional exhibits may appear on the right-hand side to provide you with helpful information that you may use to support your opinions during the discussions.
   - You may notice times listed on the agenda on the right-hand side, and a time bar on each slide. These are recommended amounts of time; you and your group do not need to stick to those times. You can spend as much time as you'd like on each slide and discussion. The group leader can also end a slide early by hovering over the time bar and clicking "Next Slide."
   - NOTE: If you are using Breakout in the same physical space as your group members (e.g. during class time), each student must be on an **individual device and wear headphones/earbuds** in order for AI to accurately process your group's discussion. If possible, please mute yourself when you are not speaking.

FAQ

Can I use my phone or tablet to do the Live Discussion?
Breakout is ONLY usable on a desktop/laptop computer. Do not use a phone or tablet.

What if I'm having trouble logging in?
You can access Breakout as a student by using either the invitation link provided by your instructor or go directly to app.breakoutlearning.com

What if I am having trouble seeing the buttons within the platform?
First, ensure you are using a desktop or laptop computer (tablets/phones are currently not supported). If the problem persists, try zooming out your window view to ensure you can see the entire interface.

FAQ

What if I can't find my assignment?
Ensure you have used your instructor's invitation link to join your class section. If your instructor recently added a Breakout assignment to your class, you may need to refresh your browser to see it in your Library.

What if I'm having audio or video issues?
We strongly recommend you test your audio and video setup prior to joining your group session. You can do this by clicking the **User Profile** on the left panel. At the bottom you will see **Test Audio/Video** under Other Resources.

Further Questions:
Additional help resources and FAQs can be found in our Knowledge Base.
If you have any trouble with the platform, please reach out to support@breakoutlearning.com