



Creating and Running Breakout Groups (Dyads) in Maestro Conference

A step-by-step detailed guide as well as a 2-page quick reference guide
for instructors and assistants at CoachVille.

Document History

Version	Revision Date	Description	Revised By
1.0	10/1/2010	First release for testing	Mia Turpel
1.1	10/18/2010	Additions: <ul style="list-style-type: none"> • Document history added • Table of Contents Added • FAQ What settings to select when entering the room added • How to recover from a dropped call added • Added “Green Mic” to mic icons table • Additional links to Maestro Conference resources added 	Mia Turpel
2.0	2/9/2014	<ul style="list-style-type: none"> • Updated CoachVille Logo • Removal of section called “Before Class” Method (Requires administrative access to Maestro Conference) because instructors do not have access. • Updated Microphone Information due to Maestro Conference mic name changes from “Breakout Only” to “Breakout Only” and from “mic” to “Public Mic” • Added section on selecting the coaching demo recording 	Mia Turpel
2.1	2/13/2014	<ul style="list-style-type: none"> • Added tips to click mic icon to change mic status from Breakout Only to Public, tip to select demo recording before class. • Added additional tips to recover from accidentally starting the wrong recording including more emphasis on closing the MaestroConference session, and emphasis on selecting the correct recording. • Added instruction on how to change the caller’s displayed name in the event they dial in as “guest” or there are multiples of the same name. • Minor editing 	

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Creating and Running Breakout Groups (Dyads) in Maestro Conference

Each Coachville class provides an opportunity for the students to practice coaching with a partner. These groups of two are called Dyads. The Dyad partners remain the same throughout the course. This step-by-step guide walks you through how to use the Custom 1 field to define the Dyads, and then how to run the Dyad breakout groups in Maestro Conference. Once you become familiar with the procedure, you can use the 2-Page Quick Reference Guide located at the end of this document.

Author's note for version 2.0 of this document: Maestro Conference changed the names of the **Local** mic to **Breakout Only** mic, and the **Mic** (sometimes called the "Big" Mic) to **Public** mic in order to better describe their proper use. We have provided links to training videos and resources that are useful, but some may reference the 'old' names.

Step 1: Define the Dyads

Setting the Default Dyad Pairs

Note: Because this requires special administrative access to Maestro, once the dyad partners are determined, send the dyad pair names determined in the first class to Linda Drake at lindadrake@coachville.com, and she will set up the default dyad pairs so they are defaulted in future classes. You will have to set them up manually during class the first time, and possibly make adjustments in future classes when students are absent.

Set Up Dyad Pairs During Class

You can define the breakout group Dyads **during** class by grouping the students using the **CUSTOM 1** field.

1. Select the two people you wish to pair together. To select, hold down the **CTRL** key on your keyboard while you click each person. The example below has Iris and Daisy selected. *Memory aid: "I have more control over selecting when I use the CTRL key."*

The screenshot shows the MaestroConference interface. On the left, there are controls for music, settings, and a timer. The central panel, titled 'All Callers', lists participants with roles (P for Presenter, A for Assistant) and hand icons. Iris Berlin and Daisy Otte are highlighted in blue. A red callout box with a white background and black text says: "First, select the two members that will be paired in the dyad. In this example, Iris and Daisy are selected." Below this, a yellow tip box with black text reads: "TIP: Use the CTRL key on your keyboard to select multiple people. Memory aid: I have more control when I use the CTRL key." On the right, the '2 Callers' panel shows breakout options like 'Main Room', 'New Breakout', and 'New Private Breakout'. At the bottom, there is a feedback section and an 'Offers / Earn Affiliate Credit' section.

Figure 1 Select the participants to be paired in the Dyad by using the CTRL key to select them.

Tip: To select contiguous (next to each other) names for larger breakout groups, click the top name to select it, hold the SHIFT key + the click the bottom name. The top, bottom and all names in between are then selected.

Click the **INFO** tab in the upper right corner of the screen.

2. In the **Custom text 1** text box, type the name of the Dyad and then press the **ENTER** key. The Dyad name you typed will be applied to the participants you have selected. For example, you could define each Dyad as “Dyad 1, Dyad 2, Dyad 3” or you can use the first names of the pair as “IrisHoward, FannieKay, HenryLouis.” Use whatever naming convention you prefer.

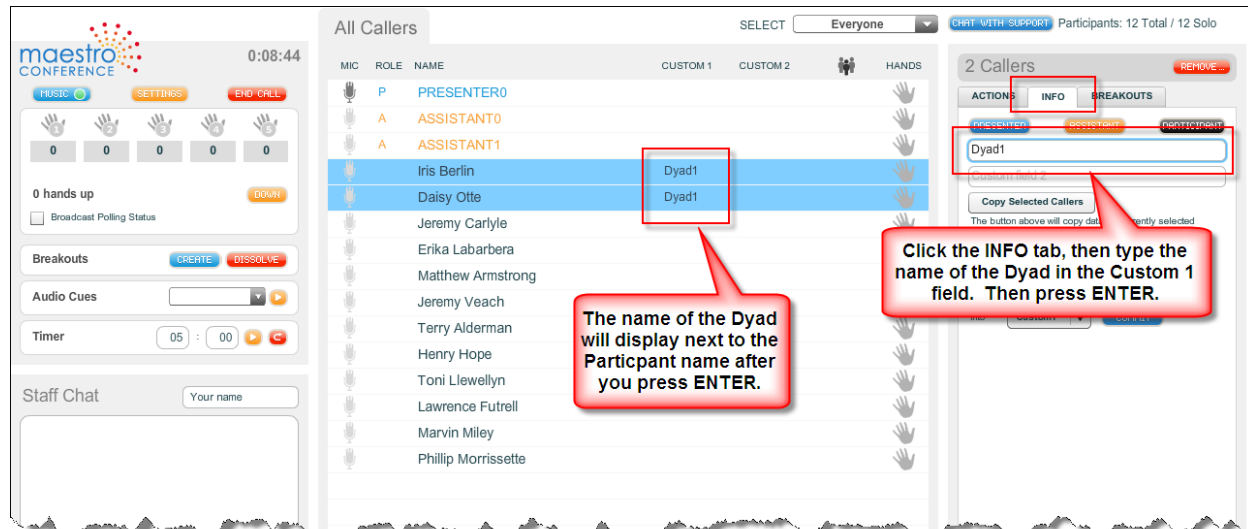


Figure 2 Click INFO, Type the name of the Dyad in the Custom 1 field, then press ENTER.

Step 2: Create and run the breakout group Dyads

1. Inform the students you are about to break them into their Dyad groups while you (as the presenter) still have the **Public Mic**.
2. Click the **CREATE** button.

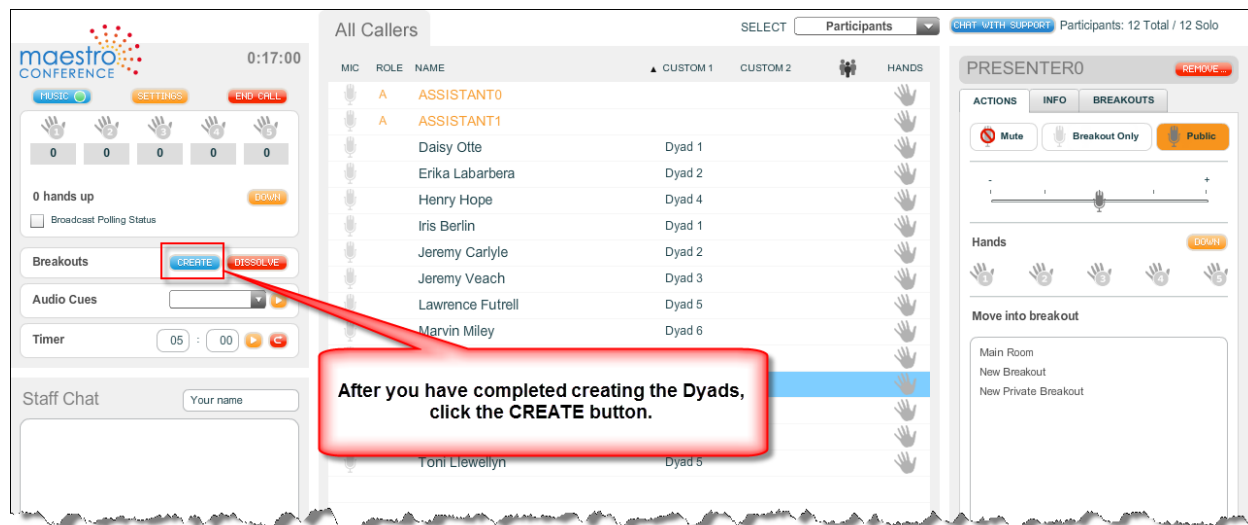


Figure 3 Click the CREATE button to create the Dyad breakout groups.

3. Click the **Breakout by Data** tab, select **Custom 1**, then click **COMMIT**.

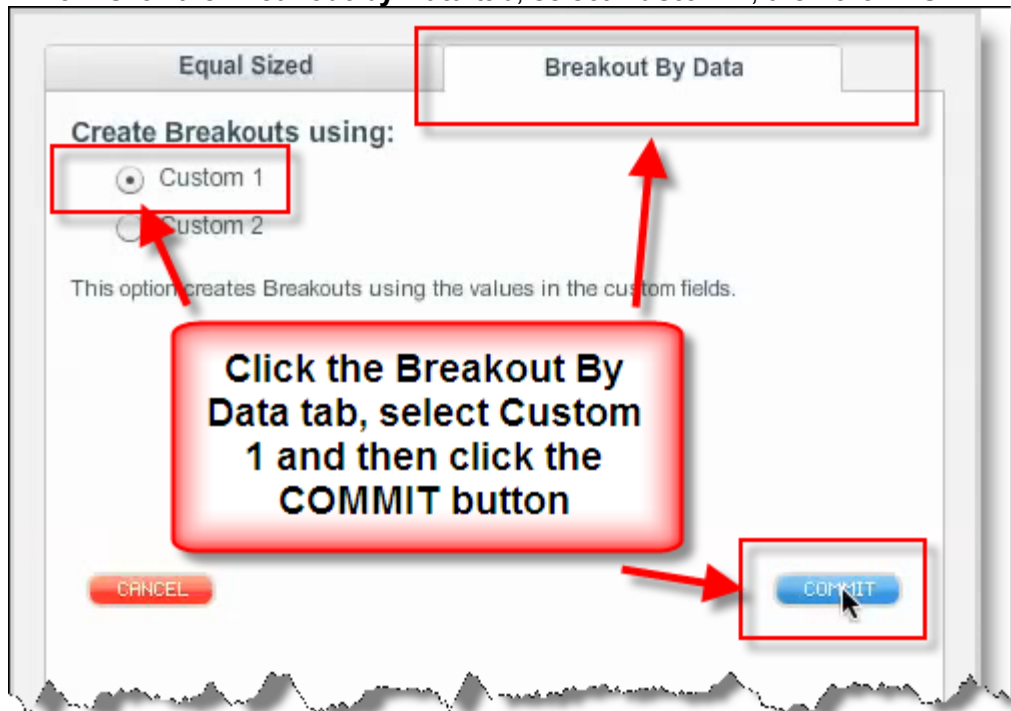


Figure 4 Click Breakout By Data tab, Select Custom 1, then click COMMIT

This example shows that six breakout rooms were created, and it shows where each participant is currently located. For example, Daisy Otte is in Room 4. Her Dyad partner is Iris Berlin, also located in Room 4.

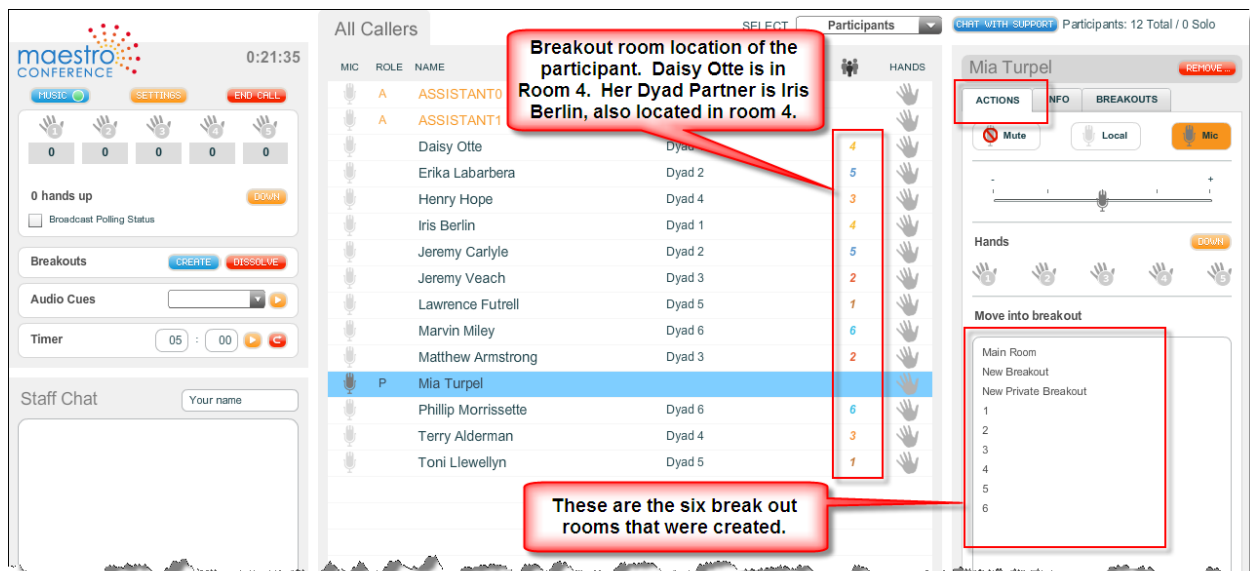


Figure 5 Six Dyad breakouts based on the Custom 1 field

4. While you are still on the **Public mic**, announce to the room that they are about to be placed in their breakout groups, and when they hear the tone they may begin.

5. Play the **Low Tone Audio Cue**, to let them know they are now in their Dyads. (Note: playing the audio cues is always optional. Alternatively, you could always use your own voice to announce: “You are now in your dyads, please begin.”) Always switch back to the Breakout Only mic when you are finished with your brief announcement.

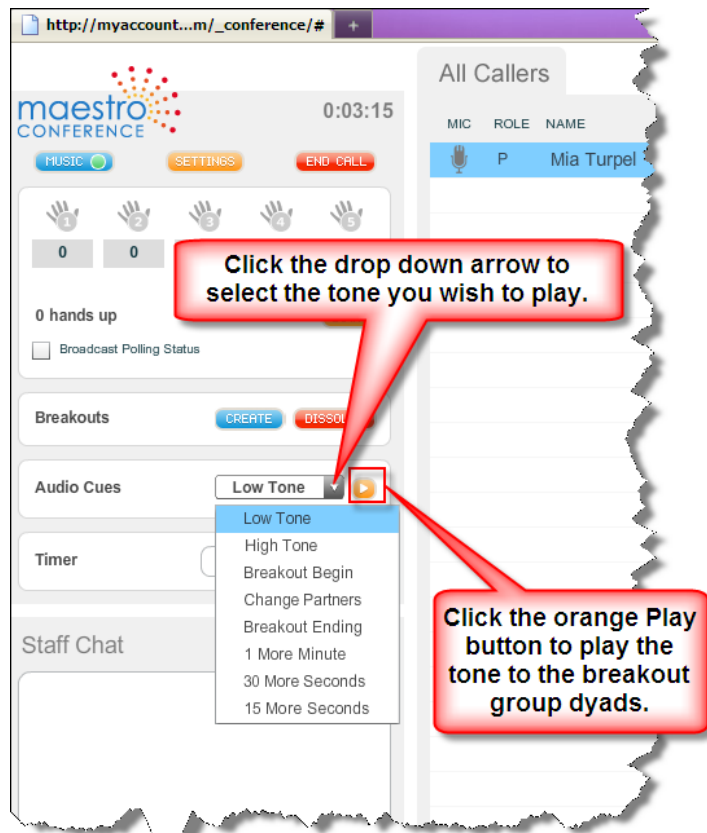


Figure 6 Play the Low Tone Audio Cue to signal the group the Dyads are starting

6. Set the **Timer** to count down the breakout session time so that you are reminded when to switch partners or to end the Dyad breakout groups. Type the minutes and seconds, and then press the orange **Play** button. Press the **Reset** button to reset the timer back to the original time setting.

NOTE: The count-down timer is user independent. If you have more than one presenter, or assistant, **each has their own timer** (Figure 7). They are not synchronized. The function of the timer is to count down time, it is not related to anything else. Use it as a visual tool to help you keep your class on time, and keep your dyad breakout groups on time.

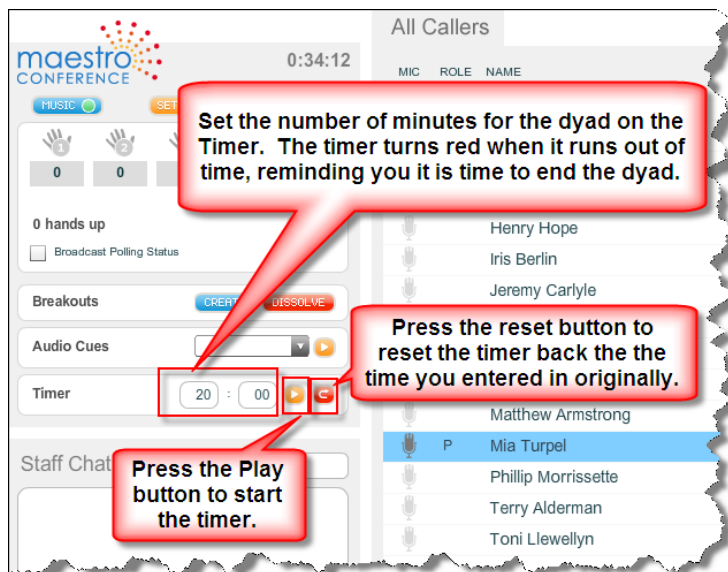


Figure 7 Set the countdown timer.

- IMPORTANT:** Select **yourself and any other presenters** and click the **Breakout Only** mic button so that you can no longer be heard by all of the rooms. **Forgetting to do this is the most common mistake presenters make.** Remaining on the Public mic will cause everyone to hear you in their breakout groups. They students will likely start raising their hands to let you know if this occurs.

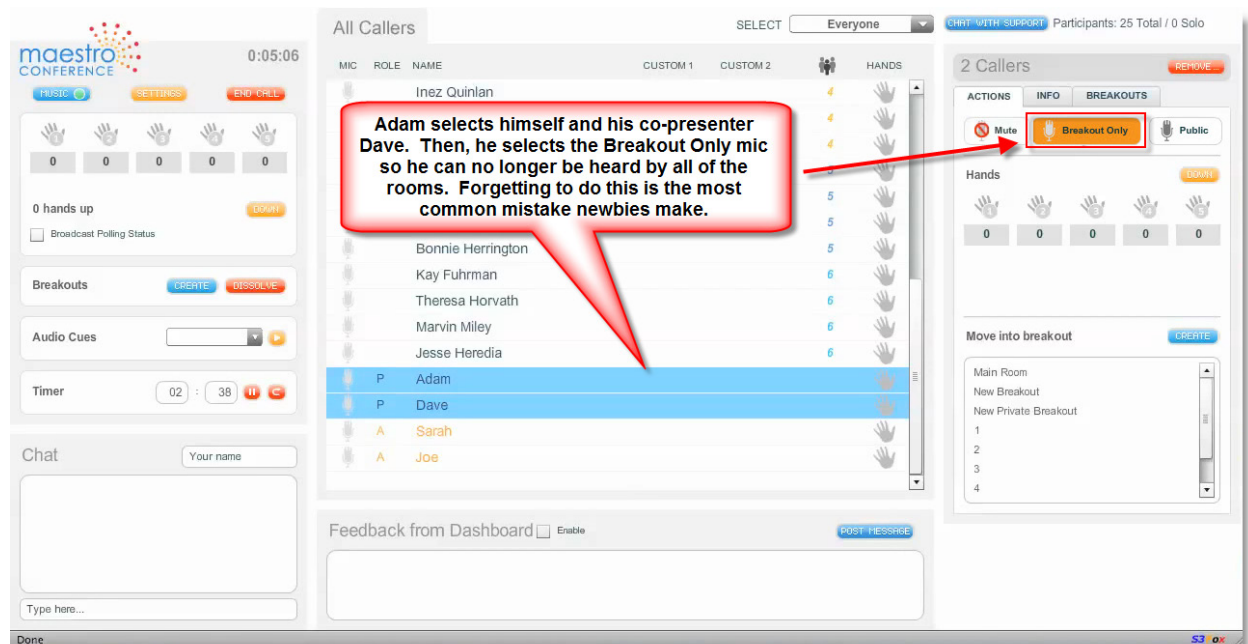


Figure 8 **IMPORTANT:** Put yourself and co-presenters on Breakout Only mic so you can't be heard by the rest of the room.

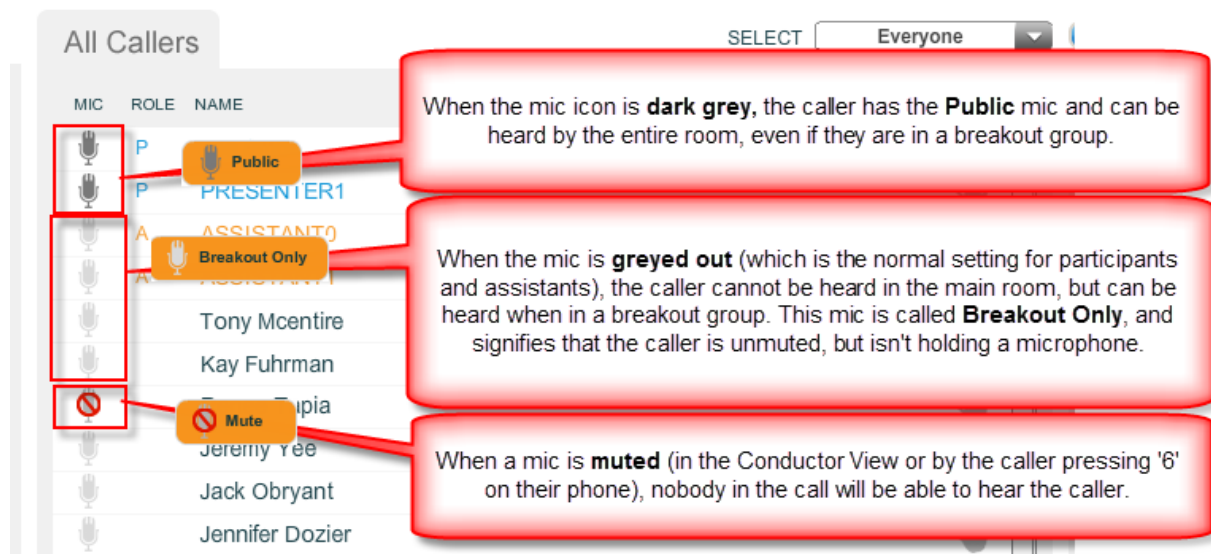


Figure 9 **Mic Statuses.**

Tip: To quickly toggle a microphone from Public to Breakout Only, or from Breakout Only to Public, click the mic icon. Click the mic icon again to toggle back to the previous status.

Step 3: "Walk" the rooms (Dyads)

Once the presenters are on the **Breakout Only** mic, while the participants are coaching with their Dyad partners, the presenter(s) can walk the room and listen, and provide feedback if necessary to the participants in a room.

1. Select yourself and any other copresenter you wish to walk the rooms with you (your names will be highlighted in blue). The most common mistake is to forget to notice what name or names are selected before beginning to walk the rooms. (*Tip: use the control key to select multiple people*).
2. Click the room you wish to 'walk' into in the **Move into breakout** section of the Actions tab.

The screenshot displays the MaestroConference interface. On the left, there are controls for music, settings, end-call, and a timer. The central panel shows a list of callers with columns for MIC, ROLE, NAME, CUSTOM 1, CUSTOM 2, and HANDS. Mia Turpel is highlighted in blue. On the right, the 'Mia Turpel' control panel shows the 'Breakout Only' mic selected. Below it, the 'Move into breakout' section shows room 3 selected. A callout box points to room 3 with the text: "The presenter is on the Breakout Only mic. Room 3 is selected, so the presenter is now listening to the conversation in room 3."

MIC	ROLE	NAME	CUSTOM 1	CUSTOM 2	HANDS
A	ASSISTANT0				
A	ASSISTANT1				
		Daisy Otte	Dyad 1		4
		Erika Labarbera	Dyad 2		5
		Henry Hope	Dyad 4		3
		Iris Berlin	Dyad 1		4
		Jeremy Carlyle	Dyad 2		5
		Jeremy Veach	Dyad 3		2
		Lawrence Futrell	Dyad 5		1
		Marvin Milely	Dyad 6		6
		Matthew Armstrong	Dyad 3		2
P		Mia Turpel			3
		Phillip Morrisette	Dyad 6		6
		Terry Alderman	Dyad 4		3
		Toni Llewellyn	Dyad 5		1

Figure 10 "Walking" into room three to listen and provide feedback.

- To view more information about the participants in the room, click the **BREAKOUTS** tab. In this example, the presenter is viewing Breakout room 3, and the participants are Henry Hope and Terry Alderman.

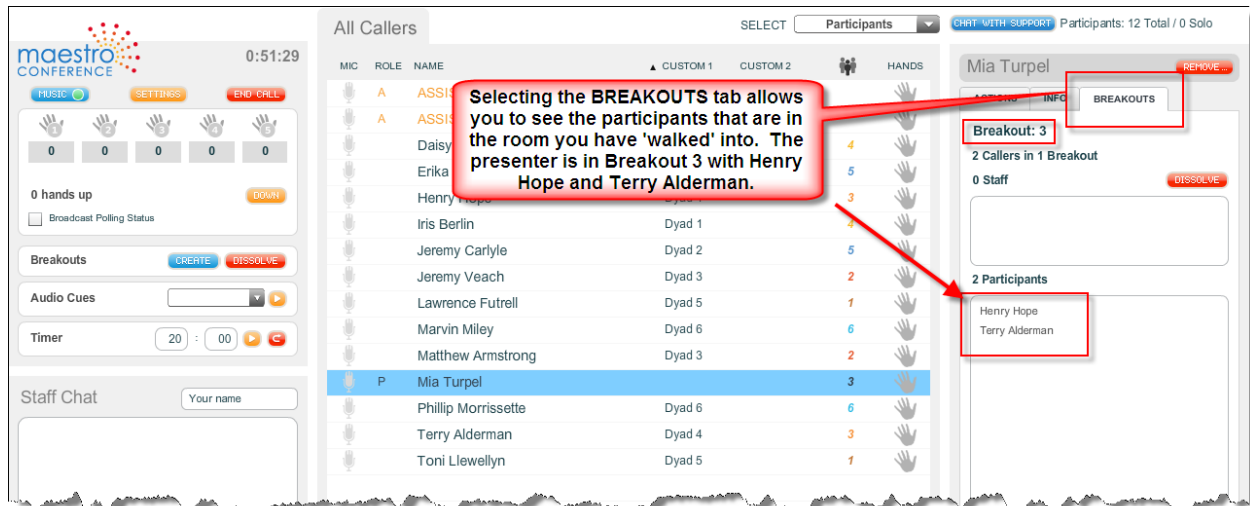


Figure 11 Click the BREAKOUTS tab to view more details about the breakout room.

Recovering from a dropped call during a Dyad breakout

Occasionally there may be an instance where a caller's phone drops the call, and they disappear out of their dyad and off the conductor's interface leaving their dyad partner alone in the room. Follow these steps to recover when you notice a caller 'alone' in a room:

1. **Talk to the remaining caller immediately.** "Walk" to the remaining caller's room, and let the caller know that their dyad partner dropped out of the call, and to wait a minute until they can call back in. This is important to do as quickly as possible because the remaining caller will not know what happened, and they may think it is a problem with *their* connection and hang up. In the example below, you can see that Krista is the only one in room 4. She lost her dyad partner Jack.

The screenshot shows the 'All Callers' interface with a table of participants and a breakout room selection panel on the right.

MIC	ROLE	NAME	CUSTOM 1	CUSTOM 2	HANDS
		Jeremy Carlyle	JeremyAnn	1	1
		Ann Ontiveros	JeremyAnn	1	1
		Dianne Haddock	DianneFrank	2	2
		Frank Homer	DianneFrank	2	2
		Kevin Dandrea	KevinSheryl	3	3
		Sheryl Magness	KevinSheryl	3	3
		Krista Maley	KristaJack	4	4
	P	PRESENTER0			
	P	PRESENTER1			
	A	ASSISTANT0			
	A	ASSISTANT1			

On the right, the 'BREAKOUTS' panel shows a list of rooms: Main Room, New Breakout, New Private Breakout, 1, 2, 3, and 4. Room 4 is highlighted in blue.

A red callout box points to Krista Maley's row with the text: "Notice Krista is the only one in room 4. Her dyad partner was dropped."

Figure 12 Caller was dropped out of dyad.

- When the caller arrives again, you can either create a new room for both people in the dyad, or you can move them by selecting the caller, and then clicking on the room number in which you wish to place the caller. For Dyads, *creating a new room is probably the easiest* method. To create a new room select the two dyad partners by holding down the **CTRL** key while clicking the dyad partners. Once they dyad partners are selected click **New Breakout**. **Important**: Make sure the caller is on **Breakout Only** mic. For larger breakout groups, to place a new caller into an existing room is probably the best method. You do this by selecting the caller, and then clicking the room number in which you wish to place the caller.

The screenshot shows the MaestroConference interface. On the left, the 'All Callers' panel lists participants with columns for MIC, ROLE, NAME, CUSTOM 1, CUSTOM 2, and HANDS. Participants include Jeremy Carlyle, Ann Ontiveros, Dianne Haddock, Frank Homer, Kevin Dandrea, Sheryl Magness, Krista Maley, and Jack Obryant. On the right, the '2 Callers' panel shows actions like Mute, Breakout Only, and Public, along with a 'Hands' section and a 'Move into breakout' section. The 'Move into breakout' section lists 'Main Room' and 'New Breakout' (highlighted with a red box), followed by 'New Private Breakout' and room numbers 1 through 4. A red callout box with white text and a red border contains the instruction: 'When Jack Obryant calls back in, he will not be in a room. Quickly select the dyad partners and click "New Breakout" to place them back in their Dyad breakout.' Red arrows point from this callout to the 'New Breakout' option and the 'HANDS' column of the 'All Callers' table.

Figure 13 Select both dyad partners and click New Breakout to place both in a new room.

Notice that Krista and Jack are now in room 5.

3. “Walk” to the newly created room (room 5 in this example) and let the dyad partners know they are together again and may continue.

The screenshot displays the MaestroConference interface. On the left, the 'All Callers' list shows participants with their roles and breakout room numbers. Krista Maley and Jack Obryant are both assigned to room 5. On the right, the 'Jack Obryant' control panel shows the 'BREAKOUTS' tab with room 5 selected. A red callout box points to the room 5 entries in both panels.

MIC	ROLE	NAME	CUSTOM 1	CUSTOM 2	HANDS
		Jeremy Carlyle	JeremyAnn		1
		Ann Ontiveros	JeremyAnn		1
		Dianne Haddock	DianneFrank		2
		Frank Homer	DianneFrank		2
		Kevin Dandrea	KevinSheryl		3
		Sheryl Magness	KevinSheryl		3
		Krista Maley	KristaJack		5
		Jack Obryant			5
	P	PRESENTER0			
	P	PRESENTER1			
	A	ASSISTANT0			
	A	ASSISTANT1			

Jack Obryant Breakout Rooms:
Main Room
New Breakout
New Private Breakout
1
2
3
4
5

Notice Krista and Jack are now in breakout room 5

Figure 14 The Dyad partners are now in room 5

Step 4: Ending The Breakout Sessions

Temporarily ending the session to return shortly:

If you are planning to have additional breakout sessions with the same Dyads shortly, and you are just temporarily bringing them out, follow this procedure:

1. Cue the participants their Dyads are about to end. One way to do this is to play the **1 More Minute Audio Cue**. Wait a minute and then play the **Breakout Ending Audio Cue**. Alternately you could cue them with your own voice by giving yourself the **Public** mic.

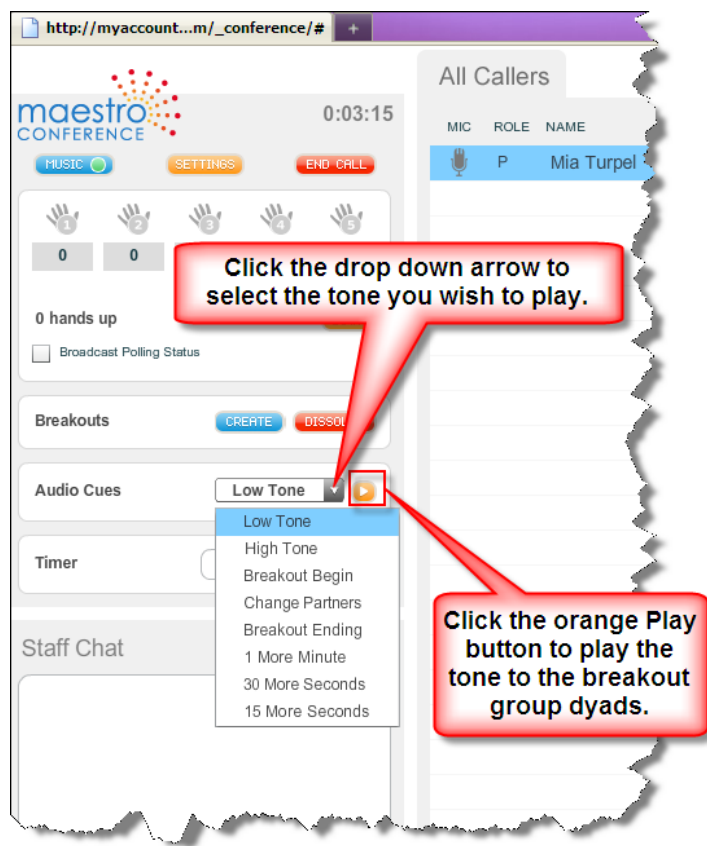


Figure 15 Give the participants a warning that the break session is about to end

2. If you only want to end the breakout session temporarily but still preserving the breakout groups so you can send them back shortly, select **Participants** and then put them on **MUTE** by clicking the **MUTE** button. Make sure you put yourself back on the **Public** mic.

To return them to their groups, give them an **Audio Cue** to let them know they are going back into their breakout groups, select **Participants** and click **Breakout Only** mic and they will be back in their groups. Be sure to put yourself (the presenter) on **Breakout Only** mic to walk the rooms.

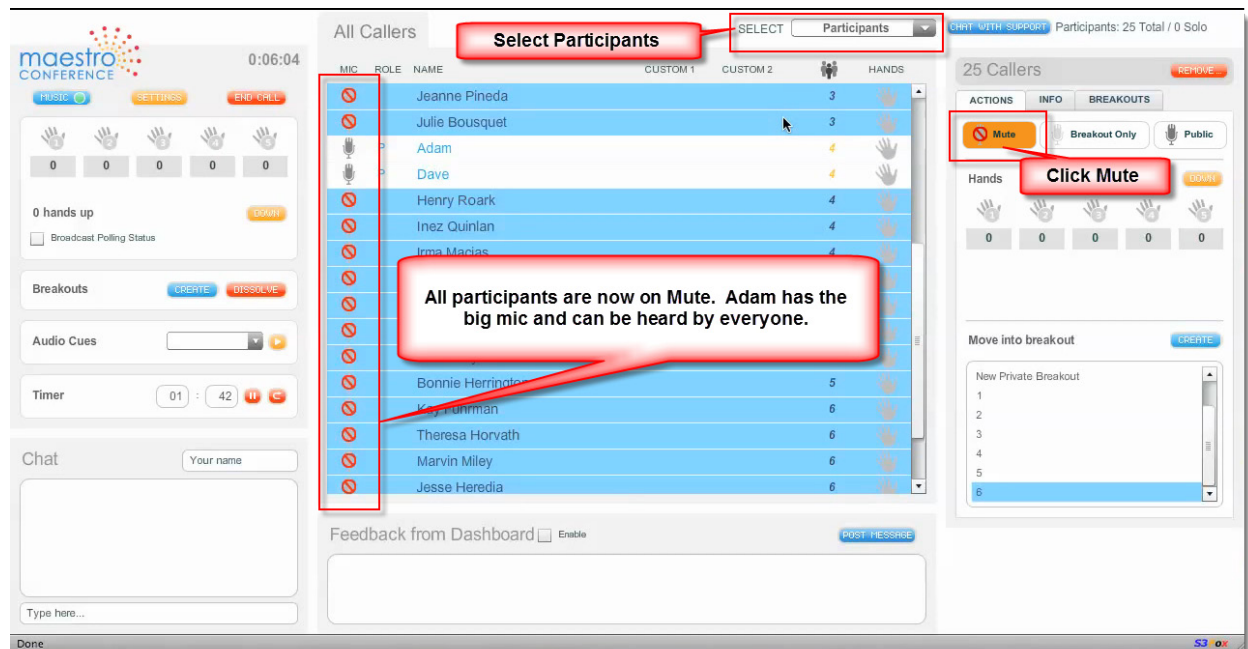


Figure 16 Select Participants and Mute them for temporarily ending breakouts.

Dissolving Your Dyads

To dissolve the groups for the rest of the conference click the **DISSOLVE** button. The participants will be returned to the Main Room. However, their Dyad definitions in the Custom 1 field are preserved if you decide to hold an additional breakout session.

Tip: Before dissolving dyads, to copy the list of who was partnered with who, select everyone, click the **Info** tab, click the **Copy Selected Callers** buttons and then paste into a spreadsheet.

All dyad definitions that were created using the Custom 1 field using the “during class method” are only preserved for that class. Once the conference is ended, any changes will not be saved.

The screenshot shows the MaestroConference interface. At the top, it says 'All Callers' and 'SELECT Participants'. Below this is a table of participants with columns for MIC, ROLE, NAME, CUSTOM 1, CUSTOM 2, and HANDS. A red callout box points to the 'DISSOLVE' button in the 'Breakouts' section. The callout text reads: 'To dissolve the break out groups click the DISSOLVE button, select Participants and put them back on the Breakout Only mic, and make sure you are on the Public mic.' The 'Breakouts' section also shows 'CREATE' and 'DISSOLVE' buttons. The 'Main Room' is selected in the 'Move into breakout' section.

MIC	ROLE	NAME	CUSTOM 1	CUSTOM 2	HANDS
A	ASSISTANT0				
			Dyad 1		
			Dyad 2		
			Dyad 4		
			Dyad 1		
		Jeremy Carlyle	Dyad 2		
		Jeremy Veach	Dyad 3		
		Lawrence Futrell	Dyad 5		
		Marvin Miley	Dyad 6		
		Matthew Armstrong	Dyad 3		
P		Mia Turpel			
		Phillip Morrissette	Dyad 6		
		Terry Alderman	Dyad 4		
		Toni Llewellyn	Dyad 5		

Figure 17 To end breakouts permanently, click the DISSOLVE button

Changing a Caller's Displayed Name

If a caller dials in as a “guest” or if there are callers with the same name, you can change their displayed name to make it easier to identify them for the length of the class.

1. Click the caller whose ‘name’ you wish to change to select it.
2. Click in the caller name box located in the upper right corner above the tables.
3. Press Enter to save your changes.

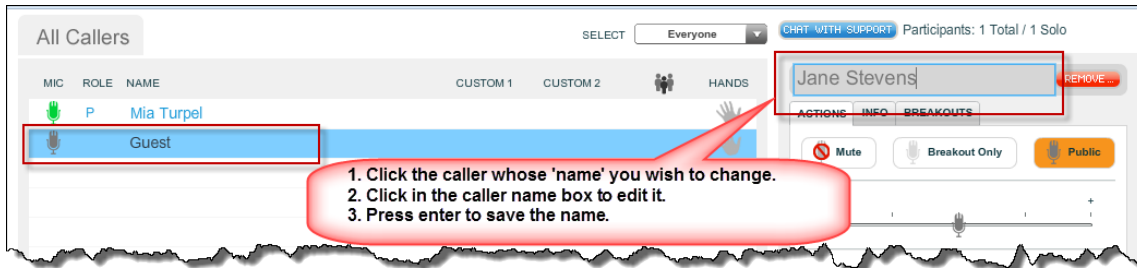
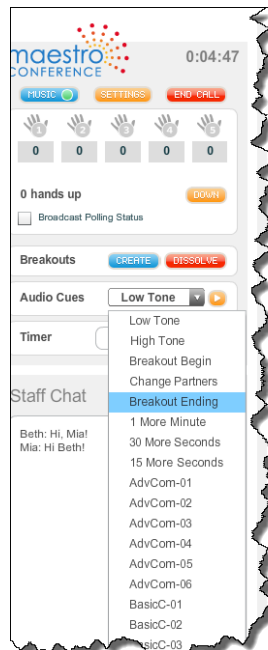


Figure 18 Changing a Caller's Displayed Name




Figure 19 The displayed name is changed.

Selecting the Coaching Demo recording







In order to provide a consistent and high quality coaching demonstration, CoachVille plays a pre-recorded coaching session to demonstrate coaching techniques. These are accessible under the Audio Cue feature, along with the built-in audio cues that come with MaestroConference (i.e. “Low Tone,” “High Tone,” “Breakout Begin,” “Change Partners,” etc.)

The challenge is that there is no scroll bar to view the entire drop down list. The following instructions are focused on how to *select* the correct recording despite this challenge. And, even if you accidentally *select* the wrong recording, you can repeat steps 1, 2, and 3 until you find the correct recording. NOTE: The recording doesn’t begin *playing* until Step 4, when you click the  **Play** button.

IMPORTANT: Never click the Play button until you have verified that the correct recording is selected and you are ready to play it in class. It is NOT a play/pause toggle – it is only a Play button. Clicking it twice will not pause or stop the recording.

Tip: Arrive on the MaestroConference 10 minutes before class, and take your time to select the correct demo recording using steps 1, 2 and 3. During class, when you are ready to play the demo, all you have to do is Step 4, press the orange **Play** button.

Step by Step:

1. Click the drop down arrow next to **Audio Cues** to access the list (see Figure 20 Selecting Coaching Demonstration from Audio Cue.)
2. Press the down arrow  on your keyboard the number of times necessary to arrive at the correct recording starting with Low Tone being counted as “one,” High Tone being counted as “two, etc. and keep pressing the down arrow counting the number of times necessary to reach the correct recording. Use the Coaching Demonstrations List in Audio Cue on page 21 to determine how many to count down for the recording you need for class. For example, you would count down 54 for World Power Class 4. (Note if pressing the down arrow isn’t working, you may have to click on an item in the drop down list such as “Low Tone” to ensure the list is active. When it is active, an item in the list is highlighted in blue)
3. When you have finished pressing the down arrow  the appropriate number of times, press **ENTER** on your keyboard. This will display the name of the recording you ‘landed’ on and allow you to **visually verify if the correct recording is selected**. If not, repeat steps 1, 2 & 3. If you have overstepped by one or two, you can also use the up arrow  to reverse direction.
4. When you are satisfied that the correct recording has been selected, play the recording by clicking the **Play** button .

IMPORTANT: ONCE YOU CLICK THE PLAY BUTTON , THERE IS NO WAY TO PAUSE, STOP, or SELECT A DIFFERENT RECORDING EXCEPT BY ENDING THE MAESTROCONFERENCE CALL. IT IS NOT A PLAY/PAUSE TOGGLE, ONLY A PLAY.

After clicking the **Play** button, we suggest you place everybody on mute to prevent any sound distractions from open microphones during playback, and set the timer for 25 minutes to visually cue yourself approximately when the recording is coming to a close.

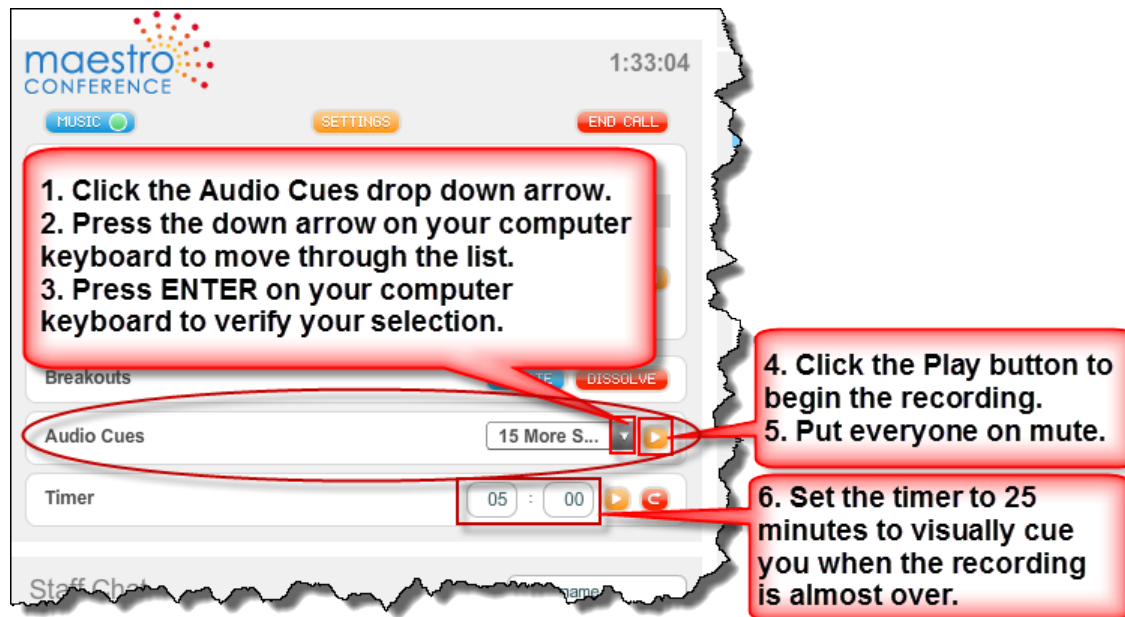


Figure 20 Selecting Coaching Demonstration from Audio Cue


Coaching Demonstrations List in Audio Cues


1.	Low Tone
2.	High Tone
3.	Breakout Begin
4.	Change Partners
5.	Breakout Ending
6.	1 More Minute
7.	30 More Seconds
8.	15 More Seconds
9.	AdvCom-01
10.	AdvCom-02
11.	AdvCom-03
12.	AdvCom-04
13.	AdvCom-05
14.	AdvCom-06
15.	BasicC-01
16.	BasicC-02
17.	BasicC-03
18.	BasicC-04
19.	BasicC-05
20.	BasicC-06
21.	InnerF-01

22.	InnerF-02
23.	InnerF-03
24.	InnerF-04
25.	InnerF-05
26.	InnerF-06
27.	InnerF-07
28.	InnerF-08
29.	InnerF-09
30.	InnerF-10
31.	InnerF-11
32.	InnerF-12
33.	PlayTW-01
34.	PlayTW-02
35.	PlayTW-03
36.	PlayTW-04
37.	PlayTW-05
38.	PlayTW-06
39.	PlayTW-07
40.	PlayTW-08
41.	PlayTW-09
42.	PlayTW-10

43.	PlayTW-11
44.	PlayTW-12
45.	ProfCo-01
46.	ProfCo-02
47.	ProfCo-03
48.	ProfCo-04
49.	ProfCo-05
50.	ProfCo-06
51.	WorldP-01
52.	WorldP-02
53.	WorldP-03
54.	WorldP-04
55.	WorldP-05
56.	WorldP-06
57.	WorldP-07
58.	WorldP-08
59.	WorldP-09
60.	WorldP-10
61.	WorldP-11
62.	WorldP-12

Recovery Tips and Ideas if you Accidentally Start the Wrong Recording:

If you click the **Play**  button and then realize you have started the wrong recording, or if you have started a recording by accident, **there is no way to pause or stop it**. It is not a play/pause toggle, it is only a play button. However, strategies to recover include:

1. **Strategy: End the MaestroConference call and have everyone dial back in.** You could explain what happened and tell the class you are going to have everyone hang up and dial back in. To ensure the call is ended, press the red **End Call** button  in the upper left corner (see Figure 21) and click **Yes** when the **End Call Confirmation** message displays (see Figure 22) to the session to close. After you click Yes, you will receive the message “This call is over. Please close this window” (Figure 23). Close the window, and you are ready to dial back in and re-launch the MaestroConference conductor’s dashboard.

IMPORTANT: If the MaestroConference session has not ended before a student calls back, the recording will continue. It is critical that you end the session by clicking the **END CALL** button and confirm by clicking YES (see Figure 21, Figure 22 and Figure 23).



Figure 21 END CALL button

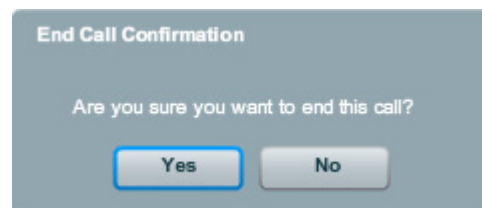


Figure 22 End Call Confirmation



Figure 23 Close Window message.

2. **Strategy: Continue the call in a New Private Breakout:** Select everyone, then click **New Private Breakout** on the **Actions** tab in the lower right corner of your screen and continue interactive discussion in the private breakout until recording has finished playing, or, do a ‘live’ coaching demonstration with a student until the recording is over.

What Settings Should I Use Upon Entering the Conference?

This is a frequently asked question, so it is answered here even though it isn't directly related to managing breakouts.

A **Private Breakout** is a breakout in which the Public mic is not heard. If the Entryway box is checked, participants will automatically be placed in a private breakout upon entering. This can be helpful if you have an assistant that watches for people coming into the call. They can enter the private breakout, welcome the callers quickly and move them into a different room without having to compete with the person speaking on the Public mic, and without interrupting anything going on.








A **Green Room** is a private breakout that is created for the presenters and assistants immediately upon dialing in, so they can chat with each other for a few minutes before the conference starts. This can be beneficial if you want some time to go over the conference 'game plan.' If Green Room is selected, both the Presenter and Participant should be on Breakout Only upon entering the room as depicted in the screen shot below.

The screenshot shows the Maestro Conference settings page. At the top, it says "maestro CONFERENCE" and has "Entry" and "Info" tabs. Below that, it says "Set the default state for callers entering this conference." There are three rows of settings for Presenter, Assistant, and Participant. Each row has three options: Mute (with a red 'X' icon), Breakout Only (with a microphone icon), and Public (with a microphone icon). The Public option is highlighted in orange. Below the settings, there are definitions for Mute, Breakout Only, and Public. At the bottom, there are two checkboxes: "Green Room" (checked) and "Entryway" (unchecked). Three red callout boxes provide additional instructions: 1) "If the presenter should be heard by everyone in the main room upon entering the conference, click **Public**. If the presenter prefers to be in the Green Room or a Private Breakout upon entering the conference, perhaps to discuss the game plan with the assistant, select **Breakout Only**." 2) "If the assistant should be heard by everyone in the main room when entering the conference, click **Public**. If the assistant is to be in the Green Room or a Private Breakout upon entering the conference to discuss the game plan with the assistant, select **Breakout Only**." 3) "It is a good idea to keep the participants on **Breakout Only** upon entering the room. In the event they enter late or in the middle of the call, being on **Public** could disrupt the conference." A fourth callout box at the bottom left explains: "A private breakout is a breakout that cannot hear the **Public** mic. The Green Room is a private breakout that can be automatically created upon entering the room so that Presenters and Assistants can chat a few minutes before the start of the conference privately."

Figure 24 Default state for callers entering the conference.

What Do The Mic Icons Mean?

The mic icons indicate what level of voice a caller has. There are three levels of mic status.

Button	Icon	Description
		Muted mic: When a mic is muted (in the Conductor View or by the caller pressing '6' on their phone), nobody in the call will be able to hear the caller.
		Breakout Only mic: When the mic is greyed out (which is the normal setting for participants and assistants), the caller cannot be heard in the main room, but can be heard when in a breakout group. This signifies that the caller is unmuted, but isn't holding a microphone.
		Public mic: When the mic icon is dark grey , the caller has a Public mic and can be heard by the entire room, even if they are in a breakout group.
		Green mic: A mic turns green when a caller is talking into the mic, or sound (noise) is coming through the mic.

Tip: To quickly toggle a microphone from Public to Breakout Only, or from Breakout Only to Public, click the mic icon. Click the mic icon again to toggle back to the previous status.

Links To Additional Resources

Maestro Conference Video Tutorials for Breakout Groups and other documentation.

Video on creating basic breakout groups

<http://www.youtube.com/watch?v=zbadE8AooHQ>

Video on creating more advanced breakout groups

<http://www.youtube.com/watch?v=Ol8eZj2Uz5w>

For more documentation and videos:

<http://maestroconference.com/support>

Facilitation Guide

<http://www1.maestroconference.com/support>

Conference Simulator (for practicing creating breakouts)

<http://www1.maestroconference.com/support/simulator>

Frequently Asked Questions (FAQs) and Knowledge Base

<http://www1.maestroconference.com/support/knowledgebase>

Quick Start Guide

<http://www1.maestroconference.com/support/quick-start>

Video Tutorials

<http://www1.maestroconference.com/support/video-tutorials>

Creating and Running Breakout Groups (Dyads) in Maestro Conference 2-Page Quick Reference Guide

This quick reference guide will serve as a memory jogger to creating and running dyad breakout groups, and selecting the coaching demo recording under the Audio Cue feature.

Step 1: Set Up Dyad Pairs During Class

You can define the breakout group Dyads during class by grouping the students using the **CUSTOM 1** field.

1. Select the two people you wish to pair together (Figure 1, Page 5).
2. Click the **INFO** tab in the upper right corner of the screen (Figure 2, Page 6).
3. In the **Custom text 1** text box, type the name of the Dyad and then press the **ENTER** key (Figure 2, Page 6).

Note: After the initial dyads are determined, send them to lindadrake@coachville.com and she will set them up as defaults for the balance of classes.

Step 2: Create and run the breakout group Dyads.

1. Inform the students you are about to break them into their Dyad groups while you (as the presenter) still have the **Public mic**.
2. Click the **CREATE** button (Figure 3, Page 6).
3. Click the **Breakout by Data** tab, Select **Custom 1**, then click **COMMIT** (Figure 4, Page 7).
4. While you are still on the **Public mic**, announce to the room that they are about to be placed in their breakout groups, and when they hear the tone they may begin.
5. Play the **Low Tone Audio Cue** to let them know they are now in their Dyads (Figure 6, Page 8).
6. Set the **Timer** to count down the breakout session time so that you are reminded when it is time to end the Dyad breakout groups (Figure 7, Page 9).
7. **IMPORTANT:** Select **yourself and any other presenters** and click the **BREAKOUT ONLY** mic button so that you can no longer be heard by all of the rooms (Figure 8, Page 10).

Step 3: “Walk” the rooms (Dyads).

Once the presenters and assistants are on **Breakout Only** mic, while the participants are coaching with their Dyad partners, the presenter(s) and assistants can walk the room and listen, and provide feedback if necessary to the participants in a room.

1. Select yourself and any other copresenter you wish to walk the rooms with you. The most common mistake is to forget to notice what name or names are selected first. (*Tip: use the control key to select multiple people*).
2. Select the room you wish to ‘walk’ into (Figure 10, Page 11).
3. To view more information about the participants in the room, click the **BREAKOUTS** tab.

Recovering from a dropped call during a Dyad breakout.

1. “Walk” to the remaining caller’s room, and let them know that their dyad partner dropped out of the call, and to wait a minute until they can call back. (Figure 12, Page 13)
2. When the caller arrives again select the two dyad partners and click **New Breakout**. Important: Make sure the caller is on **Breakout Only** mic (Figure 13, Page 14).
3. “Walk” to the newly created room and let the dyad partners know they are together again and may continue.

Step 4: Ending the Breakout Session

Temporarily ending the session to return shortly:

1. Cue the participants their Dyads are about to end. (Figure 6, Page 8).
2. If you only want to end the breakout session temporarily but still preserving the breakout groups so you can send them back shortly, select **Participants** and then put them on **MUTE** by clicking the **MUTE** button. Make sure you put yourself back on the **Public Mic** (Figure 16, Page 17).

To return them to their groups, cue them, select **Participants** and click **Breakout Only** mic and they will be back in their groups. Be sure to put yourself (the presenter) on **Breakout Only** mic to walk the rooms.

Dissolving Your Dyads








To dissolve the groups click the **DISSOLVE** button (Figure 17, Page 18).

Selecting the Coaching Demo recording

1. Click the drop down arrow next to **Audio Cues** to access the list (Figure 20, Page 21)
2. Press the down arrow ↓ on your keyboard until you have selected the correct coaching demo. Count to make it easier. Use the following reference sheet to determine how many to count.
3. Press the **ENTER** key on your keyboard. This will allow you to verify if the correct recording is selected. If not, repeat steps 1, 2 & 3.
4. Press the **Play** button to begin the recording. (Figure 20, Page 21)
5. After pressing the **Play** button, put everybody on mute to avoid any distractions.
6. Set the timer for 25 minutes to visually cue when the recording is coming to a close.

What do the mic icons mean?

The mic icons indicate what level of voice a caller has. There are three levels of mic status.

Button	Icon	Description
		Muted mic: When a mic is muted (in the Conductor View or by the caller pressing '6' on their phone), nobody in the call will be able to hear the caller.
		Breakout Only mic: When the mic is greyed out (which is the normal setting for participants and assistants), the caller cannot be heard in the main room, but can be heard when in a breakout group. This signifies that the caller is unmuted, but isn't holding a microphone.
		Public mic: When the mic icon is dark grey , the caller has a Public mic and can be heard by the entire room, even if they are in a breakout group.
		Green mic: A mic turns green when a caller is talking into the mic, or sound (noise) is coming through the mic.