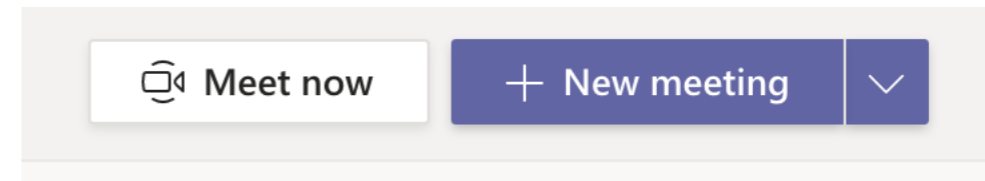


Using MS Teams Breakout Rooms

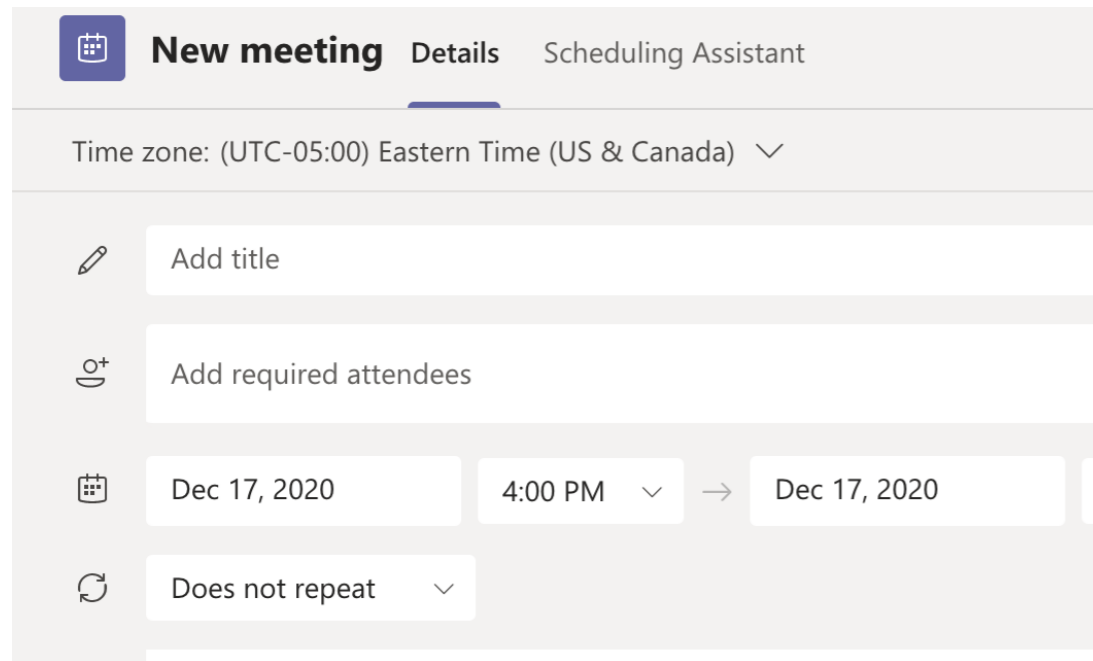
Why use Breakout Rooms?

- Use breakout rooms to break students into small groups **during** class meetings. You can open and close rooms more than once during a session or move participants between rooms.
- **Only meeting organizers** can create and manage Breakout Rooms
- Cannot do Breakout Rooms ahead of the start of the meeting

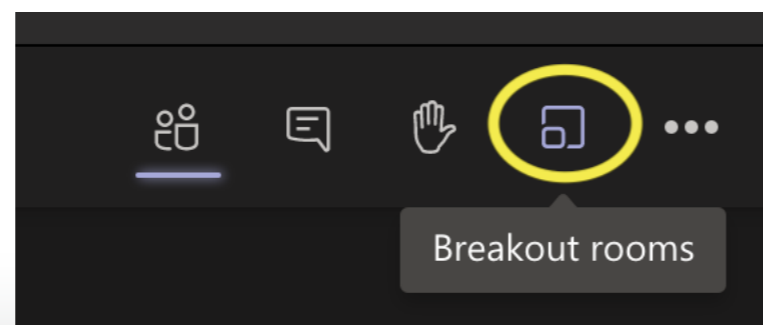
1. Select Calendar -> New meeting or Meet Now



2. Add students from your class as attendees




3. Join your meeting at its scheduled time and wait for your students to join. Your meeting will open in its own window. When all of your student have joined, click on the square up in the top corner:



4. Choose how many rooms you'd like to create, and whether you would like to **Manually** assign students to a particular room, or have MS Teams **Automatically** choose. Then go ahead and click **“Create Rooms”**

Create Breakout Rooms (Preview)

Room settings

How many rooms do you need? 3 

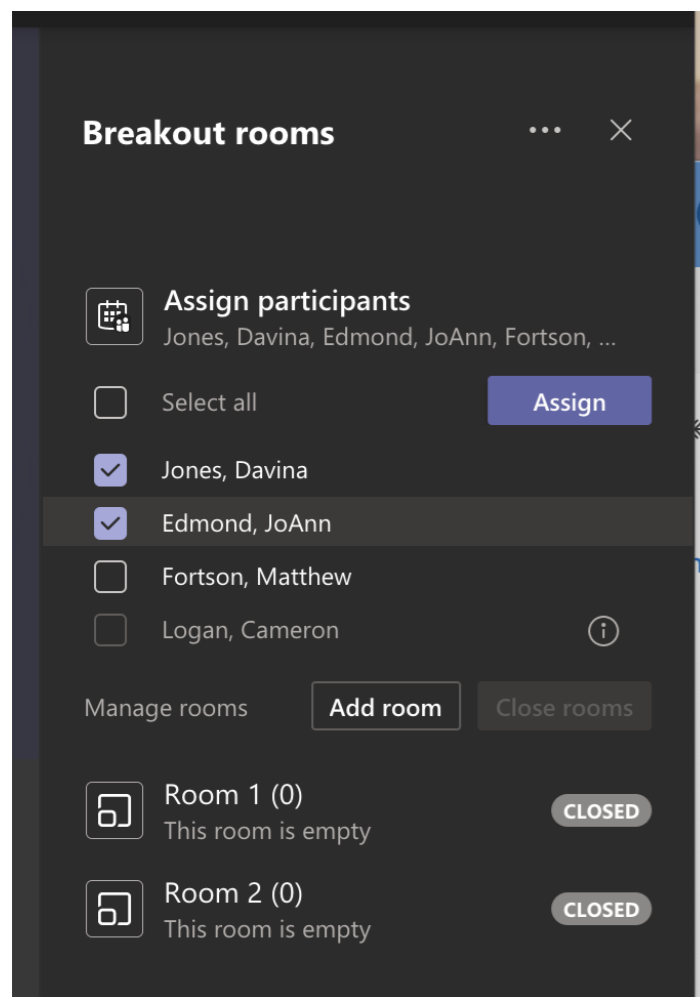
Participants

How would you like to assign participants

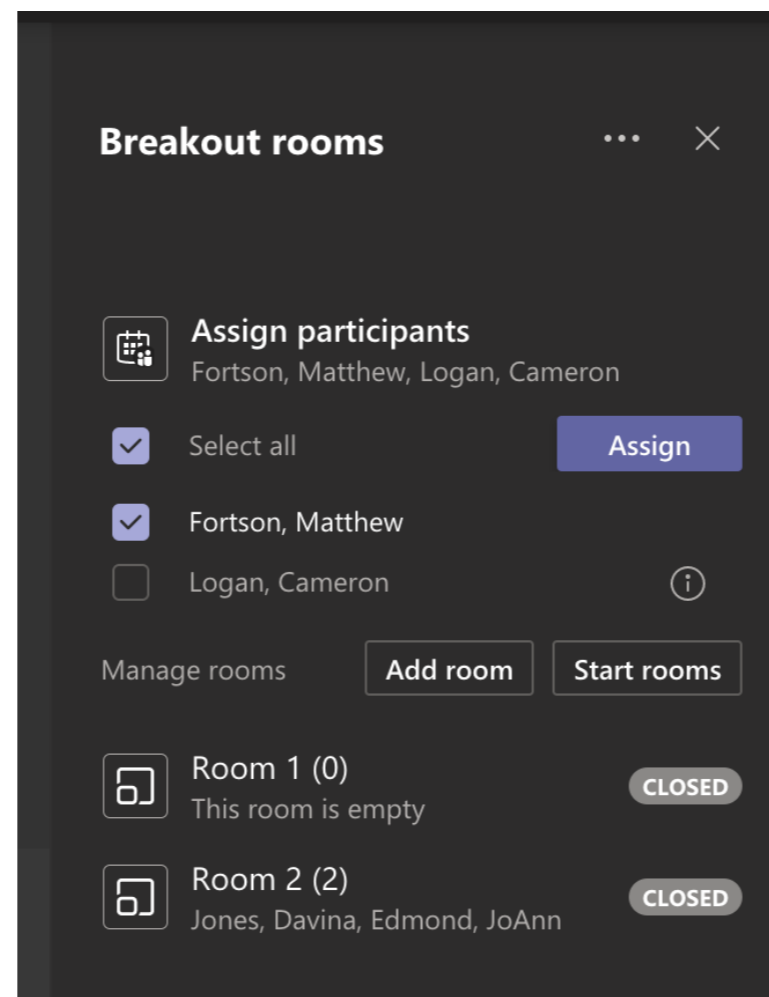
Automatically
Assign 0 people into 3 rooms (0 participants per room)

Manually
Add participants individually to Breakout Rooms.

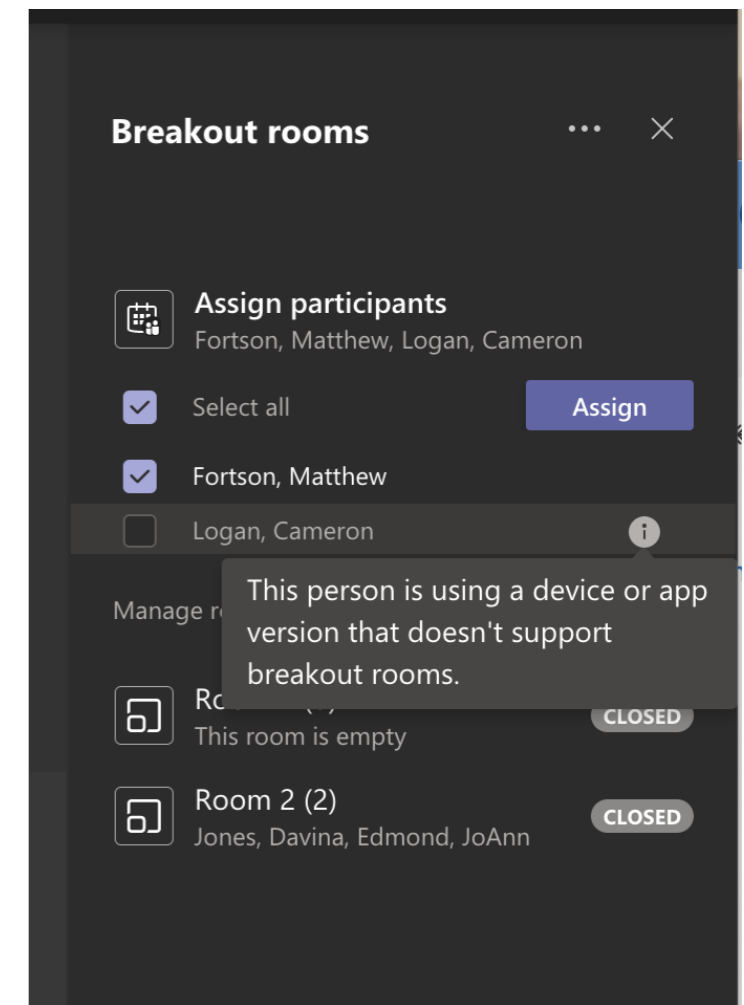
Cancel Create Rooms



A



B

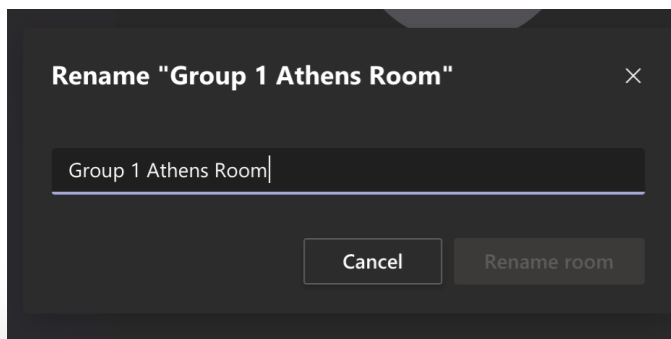
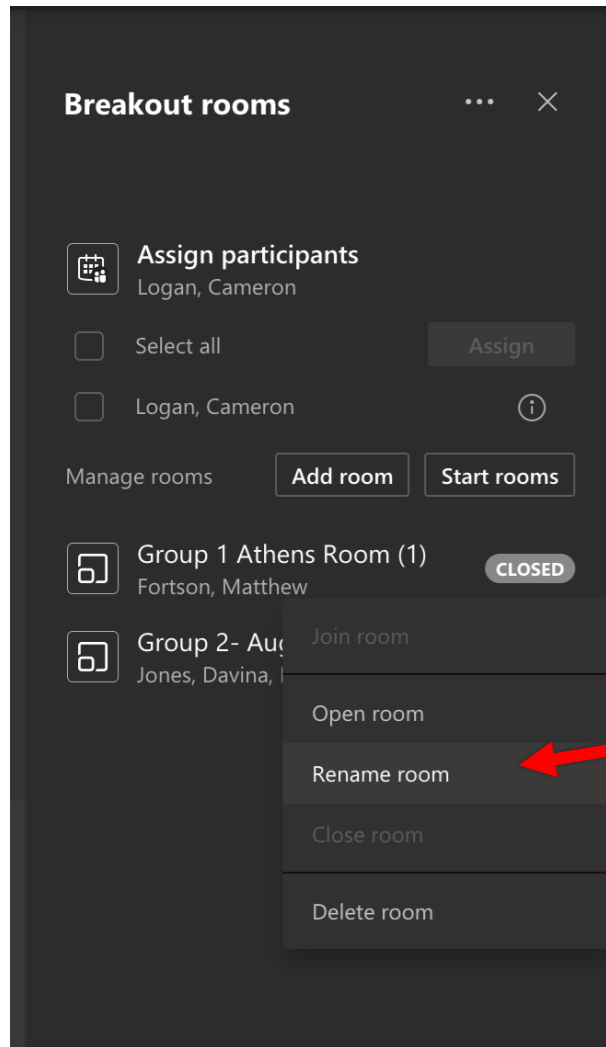


C

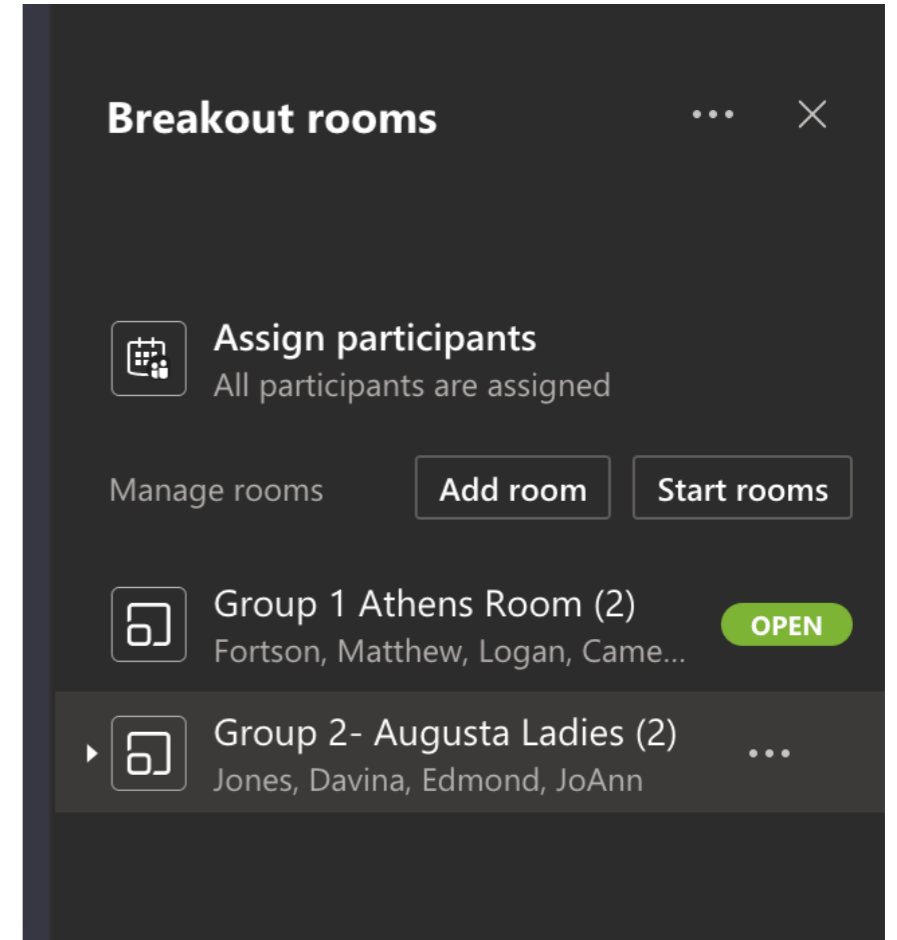
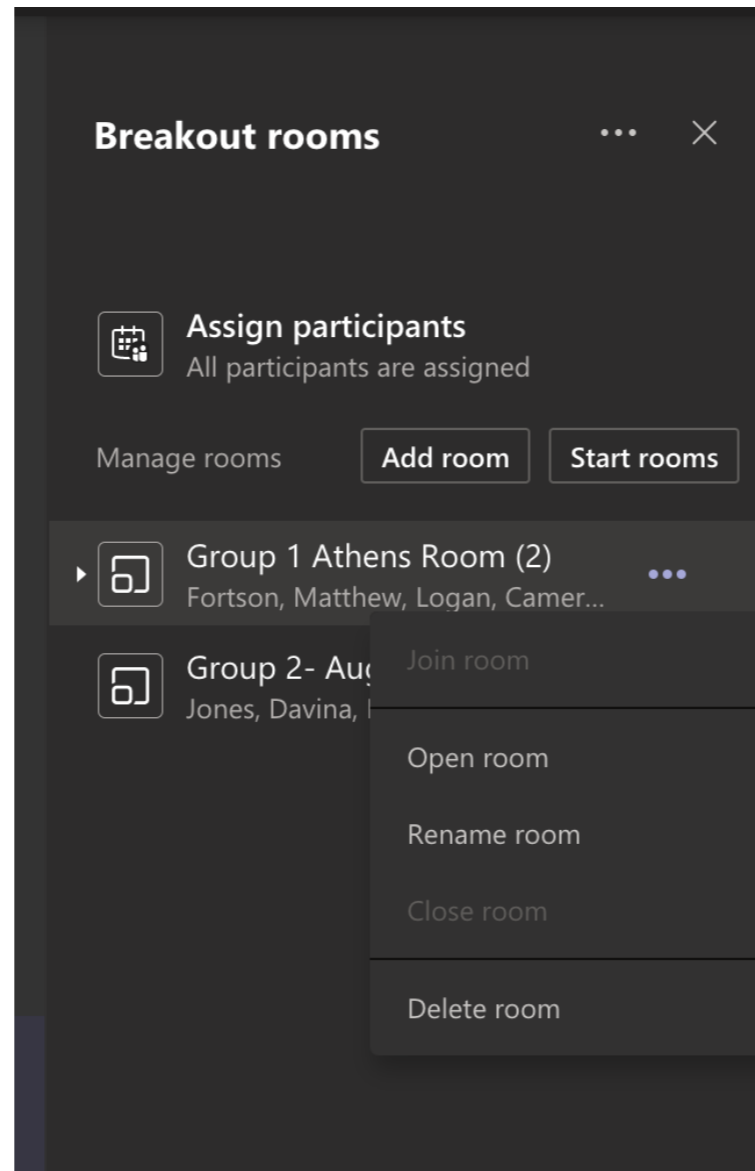
5. If you choose **Automatically**, participants will be randomly assigned to different breakout rooms. If you chose **Manually**, you would click under **Assign participants**. From there, you can hover over a student's name until check-boxes appear. Choose students by clicking on the check boxes.

6. Select **More Options (the 3 dots)** and choose a room from the list that you would like all of those students to be in. Repeat until all students have been assigned. (you can see who is in each room by clicking on the arrow next to the room's name). *** Please note figure C, an error message will appear if the person you are adding is not using a supported version***

7. You may Rename your room by clicking **More Options (the 3 dots)** next to the room, and fill in the new name.



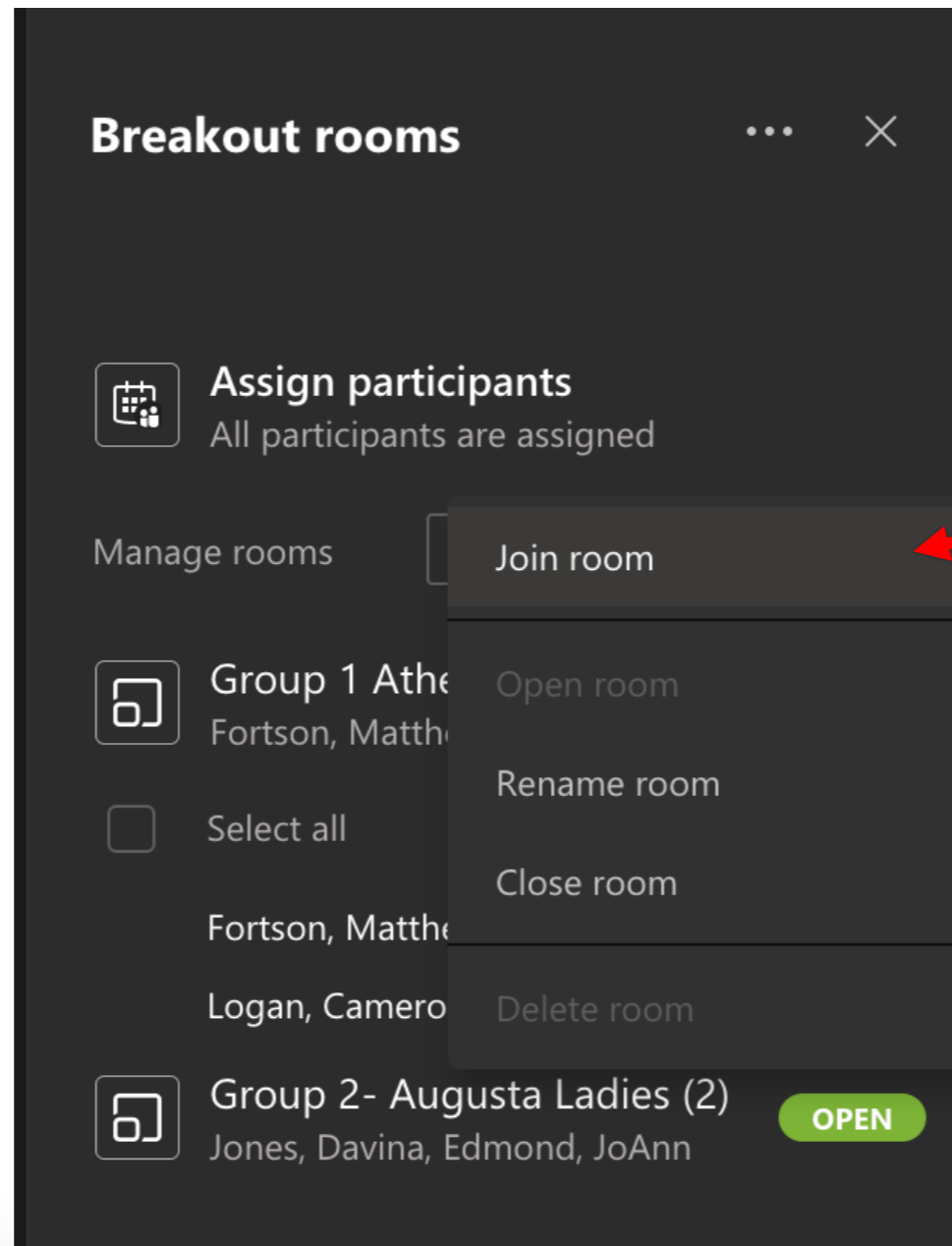
8. To start rooms individually: Select **More Options (the 3 dots)** next to the room, then click **Open room**.
To start rooms all at once: Select **Open rooms**.
* The status bar next to each room will change to OPEN when they have successfully opened. ** students will be given a 10 second warning that they are being sent to their respective rooms **



Joining a breakout room (As the organizer):

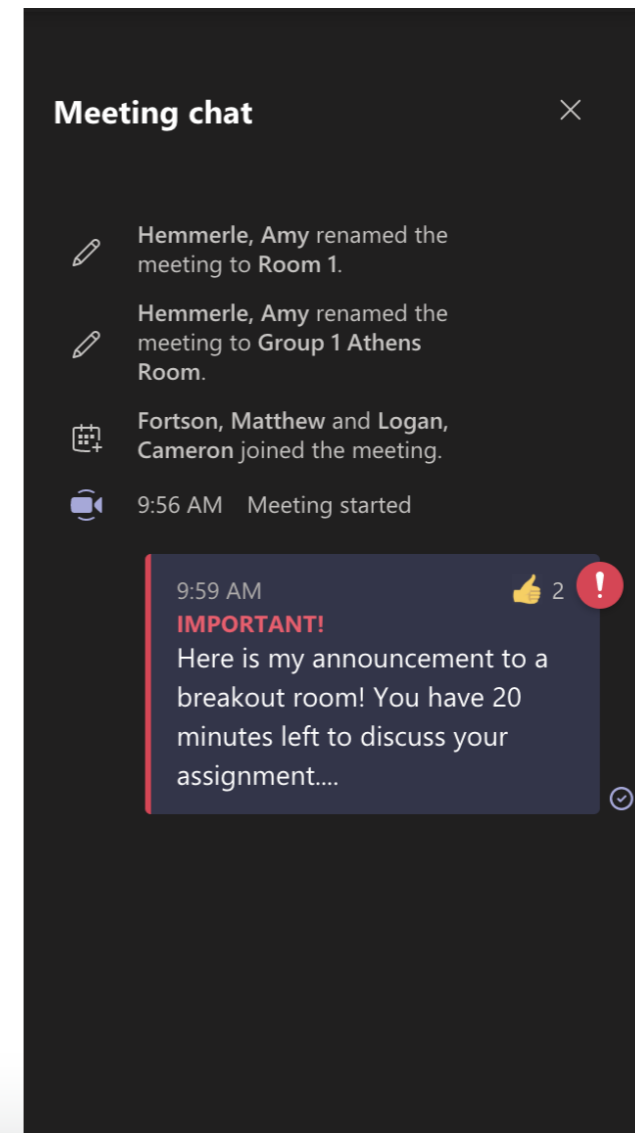
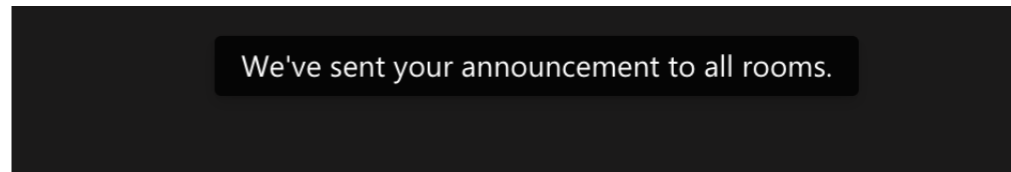
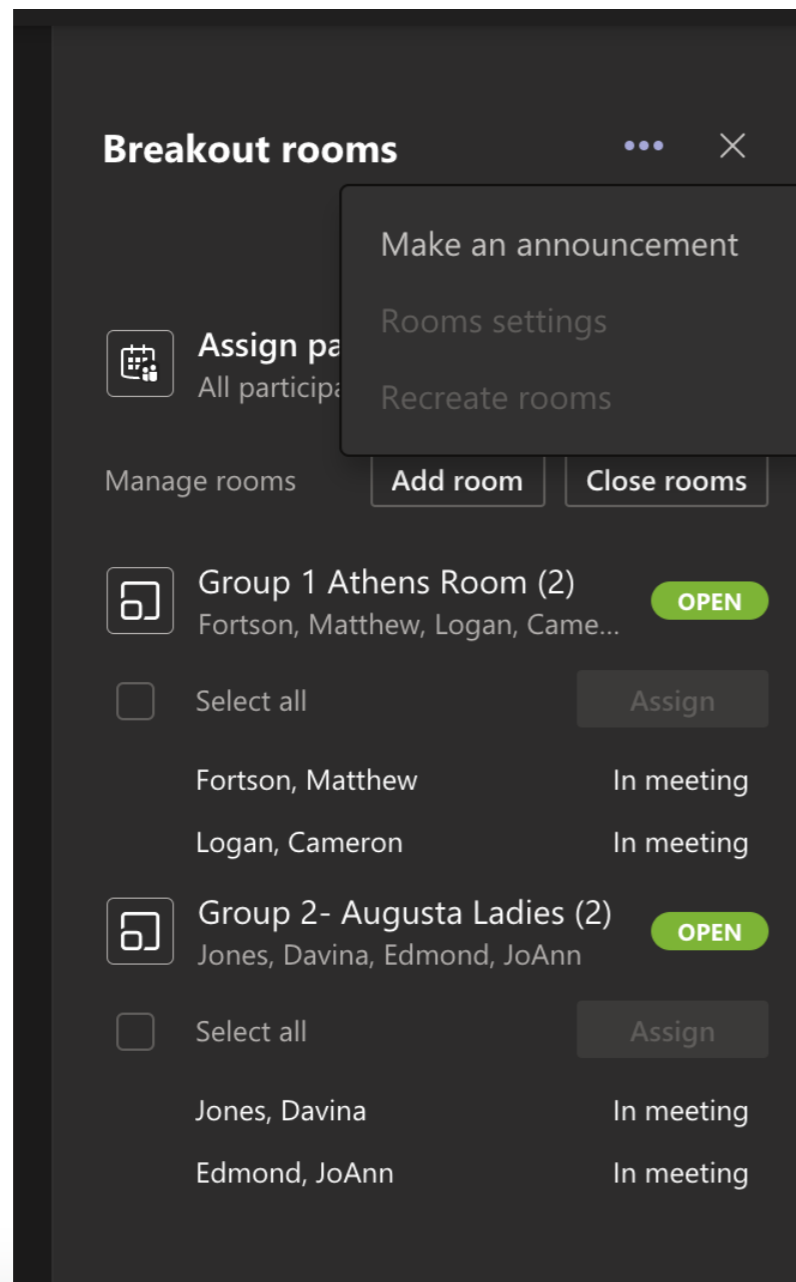
Select **More Options (three dots)** next to the room and click on Join Room.

-A popout window appears with you in the room. Select Return when you want to head back to the main meeting.



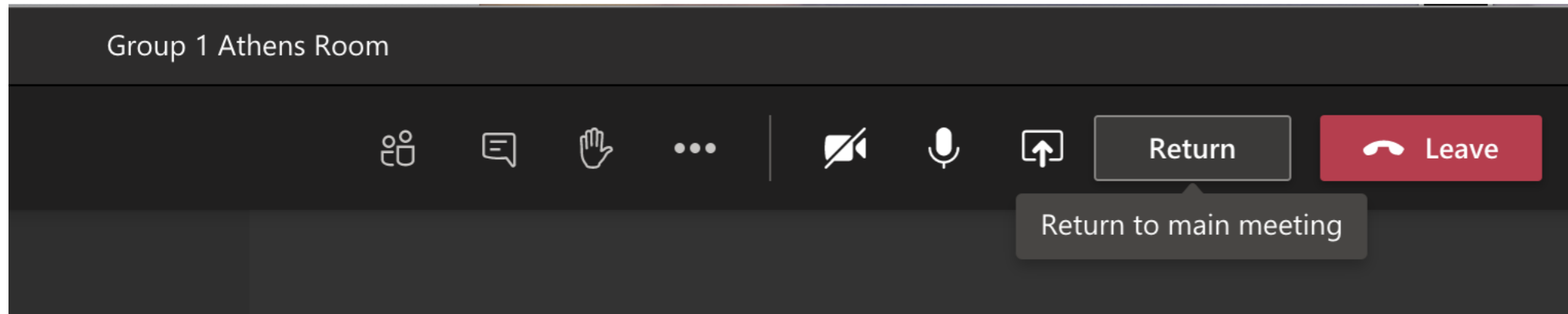
Send an announcement to breakout rooms (As the organizer):

Select **More Options (three dots)** next to the words Breakout Rooms and click on **Make an announcement**. Type the announcement, and hit send. The announcement will show up in the chat of the breakout room.

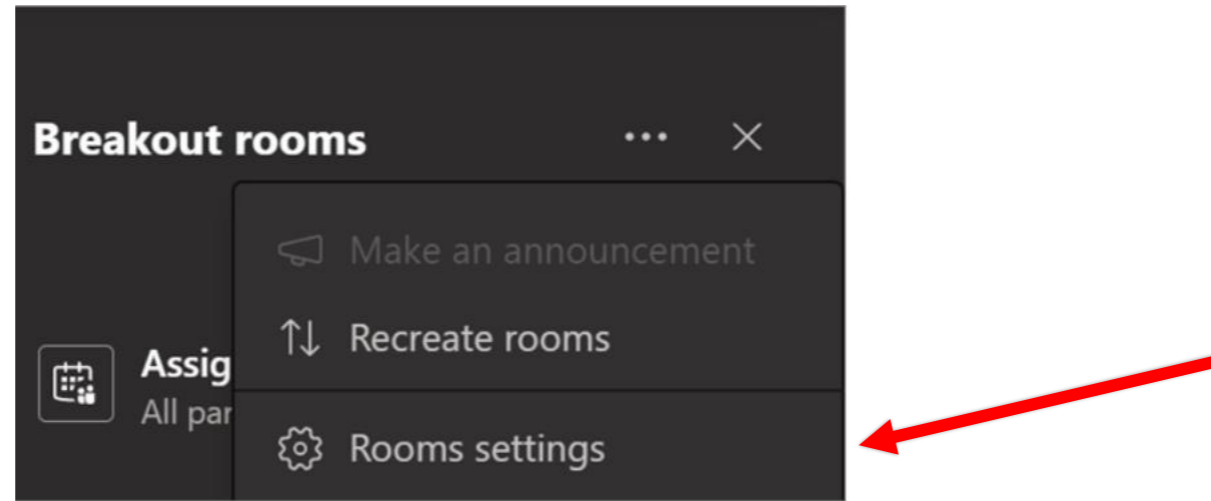


To return to the main meeting (As the organizer):

Click on **Return** button upper right corner.



Editing Settings :



To edit settings, select **More Options (three dots)** and then **Rooms Settings**

By Default, breakout rooms will be structured to move students automatically into breakout rooms. By setting the **Automatically move people into opened rooms** to OFF, the students will receive a message asking them to join the breakout room. They will need to select **Join Room** before they will be moved.

Allow students to return to main meeting, by default, will be turned off. To turn it on, switch the toggle next to the **Participants can return to the main meeting** to ON.