

HOW TO USE MS TEAMS BREAKOUT ROOMS

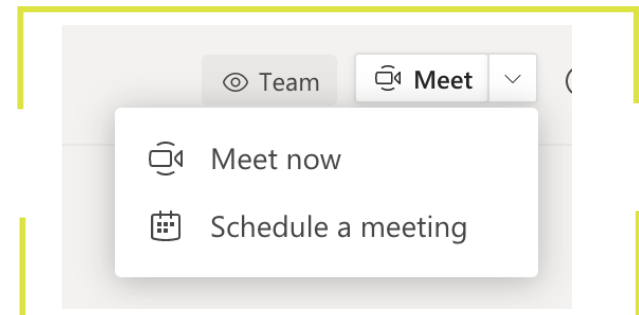
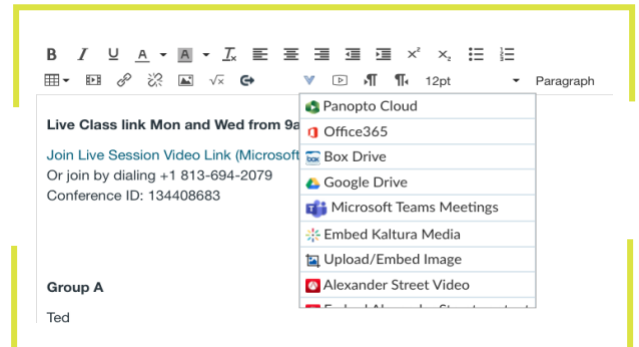
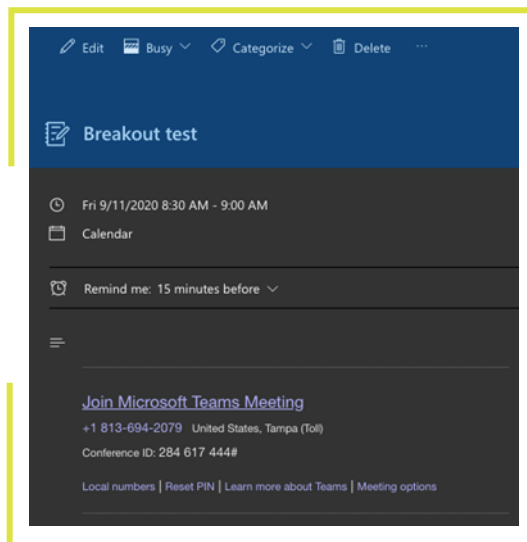
The Microsoft Teams breakout rooms feature is a quick and easy way to facilitate small group activities directly within a Teams meeting. The following is a brief overview of the steps and options for breakout rooms. Please note the following prior to deploying breakout rooms within your Teams meeting session.

- Breakout rooms are best utilized for impromptu small group activities within your class meeting sessions and are not a recommended substitute for persistent Class Teams Channels. For extensive group projects and group interactions that persist beyond a single meeting, private Teams Channels are still recommended.
- The meeting organizer, usually the instructor, is the only person who can launch breakout rooms.
- Breakout rooms have the same interaction tools as a standard meeting. Students are able to interact via video/audio, screensharing, chat, file sharing, and other features.

▶ Setting Up Your Breakout Rooms

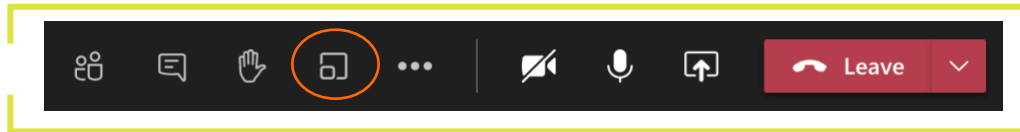
01

Create Your Session. Start by creating your session. The Teams meeting can be setup from Outlook, a Teams channel, or using the rich text editor in Canvas.

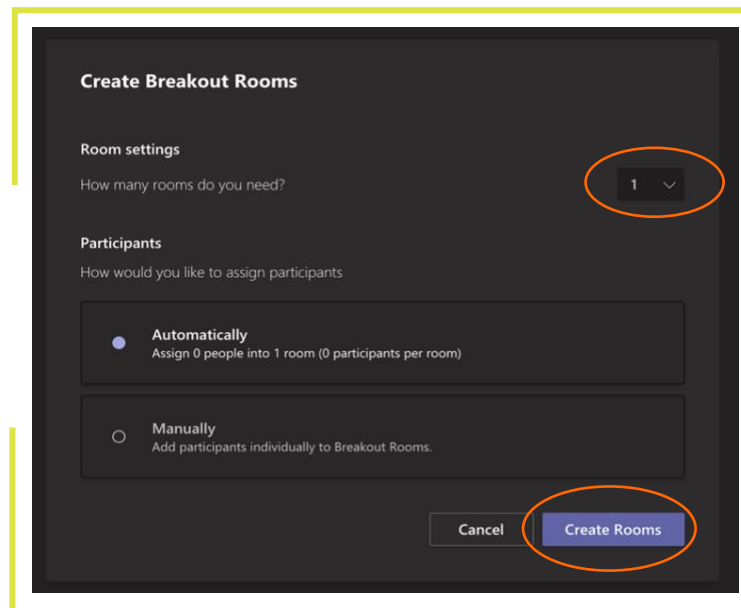


02

Create Breakout Rooms. Once you start the meeting, you will see the breakout rooms icon located in the top control bar menu next to the hand icon. **Select the icon** and choose your breakout room configuration as shown.

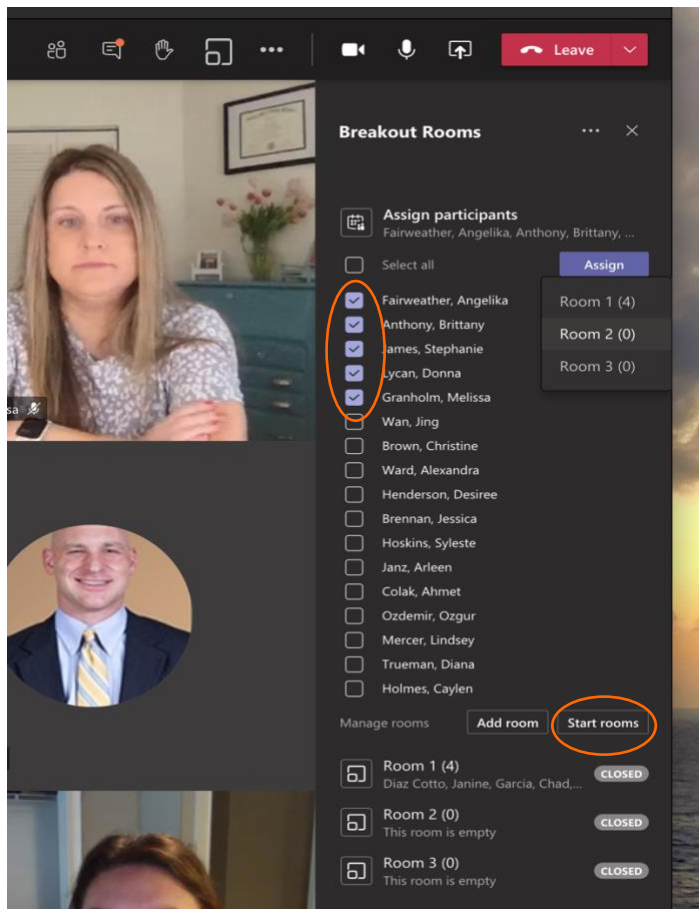
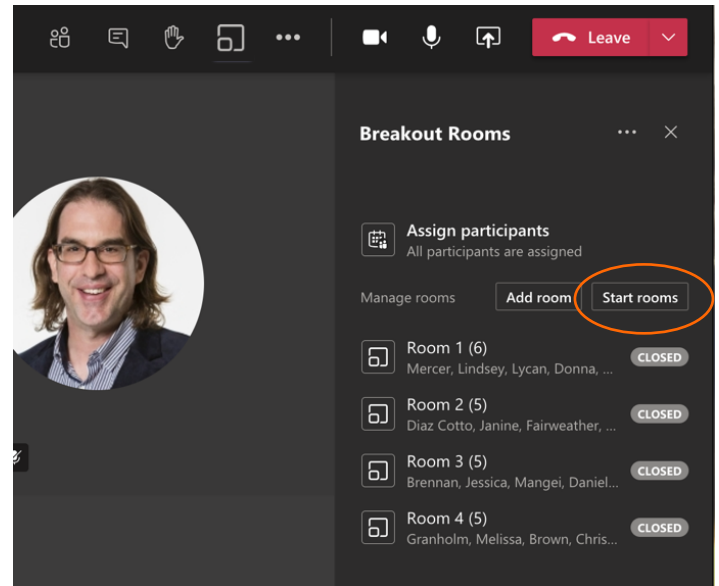


Select the total number of rooms needed (capped at 50) and choose between an automatic (randomized) setup or you can manually assign students to their room. Once ready, **select “Create Rooms”** and the Breakout Rooms window will be listed.



03

Start Breakout Rooms. If you selected “Automatically” your students will be randomly assigned to their rooms and listed as shown. Once you are ready to send students into their rooms select the **“Start rooms”** button and your students will see a notification indicating that breakout rooms will begin in 10 seconds. **Please note that there may be a slight delay after you select “Start rooms”.**

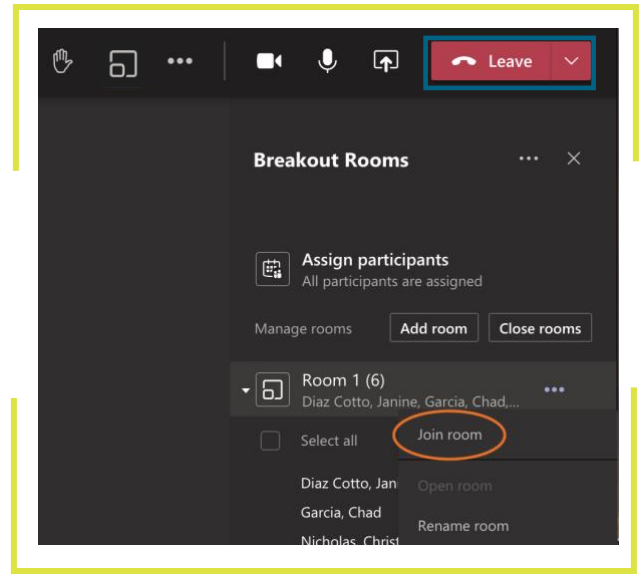


If you opted to **“Manually”** assign students to a room, select **“Assign participants”** and use the checkbox next to each student’s name to assign them to their room.

Once you have assigned all the students to their rooms and you ready to start the breakout rooms select the **“Start rooms”** button. **Please note that there may be a slight delay after you select “Start rooms”.**

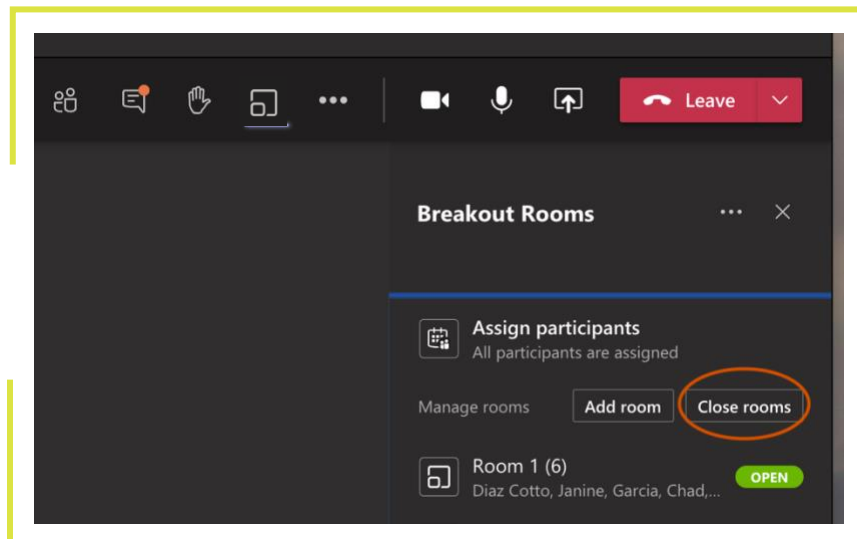
04

Access the Breakout Rooms. To access a breakout room, select the **“Join room”** button. This will place you in the room with the students. To return to the main room, select the **“Leave”** button and then **“Resume”**.



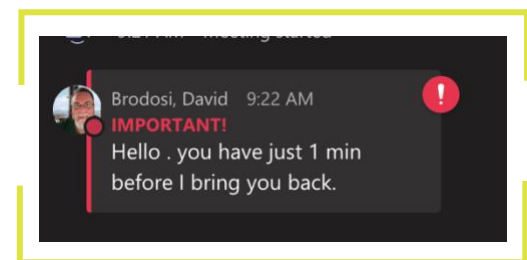
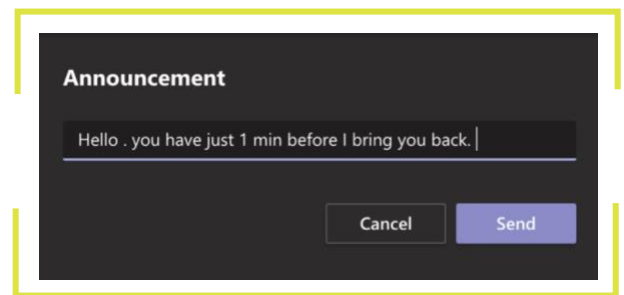
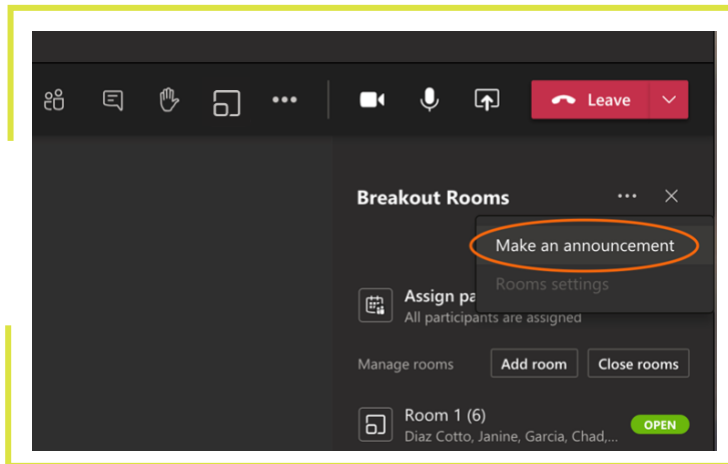
05

End Breakout Rooms. To bring all participants back to the main room, select **“Close rooms”**. This will notify all participants that they will be redirected back to the main room.



Quick TIP

You can send a global announcement to all students if you want to give your students a time warning (Ex: “Attention students, 1-minute left.”) To do this, choose the ellipsis next to Breakout Rooms and select “Make an announcement.”



Prior to the session, make sure your students are aware that breakout rooms will be utilized, and that they will be expected to discuss and interact as they would in any typical session.

Each breakout room will have its own chat area. You can see the chat area for all breakout rooms within the “Chat” section of your Teams app.

