



Creating and Managing Teams Breakout Rooms During Class Meetings

Getting Started with Breakout Rooms

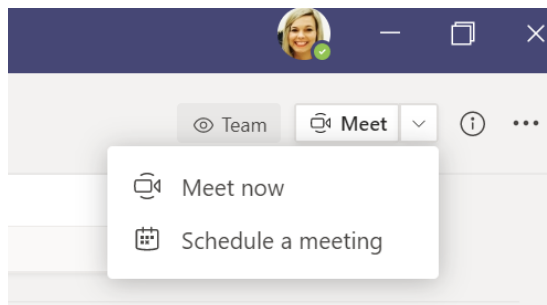
1. Open your **Teams app** on your desktop or laptop computer. Breakout rooms will **not** be assessable in the Office 365 Teams web version.
2. Make sure that the new meeting experience is enabled on your desktop Teams app (**Teams > Settings > General > Check "Turn on New Meeting Experience"**)
3. Make sure that you have the latest Teams app update. With Teams open, **click on the circle** (profile pic) in the top right-hand corner and choose **Check for Updates**.
4. Inform students which room they will be assigned to before sending them to breakout rooms. A visual representation would be helpful to illustrate where students will go.

Steps to Using Teams Breakout Rooms

STEP 1

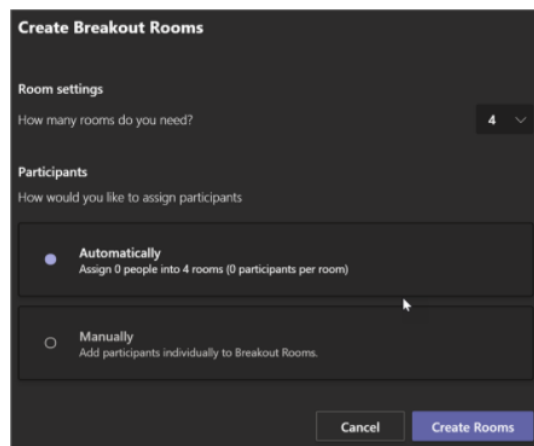
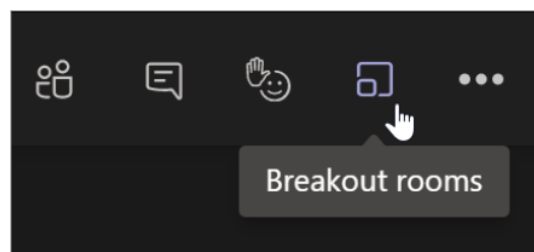
1. First, choose Schedule a Meeting, or choose to Meet Now.
2. Select **CALENDAR + New meeting**.

Note: You must be the organizer of the meeting in order to create and manage breakout rooms.



STEP 2

1. Begin your class meeting as usual. Your meeting will open in its own window.
 2. Having explained which room your students will be assigned, select the **Breakout rooms** icon from your meeting controls.
 3. Choose how many rooms you would like to create under **Room settings**.
 4. Choose whether you would like Teams to assign students to rooms **automatically** or **manually**.
- Assigning students **automatically** is useful when practicing the routine of breakout rooms with students or when you want to randomly put students in groups.





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- Assigning students **manually** to breakout rooms is what should be occurring when using data-driven decisions for Personalized Learning. Breakout rooms (groups) should be purposeful and driven by data (formative or summative) collected by the teacher.
5. Select **Create Rooms**.

STEP 3

In STEP 2, if you chose to **Automatically** assign your students, students will already be assigned to different breakout rooms.

In STEP 2, if you chose to **Manually** assign your students and **Created your Rooms**, you will need to follow these instructions:

- Expand your list of students by hovering over the words **Assign participants** and clicking on it.
- Hover over student names until the checkboxes appear. Choose students by selecting the checkboxes.
- Select **More options** by clicking on the three dots (...) and choose a room from the list.
- Repeat this process until all students have been assigned to rooms.
- To view the students assigned to a breakout room, expand the arrow next to the room's name.

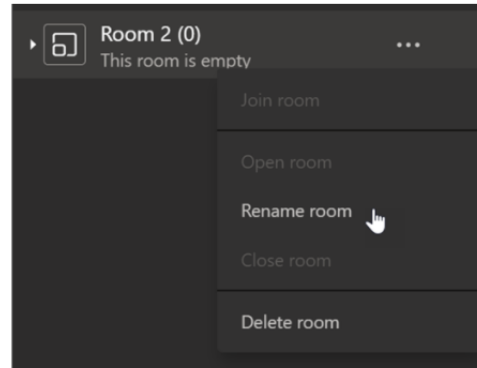


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Renaming Rooms

You can name your breakout rooms to reflect your small student groups or projects.

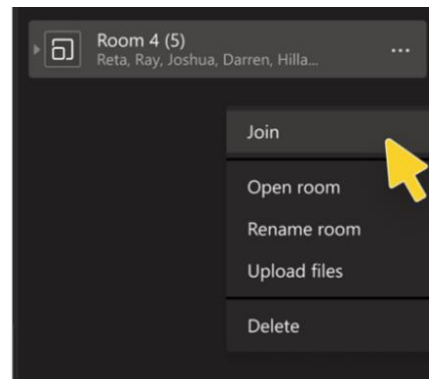
1. Select **More options** by clicking on the three dots (...) next to the room, then choose to **Rename room**.
2. Type in the new name and select **Rename room**.



Join a breakout room

To join a room and check in on its progress you can:

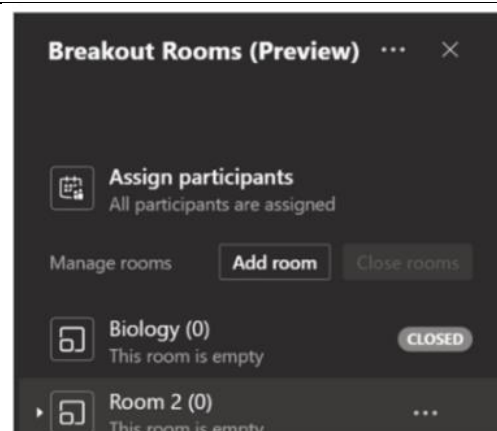
1. Select **More options** (...) next to the room, and choose **Join room**.
2. Select **Return** when you are ready to leave the Breakout Room and return to the main meeting.



Add or delete a breakout room

To add an additional breakout room:

1. Select **Add room**. Give your new room a name and confirm.
2. Add students to the room using **STEP 3** in the Steps to Use Setting Up Teams Breakout Rooms (page 2).

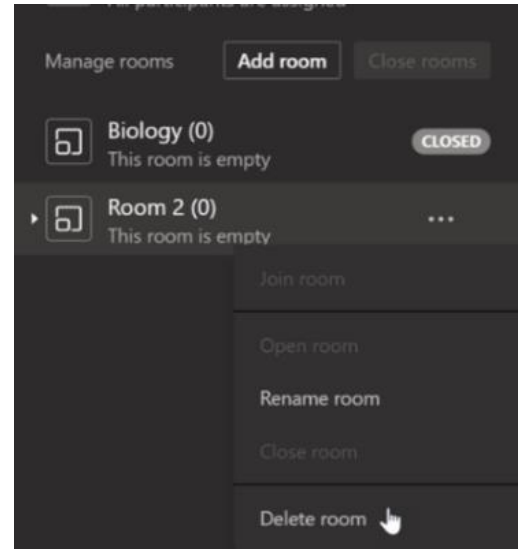




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To delete a breakout room:

Select More options (...) next to the room, then choose **Delete room**.

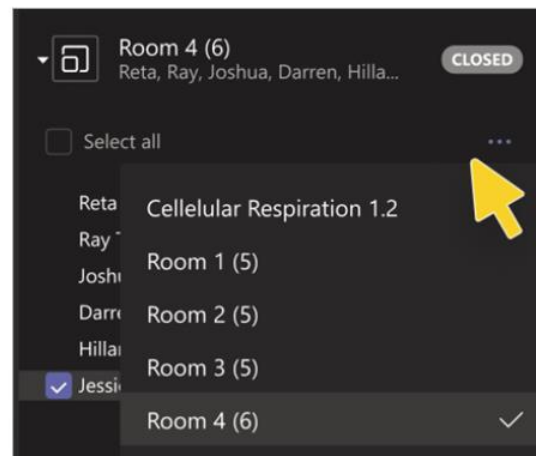


Reassign Students

NOTE: You can only move participants when breakout rooms are CLOSED.

To move students individually:

1. Expand the list of students under a Breakout room by clicking on room.
2. Hover over a student's name and select the checkbox that appears.
3. Select **More options** (...) and then select the Breakout room that you would like to move the student to.



Chat with participants in a breakout room

Each breakout room will have its own chat box. You and students will be able to access it from your chats list and from **Chat** in the breakout room just like regular meetings.

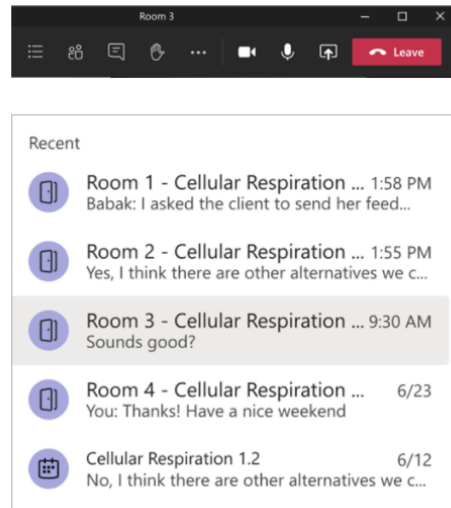
Students will only be added to a breakout room chat when you start the room. They will be removed as soon as the room is closed.



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You will have access to all breakout room chats.

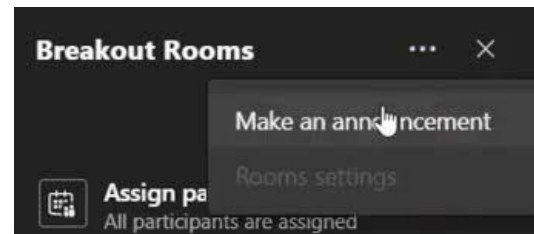
Students can still see the chat history and any files shared after the breakout room is closed.



Send an announcement to breakout rooms

Once breakout rooms have started, you can send announcements to give time updates or share prompts.

1. Select More options (...) > **Make an announcement**.
2. Type in your announcement and then select **Send**.
3. Students will receive a notification in their meeting chat box to check for your announcement.



Closing breakout rooms

To close rooms individually:

- Select **More options (...)** next to the room, then **Close room**.

To close ALL rooms at once:

- Select **Close rooms**.

Select **RESUME** after you have closed your breakout rooms and you will be back in the original large class meeting.

