Enhance Online Learning with Breakout Rooms

Using Breakout rooms in teams

1. Select Calendar

	(‡)	🕄 Today < > September 2020 \vee								
iii ms		13 Sunday	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	-			
ments	2 PM									
e adar	3 PM									
	4 PM	Brainstorming Cara Coleman	loin							
5										
•	5 PM									
	6 PM									
	7 PM									
	8 PM									
3	9 PM									

2. Go to the meeting and click the Breakout Rooms icon.



3. **Choose** number of rooms you like to have and choose to have members assigned automatically or manually.

Ma_	Create Breakout Rooms	
	Room settings	ibi Stein 🔏
ren Ryland 🍃	How many rooms do you need?	
	Participants How would you like to assign participants	2 3 1 izabeth Shipeio 🖇
	Automatically Assign 15 people into 1 room (15 participants per room)	
zy Schilbach 🖇	O Manually Add participants individually to Breakout Rooms.	7 8 9 att Whitehead 3
<u>40-</u>	Cancel	e Rooms

4. Rooms will be created with participants assigned

All participants are as Manage rooms Add r Cable Stephen Eustace (September) Stephen Eustace (September) Amy Shan X Anthony Blake, Amy September Matt Whitehead X	(Preview) ···· ×	Breakout Rooms (Preview	Gabi Stain &	Paniamin Albarts &
	e assigned dd room Start rooms dberg, Benjami CLOSED eri Gillespy, Bry / Schilbach, Ma CLOSED my Shan, Eliza	All participants are assigned Manage rooms Add room Add room Add Add room Add room Ad	Elizabeth Shipeio & Matt Whitehead &	terganur Alders &

5. Additional rooms can be added or click **"start rooms"** to send participants to respective rooms



6. Rooms can be **Renamed** by clicking the ellipsis next to the name of the room.



MS Teams Resource for Faculty

7. Message can be sent to all the **Rooms**; the organizer can click the ellipsis and send an **announcement** to everyone.



Breakout Room himing	
86 🖲 🐣 <u>–</u> ***	🎢 🎚 🟚 🕋 Leave 🗸
	Breakout Rooms (Preview) \cdots 🛛 🛛
	All participants are assigned
Announcement	Blue (3) Benjamin Alberts, Stephen Eusta.
Hey folks - start brainstorming on your Whiteboard	Red (4) Lauren Ryland, Geri Gillespy, Bry Green (7) Shav Harris, Abby Schilbach, Ma
Cancel Send	Anthony Blake, Amy Shan, Eliza.
Waiting for others to join	

8. Organizer can go into any room by clicking the ellipsis and clicking **join room** button.



9. Once the organizer wants the participants to come back to the main room they can send an **announcement** and **close** the room letting participants know that the main room is open.