

Sheridan

Teams Breakout Rooms

Breakout Rooms are only available in the Teams Desktop version

On the meeting *Control Bar*, click the *Rooms* button. The first option on the *Create breakout rooms* panel is *Choose the number of rooms you want to create*. Under *Assign participants*, select one of the three options for how to populate the rooms.

1. Automatic – Teams will add students to each room evenly
2. Manually assign people to rooms
3. Let people choose their rooms

When *Create rooms* is clicked, the rooms will show who is in each room if Automatic was selected, or has the option to assign students to rooms.

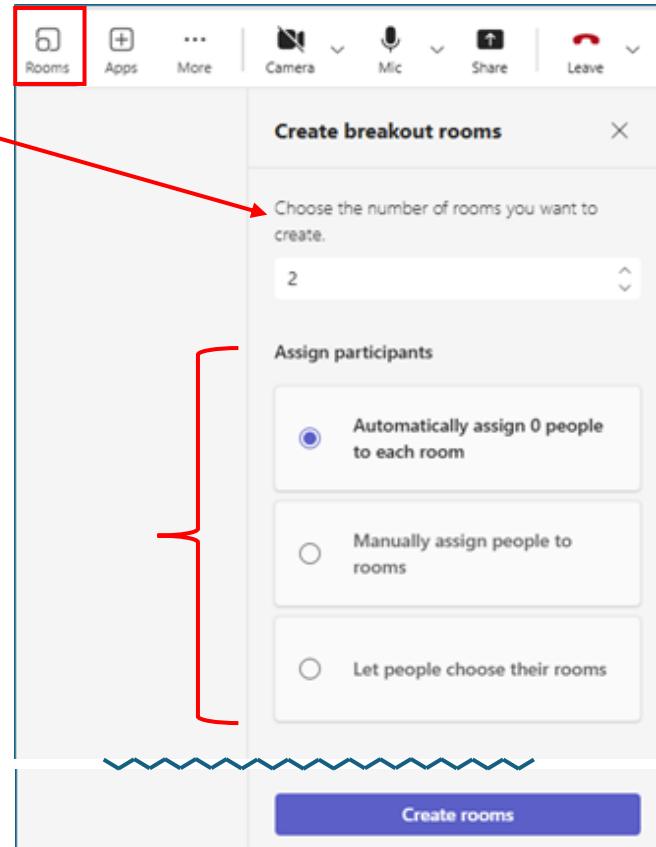


Figure 1 Breakout Room Panel

Breakout rooms panel

The image shows two panels from a software application. The left panel is titled 'Breakout rooms' and displays a message 'All participants have been assigned'. Below this is a button 'Assign participants'. Underneath is a section for 'Open rooms' showing 'Room 1 (0) Closed' and 'Room 2 (0) Closed'. To the right of these rooms are four icons: a plus sign for 'Add a room', a speaker for 'Announcement', a trash can for 'Delete', and a gear for 'Room menu'. A red arrow points from the 'Open rooms' button to the 'Room 1 (0)' entry. Another red arrow points from the 'Announcement' icon to the 'Announcement' text in the room list. A third red arrow points from the 'Delete' icon to the 'Delete' text in the room list. A fourth red arrow points from the 'Room menu' icon to a small menu box that appears over the room list, containing 'Join', 'Open', 'Rename', 'Close', and 'Delete'. The right panel is titled 'Settings' and contains several configuration options: 'Set a time limit' (disabled), '0 hours' and '0 minutes' dropdowns; 'Automatically move people to rooms' (enabled); 'Let people choose their own rooms' (disabled); and 'Let people return to the main meeting' (disabled). A 'Save' button is at the bottom. A red arrow points from the 'Settings' title to the 'Settings' panel.

Figure 3 Breakout rooms assignments and tools

Figure 3 Breakout rooms Settings

Rooms can be opened together or individually.

You, as the Presenter, can join each room individually. You can share your screen and record in each room individually, though not to all rooms at once. Although, you can send an Announcement to all rooms.

All rooms can be closed together or individually.

Note: It is recommended the the students do not click the *Leave* button in a Breakout room as this will remove them from the meeting. The presenter should close the rooms. (Students can join again if they are removed from the meeting.)

Once you create and configure rooms in one meeting in a recurring series, the same room names and student assignments will carry over to the next meeting in that series.

Breakout room available outside of a meeting

You are also able to create and manage breakout rooms for recurring meetings before you class starts by *Editing* the Class series in your calendar. (Click your class, point to *Edit* and click on *All events in the series*)

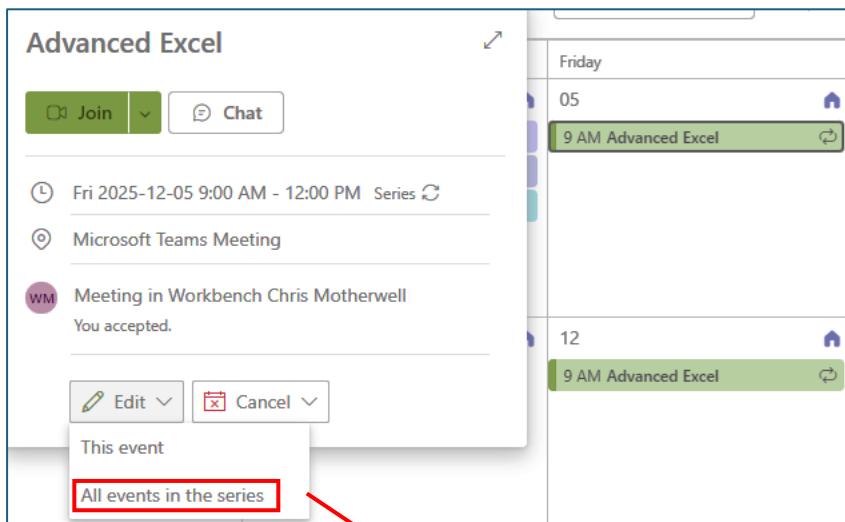
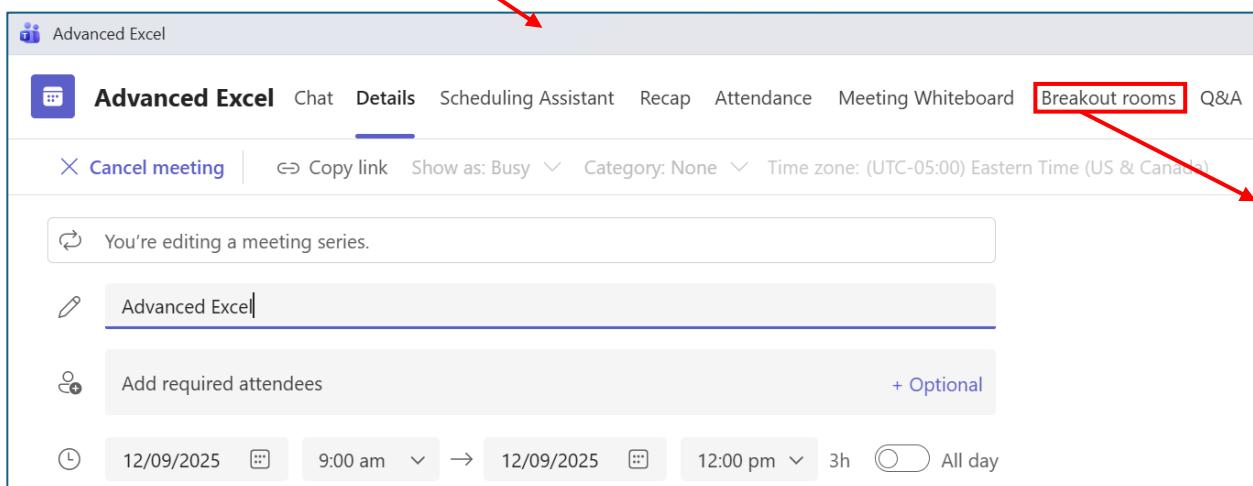


Figure 4 Meeting Info and Options



See Figure 6
on next page

Figure 5 Meeting Details - Breakout room button

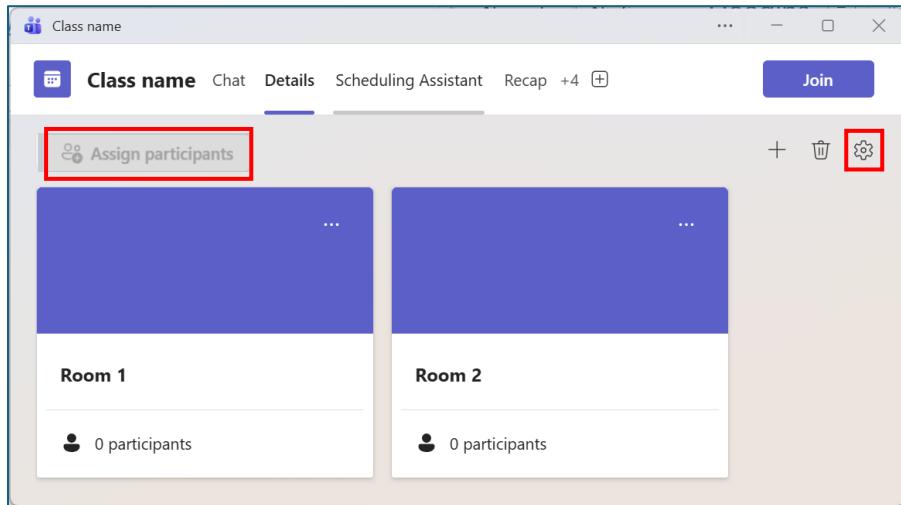
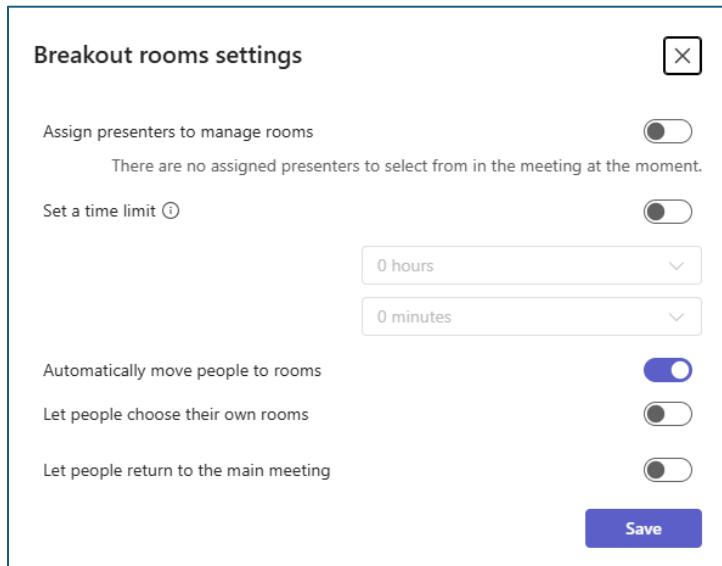


Figure 4 Breakout Rooms Layout

Each Breakout room can have a presenter so a student can Share their screen. If you initially used Automatic to assign students to rooms, you can later re-assign them to another room using the *Assign participant's* button.

Click the Settings icon and turn on Assign presenters to manage  rooms



Note: the default setting is all students can present. This option can be changed so you can control who can present. See *MS Team Tip Sheet – Meeting Options, available in the Resource Hub* .