



Using Breakout Rooms on MS Teams

Breakout rooms are now available on MS Teams. You can use Breakout rooms to facilitate group work during a live class (synchronous session). As instructor, you can navigate from one breakout room to another, monitor and assist group work.

Step 1: Update your MS Teams Settings

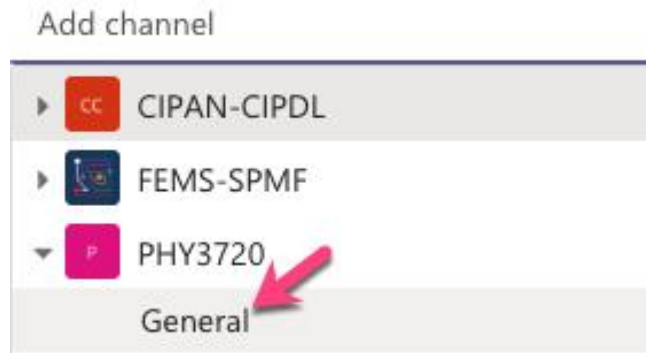
You need to update your settings to enable the breakout rooms in your live sessions on MS Teams.

- Click on your profile picture at the top of the MS Teams app.
- Under your account, click on **Settings**
- Make sure the “**Turn on new meeting experience**” option is checked.

The meeting controls will then appear on the top right-hand side corner of your screen when in a meeting.

Step 2: Create a New Meeting for your live class

- Go to Calendar
- Click on **New Meeting**
 - Add title
 - Click **Add required attendees** to add guest participants (e.g. guest speakers)
 - Click **Add channel** to send the invitation to your classlist:
 - A dropdown menu appears with your list of teams (your courses).
 - Click on your course and select the **General** channel which includes all your students.
 - Click **Save**.



Step 3: Start your live class session

On MS Teams, click on **Calendar** and locate your live session.

- Click on the scheduled meeting and select **Join** to start the live session.

Step 4: Create Breakout Rooms

As soon as you join a scheduled session, you will be able to create breakout rooms to facilitate group work during a live class.

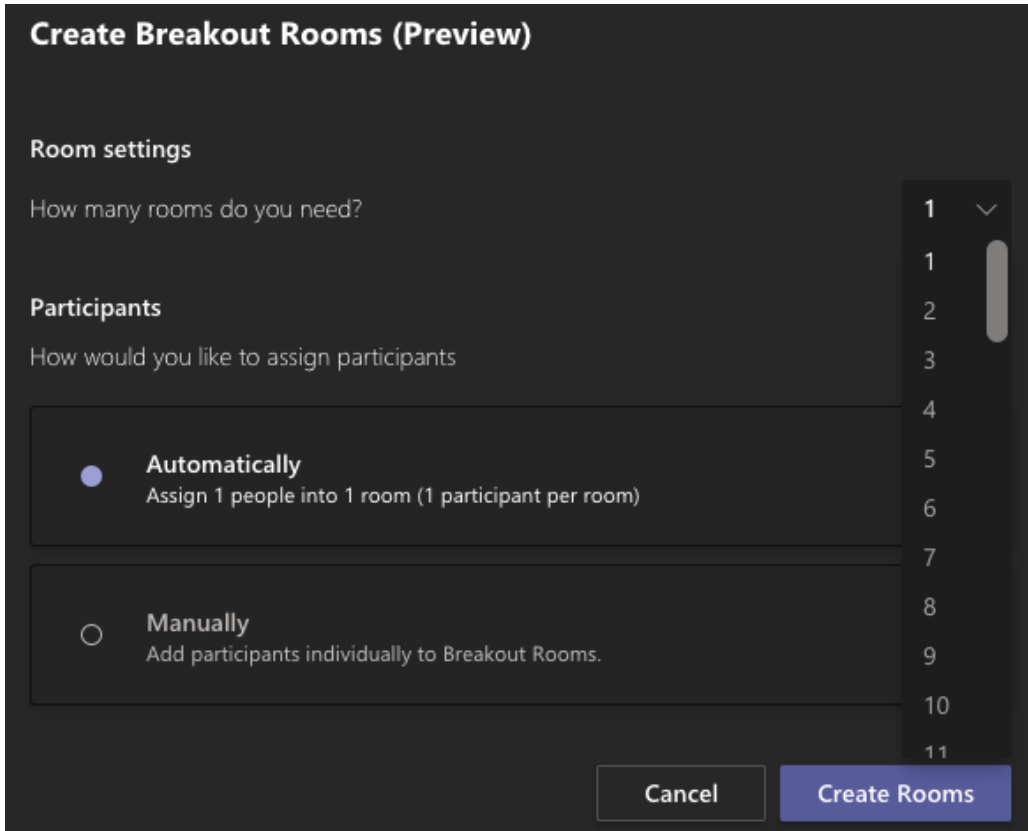
- Click on the Breakout Room icon available on the right-hand side corner of your screen in the button controls.



- A new window appears on screen. Select the number of breakout rooms you want to create (you can create up to 50 breakout rooms).
- Under the **Participants** section, you can assign the participants to their breakout room **automatically** or **manually**.
- Click **Create Rooms**.

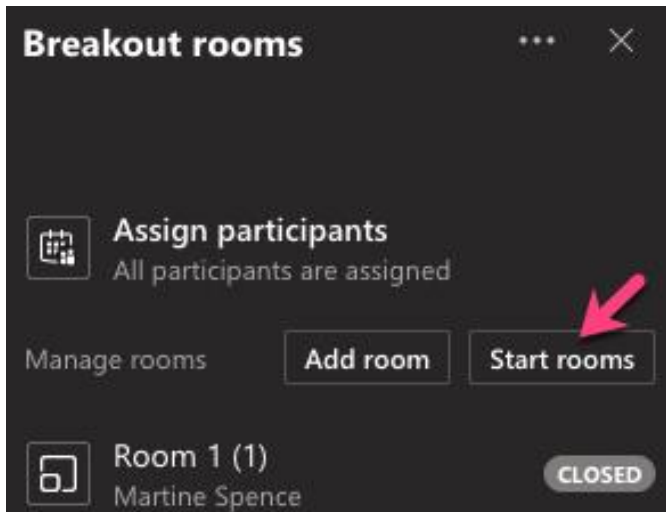
Room Settings

- Under the **Room settings**, you can Set a time limit. The timer starts when the students join their breakout room, and they will be notified with a 60-second countdown when the Breakout room is about to close.

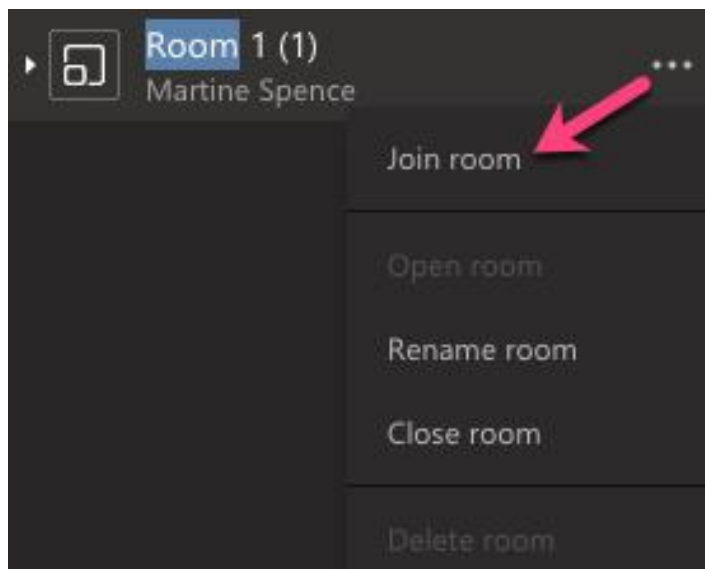


At this point, the breakout rooms will be closed for the meeting participants.

- Click on **Start rooms** to open the breakout rooms.
 - You can also **Add room** if more students are joining the session and need to be assigned to a new breakout room manually.
- The participants will be invited to join the breakout room in which they have been assigned.



- Once the breakout rooms are open, click on the 3 dots button next to a specific room and click **Join room**.
- You will then leave the main room and be “On Hold”.



- Once in a breakout room, click on **Return** to go back to the main room.
 - Students can also **Leave** the live session from their breakout room directly.

