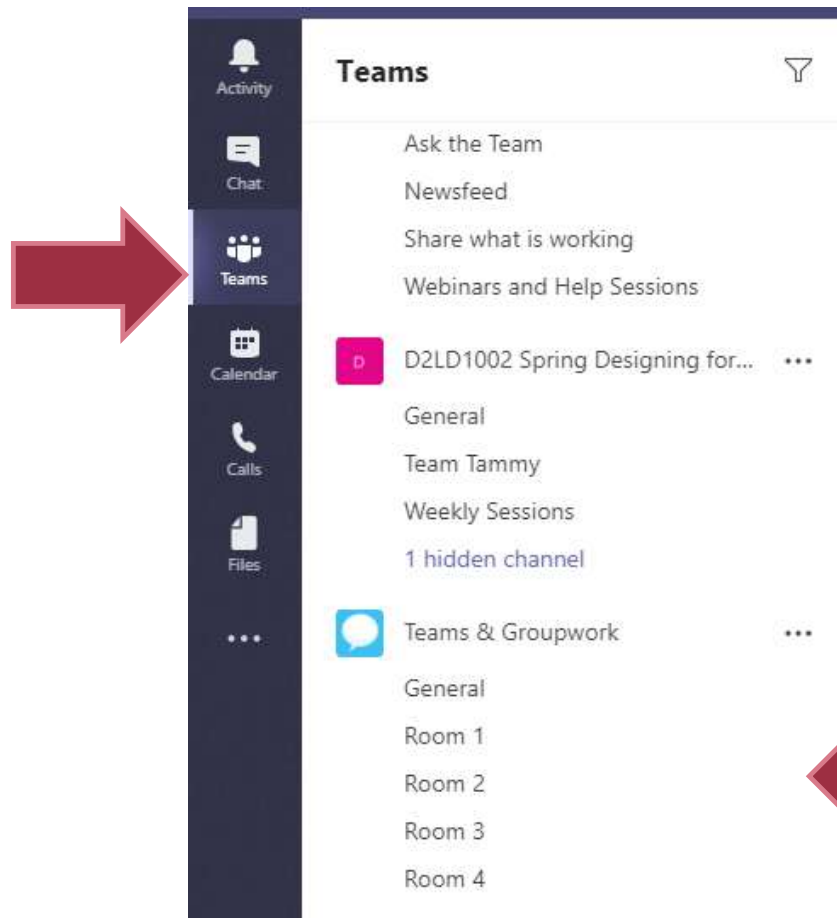
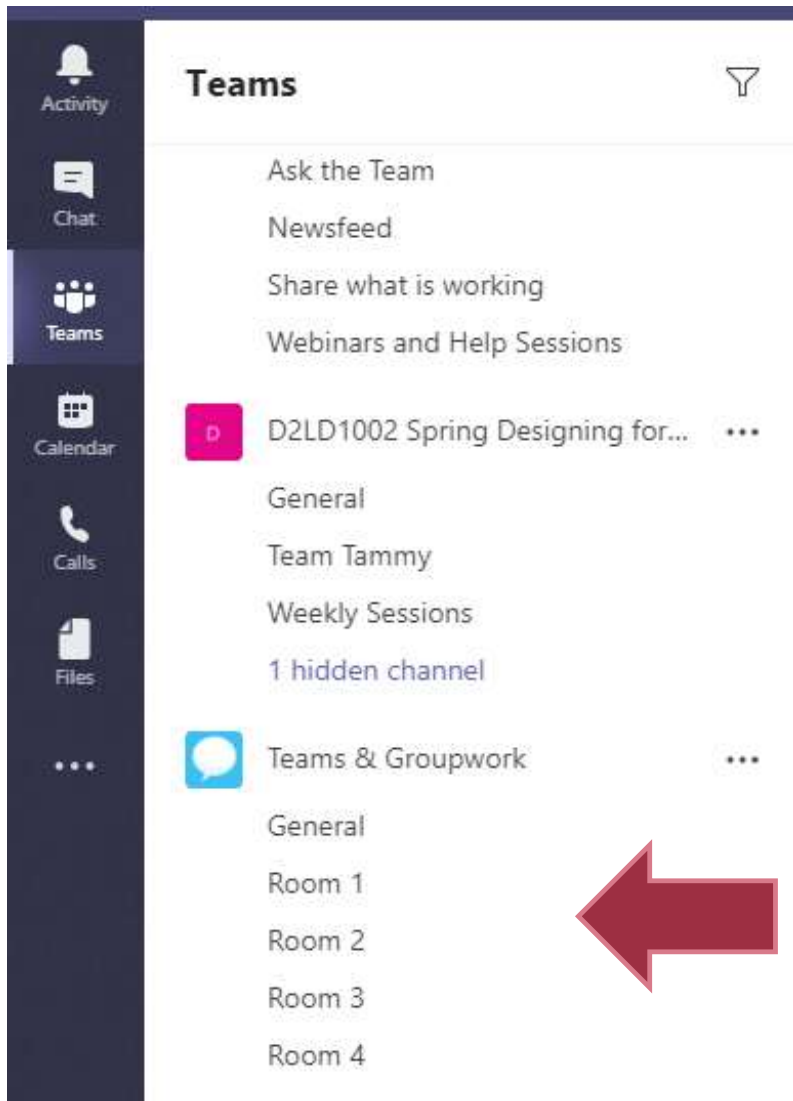


Creating Breakout rooms in Teams



Step 1
**Set up Channels within
your class Team**



Step 2
Tell your students
to go into one of
the rooms

To join a room, they
click it. Students can
chat in the room



Let's get the conversation started
Try @mentioning a student or teacher to begin sharing ideas.

Start a new conversation. Type @ to mention someone.



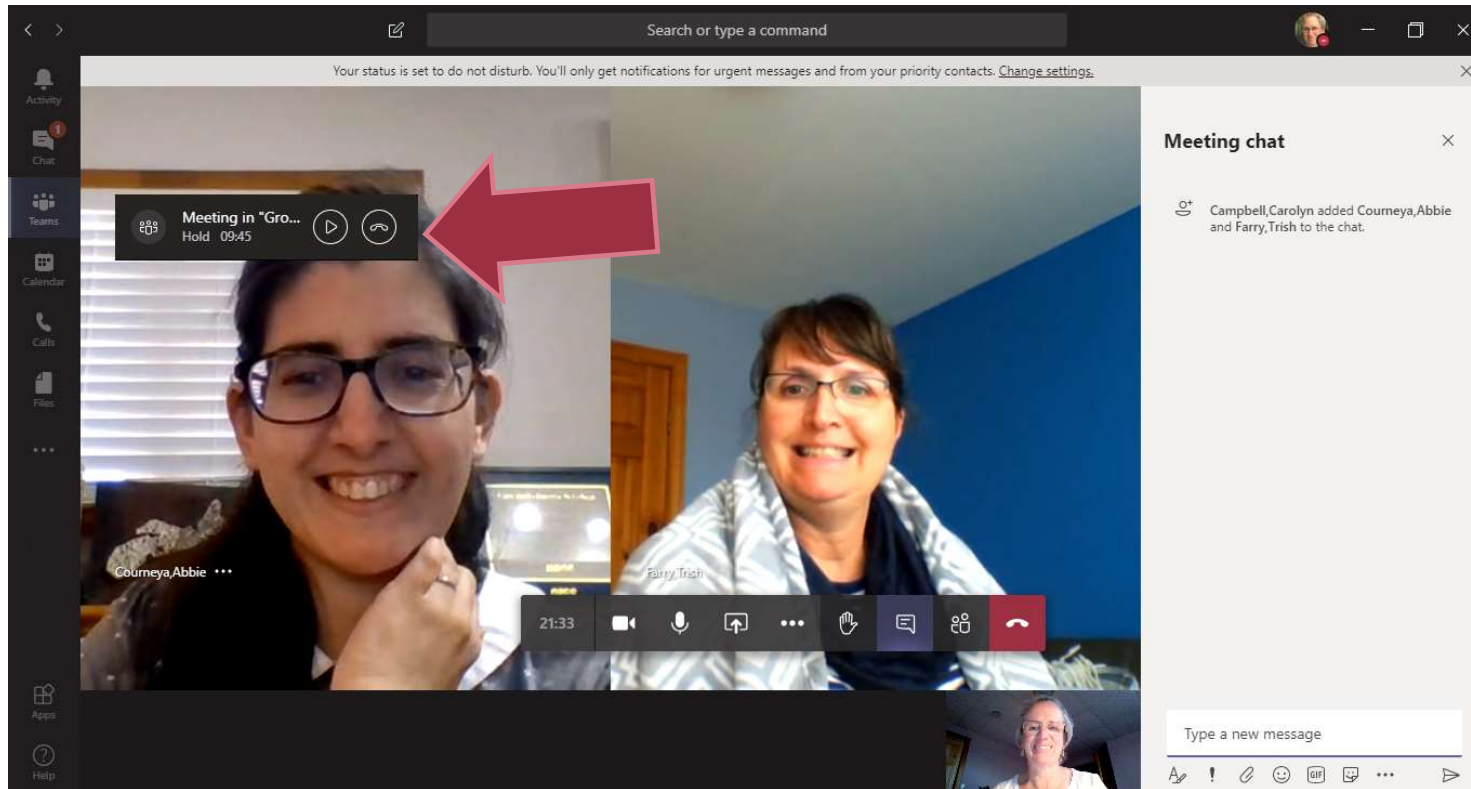
Step 3

If you want them to have a video chat instead of text, get them to start a call.

If they're the first person there, start the call



**If they are not first, they
just join!**



**If they were in video call with the whole group.
Notice that they would be on hold in one session
& active in the other**

Tips for successful breakout sessions

- Set up the Team & **channels before you start.**
- Meet on video in the general channel to provide instructions for the **group activity**
- Do a **warmup activity** to get used to breakout rooms.
- Give a **time limit to be in the rooms** & check to make sure everyone comes back (you can check the participant list for this and/or go into each room).
- Tell them which room to go into or give the **choice** about where to go.
- Manage **transitions** by putting **instructions on the screen.**
- Go from room to room to make sure everyone is OK and to manage transitions.