Support small group learning with Breakout Rooms in Microsoft Teams for Education

With Breakout Rooms, educators can divide their classes into small groups to facilitate discussions and teamwork. **Since Breakout Rooms can only be created in the desktop app, all features available in the desktop version of Microsoft Teams are included in Breakout Rooms.** To see what features are available for your version of Teams, _please visit our support page_.
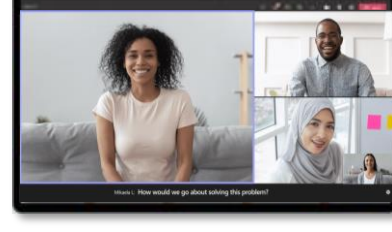
Together Mode
Together mode helps students feel like they're in the same room during large group discussions.
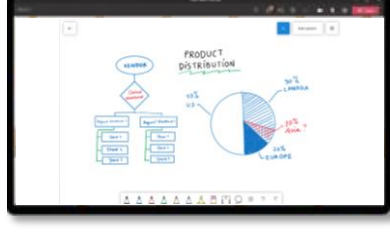
Whiteboard
Microsoft Whiteboard is a free-form canvas where students and teachers can interact and share ideas.

Live Captions
Live captions make your class more inclusive to students who are deaf or hard-of-hearing.

In this guide, you'll find some helpful tips on how to get started with Breakout Rooms for your class. **To ensure that you have Breakout Rooms enabled, make sure you have updated to latest version of Microsoft Teams.**

Follow this guide for instructions on how to update Teams

Break into groups
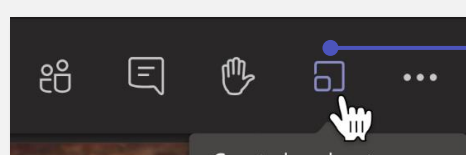
Create Breakout Rooms*

1. Join your meeting at its scheduled time and wait for your students to join.
2. When your students have joined and you are ready, select **Breakout Rooms** from your meeting controls.
3. Choose how many rooms you'd like to create from the dropdown.
4. Choose whether you'd like Teams to assign students to rooms **Automatically** or **Manually** if you'd prefer to assign students to rooms yourself.
5. Select **Create Rooms.**

*Note: Only the meeting organizer can create Breakout Rooms using the desktop version of Microsoft Teams.
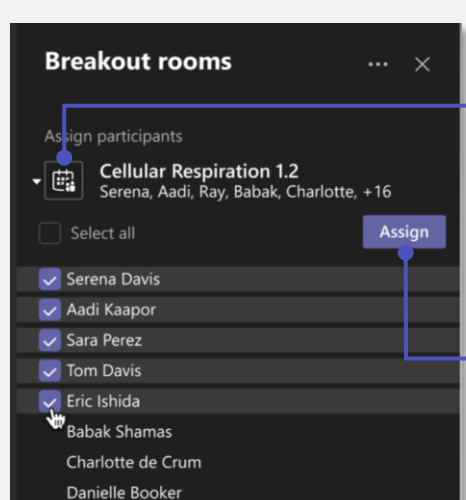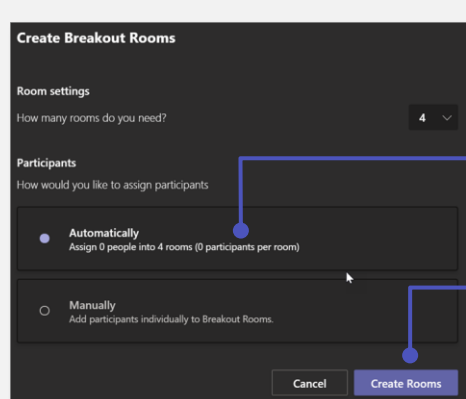
Assign students to rooms*

1. If you chose to Automatically add students to rooms, they will already be assigned to their different Breakout Rooms. To manually add participants, expand the list under **Assign participants.**
2. Hover over student names until checkboxes appear. Choose students by selecting the checkboxes.
3. Select the **Assign button** and choose a room from the list.
4. Repeat this process until all students have been assigned to rooms.
5. To view the participants assigned to a Breakout Room, expand the arrow next to the room's name.

*Note: Although Breakout Rooms can only be created with the desktop version, students can join using any version of Teams (mobile, desktop, online).
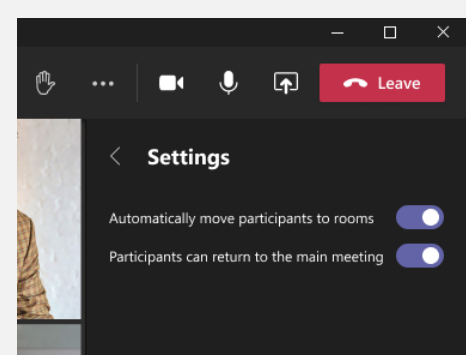
Set room option

1. Select the **More options** ••• icon.
2. Select the Rooms settings.
   • Turn on **Automatically move participants to rooms** to transfer students directly to their Breakout Rooms.
   • Enable **Participants can return to the main meeting** to allow students to return to the main meeting to ask a question, then return to their Breakout Rooms if still open.
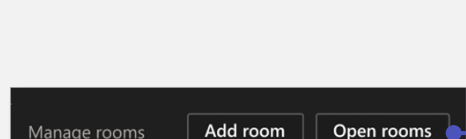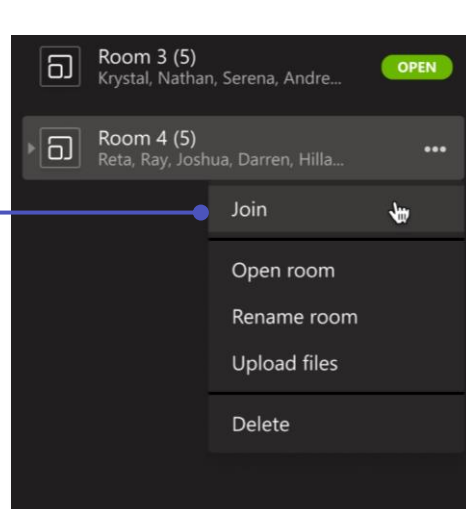
Open the Breakout Rooms

1. To start rooms all at once, select **Open Rooms.** Their status will change to Open.
2. To start rooms individually, select **More options** ••• next to the room, then **Open room.**

Facilitate discussions

Join any Breakout Room

1. Select the **More options** ••• icon next to the room, then **Join.**
2. Select **Return** when you're ready to leave the Breakout Room and return to the main meeting.

Control the Breakout Room security settings

Breakout Rooms have the same security settings as Teams meetings — your settings will pull through into the rooms.

• **If chat is disabled in the main meeting**, chat will be disabled in all the Breakout Rooms.
• **If chat enabled in the main meeting**, 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. Students will only have access to the chat from their Breakout Room.
• **You have access to all the Breakout Room content**, including chats, files, whiteboards, or anything else your students add or create.
• Students and faculty members who have been set as attendees or presenters at the main meeting will start with those roles in Breakout Rooms. **You can change attendee and presenter roles within each Breakout Room.**
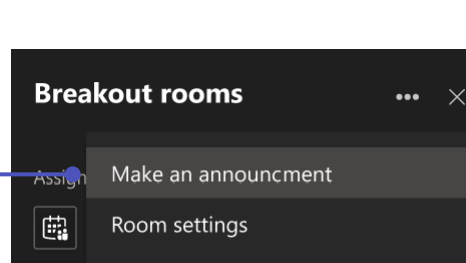
Record Breakout Rooms

1. Students and teachers can record Breakout Rooms just like they can in a regular Teams meeting.
2. To start recording, go to the meeting controls and select **More options•••.**
3. Open the menu and select **Start recording.**
4. Everyone in the Breakout Room is notified that recording has started.
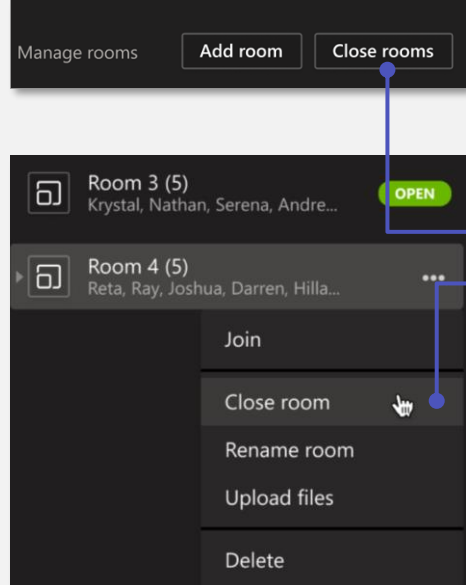5. All recordings will be accessible by any attendee in the meeting chat.
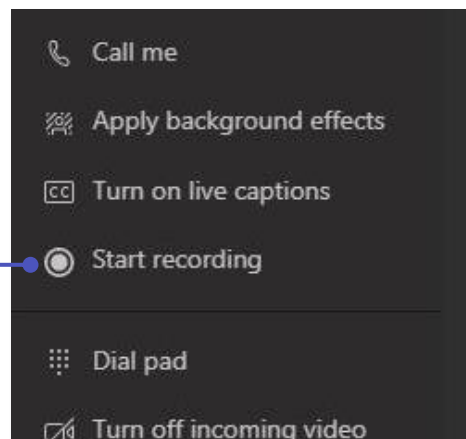
Send an announcement to everyone

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

Bring everyone back together

Close Breakout Rooms

1. To close rooms all at once, select **Close rooms.**
2. To close rooms individually, select **More options** ••• next to the room, then **Close room.**

Note: If you visited any of the Breakout Rooms, select Resume to start the main meeting again.

Breakout Rooms also have additional features

Below are some examples of other things you can do with Breakout Rooms. Visit the support link below for instructions.

Rename Breakout Rooms to reflect small groups or projects
You can rename each Breakout Room to reflect the discussion group or projects students are working on together.

Reassign students to different Breakout Rooms
You can move students from one Breakout Room to another to mix up small groups or address disciplinary issues.

Microsoft