

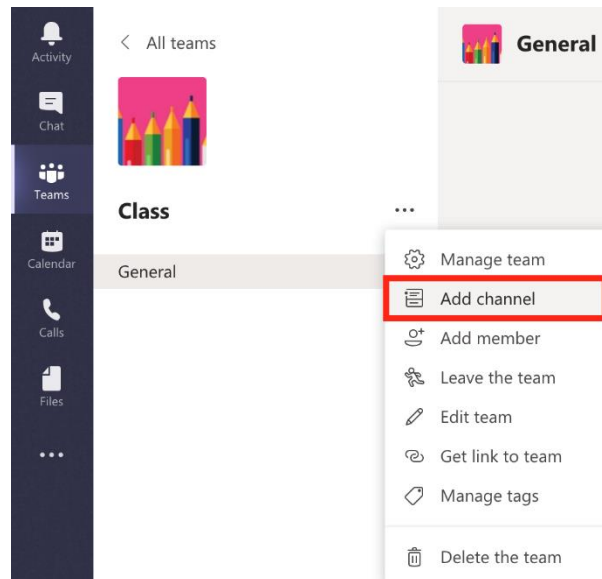
Break Out Rooms 101:

A step-by-step guide for setting up and managing breakout rooms in MS Teams.

Why might I want to set up a break out room in TEAMS at Creek View?

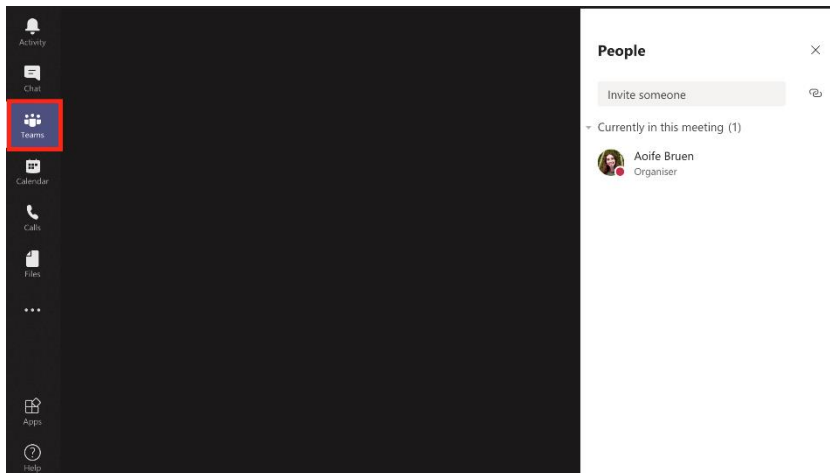
- Allows for student collaboration while giving the teacher the opportunity to monitor groups by jumping in and out of rooms
- Gives the chance for small group discussions or one-on-one conferences when the rest of the class is working
- Offers a forum for a second teacher/paraprofessional to be able to meet with one or more students on a specific intervention/strategy/goal/etc.

1. Before your scheduled Teams meeting time, create a new channel for Breakout Rooms. Select the three dots to the right of your class name and select 'Add channel' from the menu. If you want to keep each breakout group private for those participants only, create a separate channel for each breakout group.



2. Start your scheduled Teams meeting.

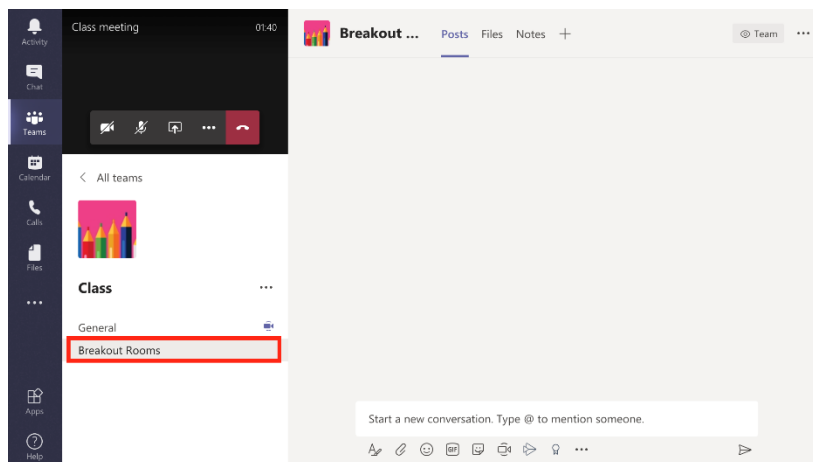
3. When you are ready to start the breakout rooms and have provided instructions on breakout room activities, inform students of which break out group they should join. Then select 'Teams' on the left navigation menu.



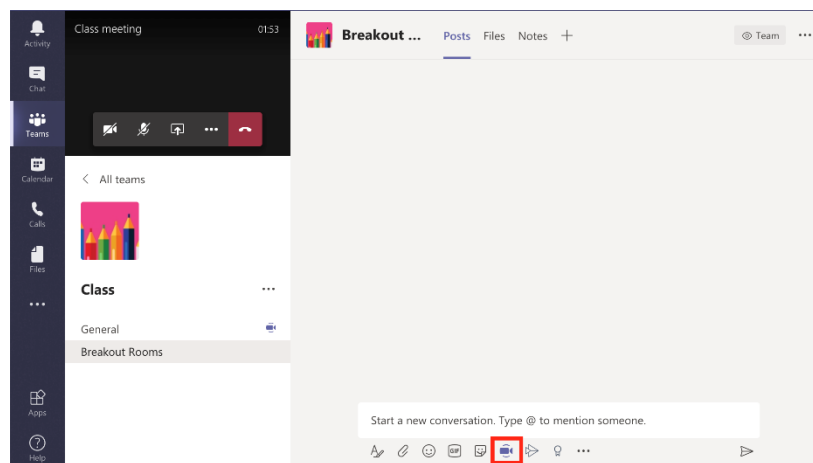
Point to Ponder: “One consistent theme from educators has been a tendency to “over teach” – using the allocated lesson time for the equivalent of the “full attention” state, not leaving students appropriate time to process, think critically and complete exercises in a “working state”. The reality is students *need* processing time to critically evaluate and practice what they’re learning as part of the formative state of knowledge development.”

– Sam McNeill

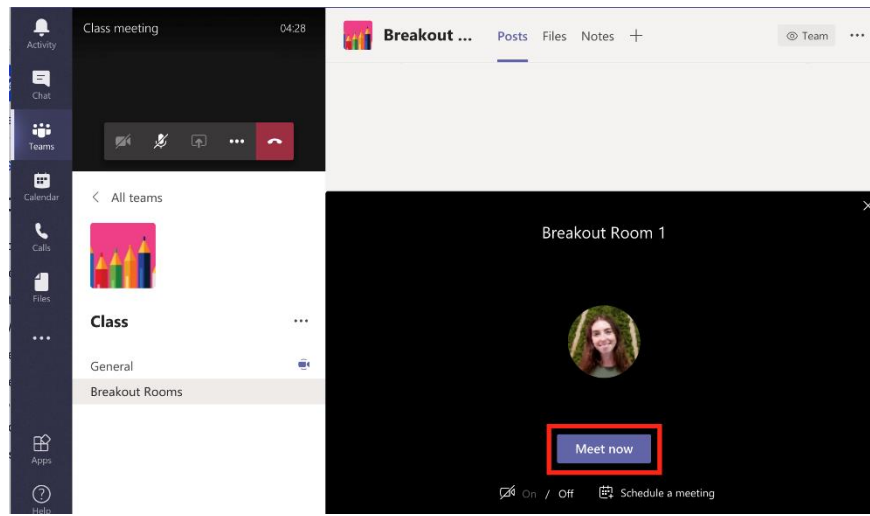
4. Select your Breakout Rooms channel. You will still be present in the main meeting, which will appear in the top left corner of the Teams window.



5. Select the 'Meet Now' icon on the bottom menu.

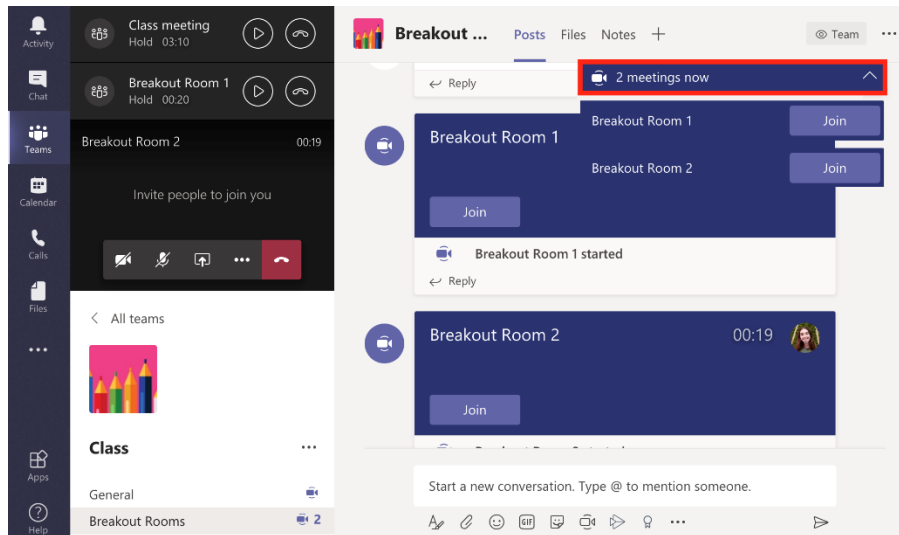


6. Enter the title of the breakout group. Select 'Meet now'. You will enter the breakout room and be placed 'on hold' in the main meeting.

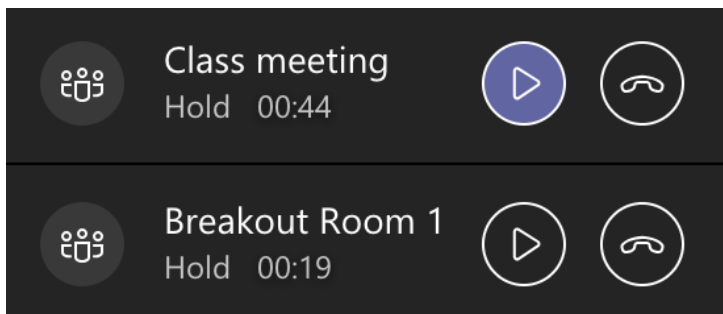


7. Repeat steps 3-6 to create additional breakout rooms.

8. Students can join the relevant breakout room by navigating to the breakout rooms channel and selecting 'Join' for the relevant breakout room. Select the dropdown menu in the top right of the window to view and join meetings that may not be immediately visible under the posts tab.



9. To re-enter the main meeting or another breakout meeting, select the play icon from the box in the top left of the screen. Select the phone icon to end the breakout room meeting and bring students back into the main meeting.



Pro-tip: *Don't "hang up" your main meeting* call to join a break out room channel – simply join the "Meet Now" in the channel and it will automatically put your main call on hold (much like call waiting on a phone). You can have up to 4 calls on hold at once and circle back through any of them by clicking the "resume" button for the appropriate call in the top left of Teams.