

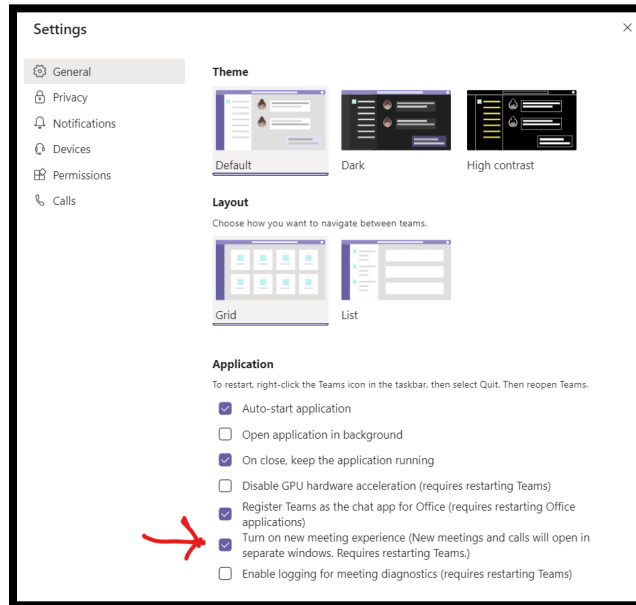
# Breakout rooms- SSUP

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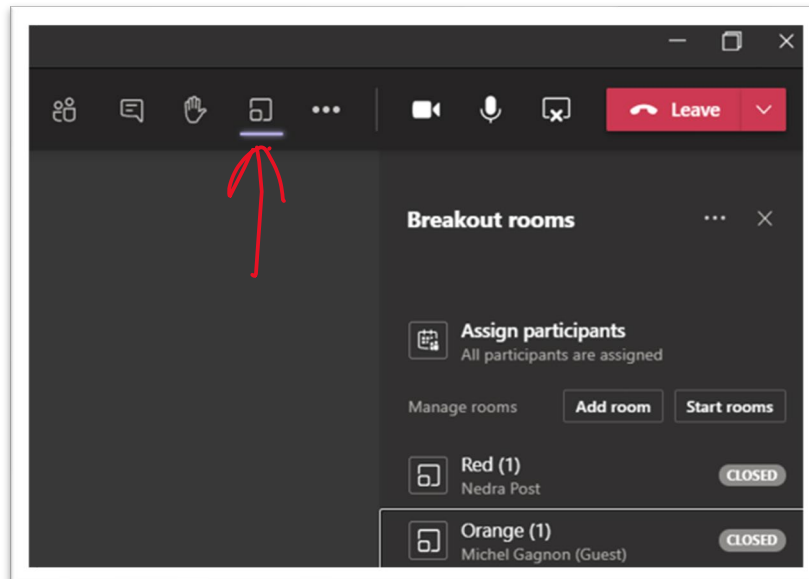
## How to activate

To be able to see the breakout rooms, you must activate the new experience in the settings:



When you create an event in your calendar, you are the organizer, you will be able to see the breakout rooms.

*Nobody else will be able to see the breakout room icon in the session.*



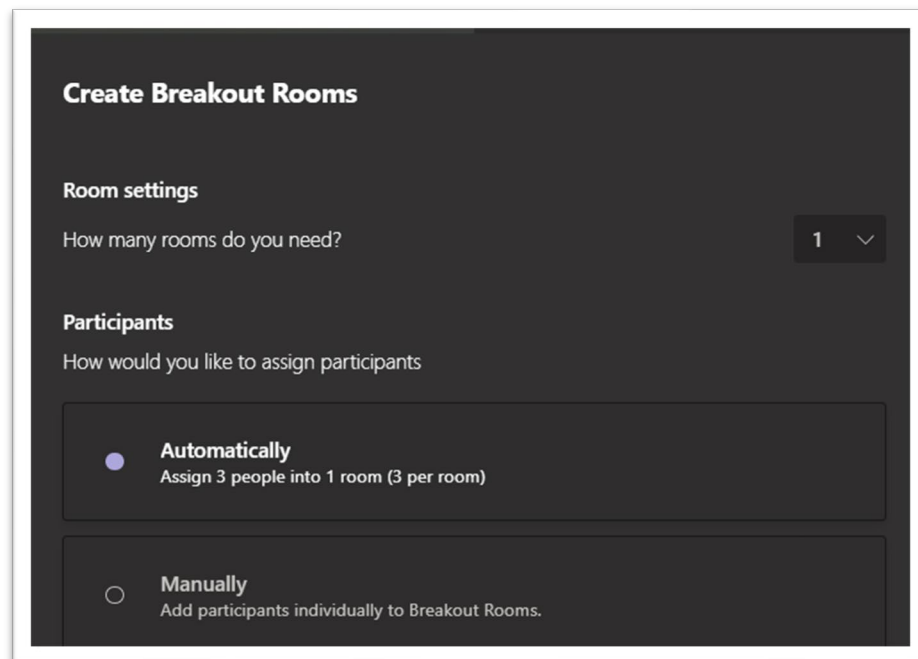
## Basic information

- Only the organizer can see the breakout rooms
- You can create up to 50 breakout rooms
- You can assign attendees to rooms automatically or manually
- You can rename rooms (blue, red...)
- You can move people around
- You can create the rooms in advance by going inside the event prior to the time of the event
- In breakout rooms, you can choose "together mode" and whiteboard options
- You can invite people to join your room
- Whiteboard work is saved in chat

## Creating rooms

Click on add Room. It will ask how many rooms you want and if you want the attendees to be assigned to a room automatically or manually.

**Note:** If you make an error and choose to assign manually you can not change this option. You will have to recreate rooms again to choose the assigning attendees via the Automatic option.



The screenshot shows a dark-themed dialog box titled "Create Breakout Rooms". It is divided into two main sections: "Room settings" and "Participants".

**Room settings**  
How many rooms do you need? 1 ▼

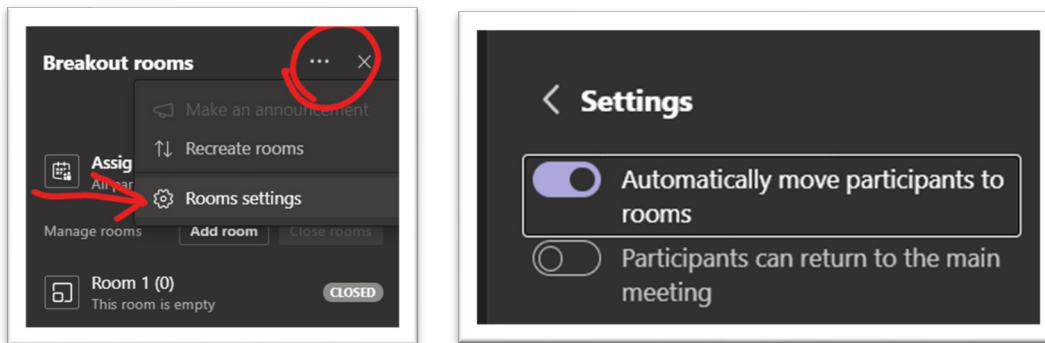
**Participants**  
How would you like to assign participants

**Automatically**  
Assign 3 people into 1 room (3 per room)

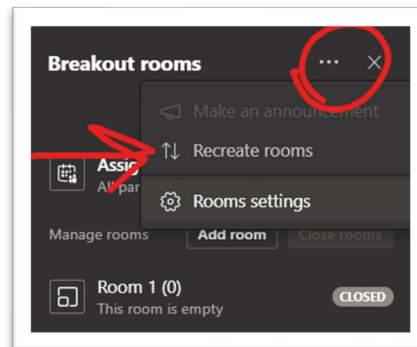
**Manually**  
Add participants individually to Breakout Rooms.

## Room settings

Click on the ellipsis (3 dots) on the right of Breakout rooms and then click on Settings. You can automatically move attendees to rooms. And let attendees go back to main by themselves.

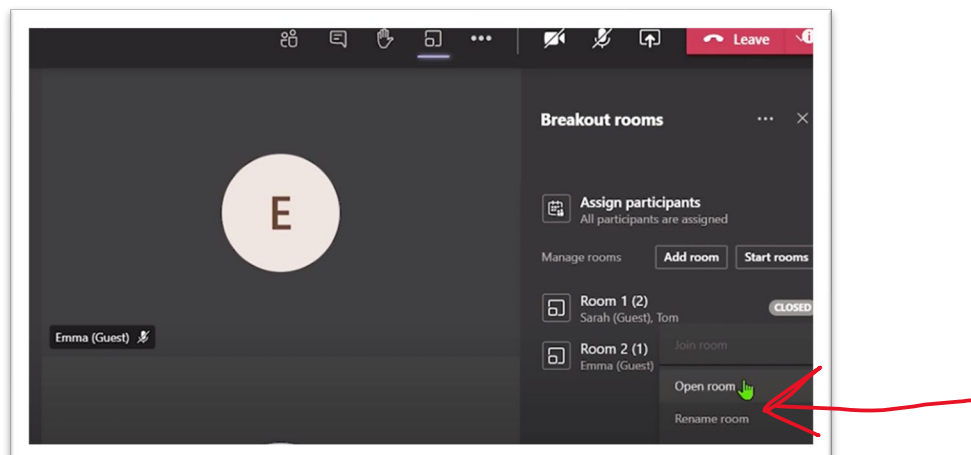


Choosing Recreate rooms will delete previous room names and configuration of attendees.



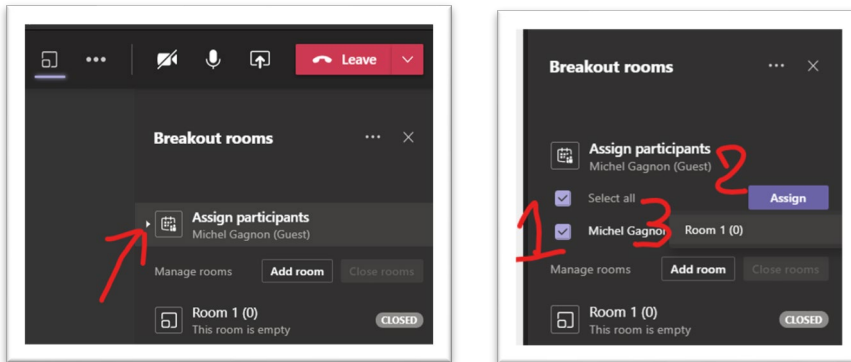
## Rename rooms

Each room has an ellipsis, choose "Rename room" to rename.



## Assigning attendees to a room

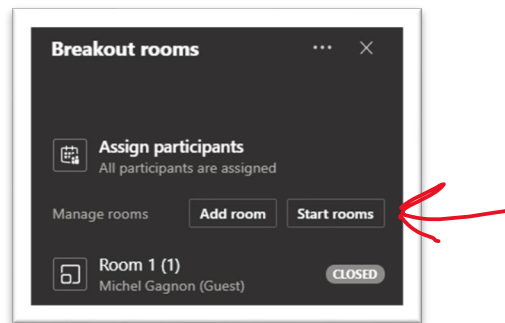
Click on the triangle and then assign the attendee to a room.



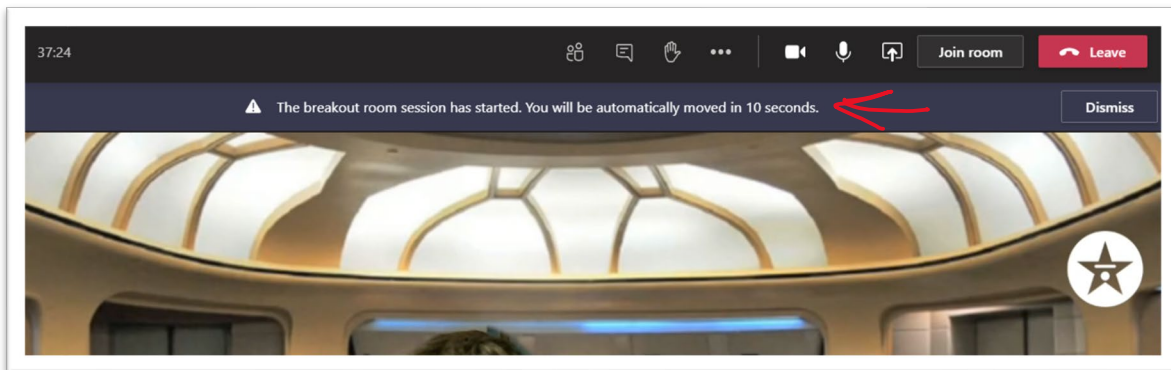
Even if the attendee is late... you can add them to a room. You can also add a room anytime.

## Starting the breakout rooms

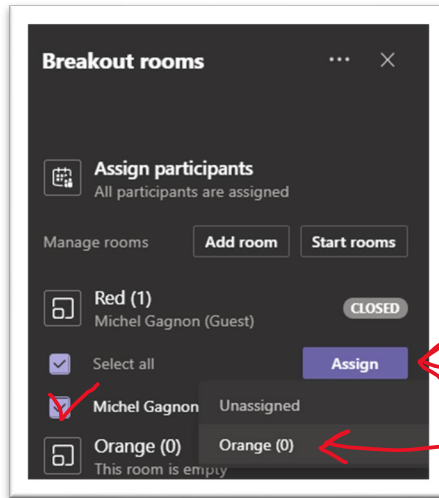
Click on Start rooms:



When starting the breakout rooms, participants will get this message and then will be automatically moved to their assigned room:

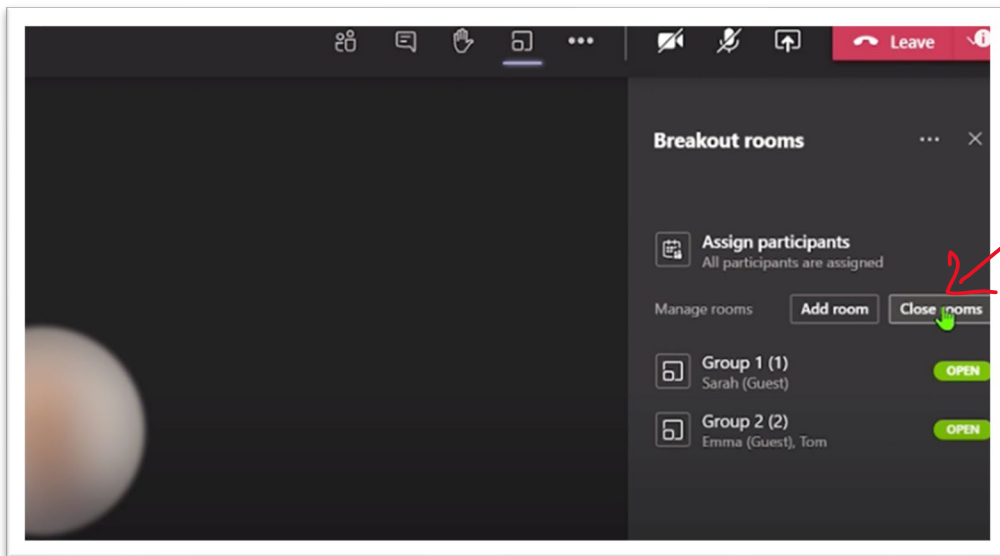


You can reassign attendees even during the session while they are in the rooms.  
Choose room, drop down to list attendees, tick by their name, then "Assign".  
It displays other breakout rooms you can assign the person to.



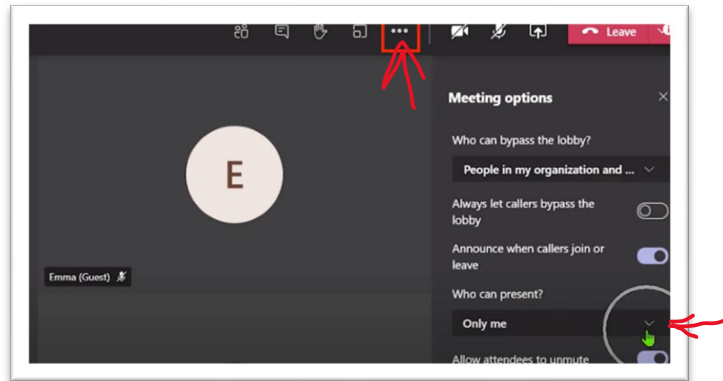
**To open rooms** – You can go to ellipses at right of each room, and choose open room, or you can click "Start rooms" at top to open all rooms.

**Note:** once you have opened rooms, status changes to "open" for each room, and button changes to "close rooms" at top (see image below).



## Role in breakout rooms

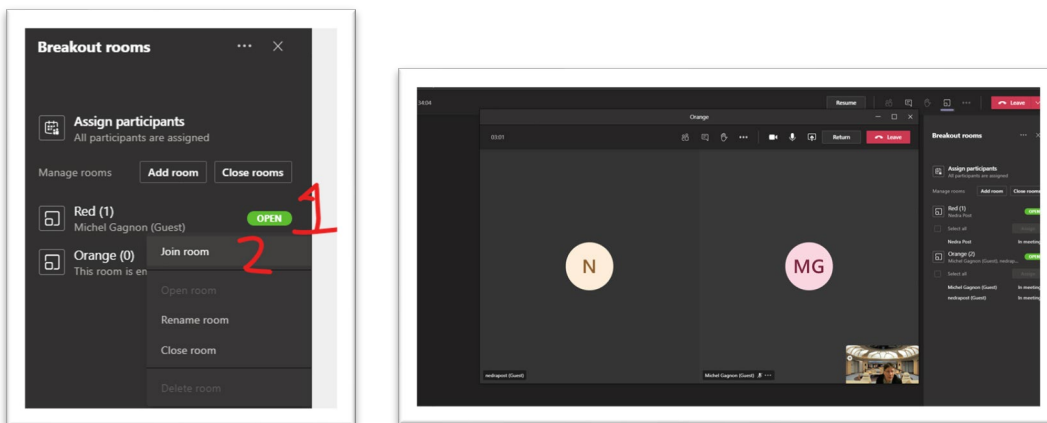
All participants in breakout rooms are given presenter status by default. You can change this and make a specific person a presenter, but it must be done before breakout rooms start. To do this, go to ellipsis at top, then set Meeting options, "Who can present" and "Specific people".



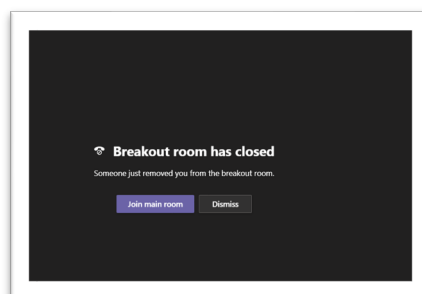
*Tip: Presenters should send the topic of discussion, questions, or instructions for the room through the announcement feature so that everyone has a visual reminder of what to do when they are sent to breakout rooms. Alternatively, having a room facilitator type the topic or instruction in the chat can be done.*

## Visiting a breakout room

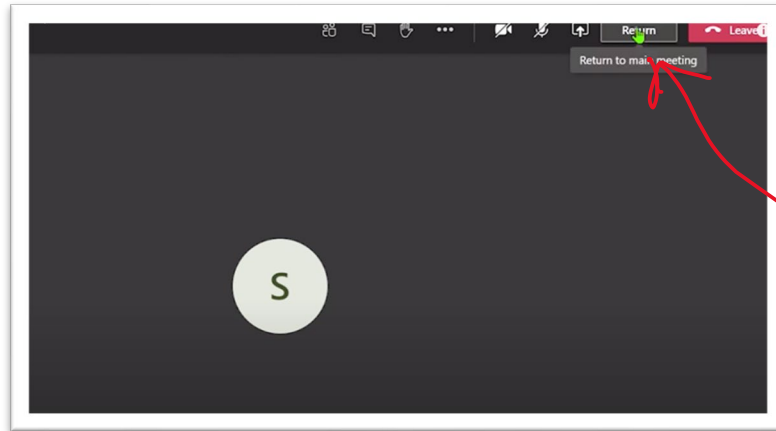
As organizer, you can visit a room by clicking on Open (you will see the ellipsis) then Join room, it will open another window:



If organizer stays in the room while closing it, this message to join the main room will appear:



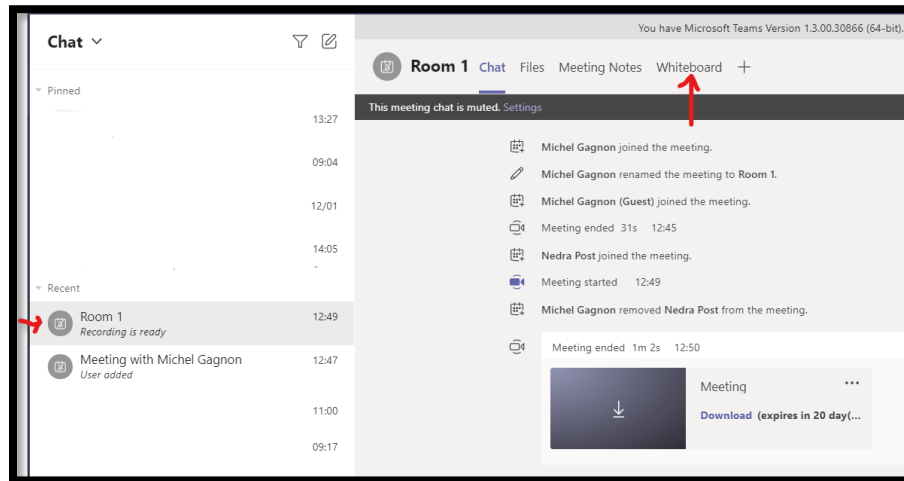
Organizers leave a meeting room to go back to the main room by clicking "Return" button at top:



## Chat when in breakout rooms

All Chats are captured for the organizer, but the attendees only see the chat for their own room.

The Whiteboard work is saved in chat also:

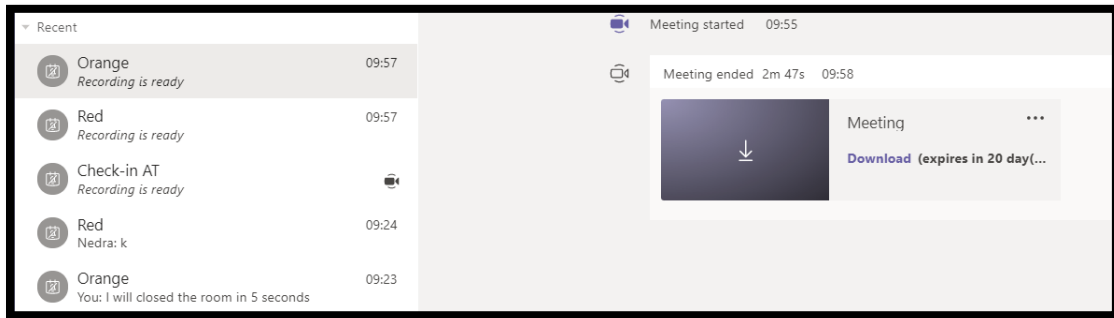


The organizer can participate in all breakout room chat by going to the chat side tab, no need to be in the breakout room.



## Recording

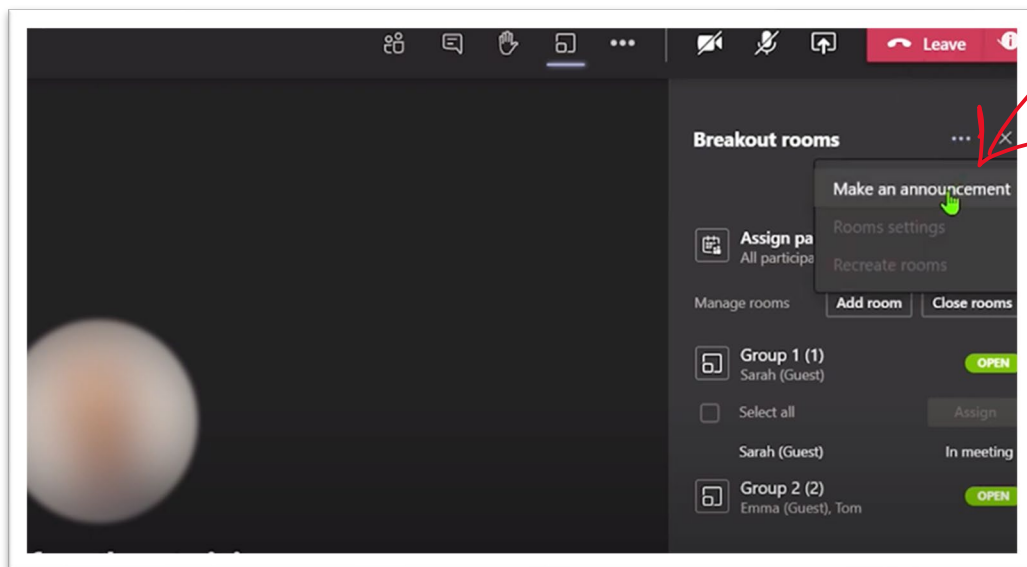
To record in breakout rooms, an attendee in a room can click on the ellipse at top, then choose "Start recording". Recording continues in rooms, until main meeting ends, or rooms are closed.



**Tip:** An organizer can record a breakout room but will need to enter the room to choose record meeting or the organizer can ask an attendee to be a facilitator in the room and start the recording.

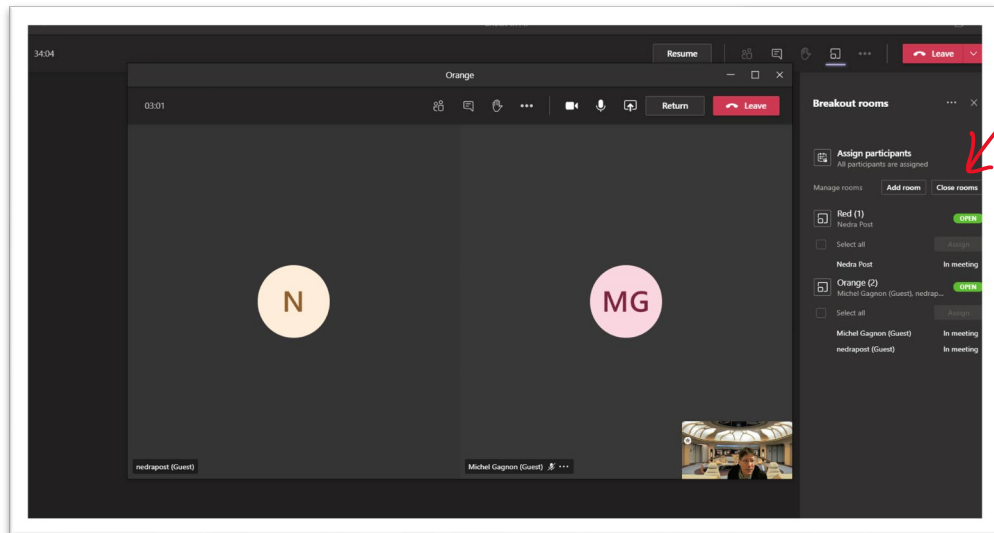
## Messaging to breakout rooms

Messages can be sent to all breakout rooms. Organizer must be in main room. Click the ellipse next to Breakout Rooms and choose "Make an Announcement". Messages will show in chat in **each** meeting room and send everyone a notification. *Use this to give time warning of conversation ending to participants or send other important messages to all participants in all rooms.*



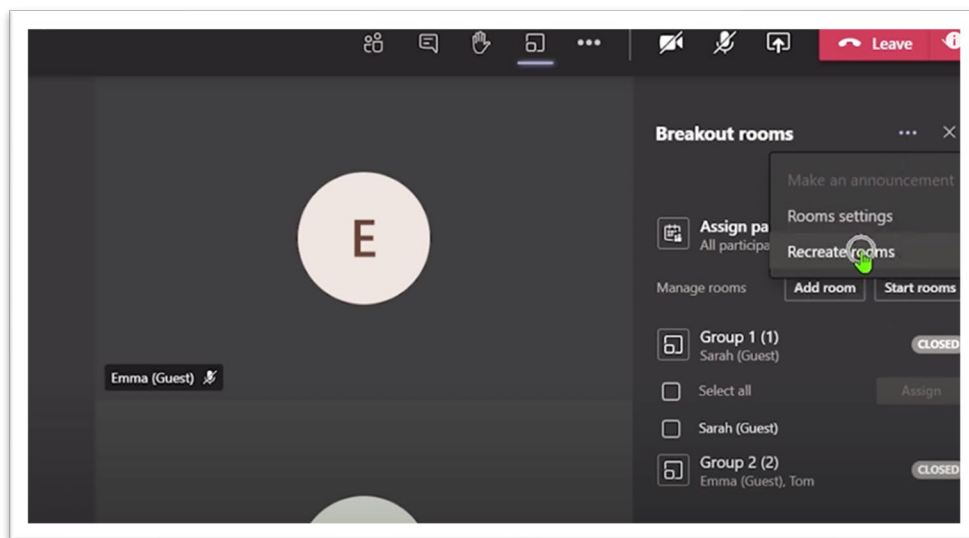
## Closing breakout room

From main room, choose "Close rooms": next to manage rooms. Participants will be given a 10 second warning, then will automatically be returned to main room and breakout rooms will close. Participants can only access saved materials from the chat for the room they were an attendee.



## Create a second instance of breakout rooms in a session

On main page, organizer chooses the ellipse next to breakout rooms, and chooses "Recreate rooms". This will delete the rooms but the content can be found in the private chat (left side tab).



## More info

[How to use Breakout Rooms in Microsoft Teams Meetings 2021](#)



[Create and manage breakout rooms during class meetings](#)

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