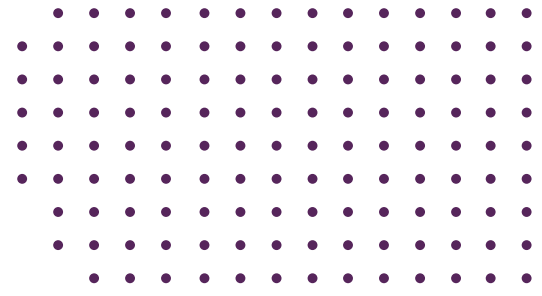




CANADIAN COLLEGE
OF TECHNOLOGY
AND BUSINESS



MICROSOFT TEAMS BREAKOUT ROOMS

Step-by-Step Guide



MS TEAMS BREAKOUT ROOMS: STEP-BY-STEP GUIDE

Create a Team for Your Course:

1. Open Microsoft Teams.
2. Click on the "Teams" tab on the left sidebar.
3. Click on "Join or create a team" at the bottom of the page.
4. Choose "Create a team" and select "Class" as the team type.
5. Name your team and add a description if desired.

For a detailed guide on creating a team in Teams, refer to the MS Teams Faculty Guide on the CCTB Learning and Development Hub: MS Teams Faculty Guide: CCTB Learning and Development Hub (canadianctb.ca) **TO INSERT LINK**

Send an Invitation through Canvas:

1. Go to your course in Canvas.
2. Create an announcement or a message with the team's joining instructions.
3. Include the link to the Microsoft Teams class and remind students to join using their institutional accounts.

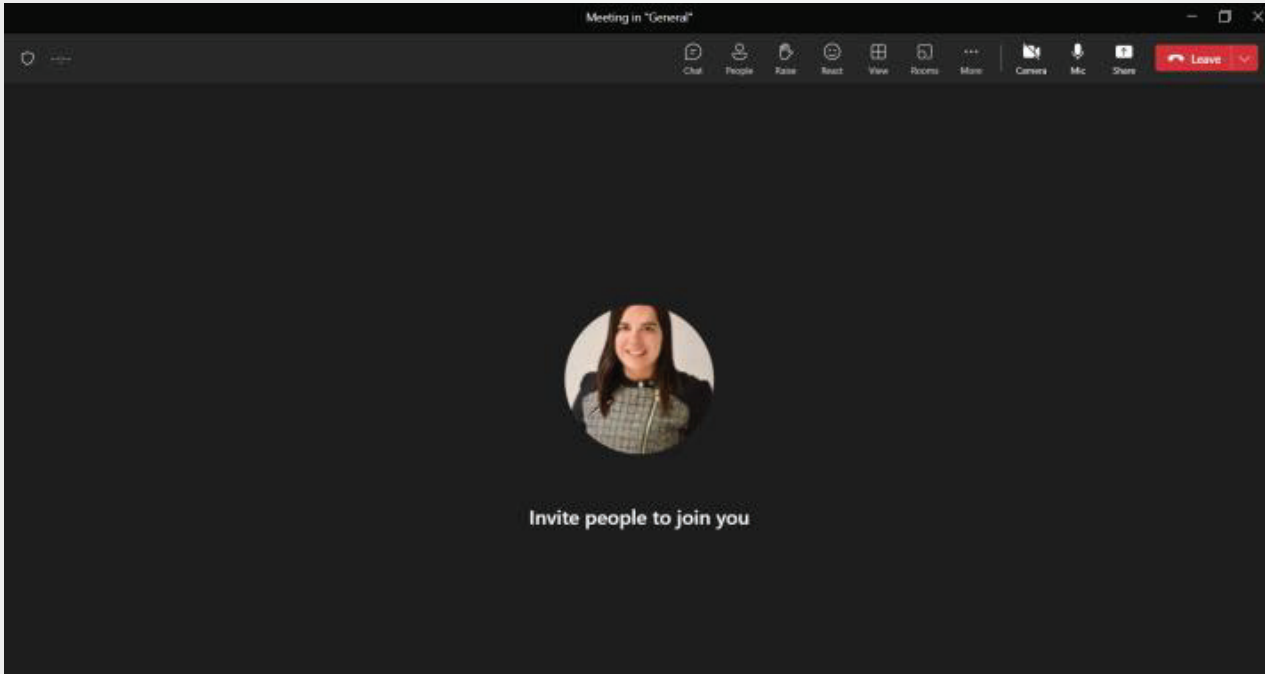
Ensure Students Join with Institutional Accounts:

In the Teams meeting, verify that all participants are using their institutional accounts. Communicate to your students that it's crucial to use their institutional accounts to join the meetings. Accessing other accounts will block breakout rooms feature for the entire class.

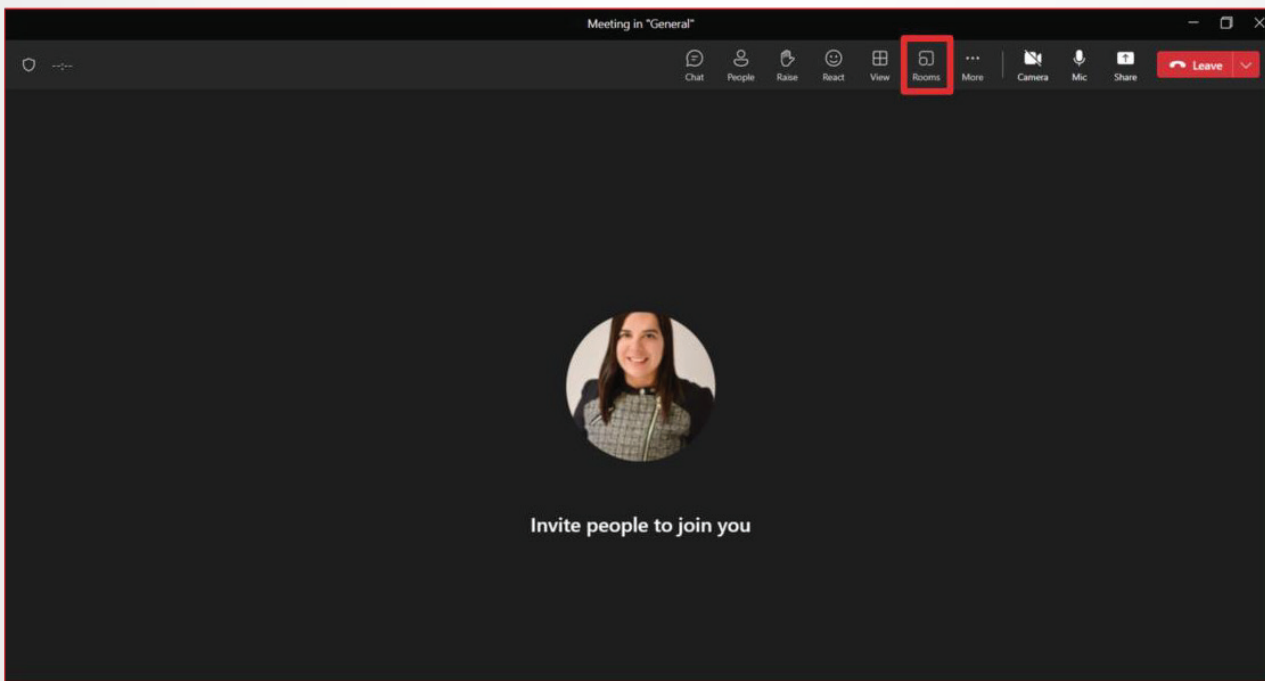


Create Breakout Rooms:

Step 1 - Start your class meeting in Teams.

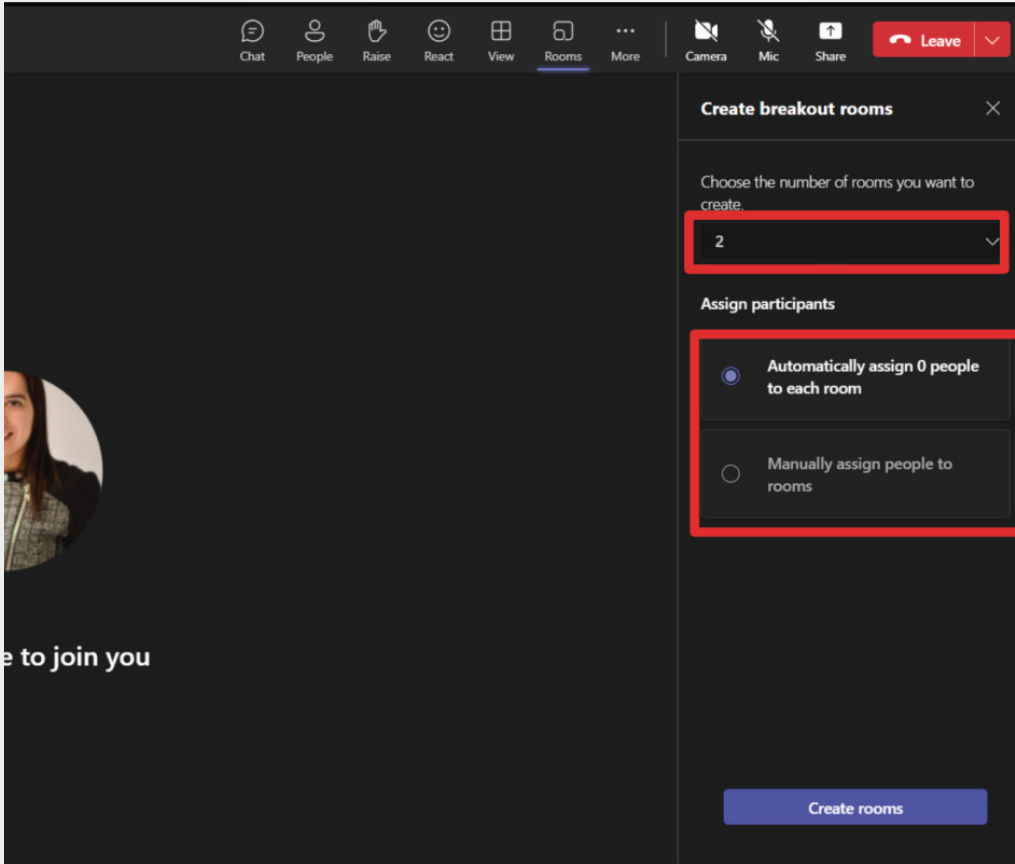


Step 2 - Click on the breakout rooms icon (looks like two squares) in the meeting controls.





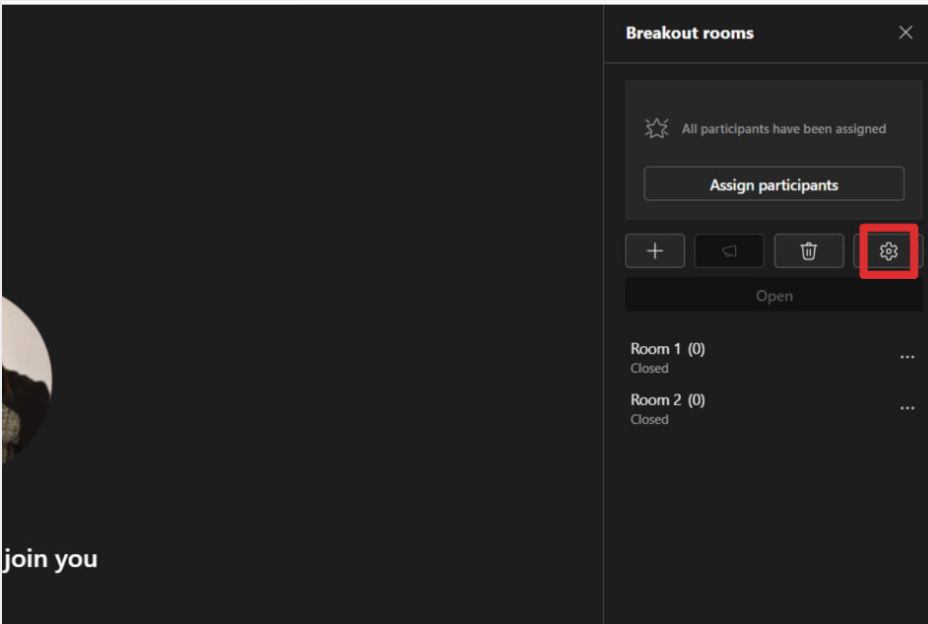
Step 3 - Select the number of rooms you want to create and choose whether to assign participants automatically or manually.



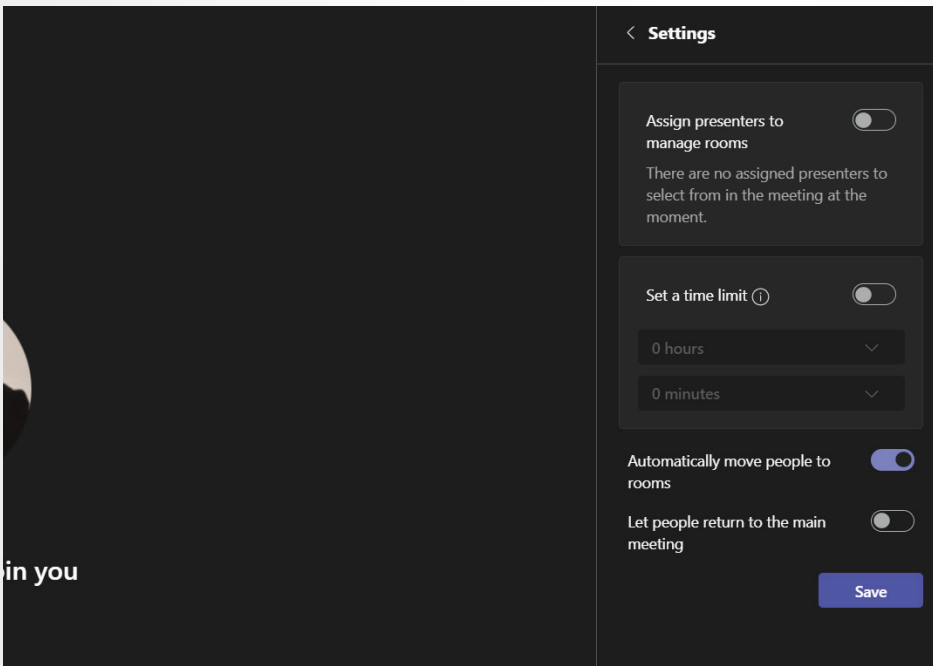
Step 4 - Click "Create Rooms."



Step 5 - Set up Breakout Rooms by selecting "Rooms Settings" icon.



Step 6 - You can manage allocated time, assign presenters, and more.

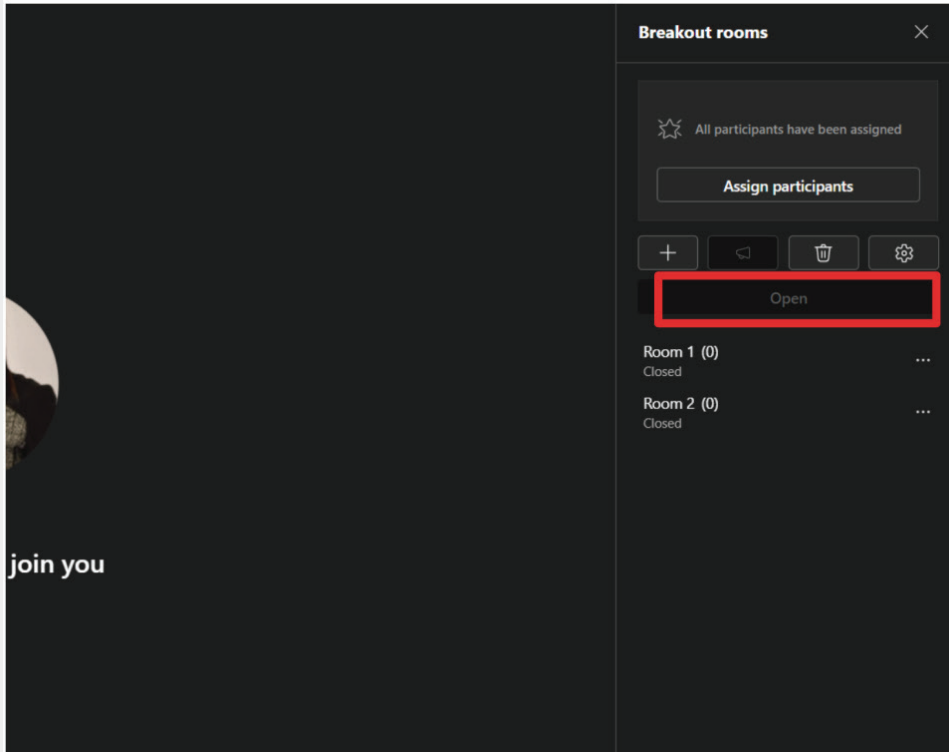


Step 7 -Select "Save".



Start Breakout Rooms:

Step 1 - Once the rooms are set up, click "Open" to open them.



Step 2 - Participants will be moved to their respective breakout rooms.

Manage Breakout Rooms:

1. As the host, you can join any breakout room to monitor and participate in discussions.
2. You can send announcements to all rooms, close rooms to bring everyone back to the main meeting, and reassign participants as needed.

End the Breakout Rooms:

1. When the breakout session is over, click "Close rooms" to bring everyone back to the main meeting.
2. Debrief with the whole class on the discussions or activities that took place in the breakout rooms.



WHY USING BREAKOUT ROOM ACTIVITIES IN THE CLASSROOM?

- **Enhanced Engagement:** Breakout rooms allow for more interactive and engaging learning experiences, as students can participate in smaller group discussions and activities.
- **Personalized Learning:** Instructors can tailor activities to different groups' needs, allowing for more personalized instruction.
- **Collaboration Skills:** Students develop teamwork and collaboration skills as they work together in smaller groups.
- **Increased Participation:** Students who might be hesitant to speak up in a larger class setting often feel more comfortable participating in smaller groups.
- **Focused Discussions:** Breakout rooms facilitate more focused discussions on specific topics, leading to deeper understanding.
- **Feedback Opportunities:** Instructors can join different breakout rooms to provide real-time feedback and guidance to students.

By following these steps and understanding the benefits, faculty members can effectively integrate breakout room activities into their Teams-based classes, enhancing the learning experience for their students.