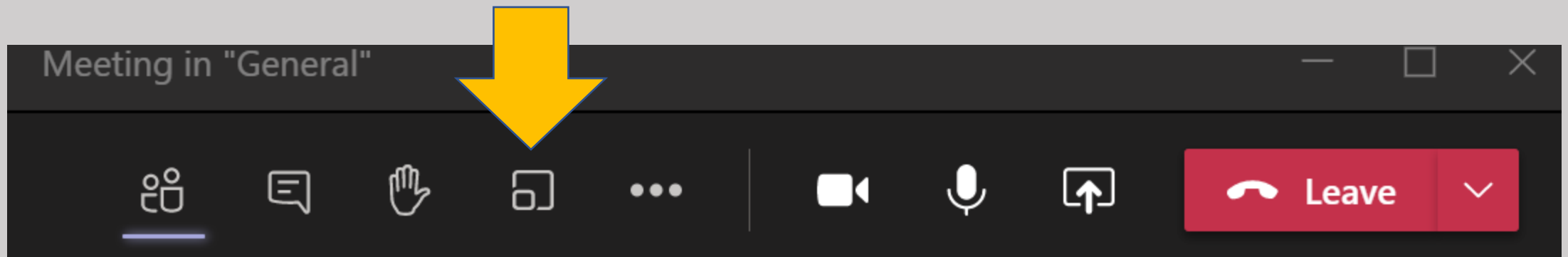


Teams
Breakout
Rooms
Feature

Create Breakout Rooms



Choose number of rooms and how students will be assigned

If you have 21 students and create 7 rooms, automatically 3 will be placed in each room

Create Breakout Rooms (Preview)

Room settings

How many rooms do you need? 1 ▾

Participants

How would you like to assign participants

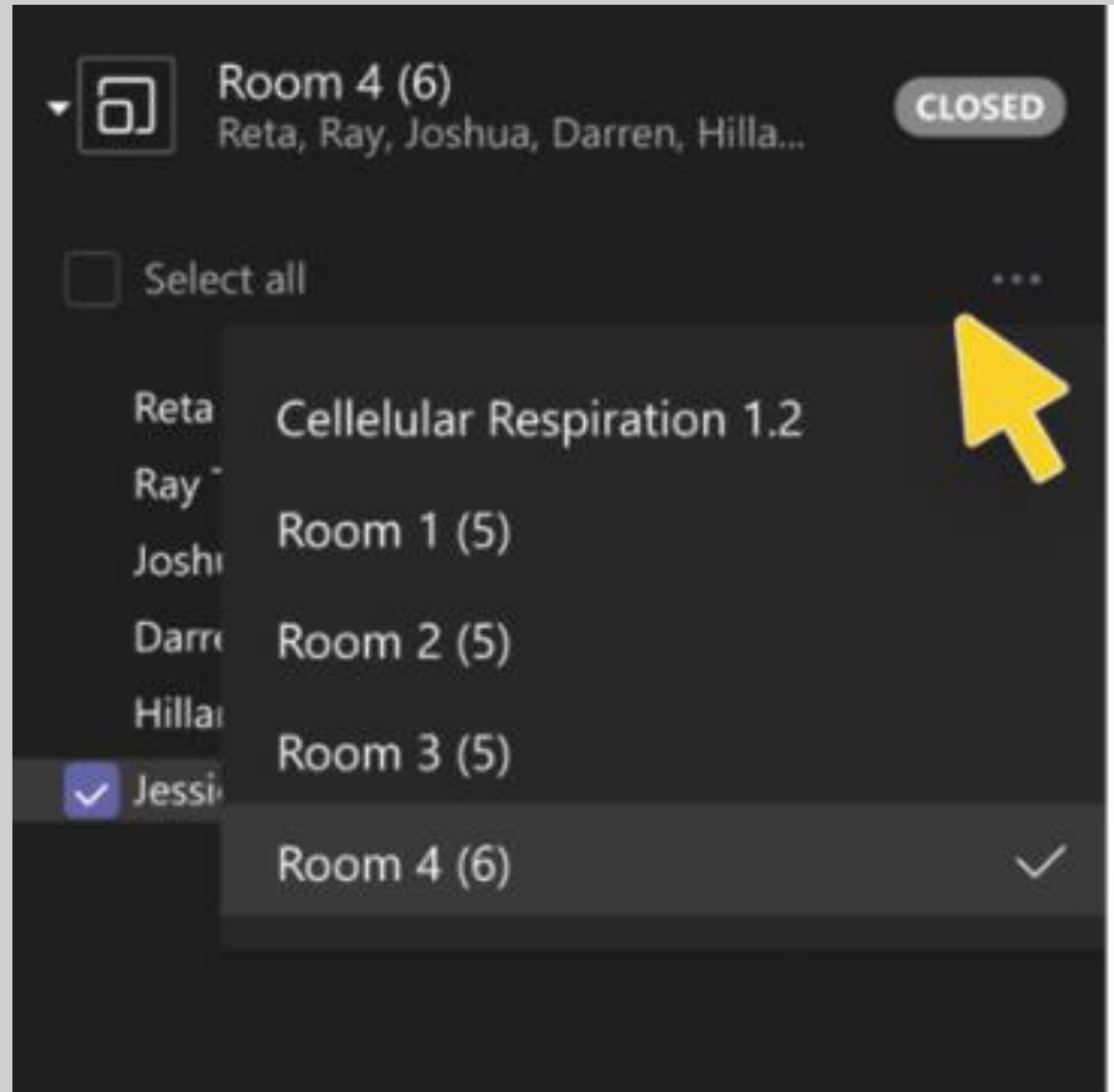
Automatically
Assign 0 people into 1 room (0 participants per room)

Manually
Add participants individually to Breakout Rooms.

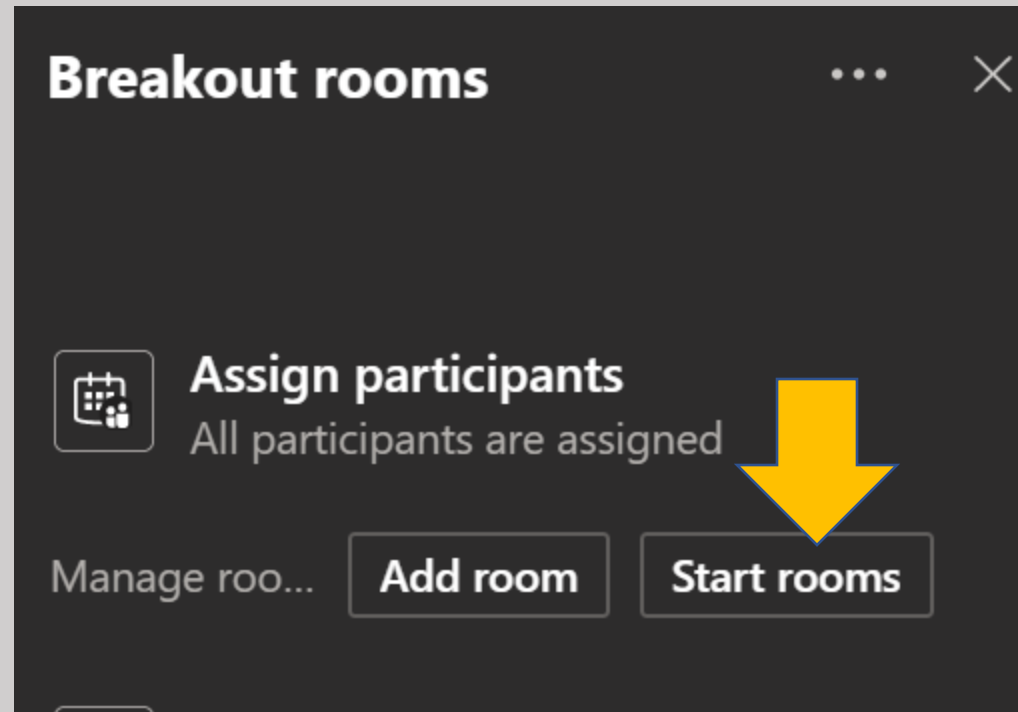
Cancel Create Rooms

Assign Manually

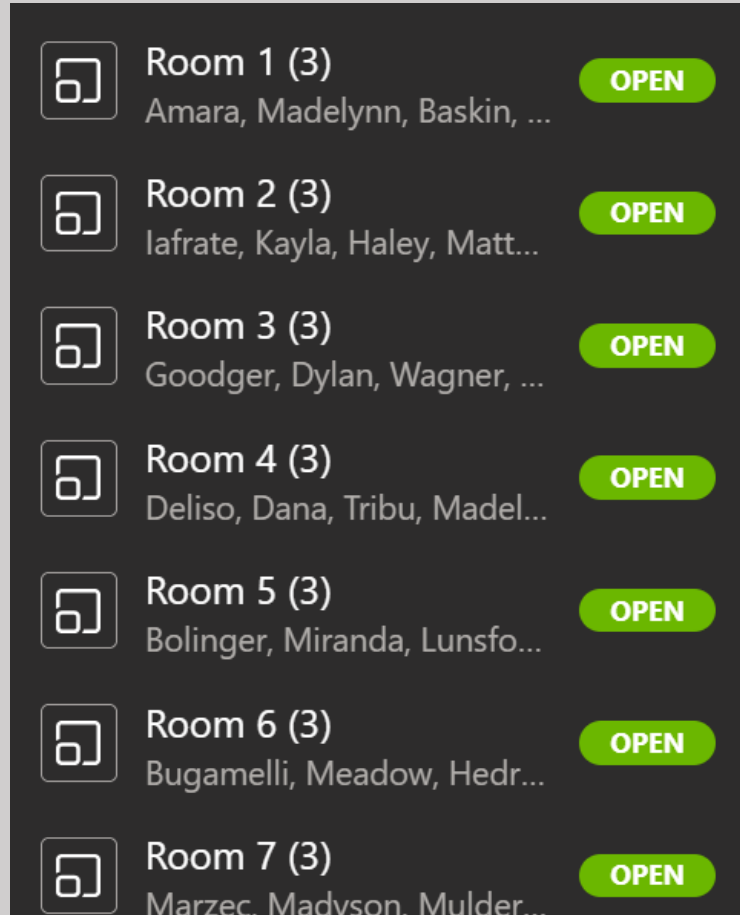
A list of those in the meeting will appear, check students name then add them to a specific group










As soon as you “Start rooms” students will be automatically shifted into their breakout room



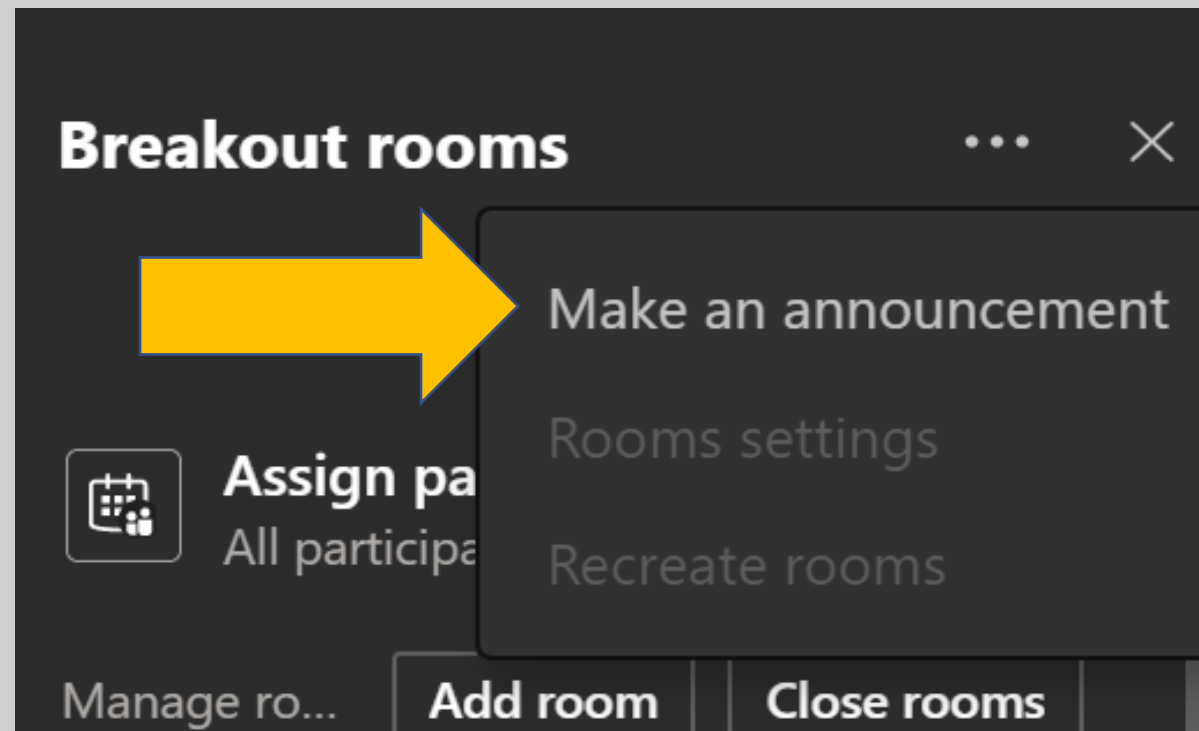
All the room assignments will be visible to the teacher



	Room 1 (3) Amara, Madelynn, Baskin, ...	OPEN
	Room 2 (3) Iafrate, Kayla, Haley, Matt...	OPEN
	Room 3 (3) Goodger, Dylan, Wagner, ...	OPEN
	Room 4 (3) Deliso, Dana, Tribu, Madel...	OPEN
	Room 5 (3) Bolinger, Miranda, Lunsfo...	OPEN
	Room 6 (3) Bugamelli, Meadow, Hedr...	OPEN
	Room 7 (3) Marzec, Madyson, Mulder...	OPEN

Need to get a message to the rooms? Make an announcement

Students receive a new message notice - the announcement will appear in the breakout room chat



Time to check in with your students...

Breakout rooms ... X

Assign participants
All participants are assigned

Manage rooms **Add room** **Close rooms**

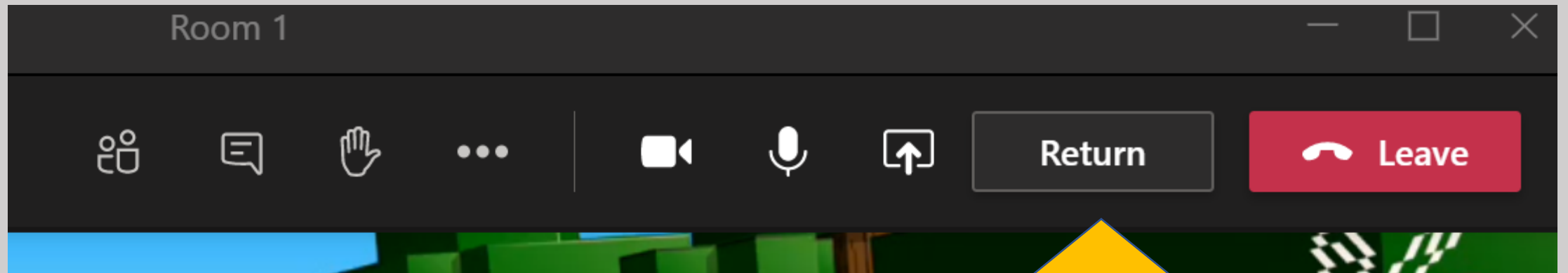
Room 1 (1) **OPEN**
Baranski, Dawn

S **Join room**

Baranski, Dawn

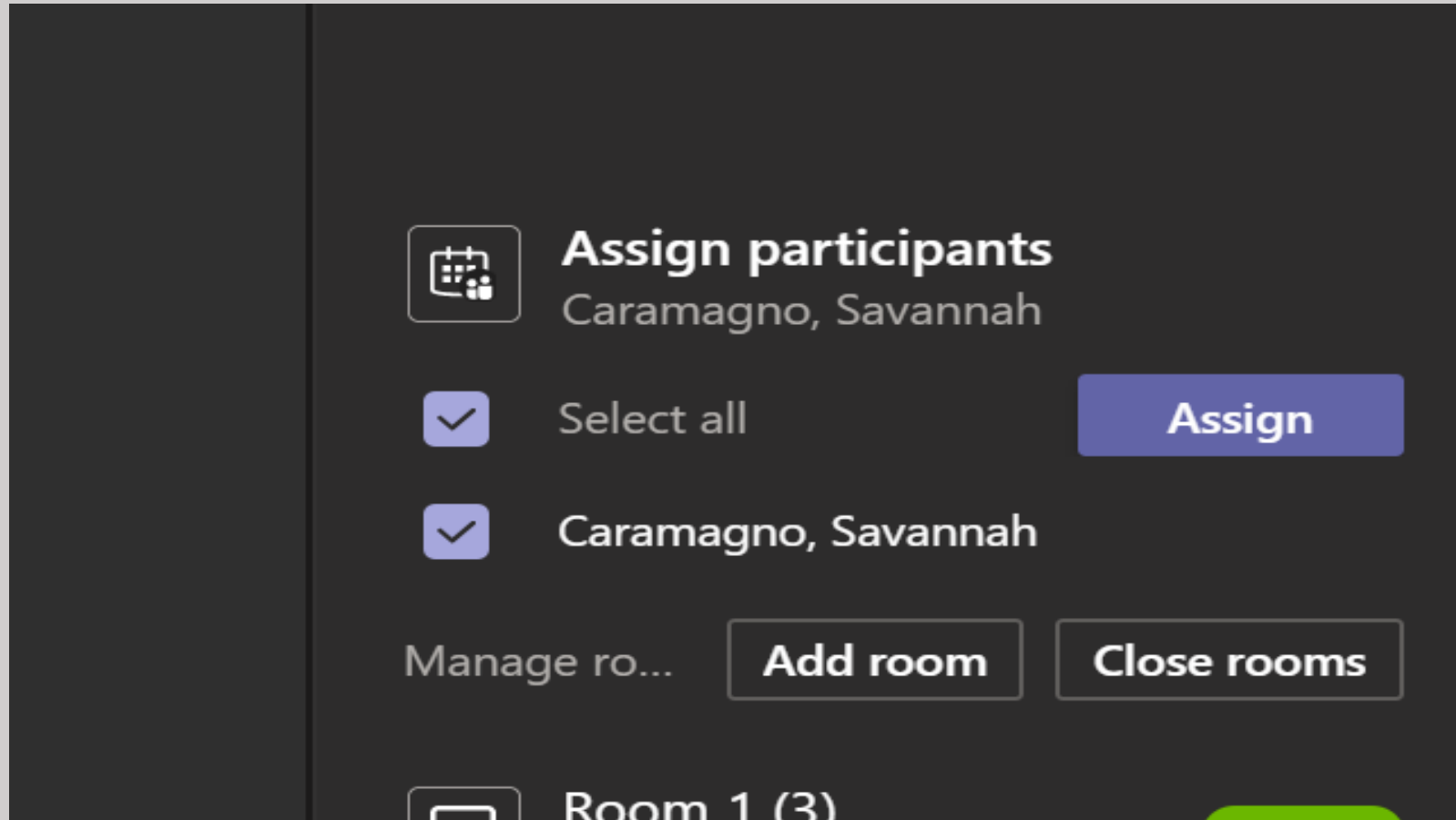
- Open room
- Rename room
- Close room
- Delete room

If students need to return to the main meeting to ask a question



Late Student(s)?

Don't worry just add another room or add them into an existing room




The screenshot shows a dark-themed interface for managing meeting participants. At the top, there is a header with a calendar icon and the text "Assign participants" followed by "Caramagno, Savannah". Below this, there are two rows, each starting with a checked checkbox icon. The first row contains the text "Select all" and a blue "Assign" button. The second row contains the text "Caramagno, Savannah". At the bottom of the interface, there is a "Manage ro..." label and two buttons: "Add room" and "Close rooms". A partially visible room entry at the bottom shows a room icon and the text "Room 1 (3)".

Assign participants
Caramagno, Savannah

Select all **Assign**

Caramagno, Savannah

Manage ro... **Add room** **Close rooms**

 Room 1 (3)

Student loses internet connection?

No problem, when the student rejoins the class Teams meeting, the student will have a button to ‘join my room now.’

Bring them all back to the main meeting
with one click

