

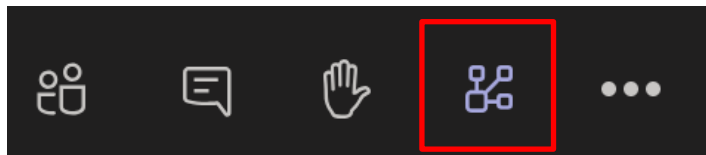
How to Create Breakout Rooms in Teams

SPS staff members can now add breakout rooms to a Teams online meeting. Breakout rooms give students a virtual meeting space to collaborate in small groups, and teachers can join any breakout room to offer support and answer questions.

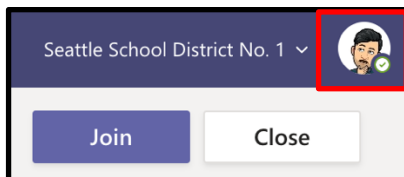
Note: Currently, SPS is using the preview version of Teams Breakout rooms. New features will be added as they are available. Thank you for your patience.

Install Breakout Rooms

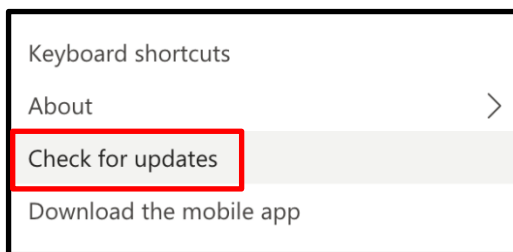
Complete this process if you don't have this Breakout room icon in the menu bar.



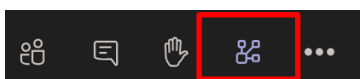
1. Open Teams.
2. Click on your account profile picture in the upper right corner.



3. Scroll down and select **Check for Updates**.

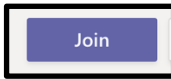


4. Wait for Teams to update. The Teams app will restart when the process is complete. If successful, you will see the new breakout room icon in the menu bar.

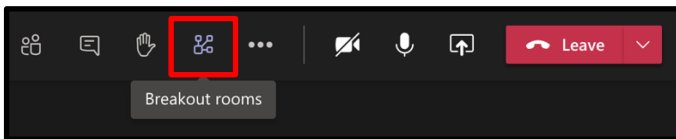


Create a Breakout Room

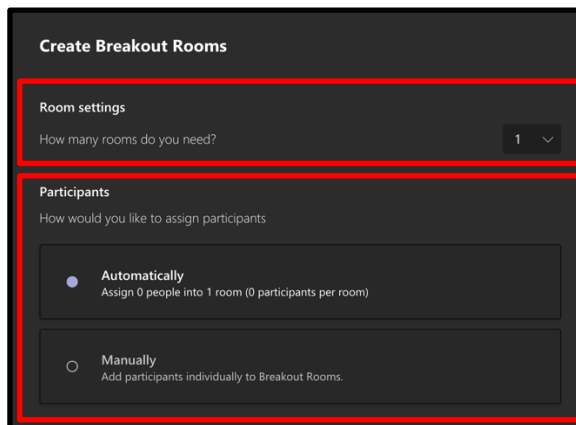
1. Open the **Teams app** on your SPS teacher laptop.
2. Open the Teams Calendar.
3. Join a Teams online meeting that you created.



4. Click on the Breakout room icon in the menu bar.

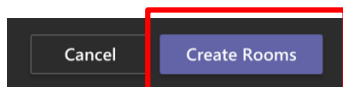


5. Edit the following options on the Create Breakout Rooms screen:
 - Room settings - Select how many breakout rooms you will need.
 - **Note:** You can add more rooms during the meeting if needed.
 - Participants – Select if you would like to assign participants automatically or manually.



Note: This screen only appears the first time you open breakout rooms in a meeting.

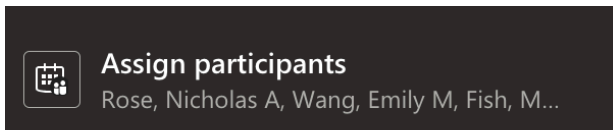
6. Click **Create Rooms** to finish.



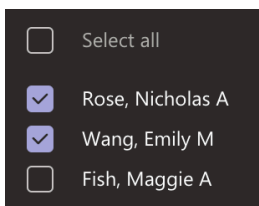
Manually Assign Participants

Use these instructions to add participants manually to breakout rooms:

1. Open a Teams meeting.
2. Click the Breakout room icon in the menu bar.
3. Click **Assign Participants**.



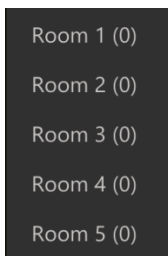
4. Click the names of the participants that will be in the first breakout room.



5. Click **Assign**.



6. Click the designated room.



7. Repeat to assign participants to the other breakout rooms.

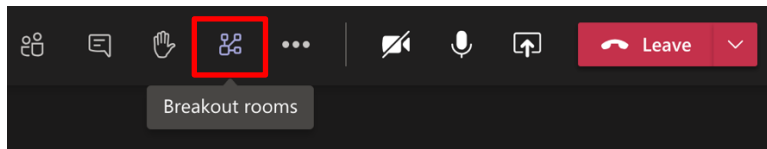
Start and Manage Breakout Rooms

Use these instructions to launch and manage breakout rooms with assigned participants in a Teams meeting:

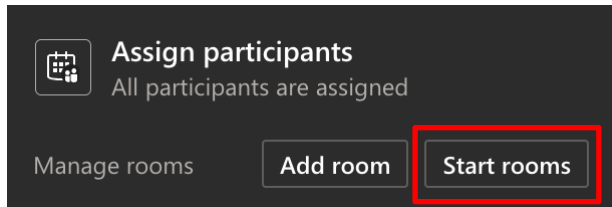
1. Open a Teams meeting.

Calling Families on Teams

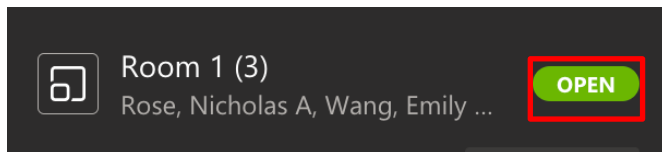
2. Click the Breakout room icon in the menu bar.



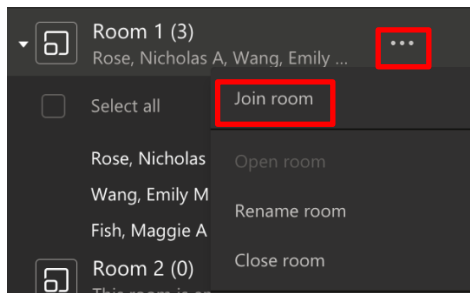
3. Click **Start rooms**. Participants will automatically be moved to their designated breakout rooms. This takes about 20 seconds.



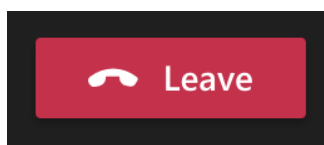
4. A green OPEN will appear next to each room with participants.



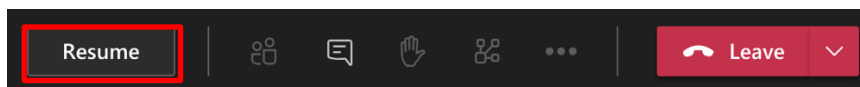
5. Mouse over a breakout room name, right-click on the ellipses and select **Join** to enter a breakout room. You can also use this to rename or close each breakout room.



6. Click **Leave** to return to the main meeting.

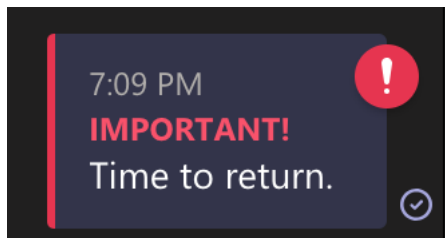
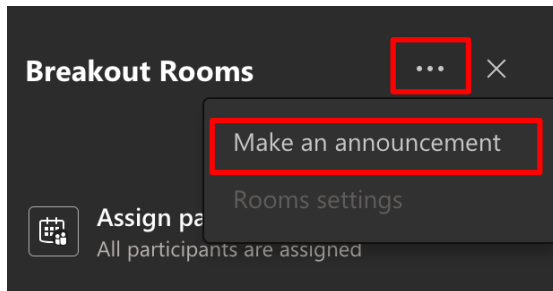


7. Click **Resume** to restart the main meeting.

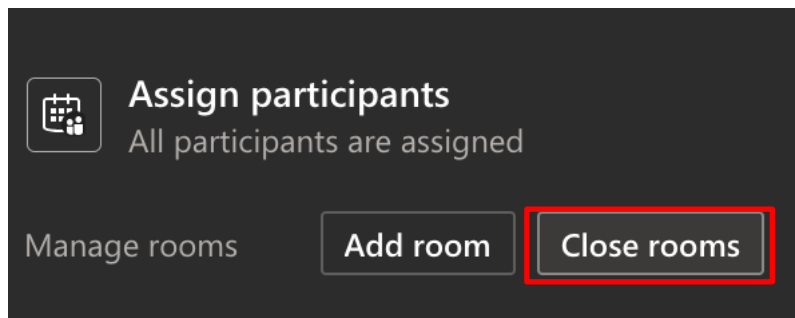


Calling Families on Teams

8. Mouse over a breakout room name, right-click on the ellipses and select **Join** to re-enter a different breakout room.
9. Click the ellipses at the top of the breakout room window and then select **Make Announcement** to share instructions with all active breakout rooms.



10. Click **Close Rooms** in the main meeting to close all breakout room meetings. The participants will see a notice that their room will close in 10 seconds.



Note: Once you click **Close rooms**, it takes about 20 seconds for all participants to return to the main meeting.

Additional support materials for Teams and all Platforms in SPS:

<https://districtlms.seattleschools.org/course/2287571534/materials>

