

# Creating Breakout Rooms in Teams

## Setting up Teams Integration in Canvas Course

This creates a “Team” from within your course and can be accessed via the Microsoft Teams app. Follow the instructions in the [Activating Microsoft Teams in Canvas](#) [handout](#).

## Important Notes:

- A meeting organizer can create up to 50 breakout rooms.
- Participants can be assigned automatically or manually.
- To create breakout rooms, you must use the Teams desktop app – not the mobile or web browser apps.
- Only the meeting organizer can create breakout rooms.

## Before We Begin

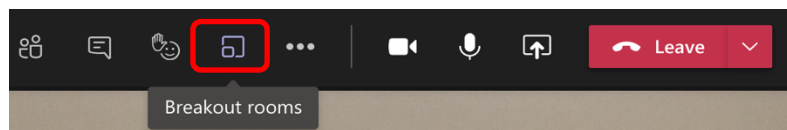
Breakout rooms can be created during a Teams meeting or created in Teams channels. This [handout](#) provides instructions on both. You will select the process that aligns with your meeting/class.

If your meeting is not part of a channel, follow the instructions in the *Creating a Breakout Room During a Meeting* section. If you have a channel for your course or project, you can pre-create your breakout rooms. Follow the instructions in the *Creating Breakout Rooms in a “Team” Channel* section.

## Creating a Breakout Room During a Meeting

Use these instructions when you want to create a breakout room during a Teams meeting. Remember you must be using the Teams desktop app. These are not able to be set up prior to the meeting.

1. In the Teams meeting, click the *Breakout rooms* icon.



2. Choose the number of rooms you need (50 max).
3. Choose how you would like your participants assigned to the rooms.

**Note:** This is the only time where you can choose to have people automatically assigned to breakout rooms. This **cannot** be changed later in the meeting.

4. Click **Create rooms**.

**Note:** Once you have created the rooms, all rooms will have *Closed* next to them. Therefore, the rooms will not be available to join until you open them.

**Create breakout rooms**

**Room settings**

How many rooms do you need? 1

**Participants**

How do you want to assign people to rooms?

**Automatically**  
Assign 0 to 1 room (0 per room)

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

Cancel Create rooms

5. If you chose assign individuals **automatically**, click **Start rooms**. The participants will receive a message that they will be moved to the room.
6. If you chose assign individuals manually, proceed to the next section.

## Assigning Individuals to Breakout Rooms Manually

If you selected automatically, individuals will be assigned to the breakout rooms as soon as you open them. Therefore, you can proceed to the last step. If you selected manually, follow these steps.

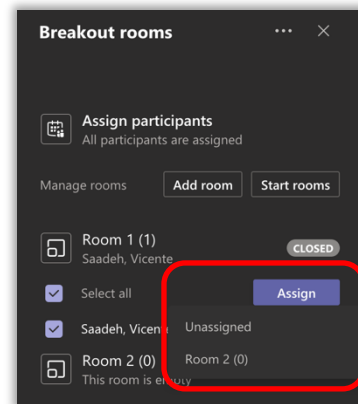
1. Select **Assign participants**.
2. Select the checkboxes next to the individuals' names who will be in the same room.
3. Click **Assign**.
4. Select a breakout room for those individuals.
5. Repeat these steps until everyone has been assigned to a room.
6. When you are ready to begin your breakout sessions, click **Start rooms**.

**Note:** Individuals in the breakout rooms will have full presenter rights, which includes having screen sharing capabilities.

## Switching Participants Between Breakout Rooms

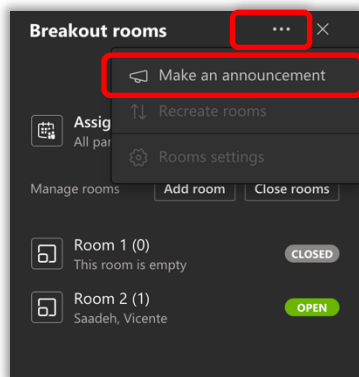
To switch participants, you must have them already assigned to a breakout room and the room must be closed.

1. Click the room to expand it and see all the individuals.
2. Click the checkbox next to the individual's name.
3. Click **Assign**.
4. Click the breakout room from the drop-down menu you want to move the individual to.



## Sending Announcements to Breakout Rooms

The meeting organizer can send announcements to all the breakout rooms. It is good practice to broadcast an announcement informing the participants how much time they have remaining.



1. Click the three dots in the Breakout Room pane.
2. Click **Make announcement**.
3. Type your message.
4. Click **Send**.

**Note:** The Announcement will go to the chat in each room.

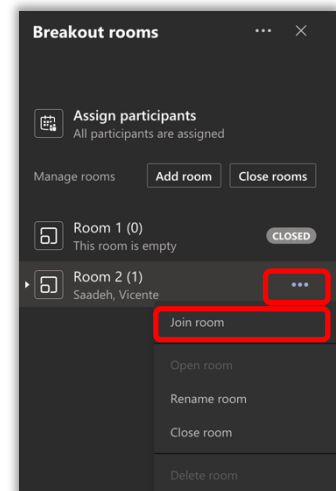
## Joining a Breakout Room

The organizer can only join one room at a time. But you can jump to any breakout room.

1. Click the three dots next to the room.
2. Click **Join room**.

**Note:** A new window will open. Therefore, you will have two Teams windows open.

3. Once you are ready to leave that room, click **Leave** for the breakout room.
4. Click **Resume** in your main window.



## Closing Breakout Rooms

When you close a breakout room, all the participants will return to the main room. Consider broadcasting an announcement when they have five min remaining.

1. Click the three dots next to the room.
2. Click **Close rooms**.

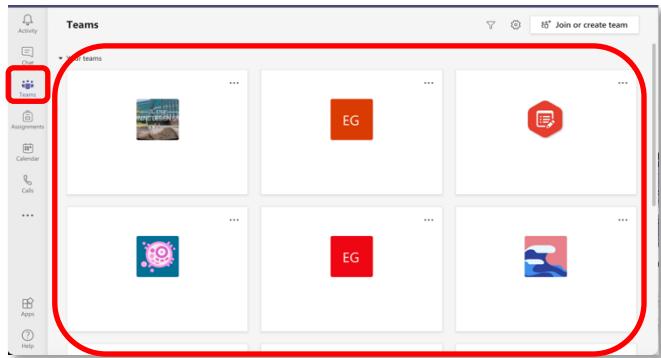
## Creating Breakout Rooms in a “Team” Channel

If you use the Teams channel in the Microsoft Team app, you can create breakout rooms in a “Team” (e.g. for your course).

1. Navigate to the *Microsoft Teams app*.
2. Click **Teams** from the left-hand menu.

**Note:** Here you will see a listing of all your Teams (i.e. courses). If you do not see your Team (i.e. your course), click the **Your teams** down arrow.

3. Click your course name.



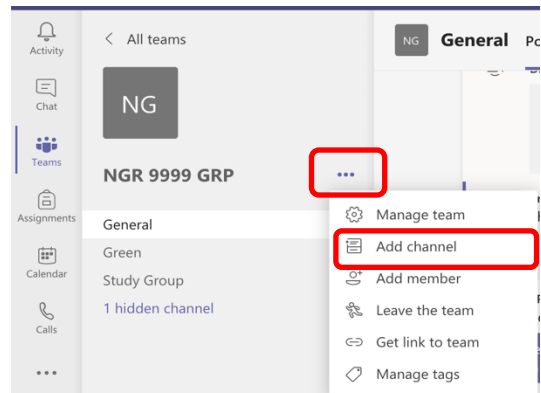
## Creating Channels Within in a “Team”

You can use channels to create groups for students. Students can use the group channels to collaborate with each other. Once you are in your Team for your course, perform the following.

1. Click the three dots next to your course name.
2. Click **Add channel**.
3. Type a name for the channel.

**Note:** If applicable, name the channel using the same name you have given the group in Canvas. For example, if the group is named Group 1 in Canvas, give it the same name here.

4. Modify the other settings as needed.
5. Click **Save**.



## Working Within Channels (i.e. groups) in a “Team”

In each channel, groups can have meetings, chat, share/upload files, collaborate, etc. Click the group number from the list on the left-hand side to see the options below in each group.

