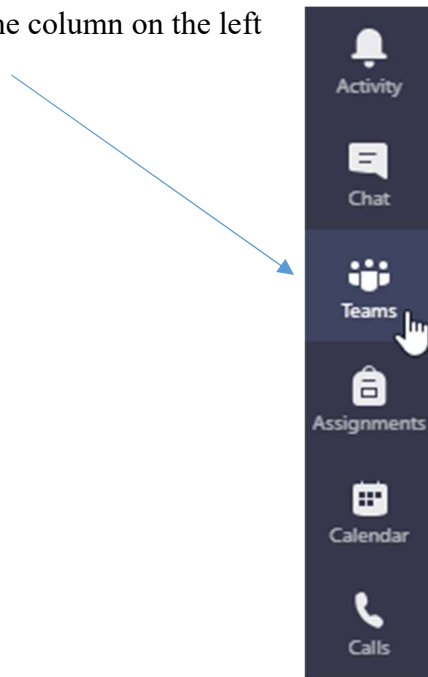


Creating breakout rooms in Microsoft Teams

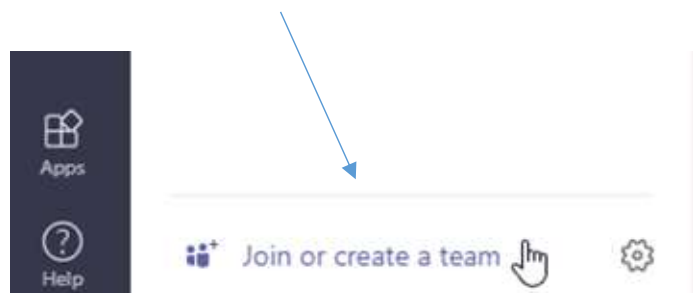
Unfortunately there is no official breakout room function in MS Teams at the current time, but there is an alternative way to break out into groups and conduct study sessions in smaller teams. To achieve that you have to create a team and invite your students to join it. Then create separate channels within the team and divide students to those channels. The channels now act as breakout rooms where students can work in groups. It is possible to create public groups (every group is accessible for all the students in the team) or private groups (only students with invitation can see the group).

1. Open Microsoft Teams and log in with your Uni-ID account
2. Click on "Teams" from the column on the left

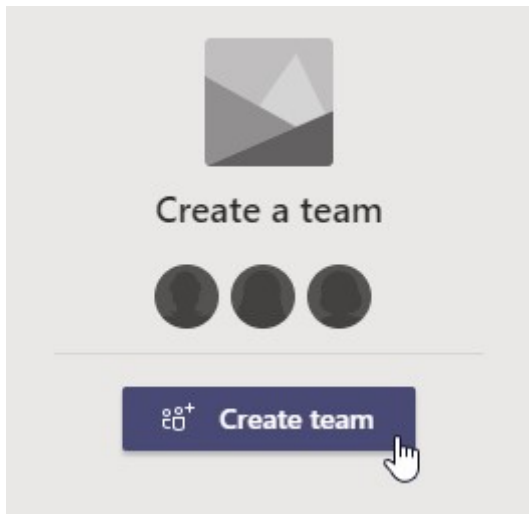


(skip to step 7 if your team already exists)

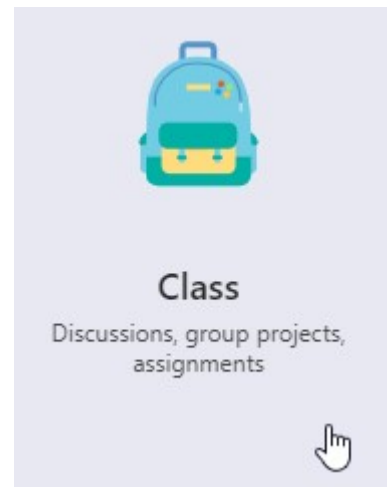
3. Click "Join or create a team" from the bottom left side



4. Click "Create team"



and choose "Class"



5. Name your team and click "Next"

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Test team

Description (optional)

Create a team using an existing team as a template

Cancel

Next

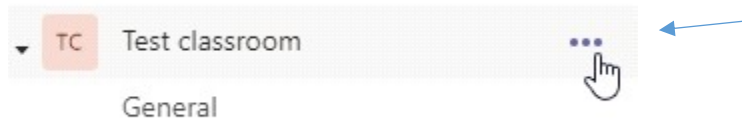
(optional)

6. Invite students one-by-one or click "Skip" to do it later

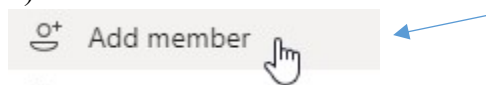
7. Adding members to your team *(skip to step 8 if members are already in the team)*

Option 1 – Inviting them one-by-one *(Disadvantage: time consuming with large amount of students)*

1) Click on three dots near your team name



2) Click "Add member"



3) Search students by name and click "Add"

Add members to Test classroom

Students Teachers

Search for students

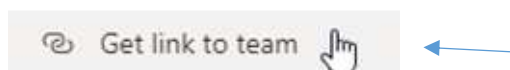
Add

Option 2 – Inviting via invitation link *(Disadvantage: requires manually accepting every join request)*

1) Click on three dots near your team name



2) Click "Get link to team"



3) Copy the link and send it to participants by email or paste the link to Moodle

Get a link to the team

5f2-45a9-b618-f0a517959bbb&tenantId=3efd4d88-9b88-4fc9-b6c0-c7ca50f1db57

Cancel

Copy

Option 3 – Invite via ”Team code” (*Advantage: no need to accept join requests*)

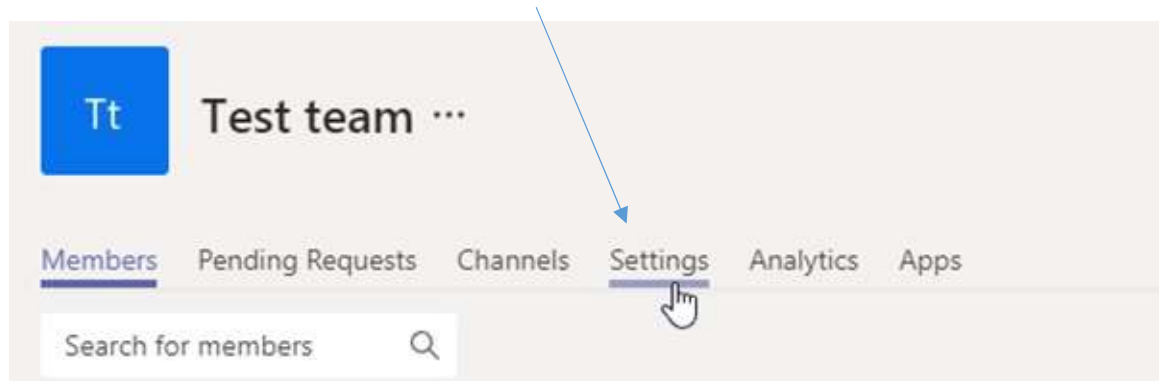
1) Click on three dots near your team name



2) Click ”Manage team”



3) Click ”Settings“

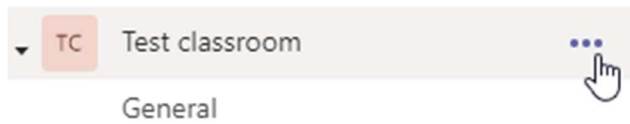


4) Click ”Team code“ and generate a code. Send it to your students in your preferred way (e-mail, Moodle etc.)



8. Creating channels (breakout rooms)

1) Click on three dots near your team name



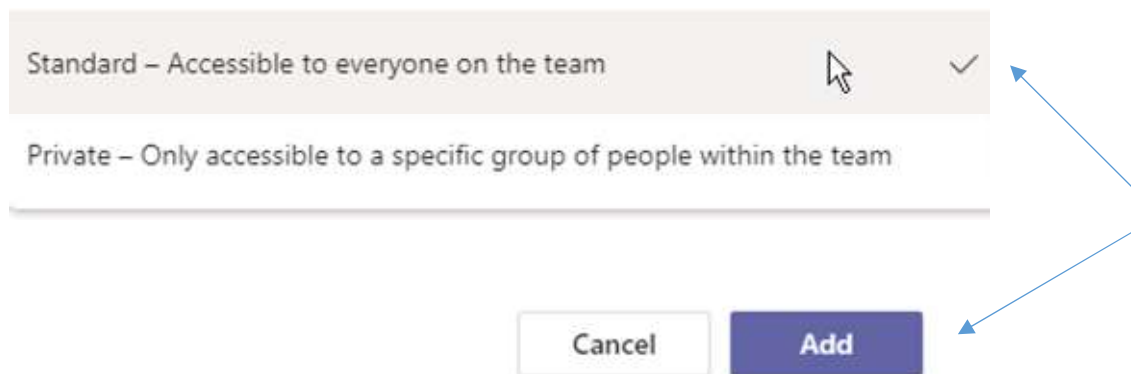
2) Click "Add channel"



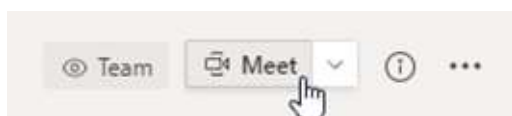
3) Name the channel



4) Set desired privacy settings for the channel and click "Add"



* If Standard channel was made, tell students to join this channel and start a group call by clicking "Meet" from the top right corner of the channel page.



* If Private channel was made, invite students via "Add members" from the three dot menu



Now as a teacher you can see all the channels and are able to join them individually by clicking the “Meet” button in the channel. After group sessions all participants can gather in “General” channel to meet all together and see shared files etc.

