Create and Manage PRIVATE Breakout Rooms
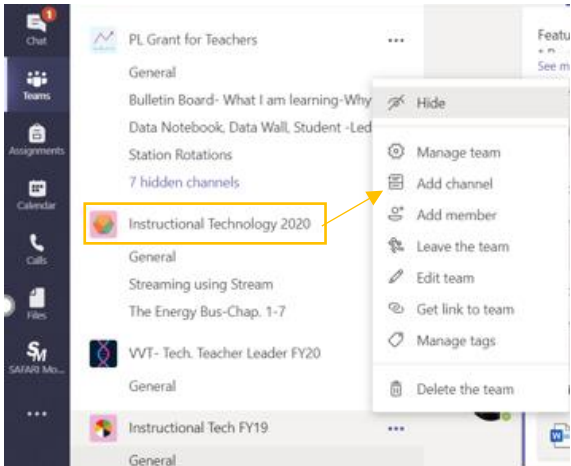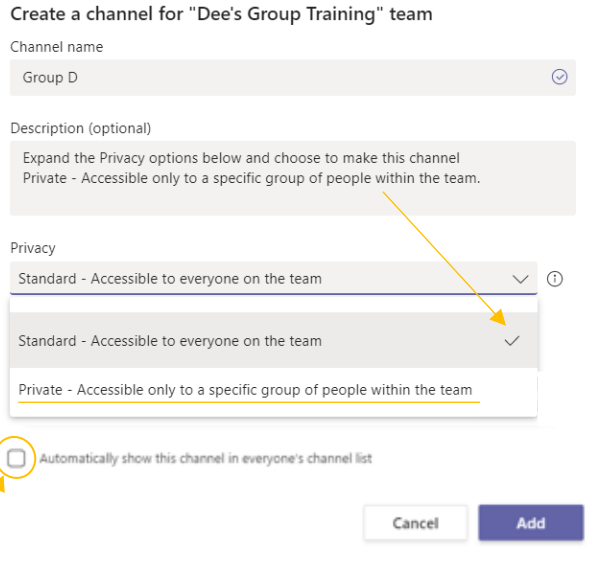## *Using MEET NOW for Microsoft TEAMS Meetings*

Before you begin the steps to create breakout rooms, you will want to complete the following checklist.

- ✓ Your Team is created.
- ✓ Team members are already assigned to your Team.
- ✓ You know the purpose for the *Breakout Rooms. **TIP**: Microsoft uses the word "channel".
- ✓ You know how many rooms you need to create.
- ✓ You know Room Names you want to use i.e. Seminar RM 1, Seminar RM2, etc.
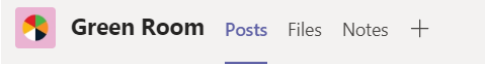- ✓ You know WHO will participate in each Room.

*For full functionality, it is best to download the Teams App to your device.

STEP #1	Click on the Teams icon on the left side of the screen.	**STEP #2**	Select your team.

A breakout room is simply a **channel** created in a Team. You can create multiple channels as meeting spaces for predefined groups. **Educators may create multiple channels for small group work**.

STEP #3	Click on the **… ellipsis** beside the Team name, and select **Add channel** from the menu.	**STEP #4**	Give the Channel a **name**, short **description**, and use the drop menu to select "**Private – Accessible only to a specific group of people within the team**" instead of the Standard option.

Each breakout room has its own set of tabs across the top.

You can have conversations, chat, and add files that only the members of that group will see.
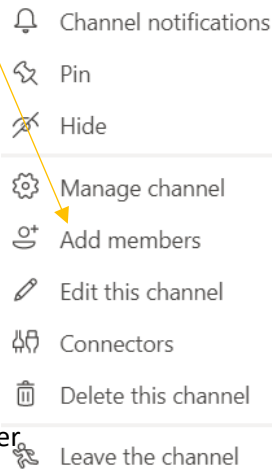
For Private meetings, do not check the box by "Automatically show…" at the bottom-left corner.

Leaving this box unchecked **locks the channel** and makes it **visible only to those Team members assigned.**

STEP #5

Click on the **… ellipsis** to the right of the **Private** channel, and select **Add Members** to add people from your Team to that channel.

🔔 Channel notifications
✎ Pin
◇ Hide
⚙ Manage channel
⧂⁺ Add members
✐ Edit this channel
↯↯ Connectors
🗑 Delete this channel
🏃 Leave the channel

Type a last name in the search window to locate and add a member from the Team to the Channel.

Add members to the Group C (Ginny) channel

Students   Teachers

Jackson, Virginia ×   **Add**

TIP 1: *You can add and remove members from a channel, but you cannot change a Private access channel back to Standard access.*
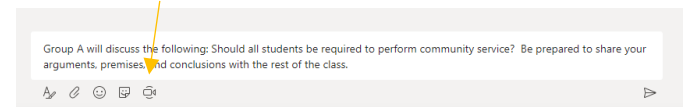
TIP 2: Breakout rooms are not "required" to take place in Private channels. However, using Private channels for breakout rooms provides structure and security when needed.

TIP 3: You can create as many channels as you want in a Team.
Standard - open to everyone in the Team
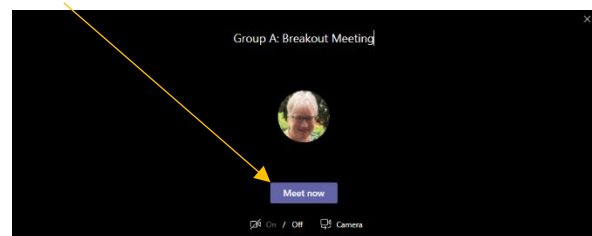**Private** - visible only to Team members who are assigned to the channel

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STEP #6

When planning to meet with groups in multiple breakout rooms, you can use the calendar to **"schedule" your main meeting** ahead of time. You cannot schedule a meeting for a Private channel, so you will start all **Private** channel meetings using the Meet Now feature. Always begin your main meeting before starting breakout meetings.

Start breakout meetings one at a time. Click a **Private** channel/breakout room on the left, and click the **Meet Now** icon   📹   at the bottom of a new or existing Post.

Group A will discuss the following: Should all students be required to perform community service? Be prepared to share your arguments, premises, and conclusions with the rest of the class.

A̲ ⧉ ☺ 🗂 📹   ➤

When the meeting window opens, click the purple **Meet Now** button

Group A: Breakout Meeting   ×
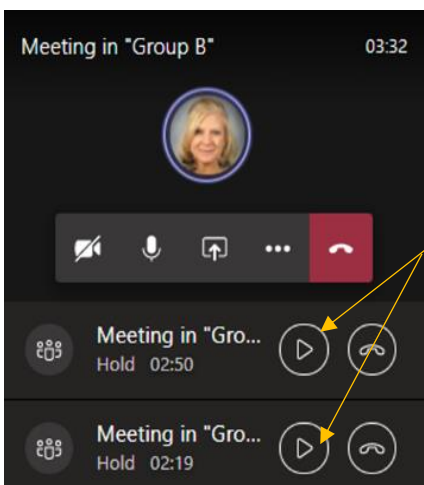
Meet now

📹 On / Off   Camera

TIP 1: *Wait for all members of the Team to Join the meeting before attempting to use Private breakout rooms.*

TIP 2: *When ready to break into groups, **share your screen** while you direct the members of each group to their assigned channel, and use **Meet Now** to begin their Private meeting/discussion.*

TIP 3: *Using text to post a conversation starter is not required, but it could provide an anchor for the group discussion.*

STEP #8

Once you have started your breakout meetings, you can move from group to group by selecting the **Arrow/Resume** button.

Meeting in "Group B"   03:32

🚫📹 🎤 ⤴ … 📞

🧑‍🤝‍🧑 Meeting in "Gro…   ▷ ◡
Hold 02:50

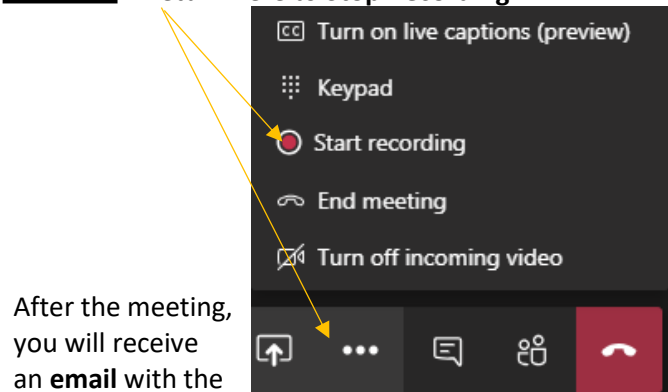🧑‍🤝‍🧑 Meeting in "Gro…   ▷ ◡
Hold 02:19

You can only talk in one meeting at a time. Using the resume button lets you "switch" to join an in progress meeting while all of your other meetings remain on hold.

TIP: *Only click the "Hang Up" icon when a meeting is over. If you accidentally hang up, which takes you out of that "one" meeting, relocate the meeting in its channel and "Join" the in progress meeting.*

STEP #9

You may choose to Record a meeting in any **Standard** channel once the meeting has started. To record a meeting, click on the **… ellipsis** in the floating toolbar, and select **Start Recording** from the menu.
Return here to **Stop Recording**.

📋 Turn on live captions (preview)
⠿ Keypad
🔴 Start recording
↝ End meeting
🔇 Turn off incoming video

⤴ … 💬 👥 📞

After the meeting, you will receive an **email** with the **link** to your recording. Meeting recordings also appear in the channel in which they were recorded.

TIP: *At this time, you cannot record a meeting in a Private channel.*

For additional information, watch **Create Channels and Facilitate Breakout Rooms in a Microsoft Teams Meeting,** and visit **eLearningresources** on the BCSD website.