



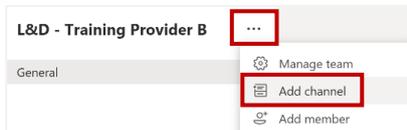
Microsoft Teams – Breakout Groups for Educators

Create a team

- Select *Join or create team > Create team*
- Select the *Other team type*
- Enter a *team name* and *description* if required.
- Do not change the default privacy setting of *'Private'* and click *Next*.
- Add team members by entering their full email address and click *Add*. Finally, click *Close* once all members have been added.

Create private channels

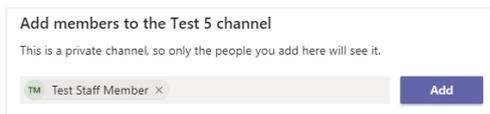
- Select *More options* (three horizontal dots next to team name) and then *Add channel*.



- Provide a *channel name*, *description* (if required) and select *Private* from the *Privacy* drop-down menu. Click *Next*.



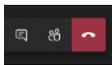
- Add channel members by entering their full email address and click *Add*. Finally, click *Done* once all members have been added.



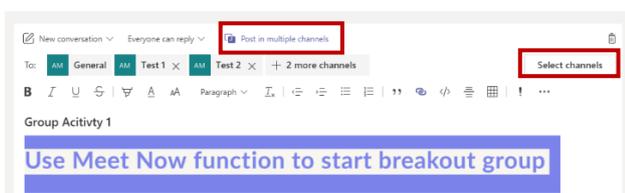
Start the group activity

Nominate one leader in each group who will start the group call, advise learners to hang up on the current call and join the [Enter team name here] team

- Select the *hang up* icon to leave the main class group call



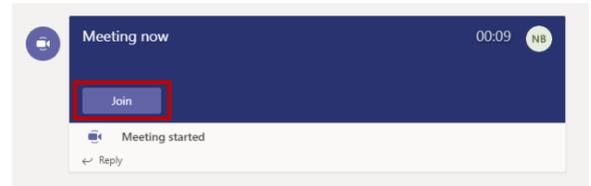
- Select the *Teams* icon from the navigation panel on the left and open the relevant team
- Select the *General* channel and post a conversation message to all private channels at the same time to advise learners of what is expected of them for the group activity and also, to advise them how to start the group call



- Once each group starts their group call, a video icon will be displayed on each of the private channels



- As the creator of the private channels, you may now select any of the private channels and join the active group call



- To move between calls, simply hang up and join the next call. Hanging up allows one or more people to leave the call without ending it for others. One person must remain on the call in order for it to remain active.

End the group activity

Select the *General* channel and post a conversation message to all private channels at the same time to advise learners to end their group call and return to the main call once again. To re-join the main call:

- Select the *Calendar* icon from the navigation panel on the left
- Select the class event from the calendar
- Select *Join*

