Microsoft Teams – Breakout Groups for Learners

Join the main group call

- Select the *Calendar* icon from the navigation panel on the left
- Select the meeting invite/class event from the calendar
- Select *Join*
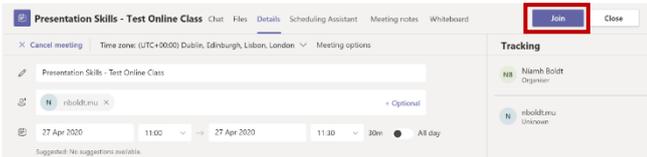
Start the group activity

When instructed to start your group activity:

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

- Select the *Teams* icon from the navigation panel on the left and select the relevant team, as instructed by the educator/organiser
- You will see a private channel listed, like the one shown below

- Select the channel to view group instructions. One person in your group (usually nominated by the educator/organiser), must select the *Meet Now* icon to start the breakout group call

- After selecting the icon indicated above, the same person should select *Meet now* to start the group call.
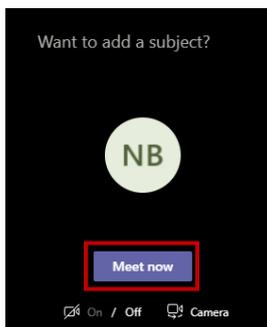
- Once each group starts their call, a video icon will be displayed on each of the private channels, as shown below
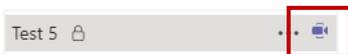
- Each additional group member can then select *Join* to join the breakout group call
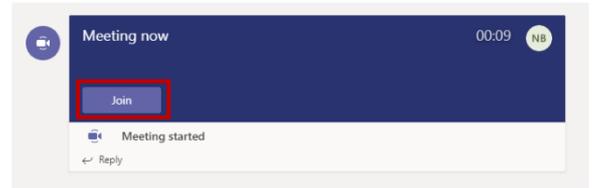
- The educator/organiser will join and leave the group call, as required, to direct learners throughout their group activity.
- Learners are advised to keep an eye on any channel activity for further instruction. To do this during a call, select the *Teams* icon on the left navigation panel.
- You can return to the group call at any point, by selecting the call window in the top-left hand corner of the screen.
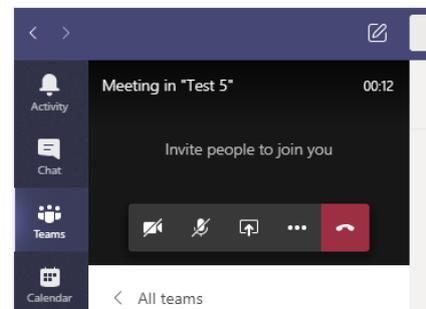
End the group activity

On completion of the group activity, any person in the group must:

- Select the *More options* icon during the call and select *End Meeting*. This brings the group call to a close for all involved.
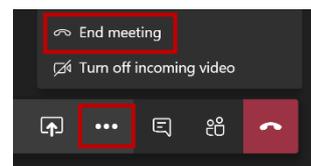
All learners must then return to the main group call once again:

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