

# Instructional Design Monthly Professional Development Workshop List March, 2021

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Title	Description	Date/Time	Items Required
<b>Using Breakout Rooms in Teams Meetings</b>	<p>In this workshop, we will explore the new breakout rooms feature in Teams. You will learn how to create breakout rooms, assign participants, and interact with participants in the rooms. Finally, we will discuss tips for managing breakout rooms effectively.</p> <p>(Upon completion of this workshop, you will be able to:</p> <ul style="list-style-type: none"> <li>• Create breakout rooms and assign participants.</li> <li>• Interact with the breakout room participants.</li> <li>• Engage in a breakout room as a participant (new).</li> <li>• Manage breakout rooms effectively.</li> </ul>	<p><b>When:</b> March 18, 2021 5:15 pm – 6:15 pm EDT</p> <p><b>Where:</b> <a href="#">Instructional Technology Professional Development – Teams Channel</a></p>	<ul style="list-style-type: none"> <li>✓ Microsoft Teams App</li> <li>✓ Camera</li> <li>✓ Microphone</li> </ul>