

# How To Create a Smart-Phone or Virtual Scavenger Hunt

Bonnie McCarty



## Basic Steps

1. Decide on a series of tasks.
2. Set up a Google Form for each task. (See **A** in Helpful How-Tos below.)
  - Add a label: A description of the resource, service, etc.
  - Add a question: A task to complete, including a method for getting the code word.
  - Click Answer Key under the question and put in the answer, so that the task is self-checking.
3. Set up a Google Form to collect sign-ups.
4. Create and print QR codes for any tasks that require visiting a specific location on campus. (See **C** below.)
5. Create a website linking to the sign-up form and the listed tasks. Add additional info as you prefer.
6. If giving prizes: Create a scoring system and prize tiers.
7. Create a spreadsheet or Google Sheets to collect sign-ins and scores/task completion.
8. Publicize the hunt with a flyer, website, emails, etc.

## Tech It Up!

- Create a treasure map or other graphic for the tasks.
  - I created my treasure map in [Canva.com](https://www.canva.com), downloaded as a PDF, then added links to the tasks using Adobe Acrobat Pro.
- Collect all of your task responses in a single Google Sheets. (See **B** below.)
- Use INDEX-MATCH formulas to match participants with their scores, in order to track progress and tabulate total scores. (See **E** below.)

## Helpful How-Tos

- A. Create a Google Form: [www.howtogeek.com/434570/the-beginners-guide-to-google-forms/](http://www.howtogeek.com/434570/the-beginners-guide-to-google-forms/)
- B. Combine responses from multiple Google Forms into one Google Sheets: <https://www.youtube.com/watch?v=AvspvRszM7Y>
- C. QR codes:
  - I create my QR codes on [qrstuff.com](http://qrstuff.com), print them on waterproof paper, and affix them with removable double-stick tape.
  - Tip: Add the task # below each QR, to indicate which task it belongs to. Handy in the field, when matching the code with the location!
  - How to create and use QR codes: <https://windowsreport.com/qr-code-software/>
- D. Create bitlinks (shortened URLs): <http://bit.ly/bmccartybitlink>
  - Helpful for posting on flyers and other printed materials, in addition to QR codes!
- E. Use INDEX-MATCH formulas: <http://bit.ly/indmatch>
- F. Make sure your website is ADA compliant, so that all students have access regardless of ability: <https://www.webfx.com/blog/web-design/is-my-website-ada-compliant/>
  - If you use a graphic scavenger hunt, how-to guide, flyer, etc, consider offering text-based versions online also.