How To Create a Smart-Phone or Virtual Scavenger Hunt
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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, 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/
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, 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/
   ○ Helpful for posting on flyers and other printed materials, in addition to QR codes!
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.