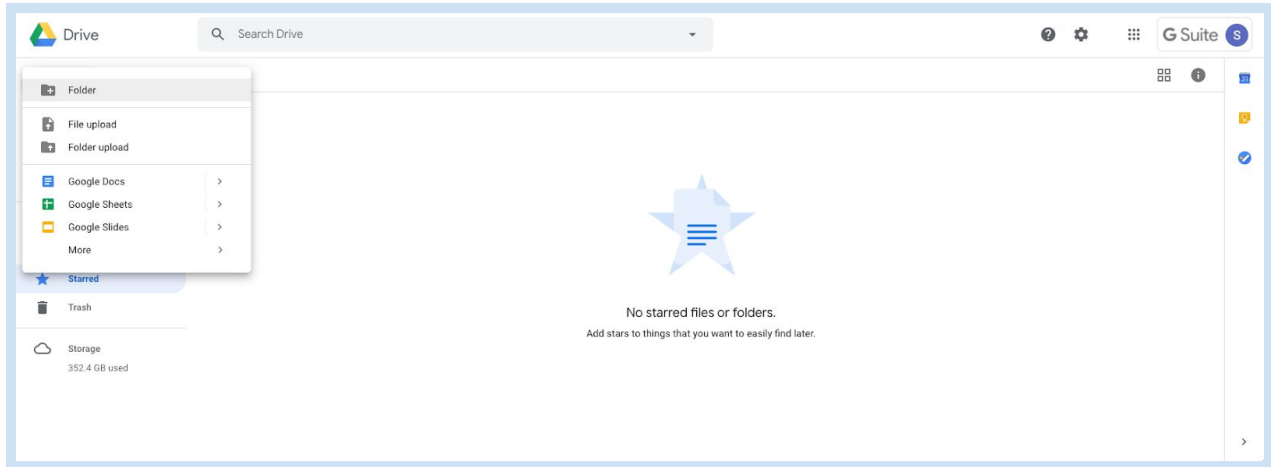


How to Build a Breakout: Google Sites

Sign in to your Google account.

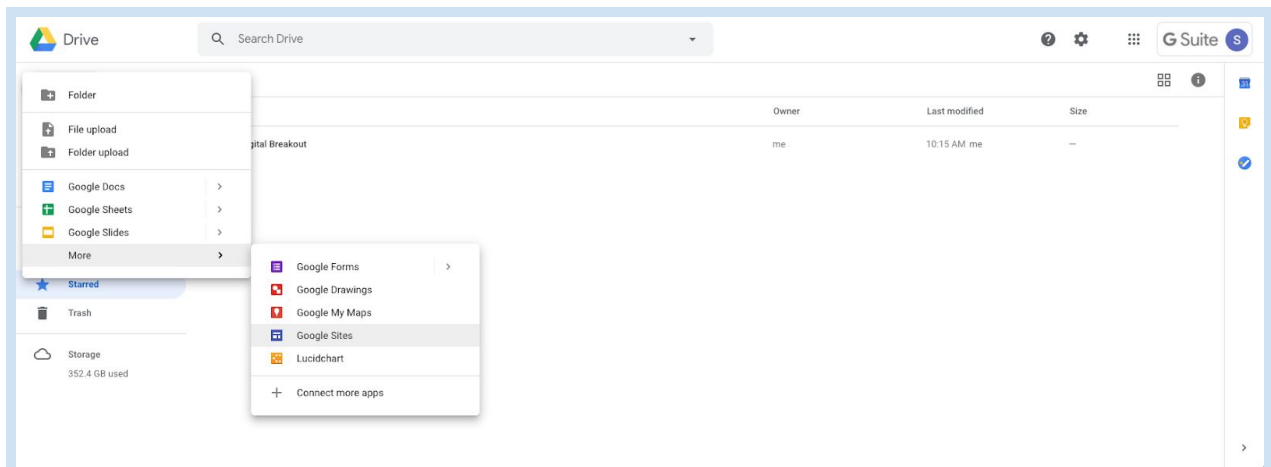
Create a Google folder where all of your forms, docs, and the site will be located in your Google Drive. This helps to keep everything together.



To create a breakout, a Google Site must be created first. Below are the steps to create a Google Site:

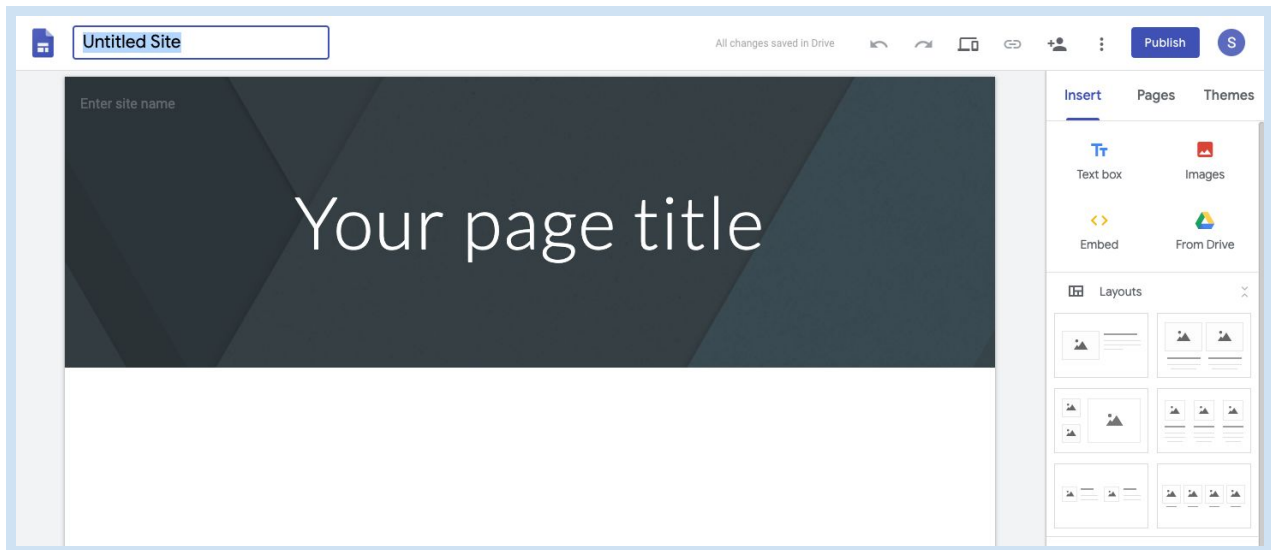
Step one: Select the “+New” button

Find the Site Icon (you may need to look under “More”).
Click “Google Sites”.



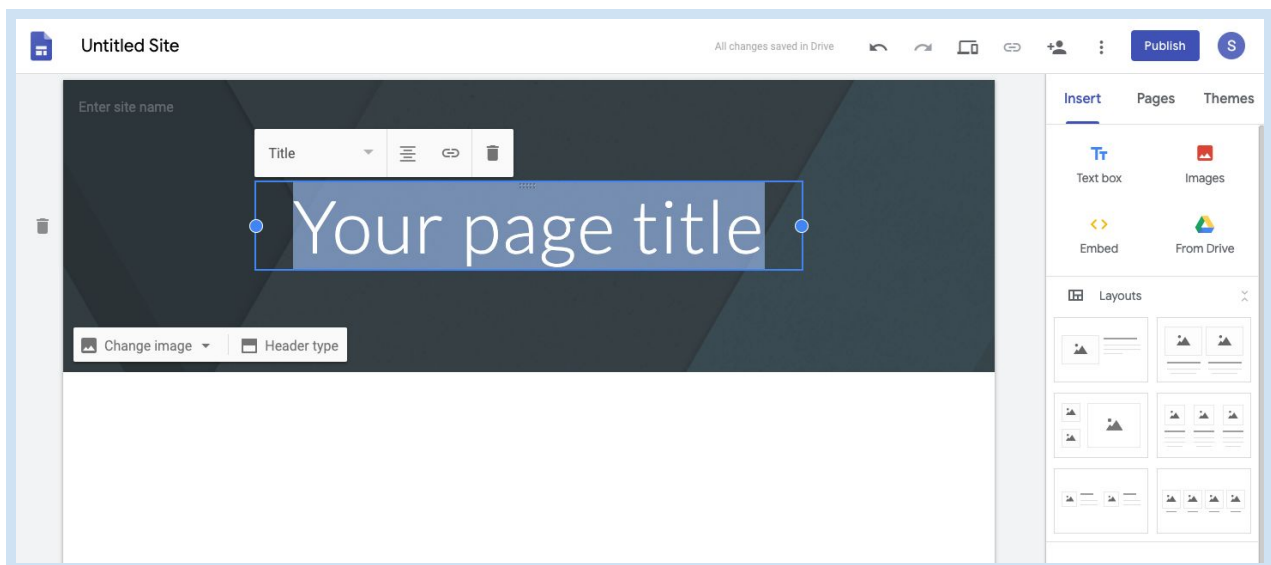
Step two: In the upper left corner labeled “Untitled Site,” type in your website name.

Example: Ms. Smith’s Class



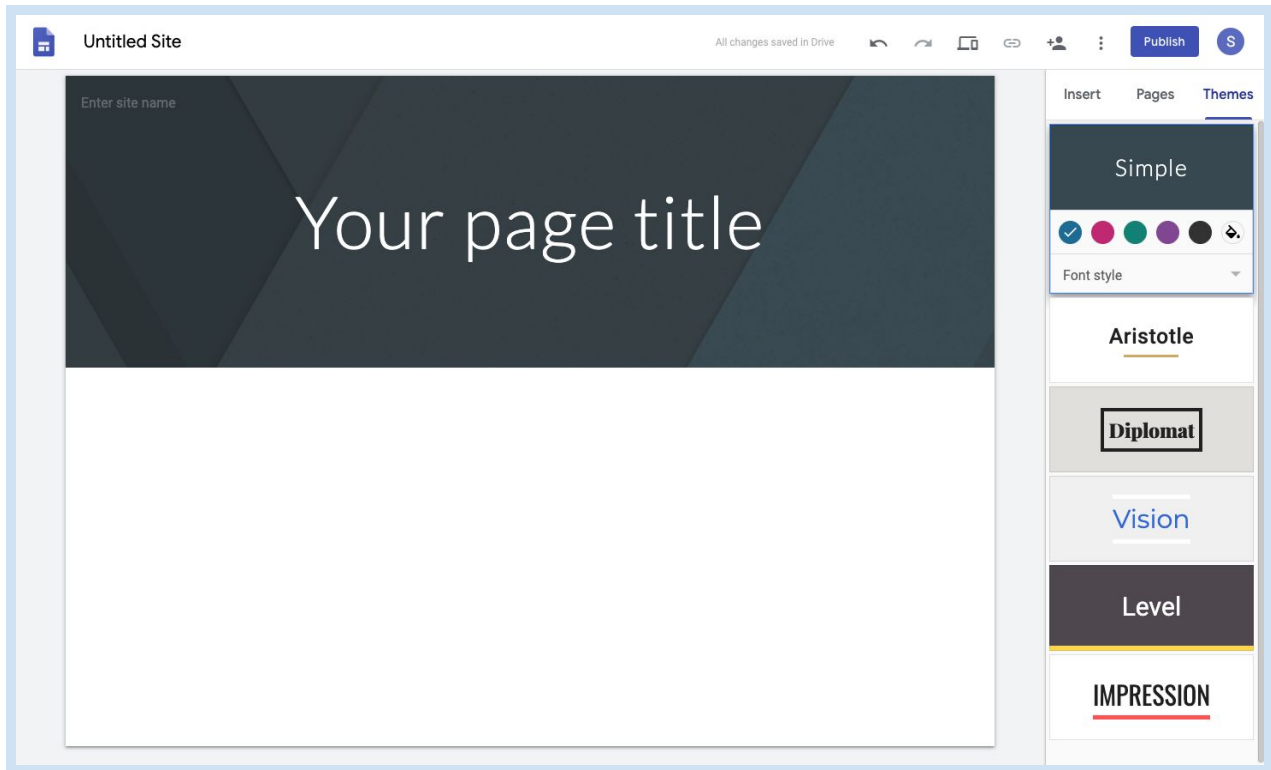
Step three: In the center of the page, type in the name of your page.

Example: The Wright Brothers Breakout

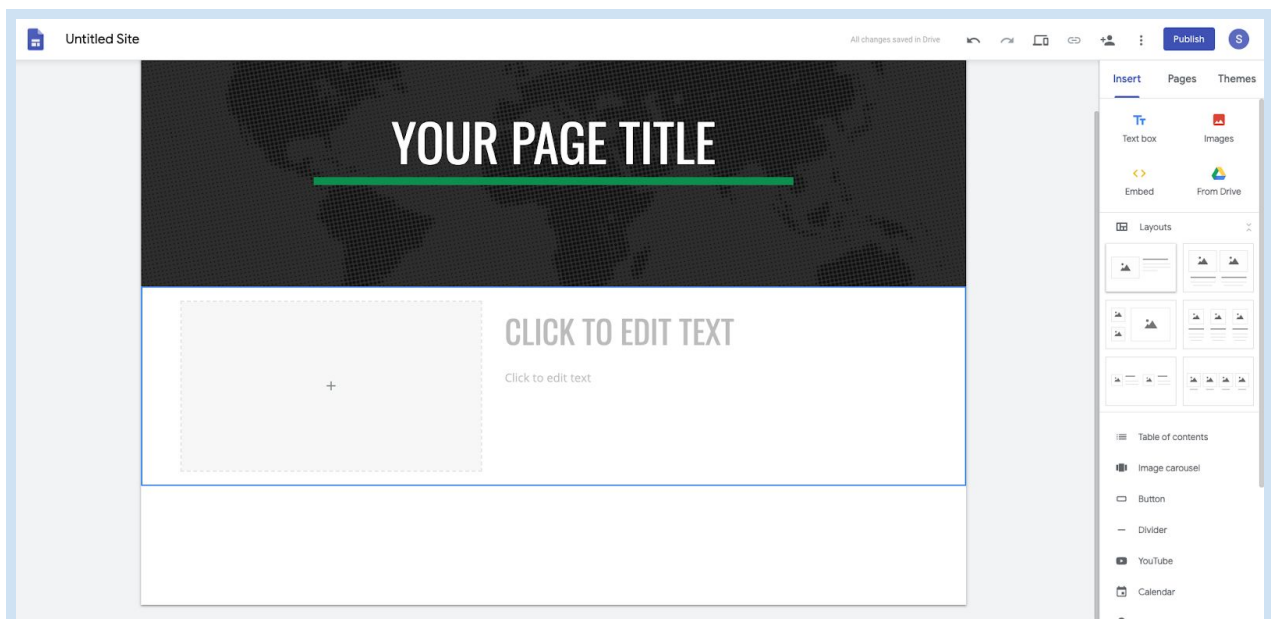


Step four: Design the site using different themes and templates

Select the “Themes” tab from the scroll panel on the right to change the color and the look of the site.



Under the “Insert” tab of the right-hand panel, you’ll find different options for placing text, photos, videos, and/or hyperlinks.

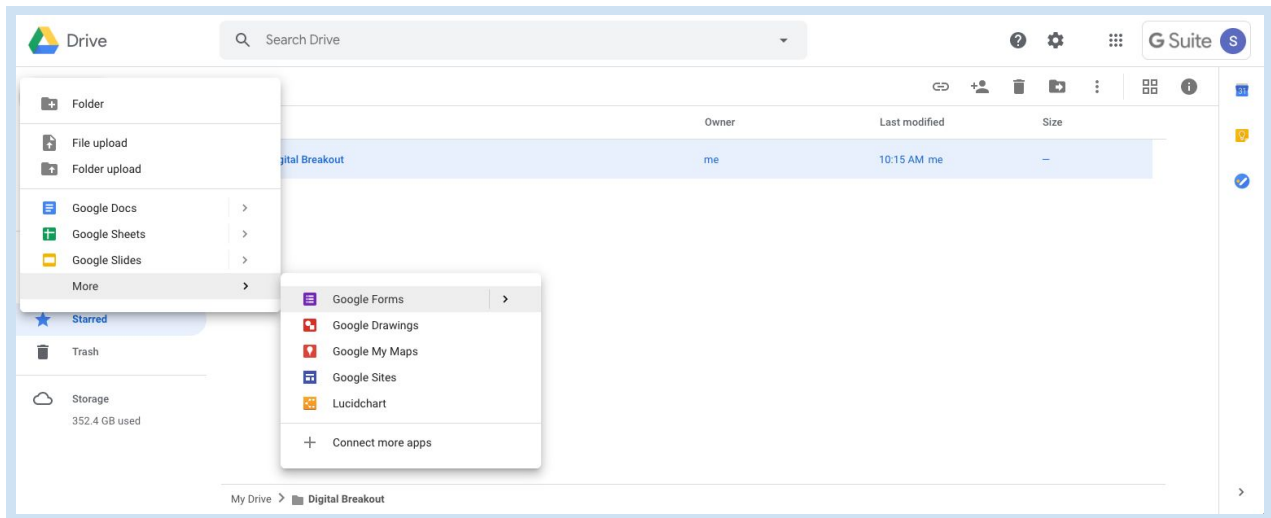


How to Build a Breakout: Google Forms

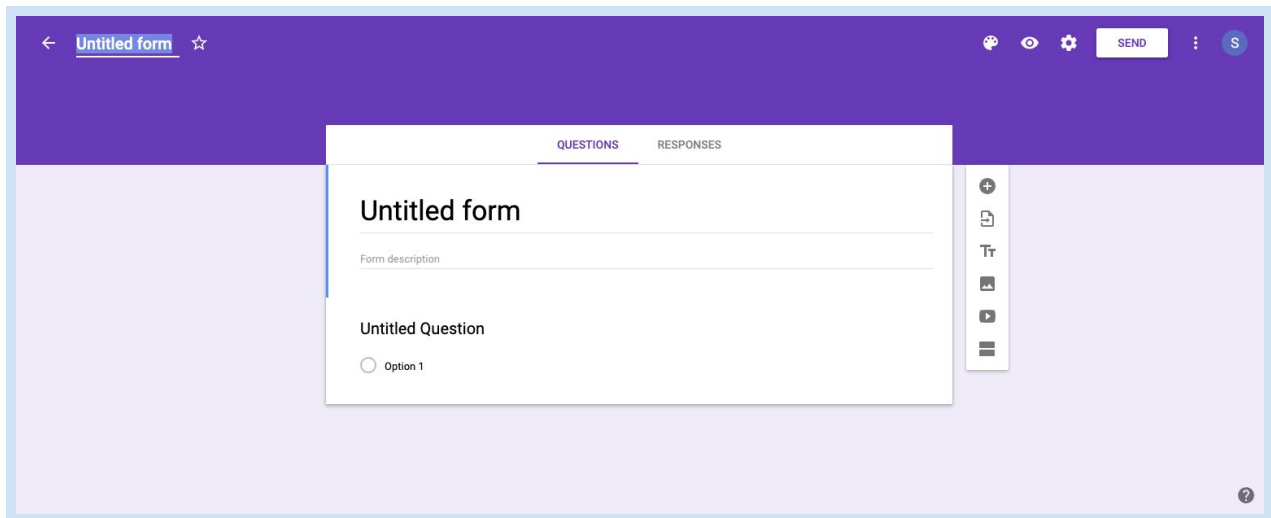
Forms are an essential part of the Digital Breakout process!

Step one: Select the “+New” button again.

Click “More” and then “Forms”.

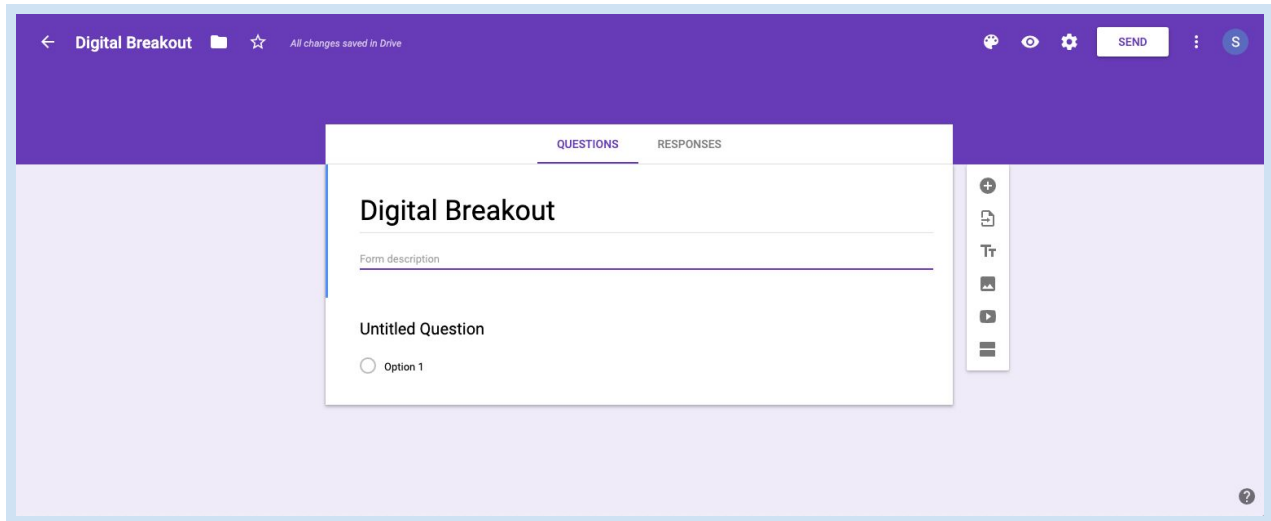


Step two: Click on the form labeled “Untitled Form”, and change the title to match your Google Site.



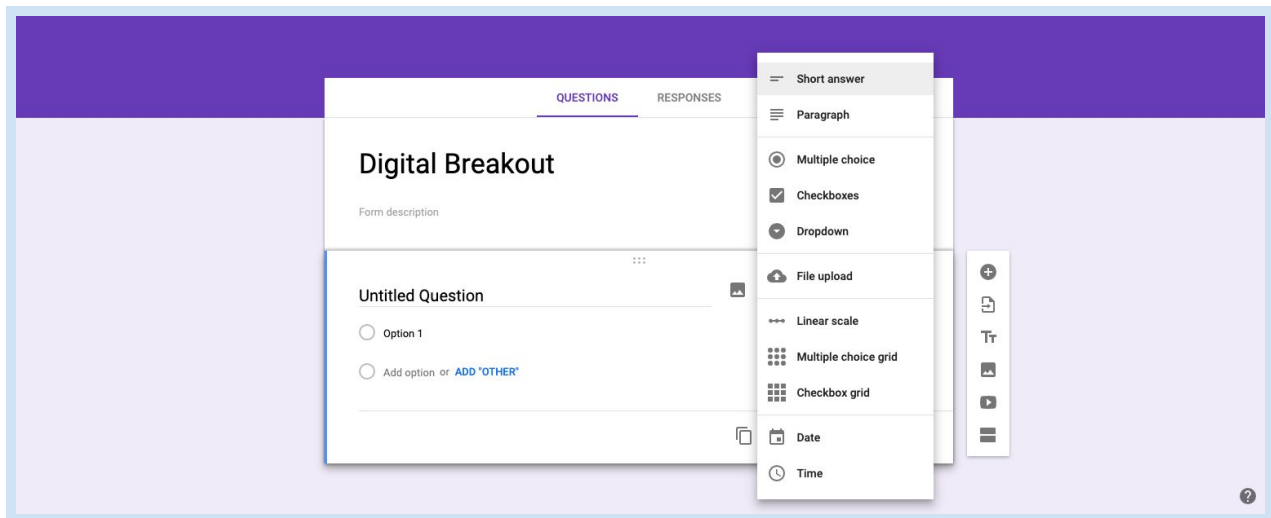
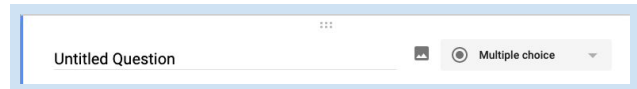
Step three: Click on “Form description”.

Add a description or scenario, if you like. (Example: “Solve the clues to the Wright Brothers take flight.”)



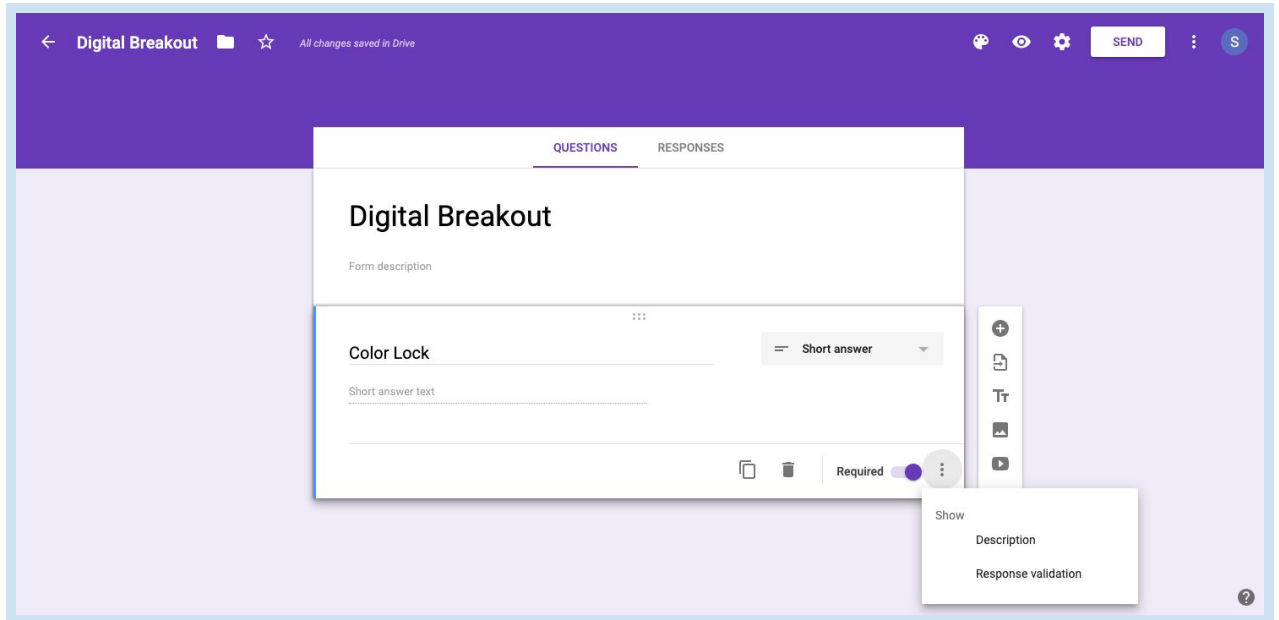
Step four: Change the questions to meet the needs of the breakout

1. Click on “Untitled Question” and give it a title based on the lock type (Color lock, Directional lock, etc.).
2. After changing the question title, click “Multiple Choice” and change the option to “Short answer”, so you can submit the answer you want without other options.



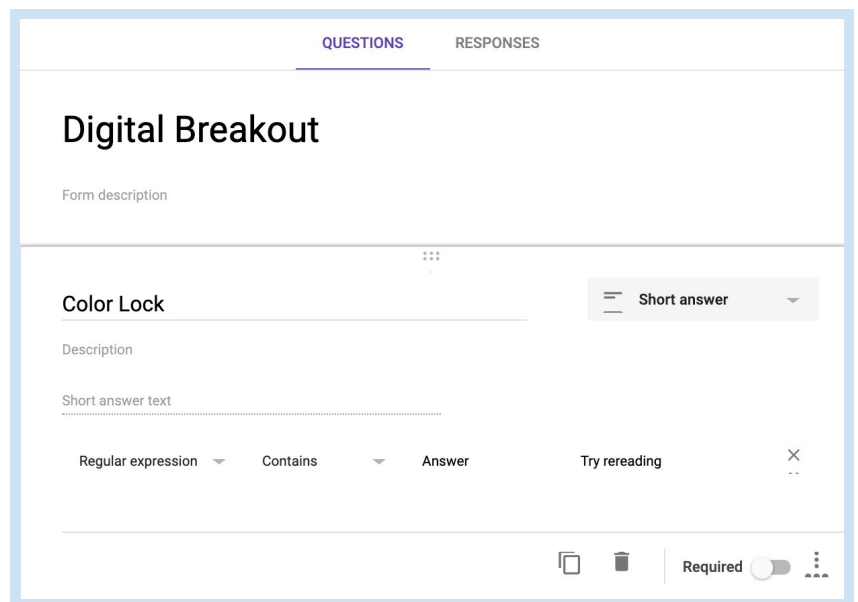
Step five: Creating descriptions, answers, and clues.

1. You can add a little bit of instruction about the format of the answer to the question title or in the description. To create a description or to validate an answer, you must have the required button turned on.



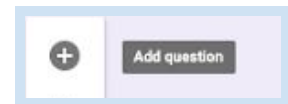
2. Then select the three dots next to the required button to add a description.
For example: CAPS LOCK. R=red, O=orange, Y=yellow, G=green, B=blue, P=purple
3. You can also add hints or text that appear when students submit an incorrect answer. Click the three dots again, and then click "Response Validation."

- Change "number" to "regular expressions"
- Do not change the button "Contains"
- Type the correct answer in "Pattern"
- Change "custom error text" to a clue to help your students solve the problem if they did not open the lock the first time.
Examples: "Try re-reading." or "Close, but not quite!"



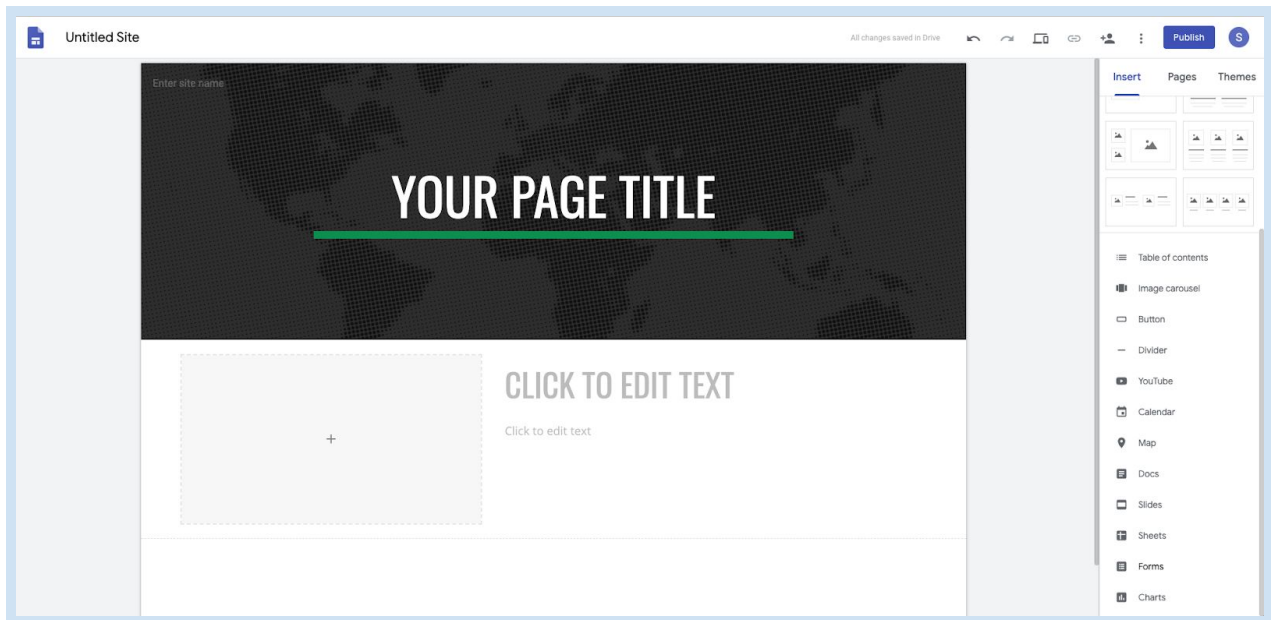
Step six: Create more locks/questions!

1. Select the “+” at the right side of the form to add another question.
2. Repeat steps four and five!

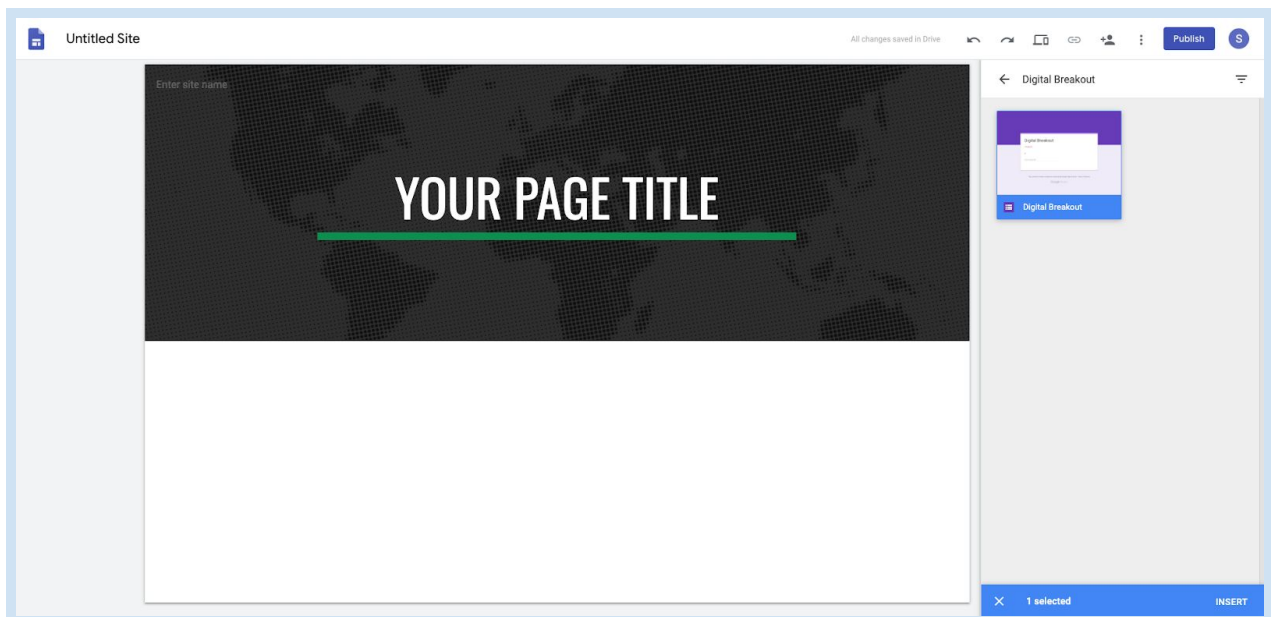


Step seven: Place your Form onto your Google Site.

1. Go back to the tab where your Google Site is open. Scroll on the right to “Forms” and click.



2. Your form should show up. If it doesn't, you can search by name. Select your form and then click the blue “Insert” button at the bottom of the panel.

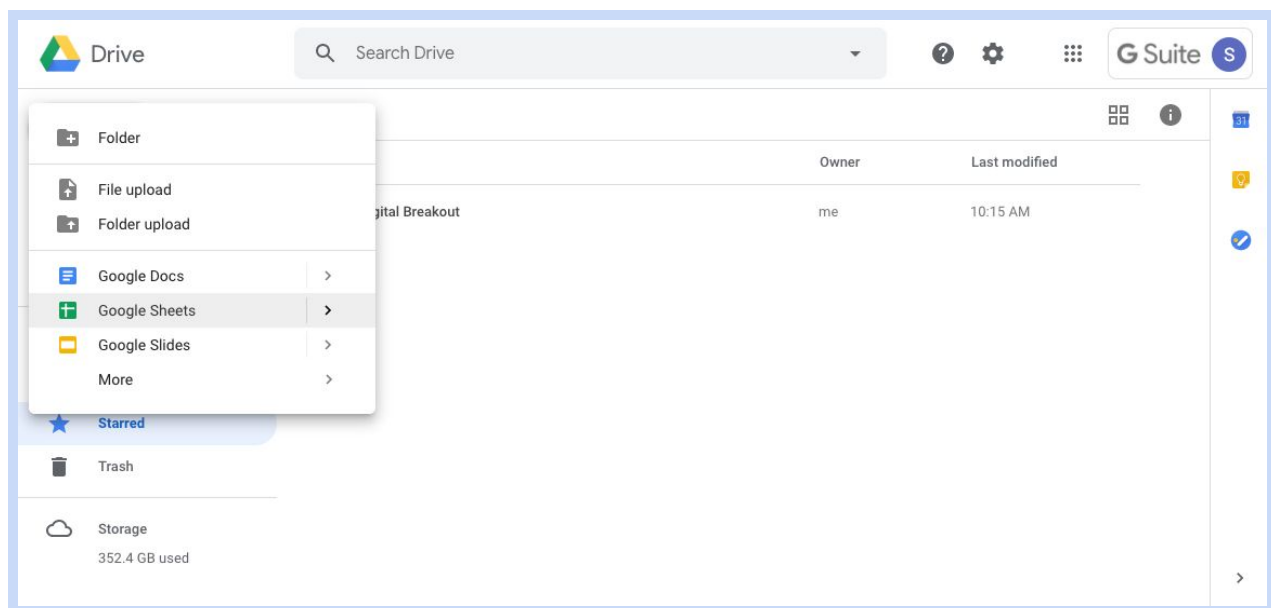


How to Build a Breakout: Conditional Formatting = Color Locks

Consider using Google Sheets and Conditional Formatting to create a Color Lock:

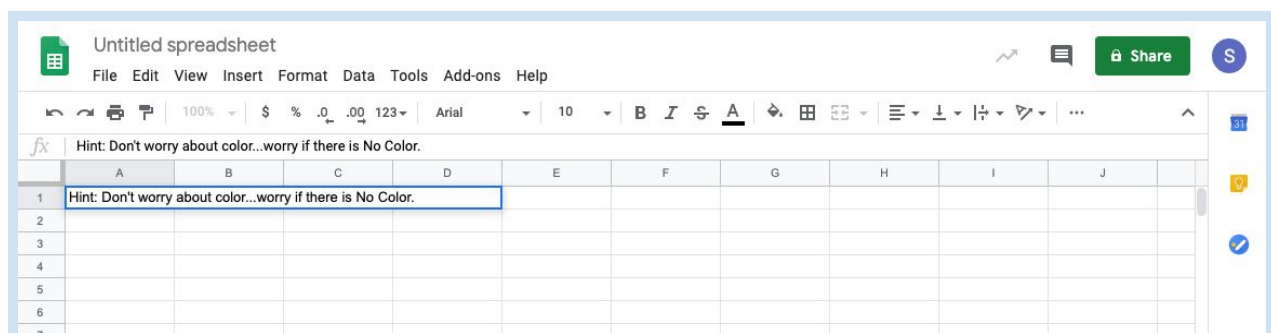
Step one: Click the “+New” button and select “Sheets”.

Click “Blank” to create a new sheet.



Step two: In column A, row 1, write the following description: “Hint: Don’t worry about the color; worry if there is no color.”

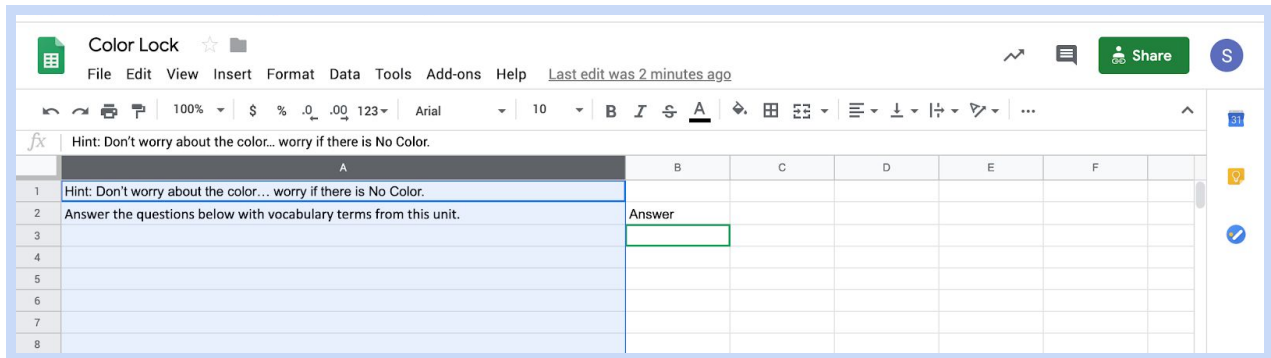
If there is a color, the students will know they solved the problem correctly.



Step three: In column A row 2, write the directions to the activity.

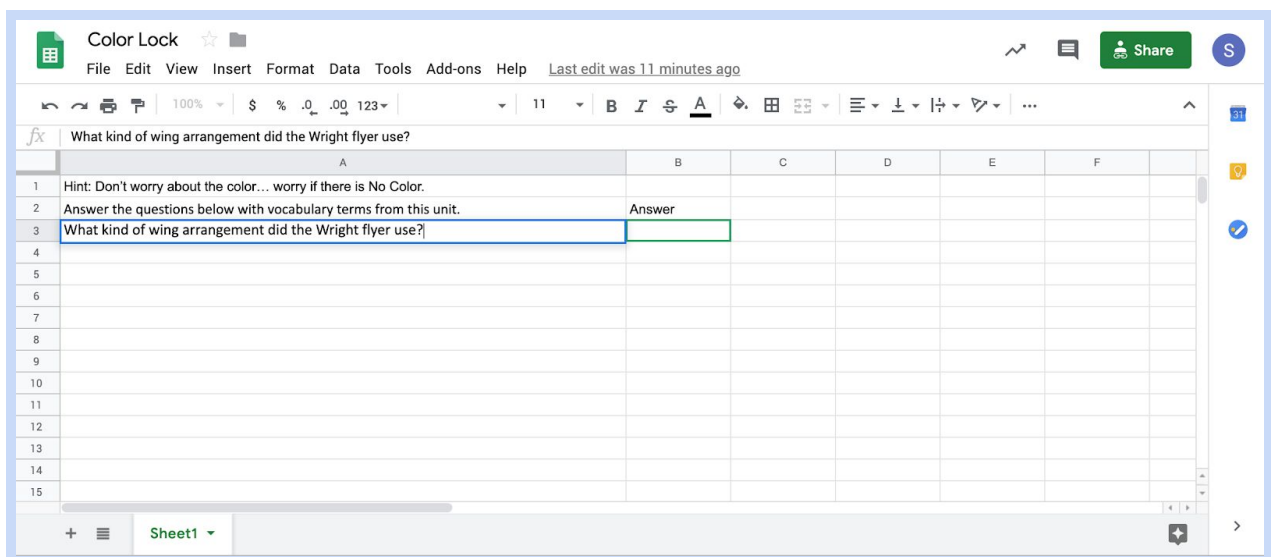
For example: “Answer the questions below with vocabulary terms from this unit.”

- You will want to expand Column A to show the full directions.
- Then in column B, row 2, write the word “Answer”.

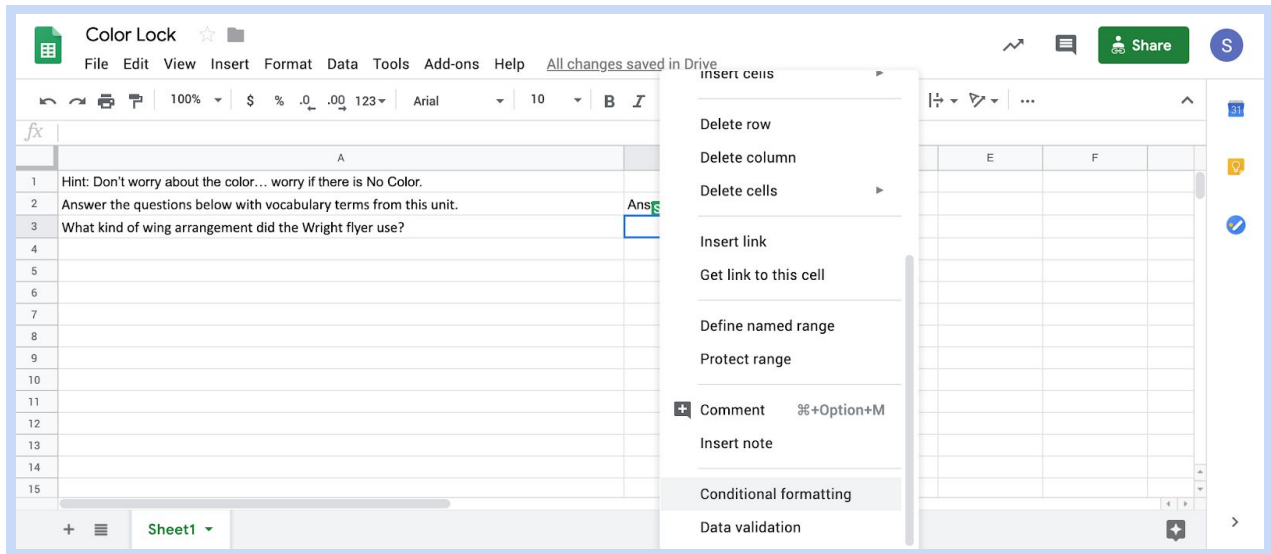


Step four: In cell A3, type in your first question.

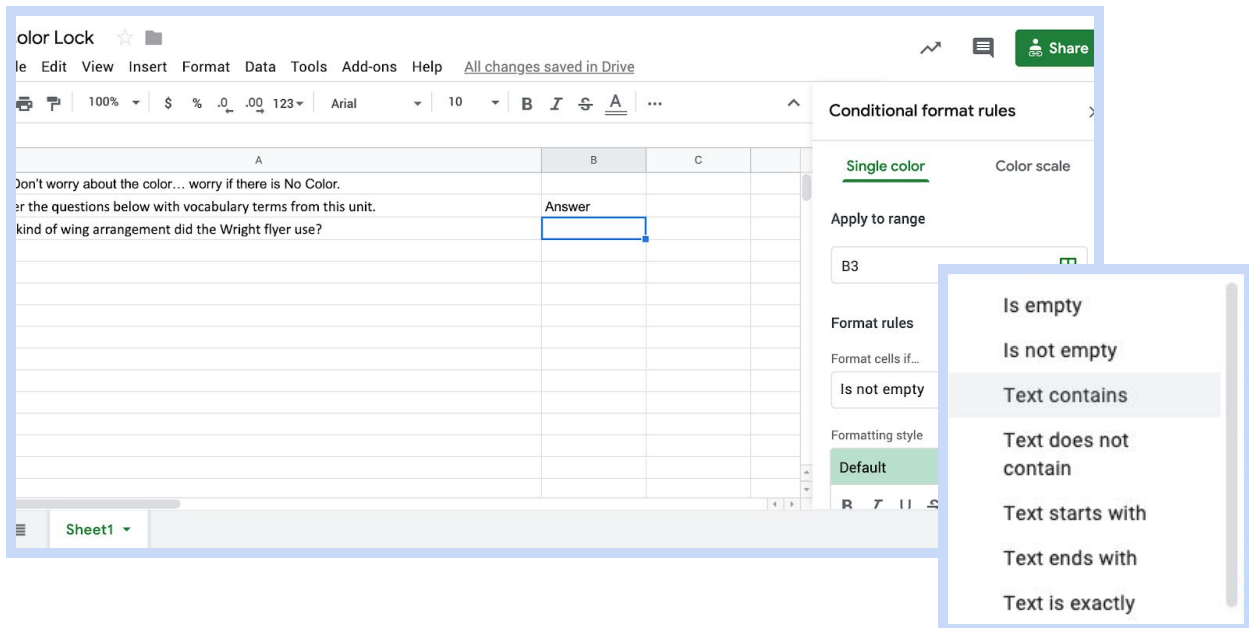
For example: “What kind of wing arrangement did the Wright Flyer use?”

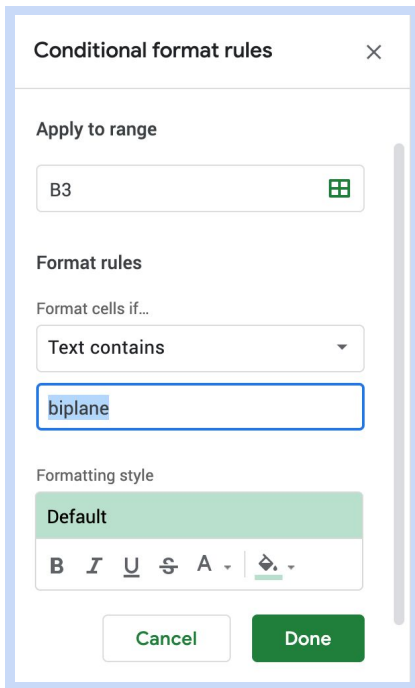


Step five: In cell B3, right click and select “Conditional formatting”.



In the new dialog box on the right, change “Is not empty” to “text contains.”

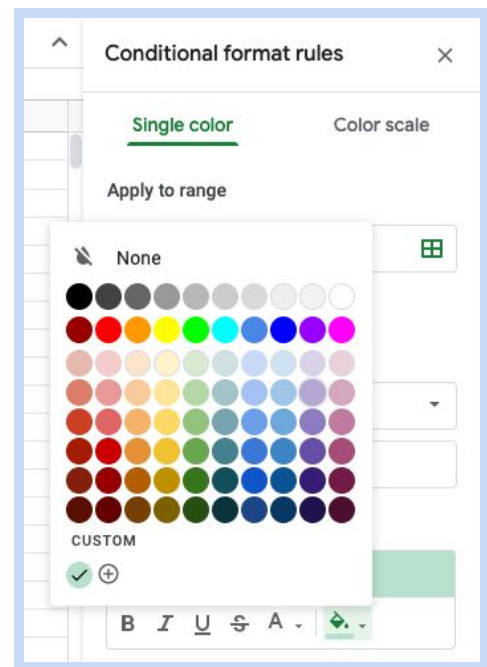




In the “value or formula,” type the answer to the problem
For example the answer to the question above is **biplane**

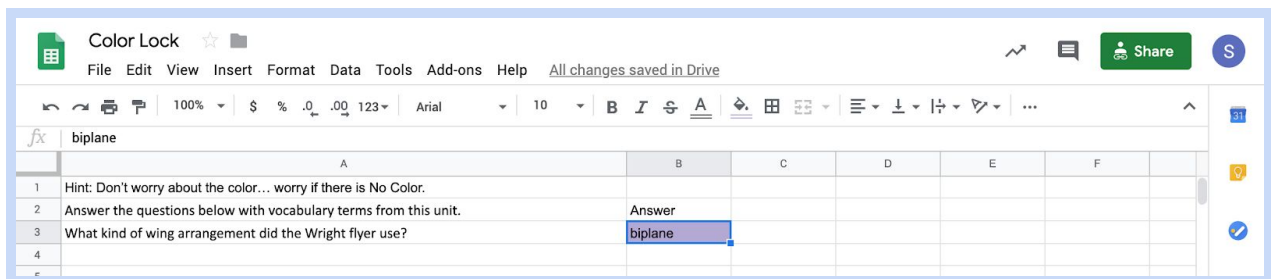
Notice the color of the “default” box. This is where you would change colors for different cells. Select the color you want the box to be when the correct answer is entered.

Click “Done.”



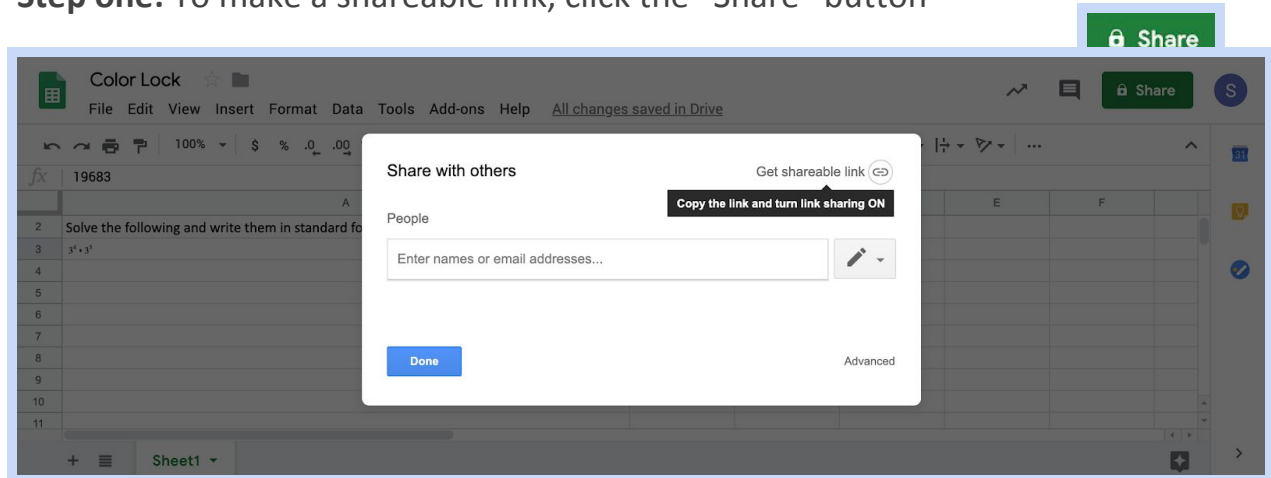
Step six: Double check to make sure the color changes by typing in the answer.

If the color lock changed, YOU DID IT! You just created a color lock!

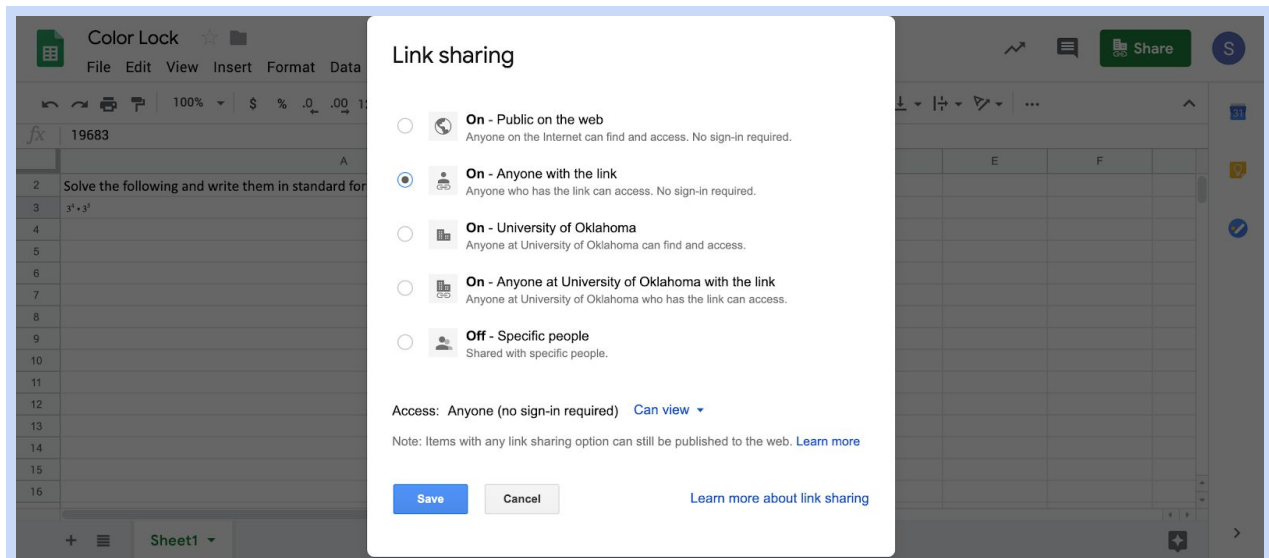


Once you create your color lock, it is time to learn how to force a copy:

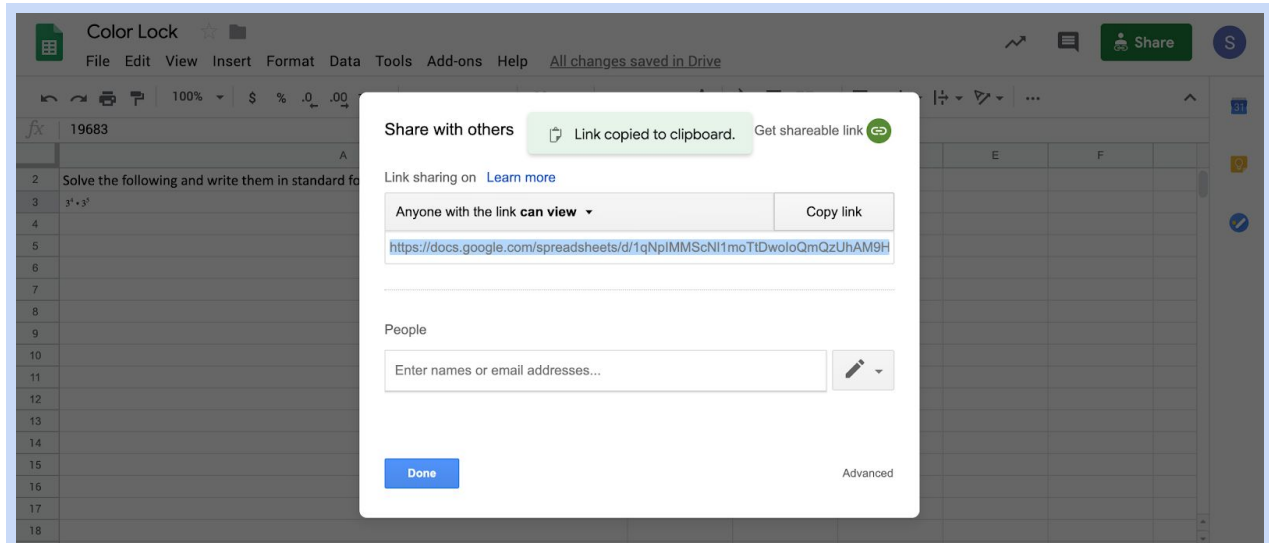
Step one: To make a shareable link, click the “Share” button



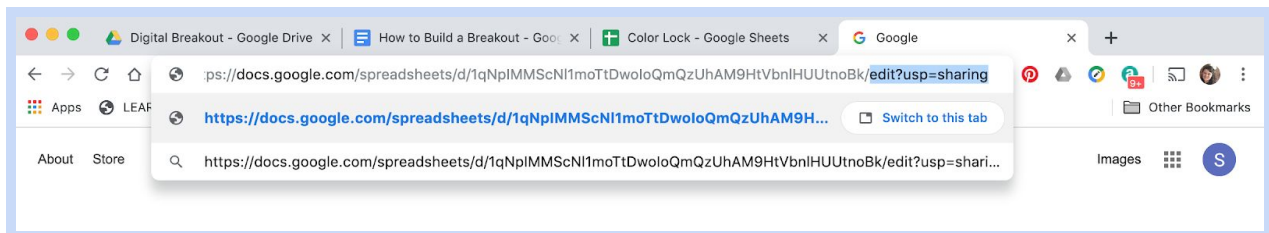
Change the link sharing to “On - Anyone with the link”



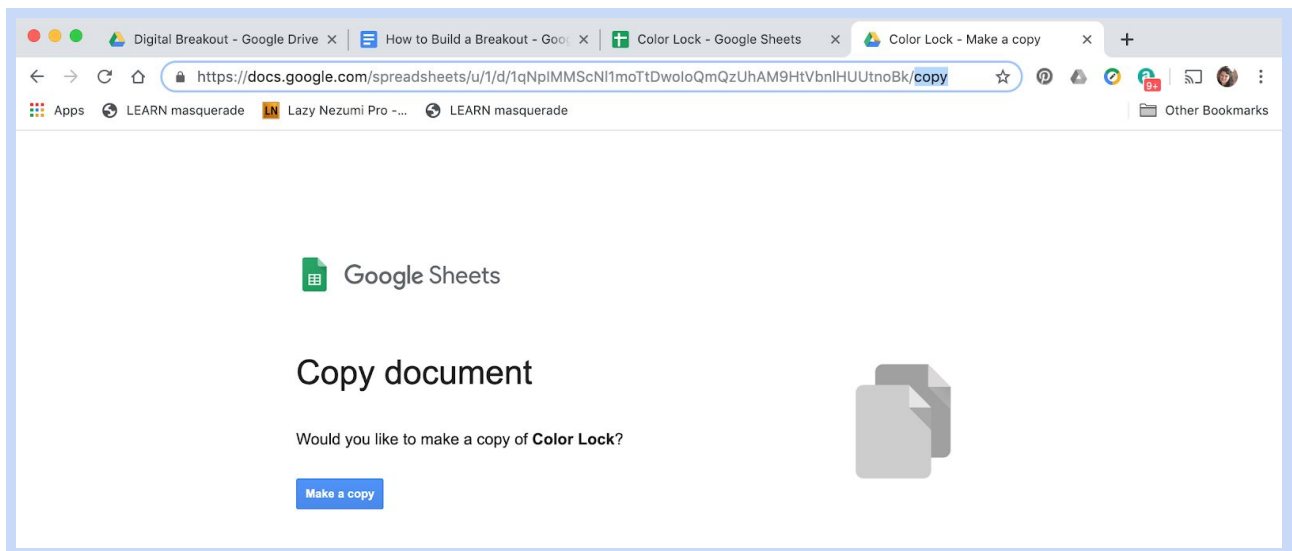
Step two: click “Copy Link”



Open a new window and put the link you copied in the tab.



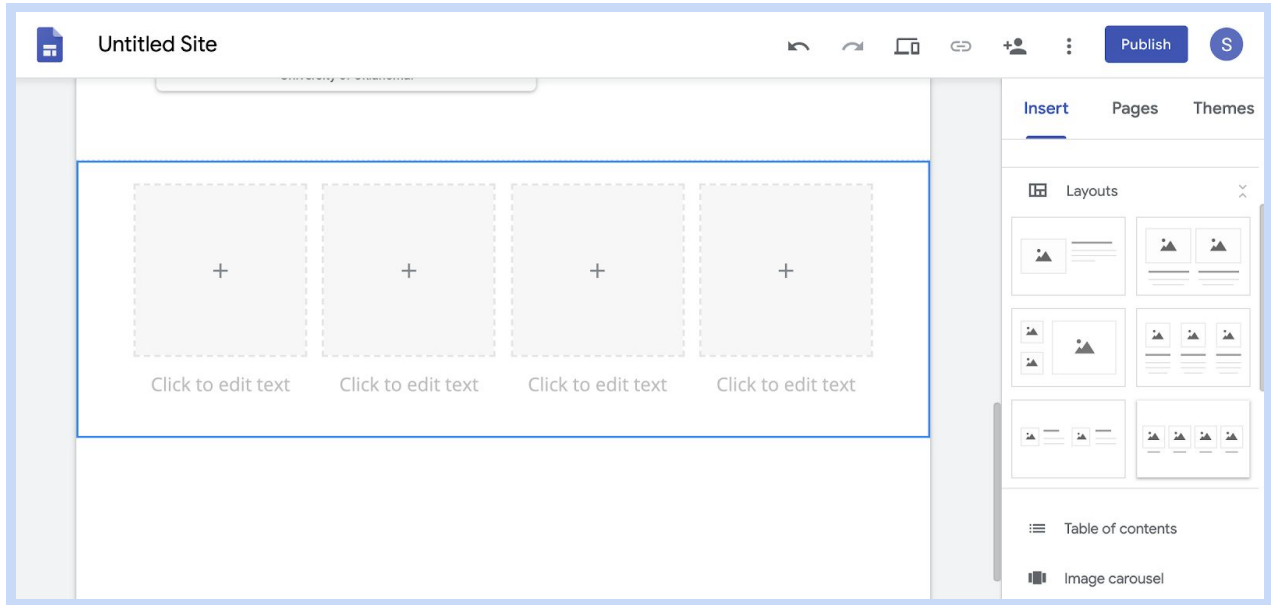
You will replace the highlighted portion “edit?usp=sharing” with the word “copy”. This will force your participants to make a copy so it will not ruin the original.



All done!

Now, add your clue activity to your Google Site:

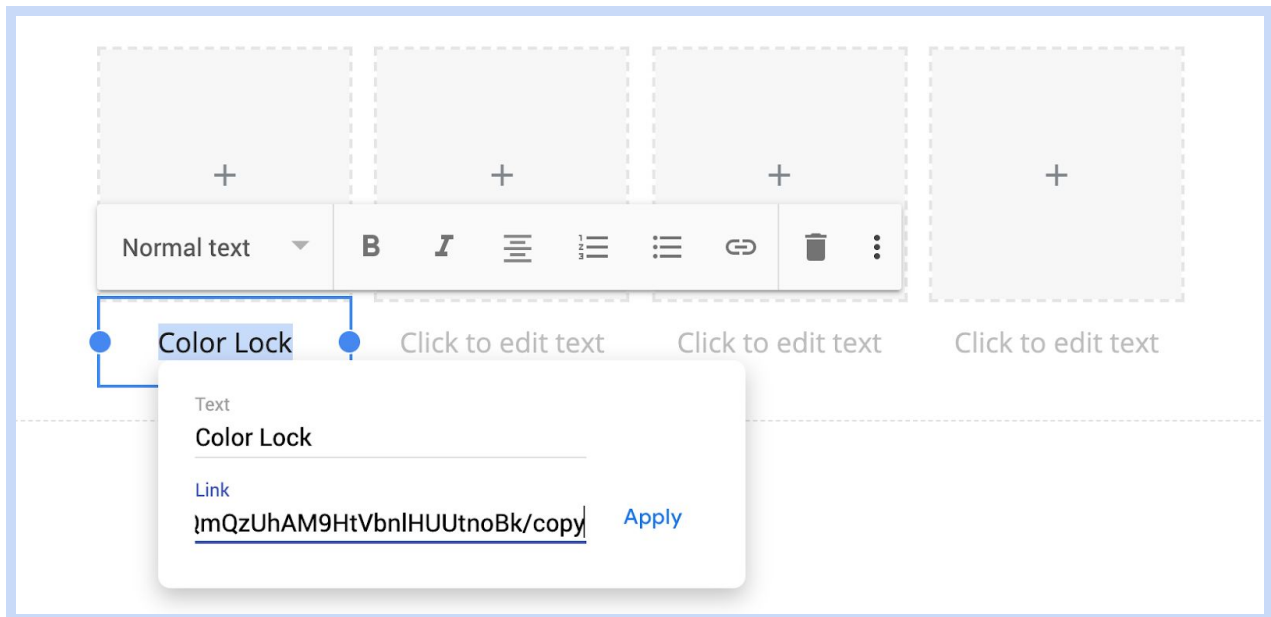
Step one: Go back to your Google Site. Insert a layout of your choice.



From here you can add images, titles, and links to any clues you make. Let's add our color lock.

Step two: Click on the first text box and type in a name for your clue.

For now we are going to call this one "Color Lock." This text entry box will also let you place the "force copy" link we made above. Click on the box with a "+" to insert an image to go with your clue.



For more resources on how to create a Google Site, go to the links below:

- <http://bit.ly/K20breakouts> (tutorials and templates)
- <https://sites.google.com/view/tomsdigitalbreakouts> (tutorials and templates)
- <https://sites.google.com/site/digitalbreakoutjb/sandbox> (pre-made options)

The K20 Center for Educational and Community Renewal is a statewide education research and development center at the University of Oklahoma that promotes research-based innovative learning through school-university-community collaboration.



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