

How to design Escape Room with MS Office

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Why MS Office?

- Most of UK HEs use Office365 – SharePoint, MS Office, Outlook.
- Students and staff in one institution have access to the institution's Office 365.
- Different ways to use MS Office to design fun and easy Escaperoom but this guideline focuses on how to use MS Forms, PowerPoint and Word.



Please remember!

All files should be saved in One Drive NOT your personal folder on your laptop.



Steps to design Escaperoom

- Step 1. Plan (MS Word)
- Step 2. Set up Questions for each clue (MS Word)
- Step 3. Images: use stock images
- Step 4. Escape room design (PPT)
- Step 5. Add clue objects on PPT slide. (PPT)
- Step 6. Questions to unlock each clue (MS Forms)
- Step 7. Order of clue (Word or PPT)
- Step 8. Unlock the room (PPT and Word/PDF)
- Step 9. Check whether all links are working and ask someone to try!
- Step 10. Save it as **Power Point Show** and ask someone to try again.

Step 1. Plan (MS Word)

1. How many clues? – Number of clues = number of forms

For example, if this is for the revision class, maybe 8 clues = 8 topics

2. How many questions for each clue?

3. Order of clue = Secret Code for the final escape


(Write down the code for yourself so you don't forget!)



Step 2. Set up Questions for each clue (MS Word)

You can skip this step and start to organise questions on MS Forms directly.

However, I found that setting up questions for each clue on MS Word and transferring to MS Forms later was easier.



Step 3. Images: use stock images

- Find and save pictures from stock images in your folder – easier to use.
- You can take pictures yourself and save images in your folder.

Step 4. Escape room design (PowerPoint)

Background : Make sure you add a background picture as background on the slide. If you just add a picture and adjust the size, the picture might move when you move the cursor.



Step 5. Add clue objects on PPT slide.

- Number of objects for clues = number of clues + 2 (1 to find out the order of clues and 1 for the final escape)
- If you use the objects in the background picture for the clue, make sure you keep the background colour until you add the link

There are two ways to add clue objects on the slides.

1) Use the objects in the background picture

If you use the objects in the background picture for the clue, make sure you keep the background colour (blue in the picture left) until you add the link.



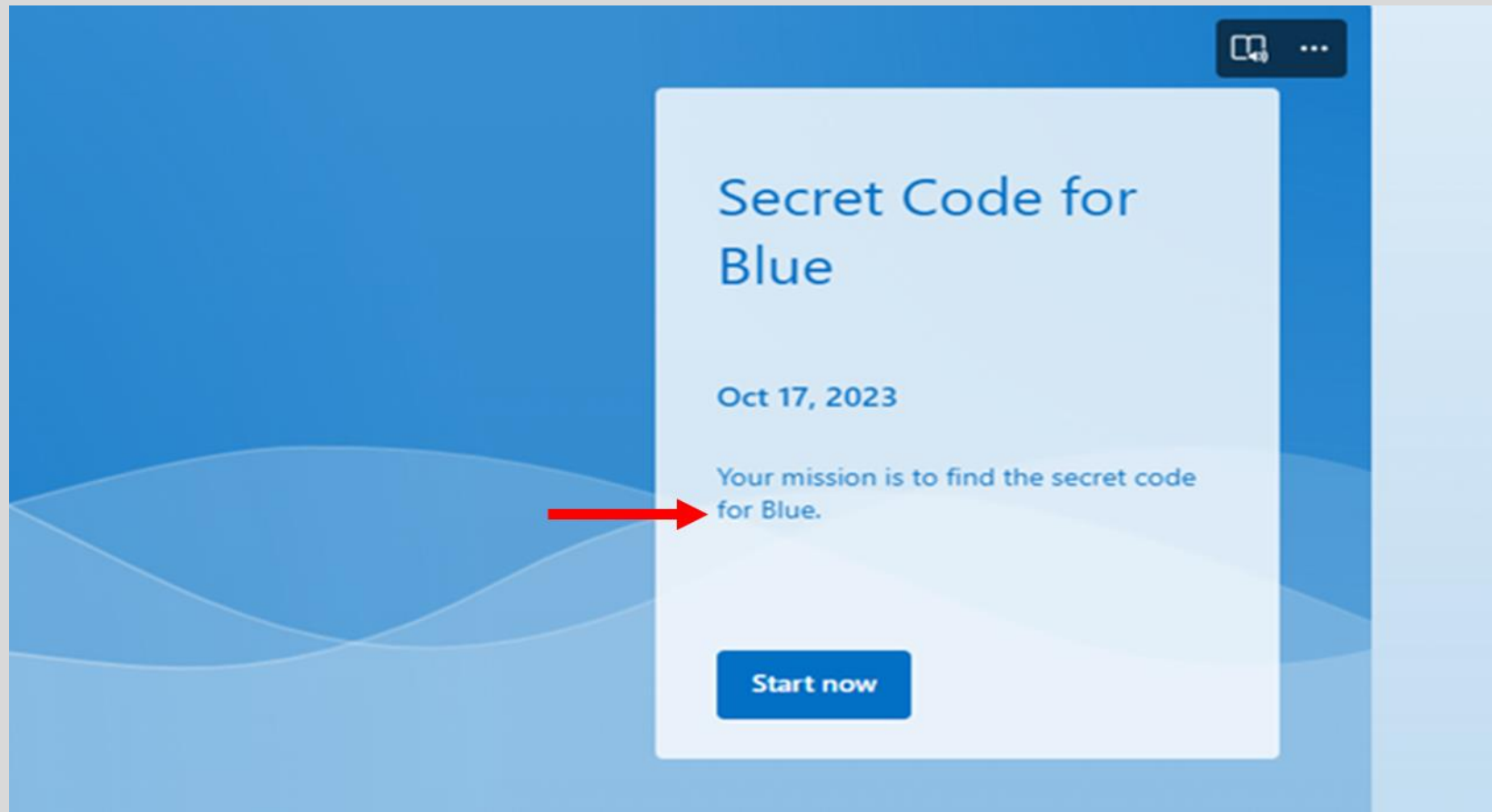
2) Or, Add different object pictures on the background.

You can see extra object on the wall in the picture right)

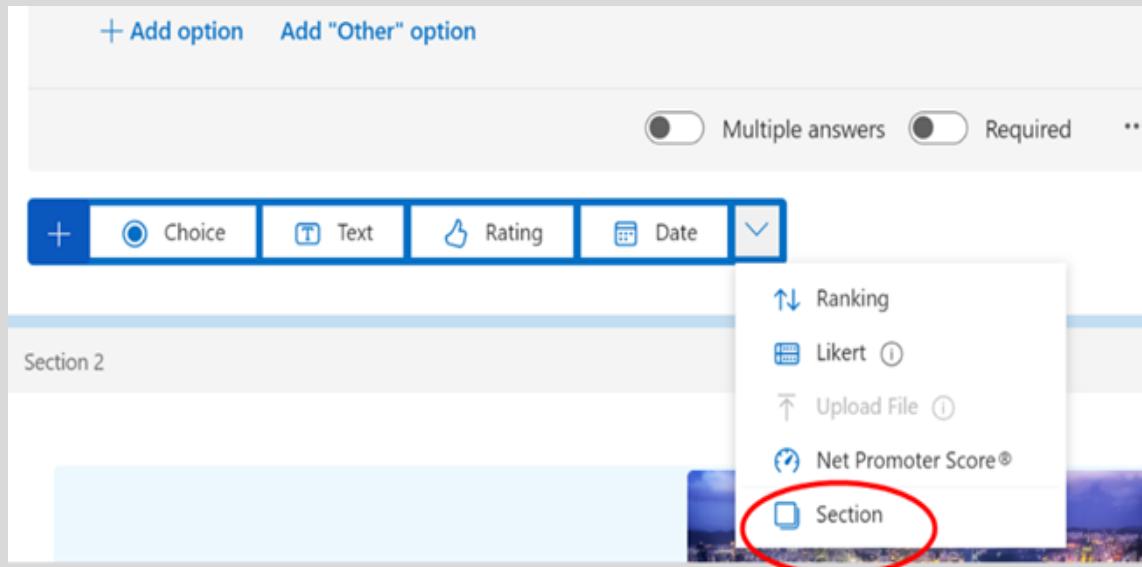


Step 6. Questions to unlock each clue (MS Forms)

- On the first page (Cover) - Make it clear which clue they are unlocking.



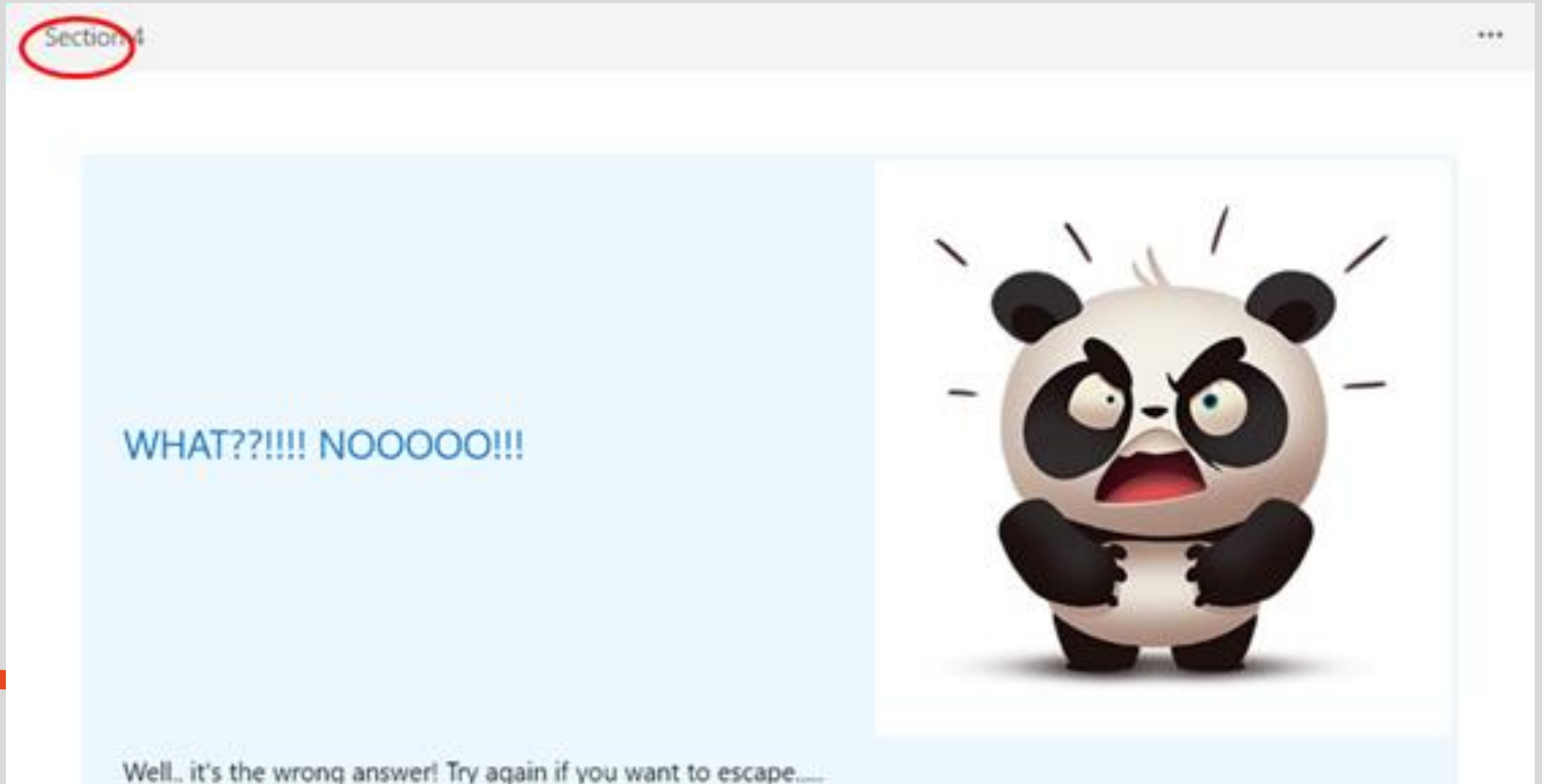
On MS Forms: Each question = Each section.



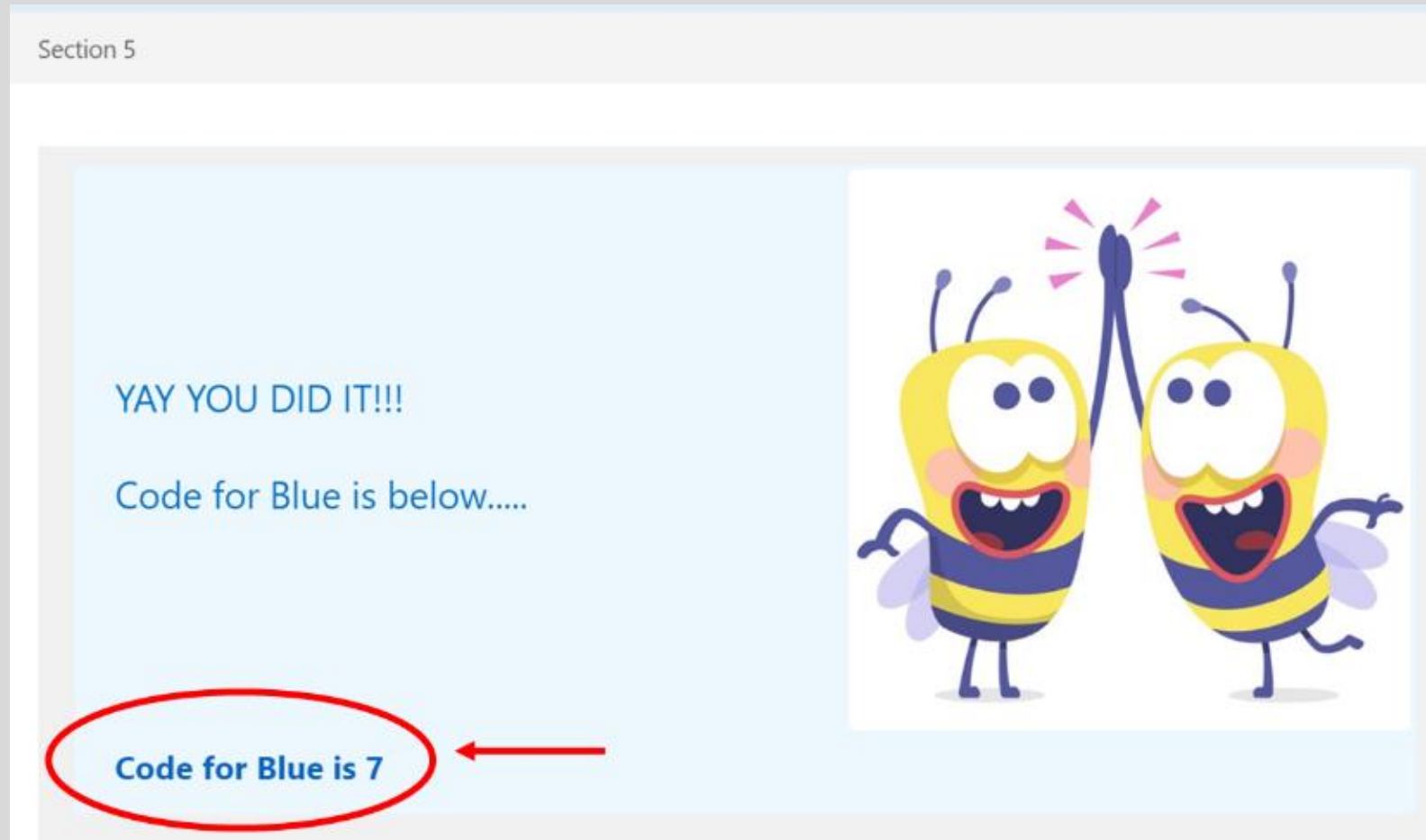
If you don't use "Section" for each question, when students click the correct answer, the next question will be shown automatically. Therefore, students can just keep clicking the answer until it shows the next question.

However, if you use "section", students should submit the answer to find out whether it is a correct or incorrect answer.

MS Forms : Section for when the incorrect answer was selected.



Section for when the final question is answered correctly and unlocks the clue. (Don't forget to add the secret code!)



On Form, after you design all questions and sections, link with the “add branching” function. Branching is which section will show.


1. What is the longest river in the UK?

- ☐ River Trent
- ☐ River Thames
- ☐ River Severn
- ☐ River Wye

[+ Add option](#) [Add "Other" option](#)

☐ Multiple answers ☐ Required ...

Shuffle options
Drop-down
Subtitle
Add branching



Branching

1. What is the longest river in the UK?

<input type="radio"/> River Trent	Go to	4. WHAT??!!!! NOOOOO!!!	▼
<input type="radio"/> River Thames	Go to	4. WHAT??!!!! NOOOOO!!!	▼
<input type="radio"/> River Severn	Go to	Next	▼
<input type="radio"/> River Wye	Go to	4. WHAT??!!!! NOOOOO!!!	▼

Section for unlocking the clue – branching should be “end form”.

YAY YOU DID IT!!!

Code for Blue is below.....

Code for Blue is 7

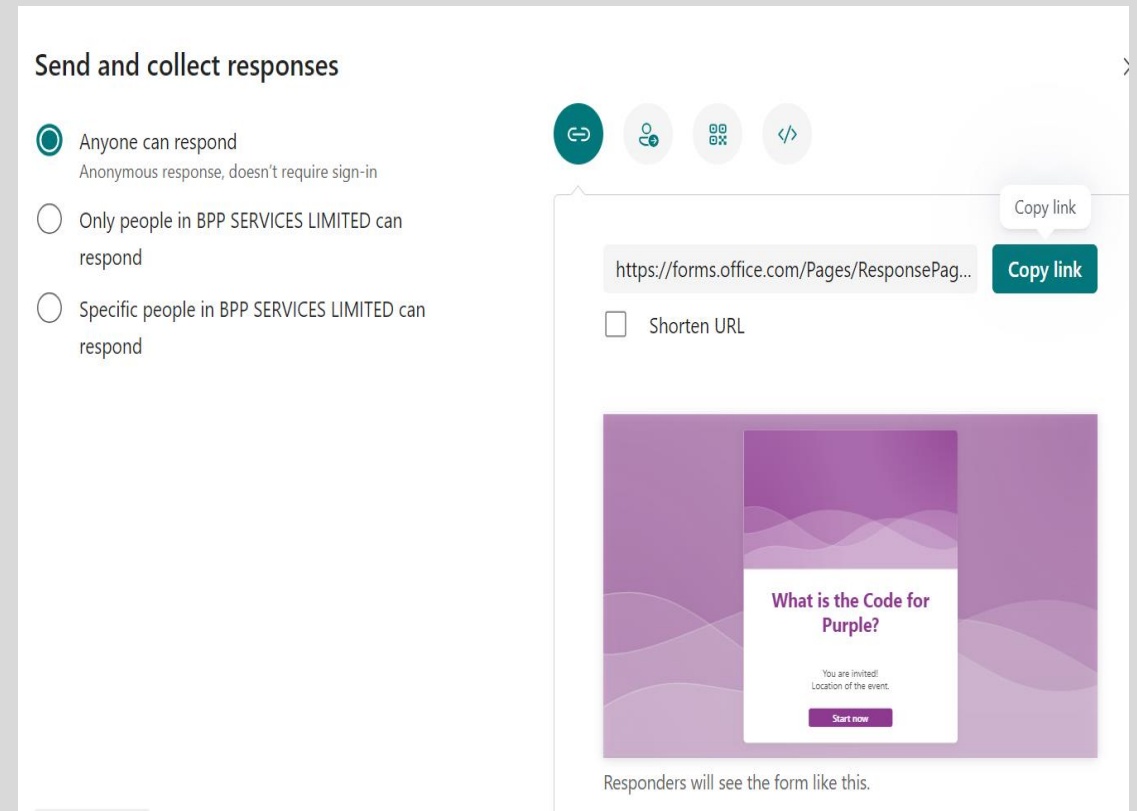
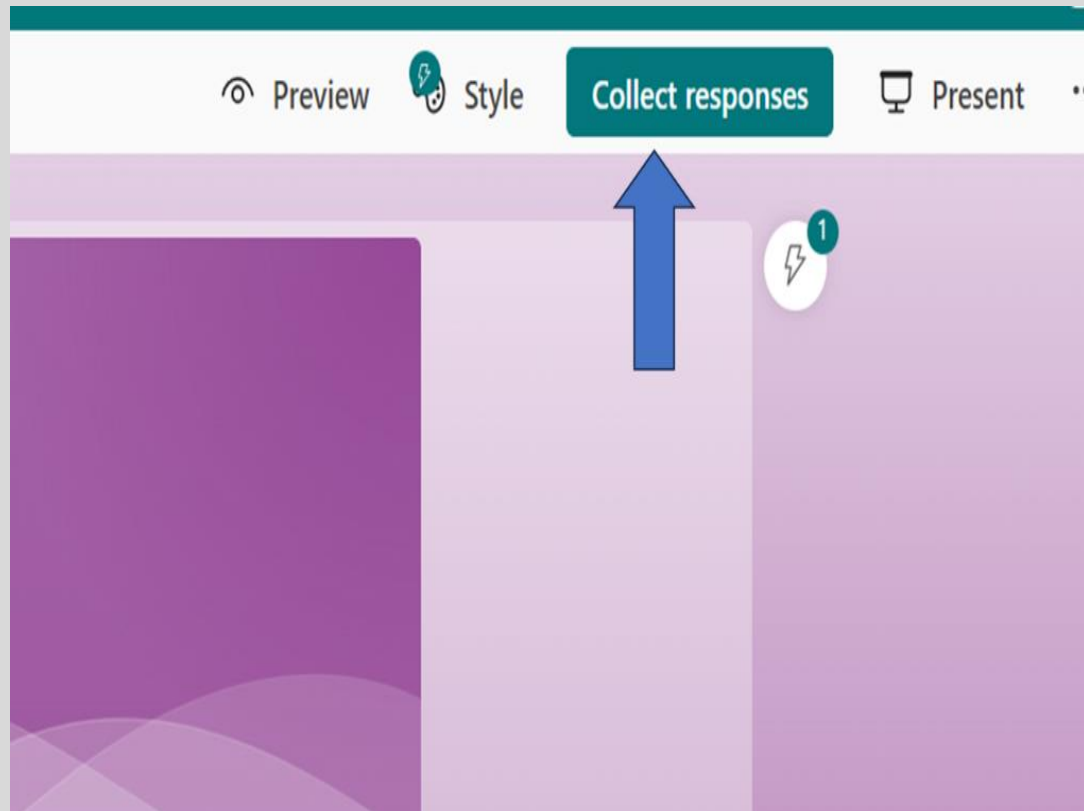
Go to

End of the form



MS Form : Settings to collect responses – Anyone can respond.





For students to access all questions, they will initially log in with their institution log-in. (MS Word, PPT, and PDF will require institution log-in if you wish to share documents with students.) Unless you set it up as “anyone can respond”, each time the system will ask students to log in with their institution account.





Copy the link and insert it on the object in PPT. You can shorten the link and insert it in PPT.

Send and collect responses


- ☒ Anyone can respond
Anonymous response, doesn't require sign-in
- ☐ Only people in BPP SERVICES LIMITED can respond
- ☐ Specific people in BPP SERVICES LIMITED can respond





<https://forms.office.com/Pages/ResponsePag...>

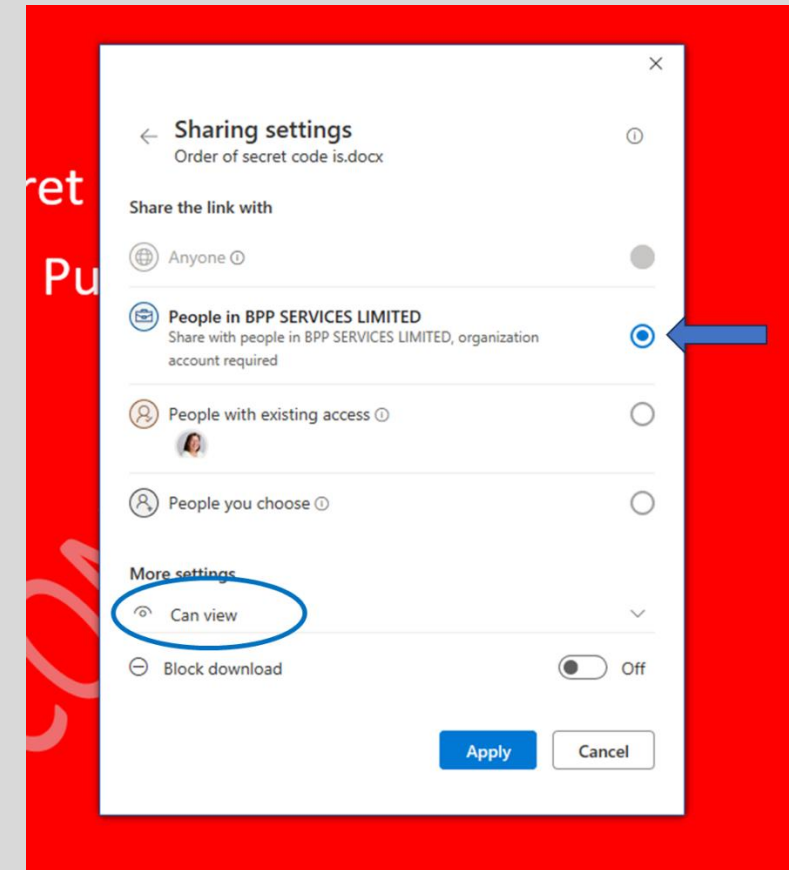
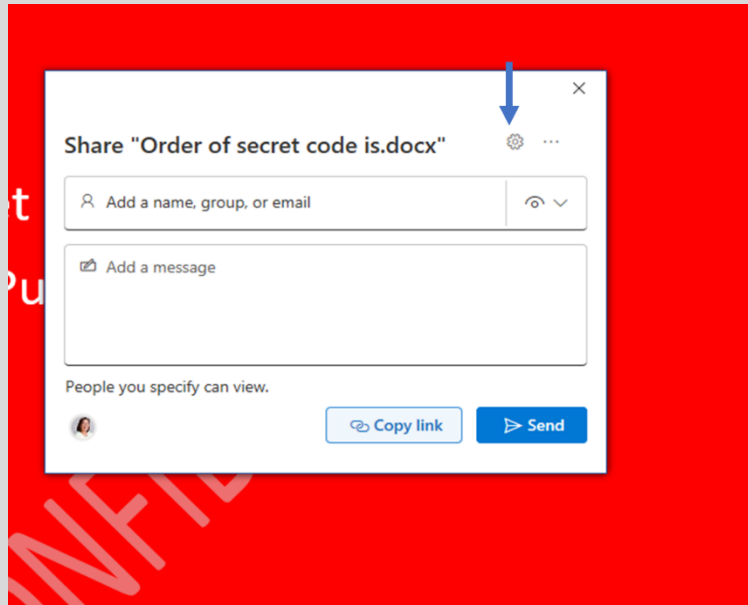
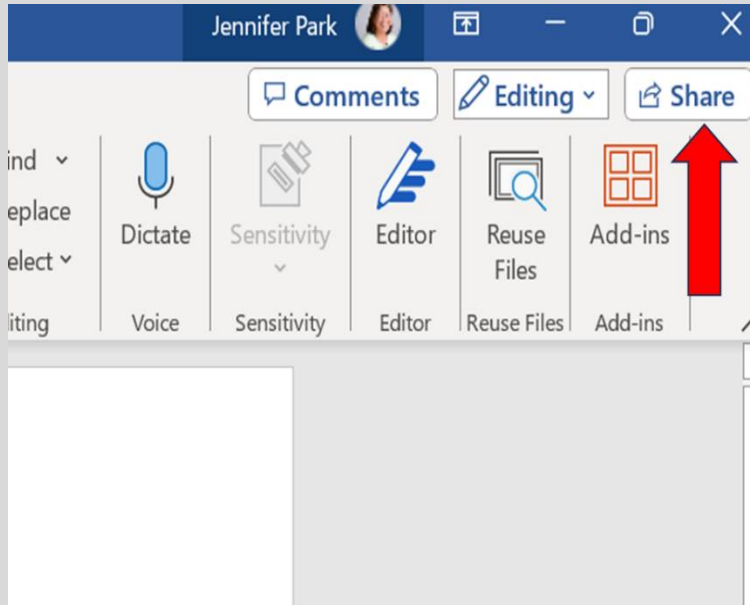
☐ Shorten URL



Responders will see the form like this.

Step 7. Order of clue (Words or PPT)

1. This is to tell students the order of clues for secret code.
2. Make sure you “share” with players and restrict to only “View”.
3. Insert the link on the object in the PPT.



Step 8. Unlock the room

1. You have already planned the object to unlock the room on PPT. (for example, door key)
If you haven't, don't forget to add the object on the slide.
2. Design what you want students to see when they unlock the room – Words or PDF as you will need to password protect the document.
3. Password Protection with your secret code.
4. Insert the link on the object in the PPT.



Step 9. Check whether all links are working and ask someone to try!

Step 10. Save it as Power Point Show and ask someone to try again.





If you have any questions, please contact me at
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