Online Group Activity Facilitator Guide

1. **Create Your Activity**
	1. We use Google Drawings for card sorts, jigsaws, escape puzzles and more
	2. To create a new Google Drawing, go to your Google Drive and click “+ New” in the top left corner. Hover over More > and select Google Drawings
	3. For directions on how to build these activities visit the [UF Instructor Guide](https://ufl.pb.unizin.org/instructorguide/front-matter/introduction/)
2. **Make a Copy of the Activity to Use As a “Master Copy”**
	1. With the Google Drawing open, click File > Make a Copy
3. **Configure the Share Settings of Your Activity**
	1. Click File > Share
	2. Click “Get Shareable Link”
	3. Make sure dropdown says “Anyone with link **can** **edit**”
4. **Have All Students Create a UF Google Account**
	1. [How to Create a UF Google Account](https://cloud.it.ufl.edu/faqs/transferring-your-google-account/)
5. **Choose a Group Facilitator**
6. **Create Breakout Rooms in Zoom**
	1. In the breakout room options, set the countdown timer to 30 seconds or less



1. **Place the link to the Google activity in the chat**
2. **Instruct Facilitator to click on the activity link in the chat and make a copy of the activity**
3. **Facilitator makes a copy for his/her/their group**
4. **Facilitator shares a link to the copy in the chat**
5. **All group members can:**
	1. move cards in the Google drawing
	2. read the articles
	3. solve the puzzle challenges