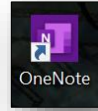


How to Create a Digital Breakout with the OneNote App

These directions explain all the steps to create a Digital Breakout in the OneNote App.

Create a Notebook for the Breakout

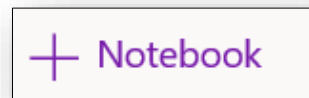
1. Open the **OneNote App**.



2. Select the left-facing **arrow/caret** to open the Notebook pane.



3. Select **+ Notebook** to create a new notebook.



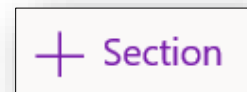
4. Name the **Notebook**.

A screenshot of the 'New Notebook' dialog box. It has a title bar that says 'New Notebook'. Below the title bar is a text input field labeled 'Notebook Name' with a small 'X' icon on the right. Below the input field are two buttons: 'Create Notebook' and 'Cancel'. The 'Create Notebook' button is highlighted with a red rectangular border.

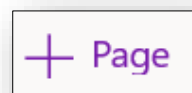
5. Select **Create Notebook**.

Add Content and Materials for the Breakout

1. Select **+Section** at bottom of the screen to add a section for each lock.



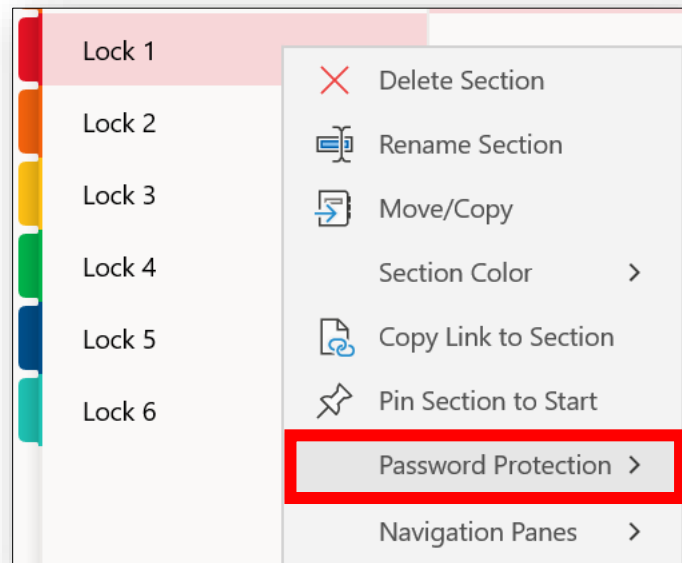
2. Select **+Page** at bottom of the screen to add pages of content, puzzles, or information within each lock.



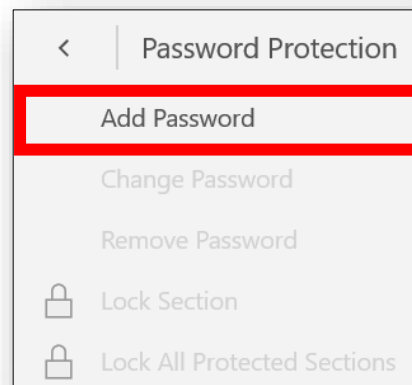
Note: On the pages you may post text, images, videos, etc. for participants to read, reference, or explore that guides them to solve a puzzle or riddle to obtain the answer code they will use to unlock the next section lock.

Lock Sections in the Breakout

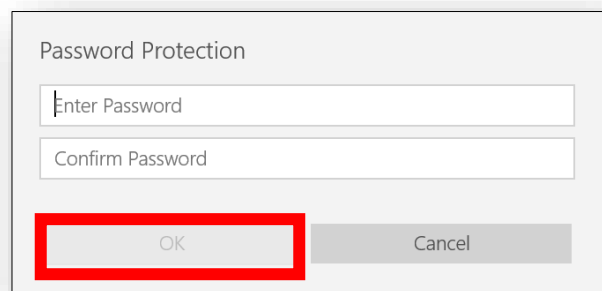
1. Right click on the **Section**.
2. Click **Password Protection**.



3. Click **Add Password**.



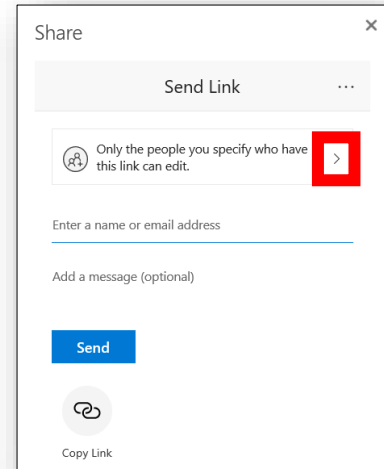
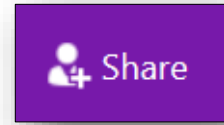
4. Enter the **Password** in both fields.
5. Click **OK**.



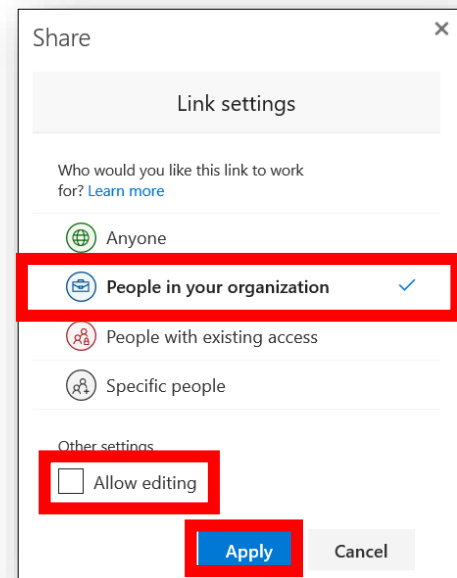
Note: Continue to lock each section, and be sure to record each section lock's password.

Share the Breakout

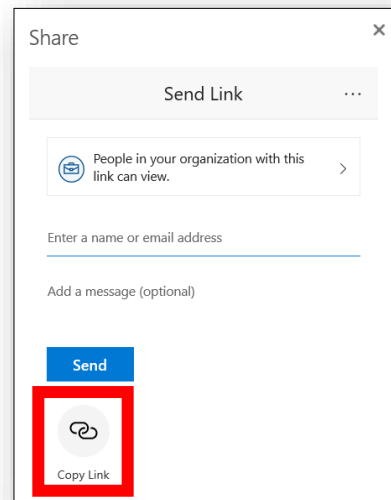
1. Click **Share** in the top right corner of your screen.
2. Click the right-facing **arrow** to access member permission options.



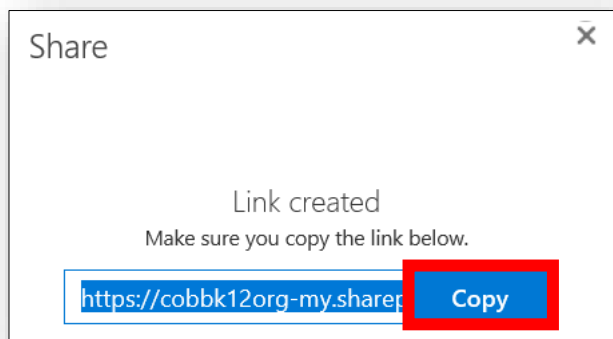
3. Choose **People in your Organization/People in Cobb County School District**.
4. Uncheck **Allow Editing**.
5. Click **Apply**.



6. Click **Copy Link**.



7. Click **Copy**.



Now you have the sharing link to post or to create a QR code so students can access your OneNote Breakout.