Getting started

Microsoft Forms is a part of the Office 365. You can find it in the Office 365 pop up folder alongside with the Mail, PowerPoint, OneNote.

Forms allows you to do quizzes, data recording, asking questions and posting results. It was an original education quiz tool.

Clicking on the Forms icon will open Microsoft Forms application. That is how it will look like. You have an option to create surveys as Forms to fill or Quizzes to answer.

Let us start with the Forms. Click on the “New Form” button.
New Form

Naming the form

Click the “Untitled form” field to rename the form.

You will have an option to rename the form. Enter the desired name. If you want to add a picture to the form name, click the image button,

you will have an option to search or upload a picture and attach it to the form.

Questions

After you are finished renaming your form, let us add some question to it. Click the “Add question” button.

There are four types of question that you can add. They are Choice, Text, Rating, and Date.

We are going to go through each one.

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Choice

Click on the “Choice” question. Choice question menu has:
1) The question field - enter your question there
2) The answer options fields – enter the suggested answers there
3) Add option button – for more answer options
4) Add “Other” option – for user’s answer
5) Switch “Multiple answers” – is the question a multiple answers question?
6) Switch “Required” – is the question mandatory?
7) Copy, delete, move question up, move question down

8) Also you have some additional options.
You can shuffle the answer options with the “Shuffle options” button.

After you are done with the question, click on the white space outside the question menu.
This type of question lets the user enter text as the response. The question menu has:
1) The question field - enter your question there
2) The answer field – for the user to fill
3) Switch “Long Answer” – for the multiple-sentence answer
4) Switch “Required” – is the question mandatory?
5) Copy, delete, move question up, move question down
6) Additional options

You may want to always check the “Long answer” option, as it gives the user more space to answer, and doesn’t require anything from you.

The additional options include “Restrictions”

It gives you an option to choose the type of information that the user will be able to enter. It is generally useless tool, use only if you know why you need it.

After you entered and customized the question, click on the white space outside the question menu. Let us view the next question option.
The Rating question asks the user to evaluate your question on a level scale. You have an option to customize the scale by changing symbols and the number of levels. The Rating menu has the following fields:

1) The question field - enter your question there
2) The rating field – for the user to fill
3) Number of levels (you can choose 5 or 10)
4) Symbol choice pop up menu
5) Switch “Required” – is the question mandatory?
6) Copy, delete, move question up, move question down
7) Additional options

Additional option here allows you to Label each star. Using this tool, you can tell users what each star means.
Date

The Date question asks the user to put certain date as the answer.

1) The question field - enter your question there
2) The answer field – for the user to enter the date
3) Switch “Required” – is the question mandatory?
4) Copy, delete, move question up, move question down
5) Additional options

Preview

Once you are done with all questions, you can preview your form.

For that click the “Preview” button in the top-left corner of the window. After that you will have an option to answer all questions by yourself and test the form.

After you answer all question, click the “Submit” button, this will submit your answer to the database.

Now your “Responses” section in the Form will have a number next to it. This means that someone had submitted an answer to your form.

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Responses

This button opens the information screen of the responses to your form. It is organized question by question. The window has statistics of the answers under each question and average response on the left side.

1. Was it good?

- Yes: 1
- No: 0
- Maybe: 0

2. What could we do better?

1 Responses

Latest Responses

"Nothing, it was great. Thanks."

If there are too many questions, you can export the data to Excel. For that use the “Open in Excel” button in the top of the screen. You might need to scroll up for that.
Sharing and Disseminating the Form

In order to share the form with someone, click the "Share" button in the top-left side of the window.

You will see a pop up menu as it is on the picture. There are four ways to share the Form:

1) Direct link, you can copy and send it to someone.

2) You can download a QR code, and send it to someone.

3) Web-site link, you can copy it to your web-site page. This will give the user a little window on your website, to answer the survey.

4) Email, send it to the selected recipients from your contact list.

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