

Forms in Office 365

Introduction

Forms is a program in Office 365 that helps you create surveys or quizzes to collect student feedback, measure student growth and knowledge, and evaluate progress.

Learning Objectives

Completing this tutorial will help you to:

- Create a form and/or quiz.
- Add different types of questions.
- Insert images.
- Change themes.
- Share a form.
- View results.

This tutorial assumes that

- You have an Office 365 account.
- You are using either the latest Firefox “release” version, latest Chrome “stable” version, IE9 or above, or latest Safari version on a Windows, Mac or Chromebook computer but NOT a tablet or iPad.
- You have access to Forms in Office 365.
- You are connected to the internet.

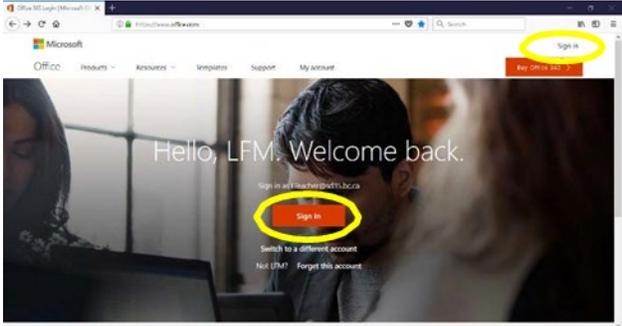
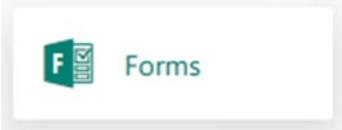
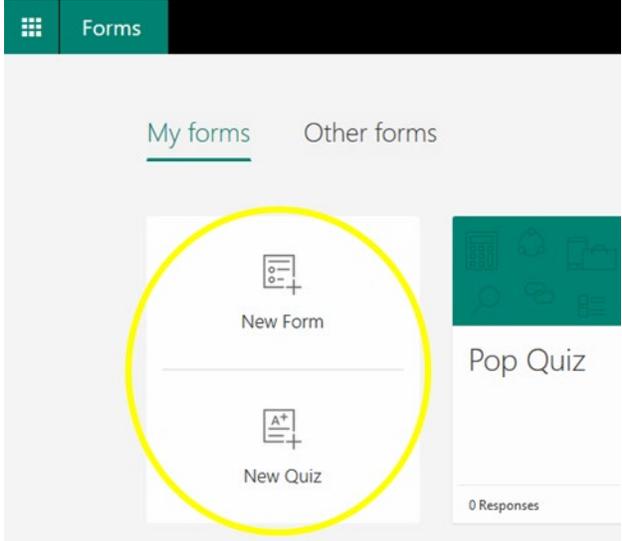
Case Study

You are creating a self-assessment form to help students reflect on their learning. You need to learn what functions and features are available in Forms and how to use them effectively to record and collect student progress and growth.

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1. Creating a Form

| Step | Instruction | Visual Depiction |
|------|---|--|
| 1 | Go to https://www.office.com and sign in using your district email address and password. |  |
| 2 | Click <i>Forms</i> . |  |
| 3 | Click <i>New Form</i> or <i>New Quiz</i> . To learn about different features in the Form and the Quiz, go to the Difference between the Form and the Quiz section. |  |

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2. Difference Between the Form and the Quiz

NOTE: Differences are circled in yellow.

Question Form

Quiz

Choice

You can add “Other” as one of the options in a multiple choice question.

You can add a score, select a correct answer and provide feedback on the respondent’s selected answer.

Text

You can add a score and add answers.

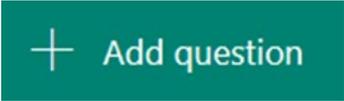
Rating

You can add a score.

Date

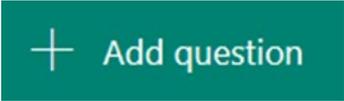
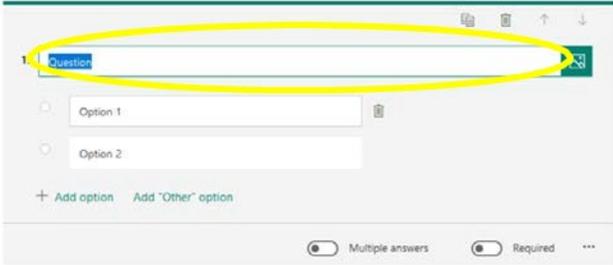
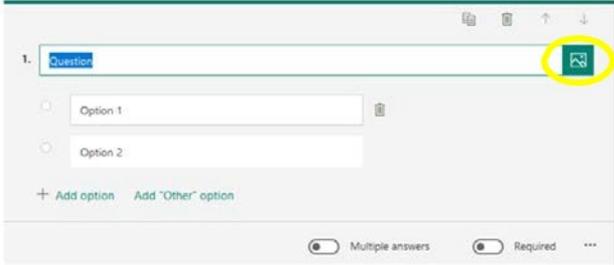
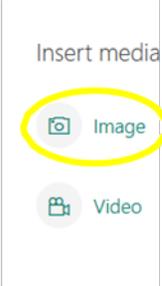
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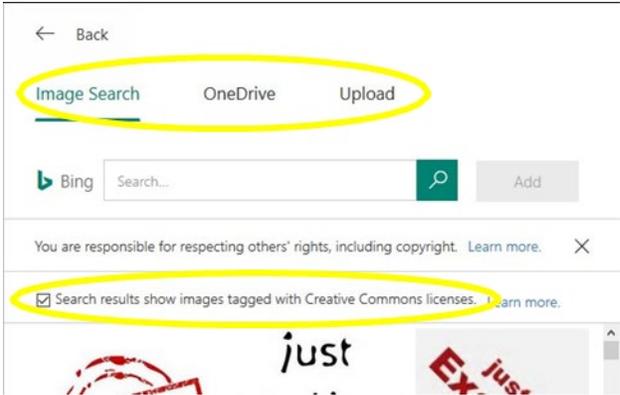
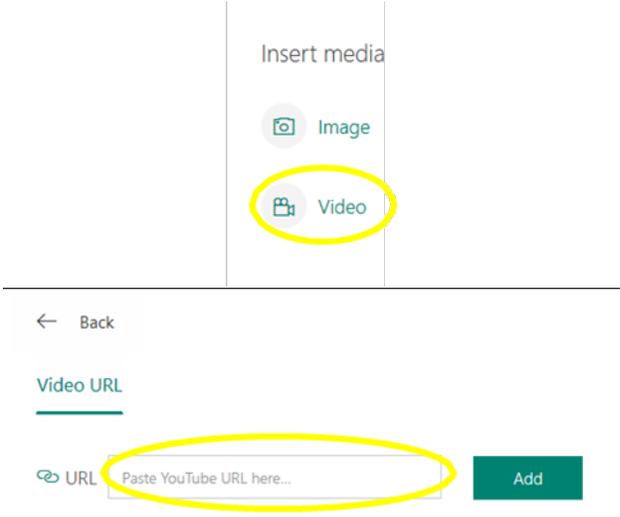
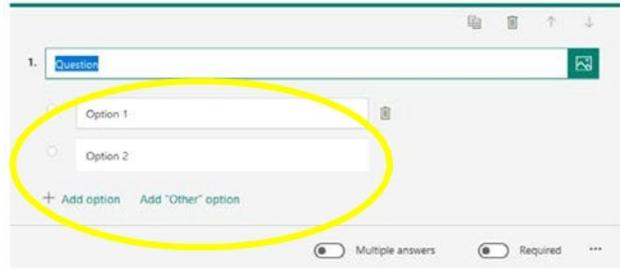
3. Adding a Question

| Step | Instruction | Visual Depiction |
|------|--|--|
| 1 | Click the <i>Add question</i> button. |  |
| 2 | Select the question type that you want to create. There are 4 question types: |  |
| | <ol style="list-style-type: none"> 1. <i>Choice</i> (for multiple choice questions) 2. <i>Text</i> (for short or long answers) 3. <i>Rating</i> 4. <i>Date</i> | |

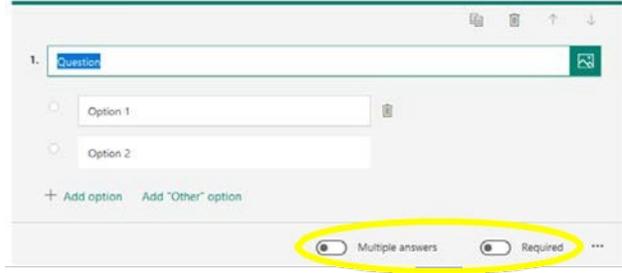
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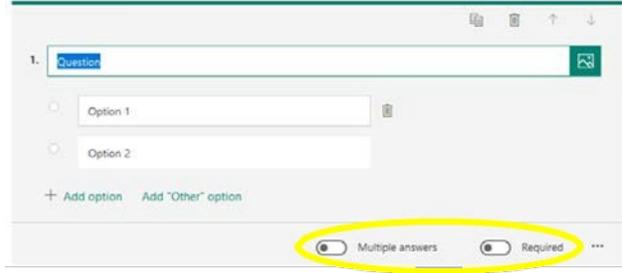
4. Adding CHOICE as a Question Type

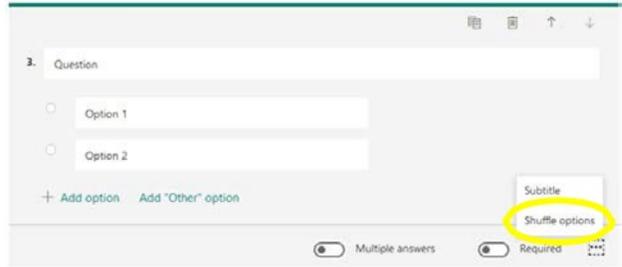
| Step | Instruction | Visual Depiction |
|------|--|---|
| 1 | Click <i>Add question</i> . |  |
| 2 | Select <i>Choice</i> as a question type. |  |
| 3 | Type a question in the <i>Question</i> space. |  |
| 4 | Click the <i>Image button</i> to add an image. You can insert an image or a video clip from YouTube. |  |
| 5 | To insert an image, click <i>Image</i> . You can find the image you want from the internet or insert any existing image from OneDrive or your computer. |  |

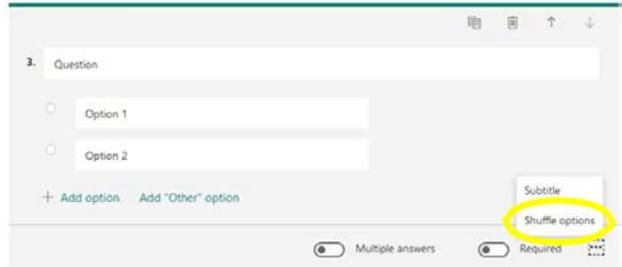
| Step | Instruction | Visual Depiction |
|------|---|--|
| 6 | If you want to insert an image from the internet, make sure that the “ <i>Search results show images tagged with Creative Commons licenses</i> ” message is clicked. |  <p>The screenshot shows a search interface with a 'Back' button at the top left. Below it are three tabs: 'Image Search', 'OneDrive', and 'Upload'. The 'Image Search' tab is selected and highlighted with a yellow oval. Below the tabs is a search bar with the Bing logo and a search button. A notification banner reads: 'You are responsible for respecting others' rights, including copyright. Learn more.' Below the banner is a checkbox labeled 'Search results show images tagged with Creative Commons licenses.' which is checked and highlighted with a yellow oval. Below the checkbox are several image thumbnails, including one with the word 'just'.</p> |
| 7 | To insert a video, click <i>Video</i> . Paste the Youtube URL to the URL bar. You can only insert a video clip from YouTube. |  <p>The first screenshot shows an 'Insert media' menu with two options: 'Image' and 'Video'. The 'Video' option is selected and highlighted with a yellow oval. The second screenshot shows a 'Video URL' section with a 'URL' label and a text input field containing the placeholder text 'Paste YouTube URL here...'. The input field is highlighted with a yellow oval. An 'Add' button is visible to the right of the input field.</p> |
| 8 | Type multiple choice answers in <i>Option 1</i> and <i>Option 2</i> . If you want to add more options, click <i>Add option</i> . If you want to add Other as an option, click <i>Add "Other" option</i> . |  <p>The screenshot shows a question editor interface. At the top is a 'Question' input field. Below it are two radio button options: 'Option 1' and 'Option 2'. Both 'Option 1' and 'Option 2' input fields are highlighted with a yellow oval. Below the options are two buttons: '+ Add option' and 'Add "Other" option'. At the bottom right, there are two toggle switches: 'Multiple answers' and 'Required'.</p> |

| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

| | | |
|---|--|--|
| 9 | <p>You can make the question as a Required question or allow multiple answers for the question by changing the settings at the bottom of the question.</p> |  |
|---|--|--|

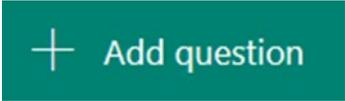
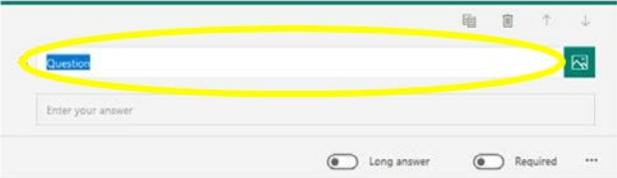
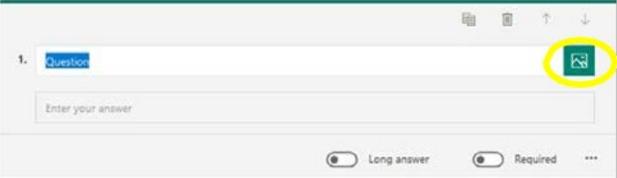
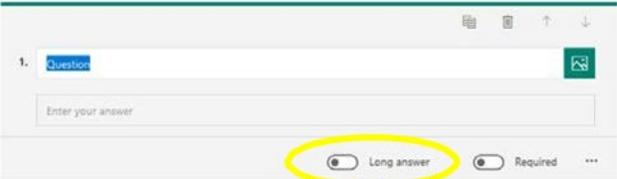
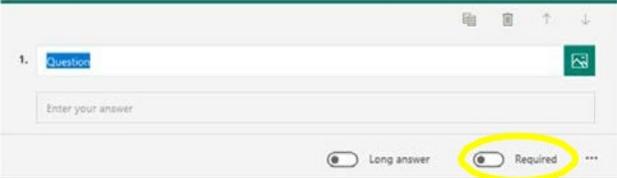


| | | |
|----|--|--|
| 10 | <p>To have O365 Forms randomly shuffle the order of the options displayed, click the ellipses button (...) in the bottom right-hand corner of the question and then click Shuffle options.</p> |  |
|----|--|--|

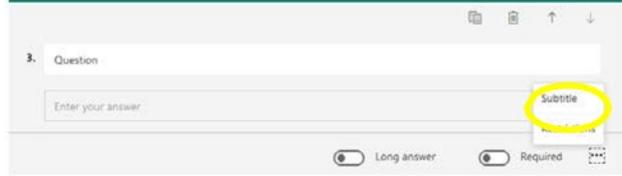


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5. Adding TEXT as a Question Type

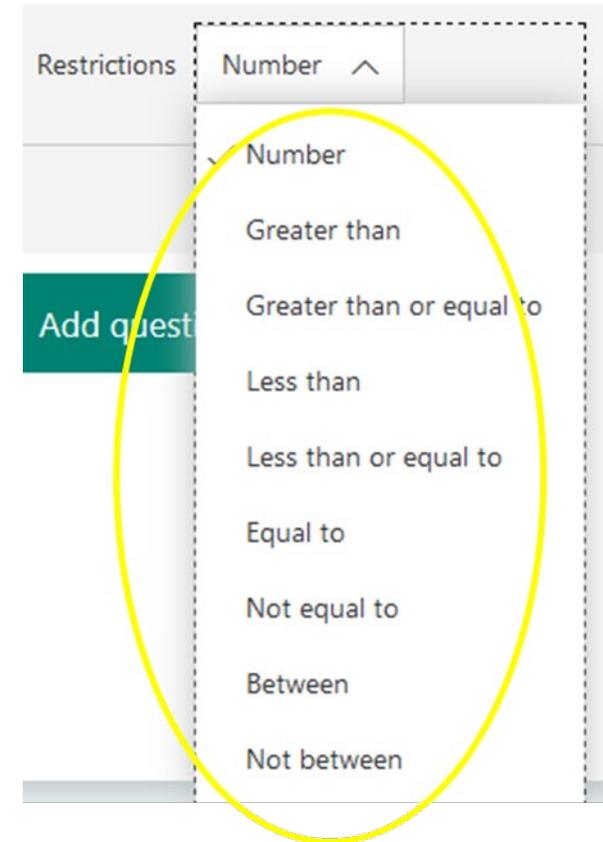
| Step | Instruction | Visual Depiction |
|------|---|--|
| 1 | Click <i>Add question</i> . |  |
| 2 | Select <i>Text</i> as a question type. |  |
| 3 | Type a question in the <i>Question</i> space and so on |  |
| 4 | Click the <i>Image button</i> to add an image. You can insert an image or a video clip from YouTube. To learn about how to insert an image or a video, see the instructions in Adding CHOICE as a Question Type . |  |
| 5 | If you want a larger text box for long paragraph answers, you can make a text box larger by selecting the <i>Long answer</i> option. |  |
| 6 | You can make the question as a <i>Required</i> question by changing the settings at the bottom of the question. |  |

| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

| | | |
|---|---|--|
| 7 | Text questions allow you to set restrictions when you need to have numbers as the answer. |  |
|---|---|--|

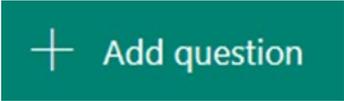
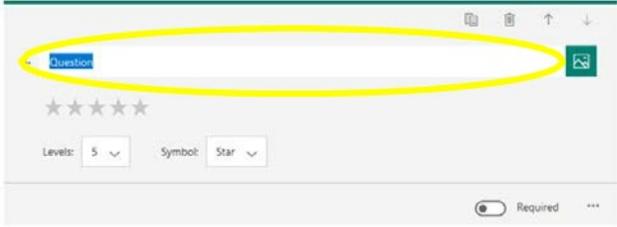
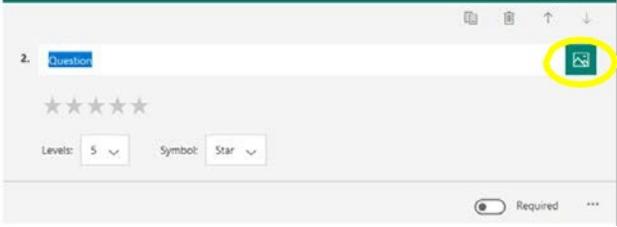
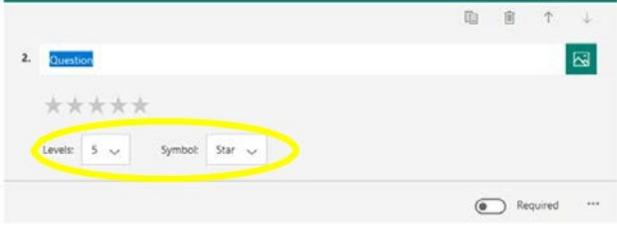
Click the *ellipses button ...* in the bottom right-hand corner of the question and then click *Restrictions*.

Then choose to restrict the numbers by selecting from the various options.



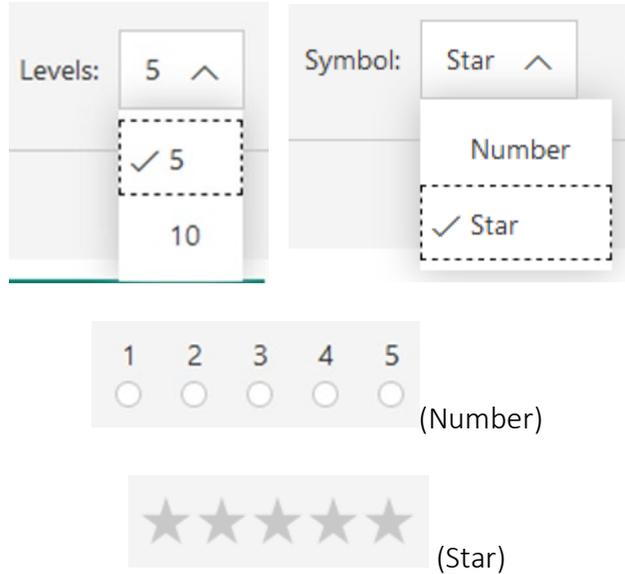
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6 Adding RATING as a Question Type

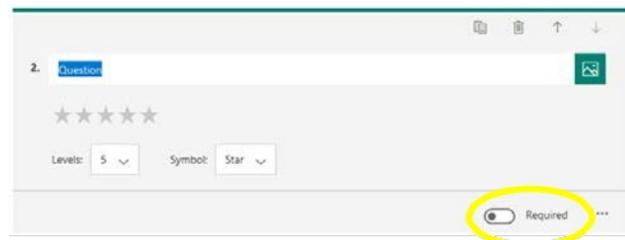
| Step | Instruction | Visual Depiction |
|------|--|--|
| 1 | Click <i>Add question</i> . |  |
| 2 | Select <i>Rating</i> as a question type. |  |
| 3 | Type a question in the <i>Question</i> space. |  |
| 4 | Click the <i>Image button</i> to add an image. You can insert an image or a video clip from YouTube. To learn about how to insert an image or a video, see the instructions in Adding CHOICE as a Question Type . |  |
| 5 | You can change the <i>Levels</i> between 5 and 10 |  |

| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

6 You can also change the *Symbols* between numbers and stars.



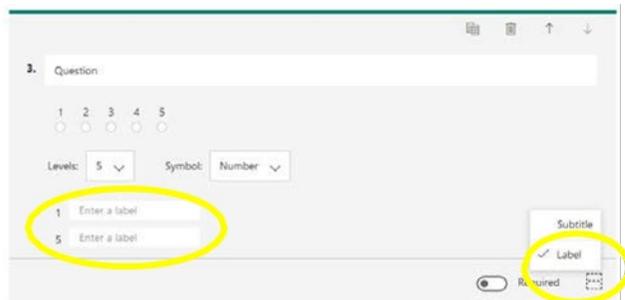
7 You can make the question as a *Required* question by changing the settings at the bottom of the question.



8 Rating questions allow you to label the rating.

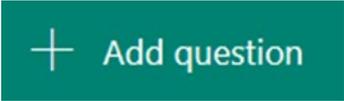
 Click the *ellipsis button ...* in the bottom right-hand corner of the question and then click *Label*.

Then enter a label for the rating.



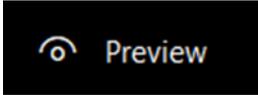
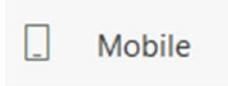
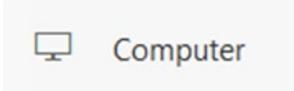
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7 Adding DATE as a Question Type

| Step | Instruction | Visual Depiction |
|------|---|--|
| 1 | Click <i>Add question</i> . |  |
| 2 | Select <i>Date</i> as a question type. |  |
| 3 | Type a question in the <i>Question</i> space. |  |
| 4 | <p>Click the <i>Image button</i> to add an image.</p> <p>You can insert an image or a video clip from YouTube.</p> <p>To learn about how to insert an image or a video, see the instructions in Adding CHOICE as a Question Type.</p> |  |
| 5 | You can make the question as a <i>Required</i> question by changing the settings at the bottom of the question. |  |

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8 Previewing the Form

| Step | Instruction | Visual Depiction |
|------|---|---|
| 1 | Once the form is created, click the <i>Preview</i> button in the top right-hand corner to preview the form. |  A black rectangular button with a white eye icon on the left and the word "Preview" in white text on the right. |
| 2 | To go back to the edit mode, click <i>Back</i> in the top left-hand corner. |  A light gray rectangular button with a dark gray left-pointing arrow icon on the left and the word "Back" in dark gray text on the right. |
| 3 | To see the Mobile version of the form (how it looks on the mobile phone), click <i>Mobile</i> in the top right-hand corner. |  A light gray rectangular button with a dark gray mobile phone icon on the left and the word "Mobile" in dark gray text on the right. |
| 4 | To see the Computer version of the form, click <i>Computer</i> in the top right-hand corner next to the Mobile button. |  A light gray rectangular button with a dark gray computer monitor icon on the left and the word "Computer" in dark gray text on the right. |

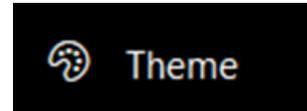
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9 Changing the Theme

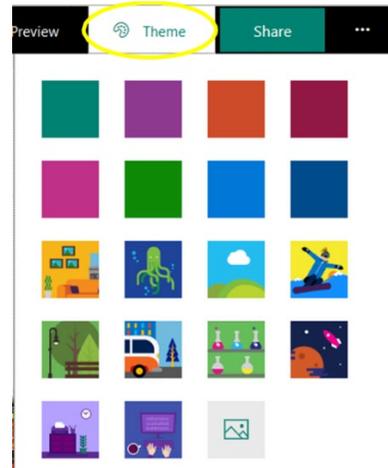
| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

1 You can change the Theme of the form by changing the background colour or inserting an image or logo in the background.

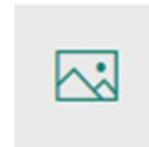
Click *Theme* in the top right-hand corner between the Preview and Share buttons.



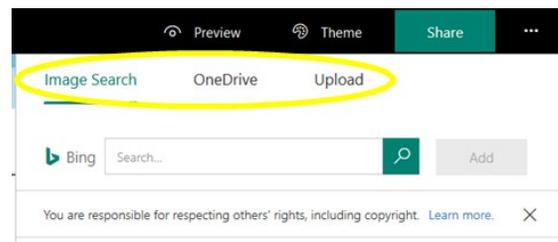
2 You will see different theme options. Choose the one that you like or that you think is the most appropriate for the form.



3 If you want to add an image from your computer or the internet, click the *Upload Image button* at the bottom.

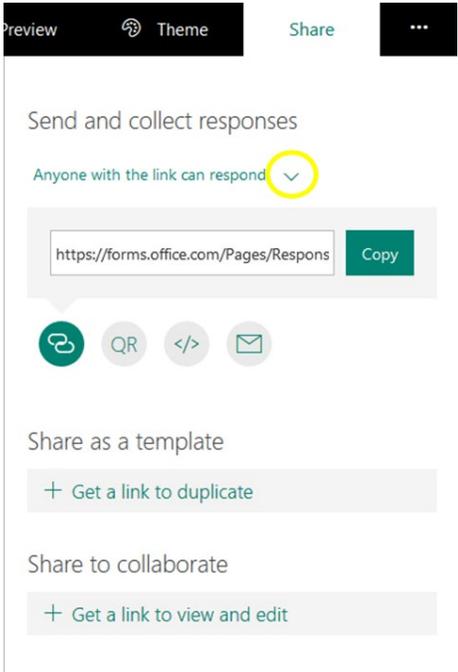


4 Search the image in *Image Search* or choose the image that you want to use as a background for the form from OneDrive or Upload.



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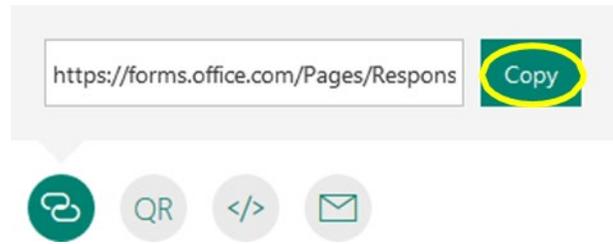
10. Sharing the Form

| Step | Instruction | Visual Depiction |
|------|---|---|
| 1 | Click the <i>Share</i> button in the top right-hand corner. |  |
| 2 | <p>You can restrict the access to the form by clicking the <i>down arrow button</i> above the link to the form (as shown in the image) and then choosing <i>Only people in my organization can respond</i>. If you choose this one, anyone who wants access to the form needs to sign into Office 365.</p> <p>If you want to open this form to anyone with the link, click <i>Anyone with the link can respond</i>.</p> |  |

3 There are 4 ways you can share the form with respondents:

1. Link – Click the *Copy* button to copy the link.
2. QR Code – Click the *Download* button to download the QR code.
3. Embed code – Click the *Copy* button to copy the code and paste it in a webpage or Sway.
4. Email – Click the *Email* icon to open a new email. The message with the link to the form will be automatically generated.

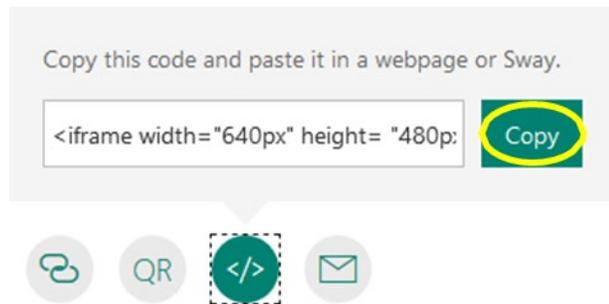
Link



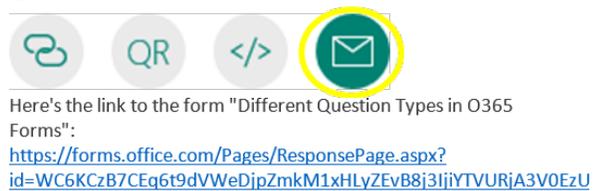
QR Code



Embed Code



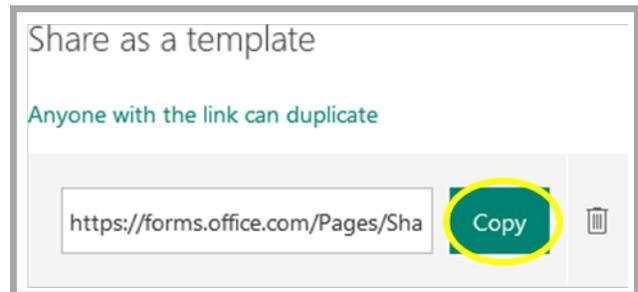
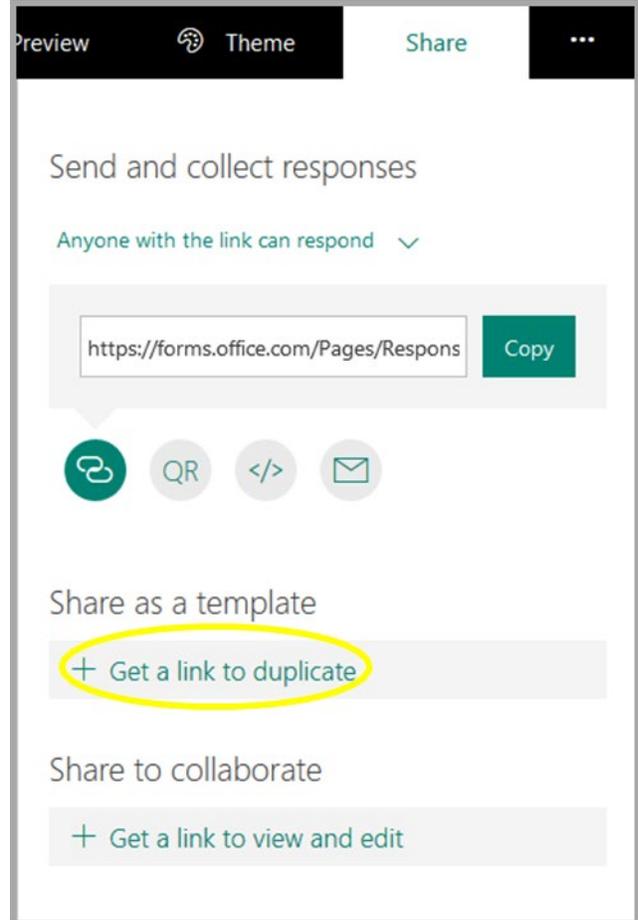
Email



Microsoft Forms
 Create your own forms at forms.office.com

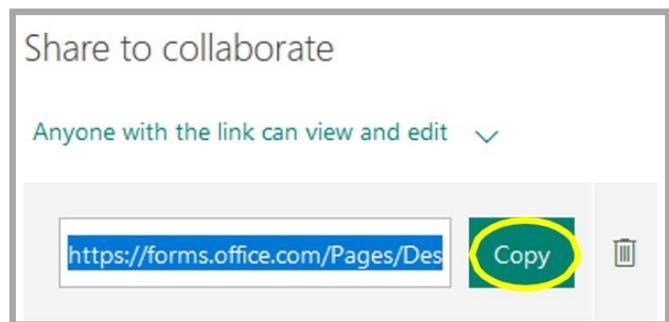
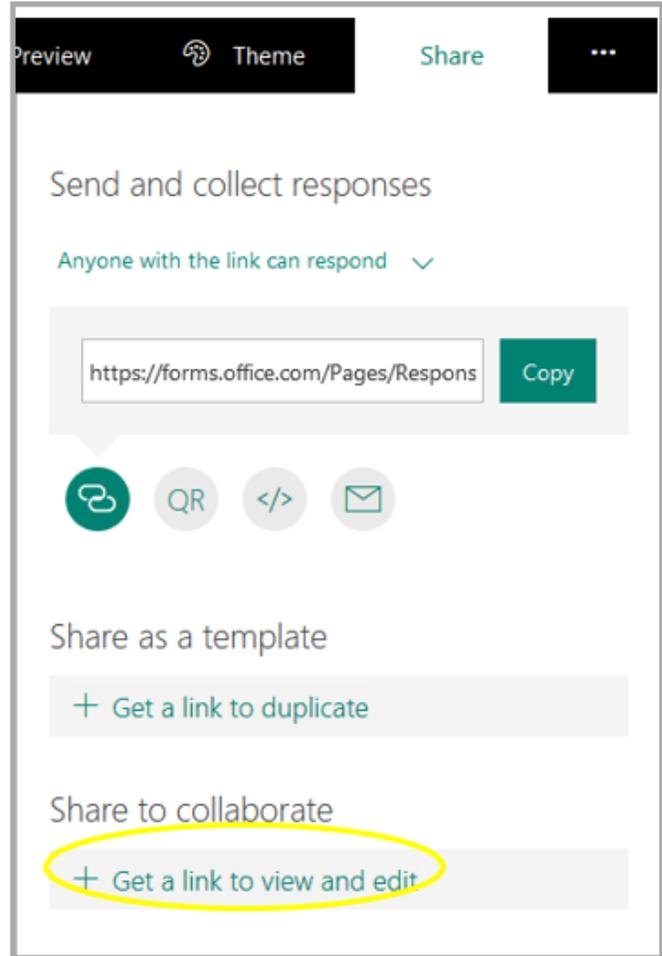
| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

| | | |
|---|--|--|
| 4 | <p>You can share the form as a template.</p> <p>Click <i>Get a link to duplicate</i>.</p> <p>Click <i>Copy</i> to copy and share the link. Note that anyone with this link can duplicate the form.</p> | |
|---|--|--|



| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

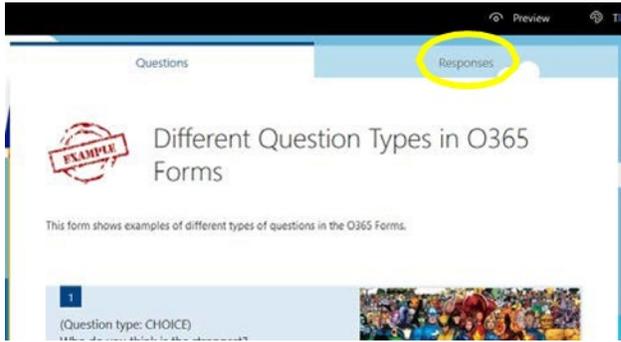
5 To allow other collaborators to view and edit the form, click *Get a link to view and edit*. Then, click *Copy* to copy and share the link.

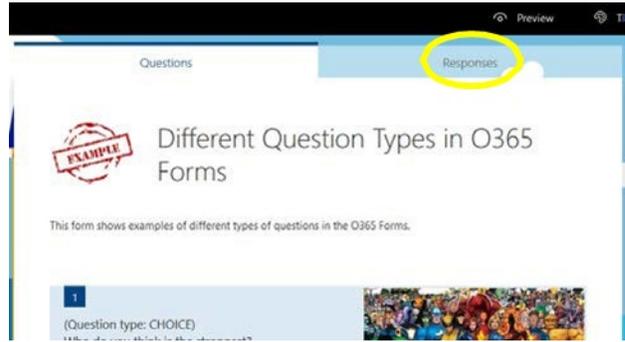


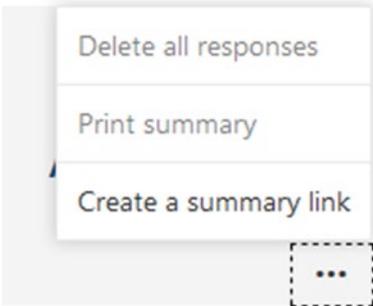
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11 Viewing Results

| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

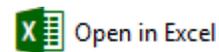
| | | |
|---|---------------------------------------|--|
| 1 | In the form, click <i>Responses</i> . |  |
|---|---------------------------------------|--|



- | | | |
|---|--|--|
| 2 | <p>You can</p> <ul style="list-style-type: none"> • View collected results. • Share a summary link. • Print summary. • Delete all responses. • Open results in Excel. |  |
|---|--|--|

To share a summary link, *print summary*, or *delete all responses*, click the *ellipses (...) button* and select the option you want.

If you want to extract the results in Excel, click *Open in Excel*.



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