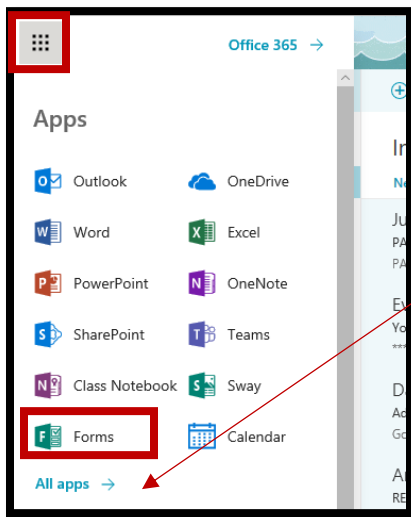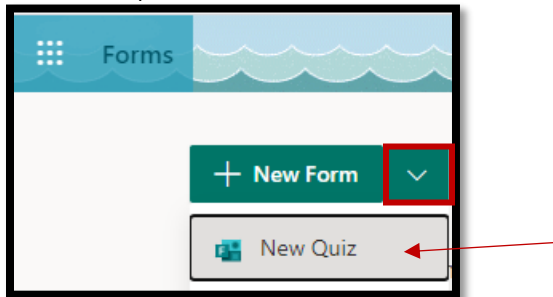# Microsoft Forms: Create an online quiz or survey

1. Log in to your school email account. Click on the "waffle" in the top left corner of your window and choose the **Forms** tile. (note: if the Forms tile is not in view, click the **All apps** button at the bottom of the apps list.

2. If creating an ungraded survey, click the **New Form** button, otherwise click the drop-down to select **New Quiz**)

3. Click in the **Untitled quiz** box and give your quiz a name. Optionally, add a description.
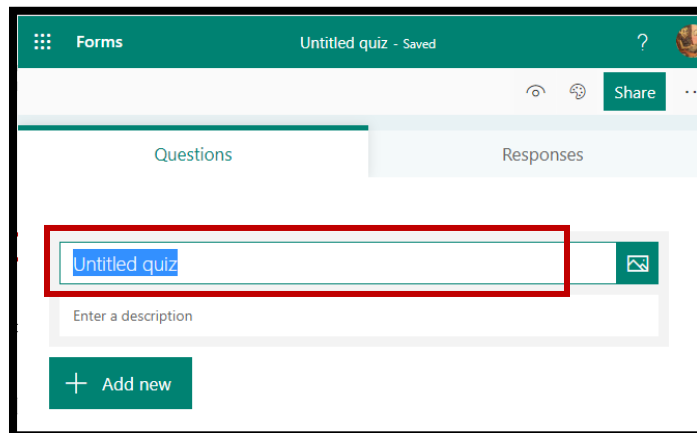
Add questions to your Microsoft Form quiz

1. Click the **+Add new** button and select desired question type. Click the ellipses for additional option**s.**

Use the table below to help you choose.

Question type	Explanation	Useful for
Choice	A multiple-choice (one answer) or multiple-select (more than one answer) question *Tip: Toggle on the Multiple answers option in the question editor to make this a multiple-select style question*	Multiple-choice and multiple-select questions
Text	A short or long answer text box *Tip: Toggle on the long answer option in the question editor to give students a bigger box to type in.*	Capturing student initials, email addresses, feedback, explanations and text responses
Rating	A number or star rating (scale of five or ten)	Capturing student feelings about a topic, performance, activity, teaching method etc.
Date	A date-picker box	Capturing date selections
Ranking	Options appear in random order when you share your quiz *Tip: click the ellipses (…) to see this option*	Sequence items or arrange by order of preference, etc.
Likert	Rating scale *Tip: click the ellipses (…) to see this option*	Capturing student feelings about a topic, performance, activity, teaching method etc.
*File upload	Allow responders to upload files (Word, Excel, PPT, PFD, image, video, audio) Learn more [here]().	A new folder is created in OneDrive. Files uploaded by responders are captured in this folder.
	Important! File upload is only available when "Only people in my organization can respond" is selected in your Sway Share settings (vs. "Anyone with the link can	

2. Complete the question information as shown in the image below.
   Note: *This assumes you are using a multiple-choice question. The options to select will be a bit different for other question types.*

3. Repeat steps 4 and 5 for each question you want to add to your form.

Select a theme for your Microsoft Form quiz

A theme adds some color and fun to your quiz!

1. Click the **Theme** button on the top right of the window.

2. Find a theme you like from the drop-down and click to select it. Click the **Theme** button again to close the themes pane.

Change your Microsoft Form's settings

<u>Use the Share and Settings buttons:</u>

1. Click the **Share** button at the top of the window.

2. Choose the settings appropriate to your circumstances. Here are some tips to help you (follow only those relevant to you!):

- *Important! If sharing with students, be sure the **Anyone with the link can respond** option is selected at the top of the pane. If **not**, click the down arrow to the right to change it.*

3. Now click the ellipses (…) to the right of the **Share** button, then select **Settings.**

   - *Want students to see how many points a question is worth? Toggle the **Show results automatically** option to on.*

   - *Want to open/close your quiz at a specific date and time? Select the appropriate settings under **Options for responses***

   - *Want each student to see the questions in a different order? Select the **Shuffle questions** option. However, be aware that this will also shuffle questions like 'Name', 'Class', etc.*

4. Click the ellipses again, when you have finished configuring your form settings.
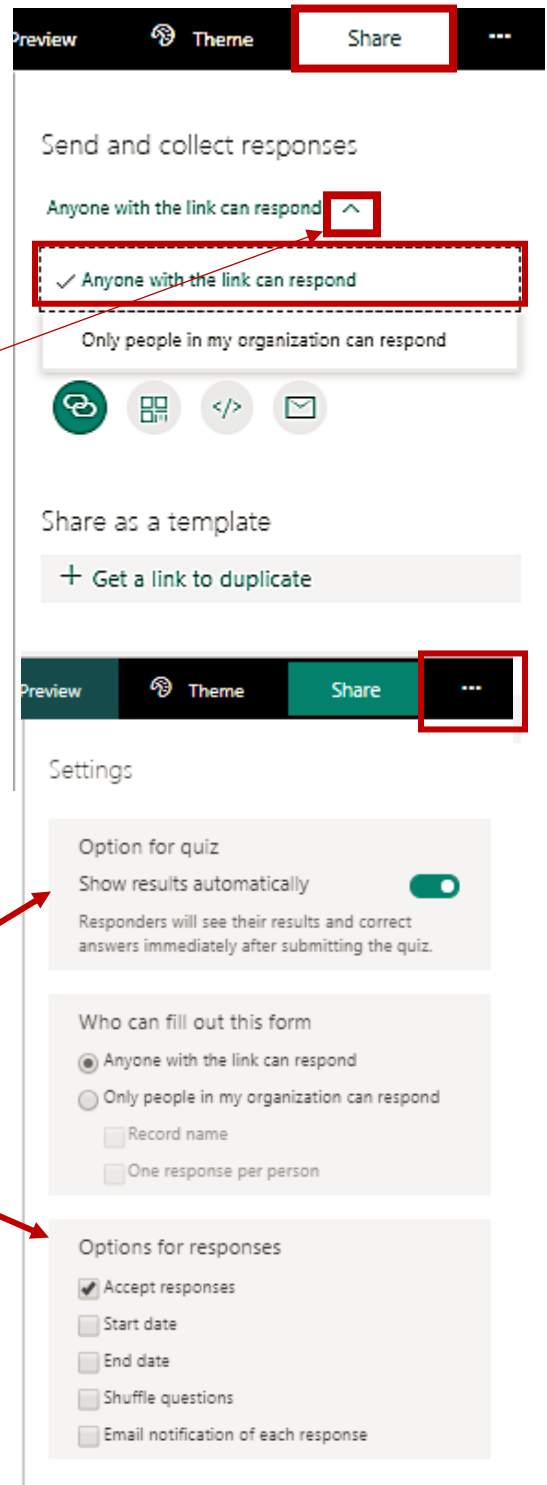
Preview your Microsoft Form quiz

Now that your quiz is ready to go, it's time to check that everything looks correct.
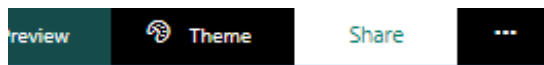
1. Click the **Preview** button at the top of the screen.
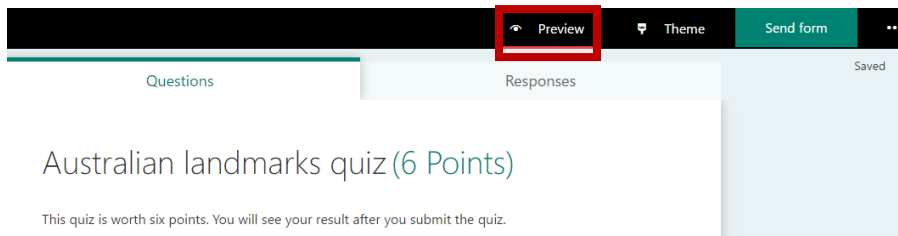
2. If you want to test the quiz, you can fill it in now.

3. Click the **Back** button when you are done previewing.

Share your Microsoft Form quiz with your students

The **Share** button includes several ways you can share your quiz with your students. Use the image below to help you choose the best option.

Paste this link into your class webpage. You could use http://bit.ly to display shortened URL onto your whtieboard to put into your web page or Sway.

Click here if you would like to get a code to paste into your class web page or Sway which will embed the form/quiz on the page

Use this button to generate a QR code which you could display on your board or printout for use with mobile devices that have a QR Reader installed apps, etc.

You can see your student's responses to your quiz on the **Responses tab.**

- The **Responses** page shows the average score and a graphical representation of all responses. These are both updated in real-time when each student submits the quiz.

- Click the **View results** button to view each student's individual answers and the grade and the time taken to complete the quiz. You can also delete or print the student's responses by clicking the ellipses (…) on the top right.

- You will also see a link to download the responses into Microsoft Excel if you want to undertake deeper statistical analysis.