

Microsoft Forms

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Microsoft Forms

How does it work?

Microsoft Forms allows users to create custom **surveys, quizzes, polls** and **questionnaires** in minutes.

It is a great way to ask quick questions and receive feedback or conduct an in-depth survey with up to **5000 responses**.

Microsoft Forms allows to send the created content as an invitation to other users, and it can be filled out on any compatible device.

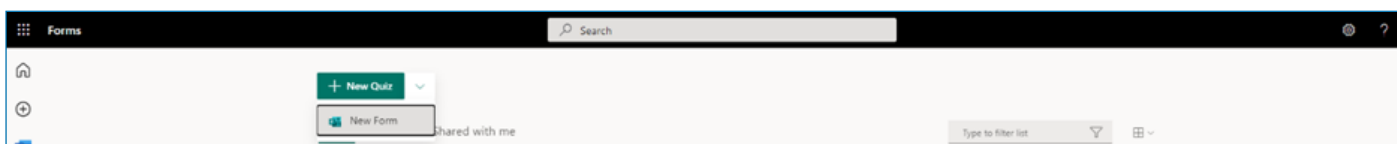
The creator can see **real time results** and use inbuilt statistics or export the data for further analysis.

1. Accessing Forms

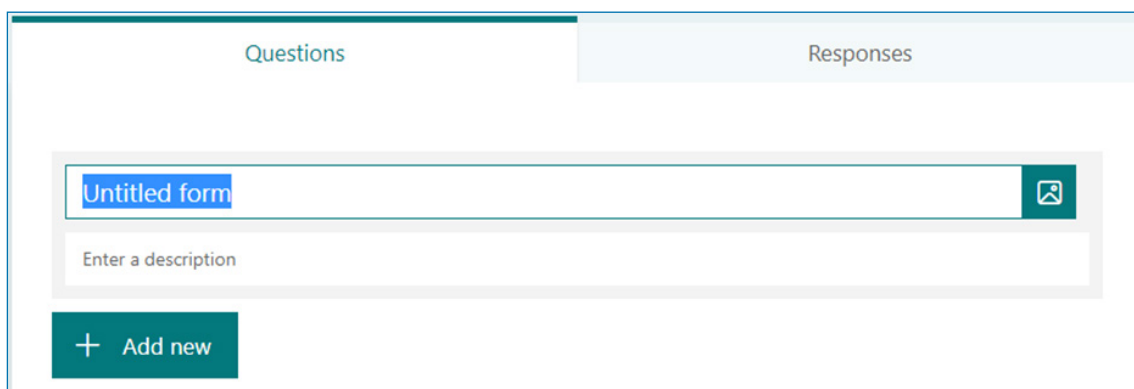
1. Open a web browser and go to <https://forms.office.com/>;
2. Log in with IIT email address and password.

2. Creating a New Form

You can choose between "Form" or "Quiz". The difference between the two is that in a Quiz you can add answers and scores, or add math-type questions and equations etc. In addition, you can provide feedback and comments on the users's selected answer. There is also a score count.



1. Choosing "Form" or "Quiz" will open a blank Form;
2. Click "Untitled form" to edit the title and add a description;



3. The form auto-saves, a save indicator at the top confirms when completed;

4. Click "Add new" to create a new content and to choose the type of question or section;
5. Fill in the required fields for the selection – available options will change depending on the question chosen and if it is a "Quiz" or a "Form" template;

6. Several options are available:
 - "Required"**: makes the answer to the question mandatory.
 - For text responses, the "Long answer" option allows an answer with up to 4000 characters.
 - "Restrictions"**: for numerical answer allows defining which values to accept.
 - "Branching"**: you can add branching logic to a survey or quiz so that it changes according to the responses to specific questions. In a survey or quiz that branches, questions appear only if they are relevant to the respondent. If the questions do not apply, the respondent is redirected to a different set of questions or will skip a set of questions altogether; before you get started, it is a good idea to make sure all your questions are created.

7. Click "+ Add new" to insert additional content.

The screenshot shows a question editor interface. At the top, there are two buttons: "Duplicate Question" and "Delete Question". Below these are icons for adding, deleting, moving up, and moving down. The main area contains a question title field labeled "1. Question Title" with a media icon on the right. Below the title are two radio button options: "Option 1" and "Option 2". At the bottom left, there are two buttons: "+ Add option" and "Add 'Other' option". At the bottom right, there are two toggle switches: "Multiple answers" and "Required", followed by a three-dot menu icon. Annotations with arrows point to the following elements:

- "Duplicate Question" button
- "Delete Question" button
- "Add question options" (pointing to "+ Add option")
- "Allow multiple answers" (pointing to "Multiple answers" toggle)
- "Make Question Compulsory" (pointing to "Required" toggle)

3. Adding Media to Forms

Click "Media" to add media (image or video) to a question and select Image or Video. To add an image: select "Upload" and choose from your local folder. To add a video: paste the YouTube URL (web address) of the video into the URL box (this works with Private, Unlisted and Public YouTube videos) and click "Add".

The screenshot shows a media selection dialog. It has a title field labeled "Input your title here" and a description field labeled "Enter a description". There is a media icon on the right side of the title field.

The screenshot shows the Microsoft Forms editor interface. The top bar has "Forms" and "example IT Form - Seed". The main area is divided into "Questions" and "Responses" tabs. The "Questions" tab shows a list of questions. The first question is "1. Question" with two radio button options: "Option 1" and "Option 2". The second question is "2. Question" with a text input field labeled "Enter your answer". Below the text input field are two toggle switches: "Long answer" and "Required", followed by a three-dot menu icon. At the bottom left, there is a "+ Add new" button. On the right side, there is a sidebar with "Insert media" and two options: "Image" and "Video".

The screenshot shows a "Video URL" dialog. It has a title field labeled "Video URL" and a description field labeled "Enter a description". Below the title field, there is a "URL" label and a text input field labeled "Paste YouTube URL here...". At the bottom right, there is a green "Add" button.

4. Sharing a Form

Once complete, use the toolbar options to preview, add a theme or share the form.



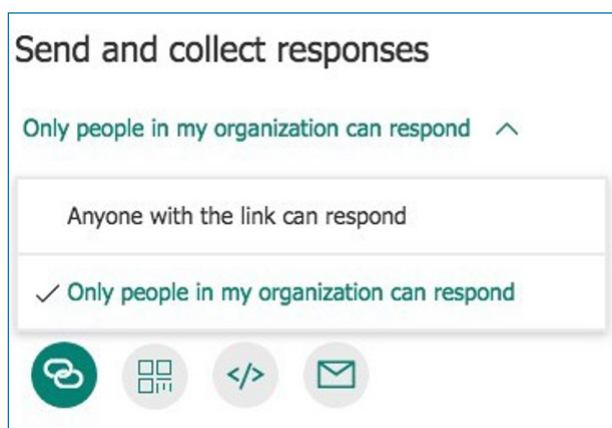
Preview: Preview the form to see how it looks when viewed on a PC or a mobile device

Theme: Select a color or a theme you'd like to apply to the form, or upload a custom banner image

Share: Share the form and choose sharing settings

There are three options for sharing forms: "Send and Collect Responses", "Share as a Template" and "Share to Collaborate".

1. Click Share from the Form toolbar.



2. Choose an audience from the drop-down menu. Forms sent to people within IIT can be set to record the person's name. Forms sent to external email addresses will only record the respondents name as anonymous.
3. To generate a link for the form, click "Copy" next to the link box, this link can be emailed or sent as a message.

5. View Form Responses

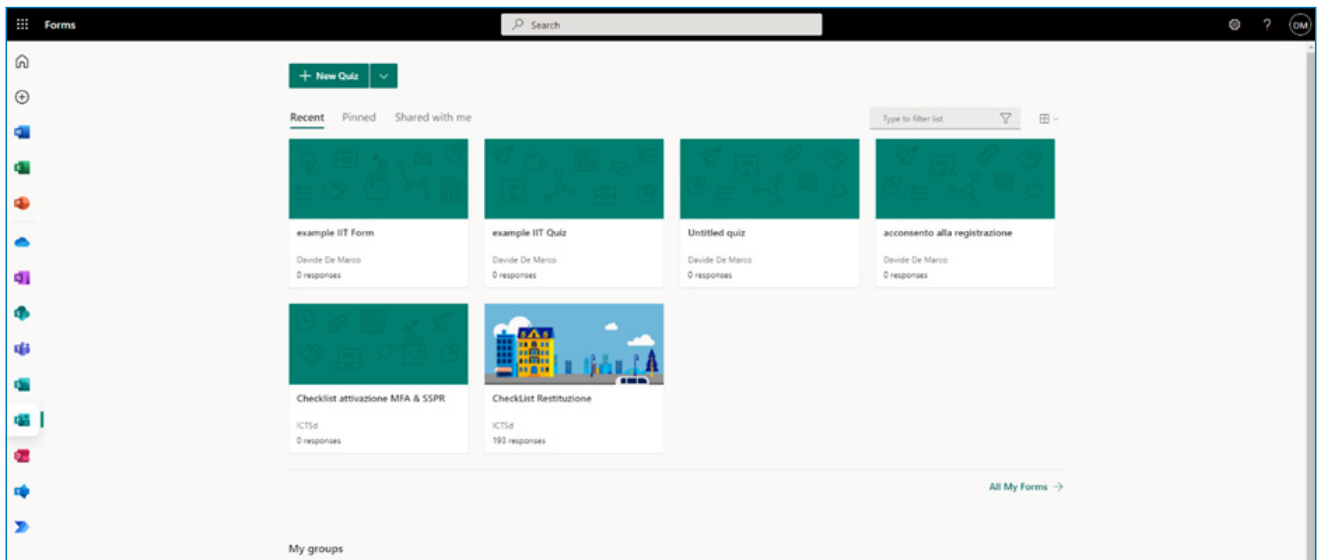
To view responses, go to <https://forms.office.com> and open the appropriate form.



Click "Responses" at the top of the form. When people have completed the form, this is where the results can be viewed. Results can be viewed in Excel by clicking "Open in Excel".

6. Viewing Saved forms

To view the saved forms or forms you have been granted edit access to, go to <https://forms.office.com>



In the foreground, you will find the most recent forms. In the "Pinned" tab, you will find the ones you have chosen to highlight. In the "Shared with me" tab, you'll find editable forms you have been granted access to. In the lower left corner there is the button "All my Forms".

Select the appropriate tab to view the available saved forms.