


Adjust your form or quiz settings in Microsoft Forms

► Applies To

Tip: [Learn more](#) about Microsoft Forms or [get started](#) right away and create a [survey](#), quiz, or poll. Want more advanced branding, question types, and data analysis? Try [Dynamics 365 Customer Voice](#).

With Microsoft Forms, you can create a form (such as a survey or poll) or quiz (such as a math exam for students). Use form and quiz settings to specify deadlines, identify form responders, display correct answers for quizzes, and set other preferences for Microsoft Forms.

Open settings for a form or a quiz

In [Microsoft Forms](#), open the form for which you want to edit settings, and then select **Settings** .

In the **Settings** pane, you can select or clear options. If you've created a quiz, you'll see additional options specific to quizzes.

In this article, learn how to adjust:

[Quiz-only settings](#)

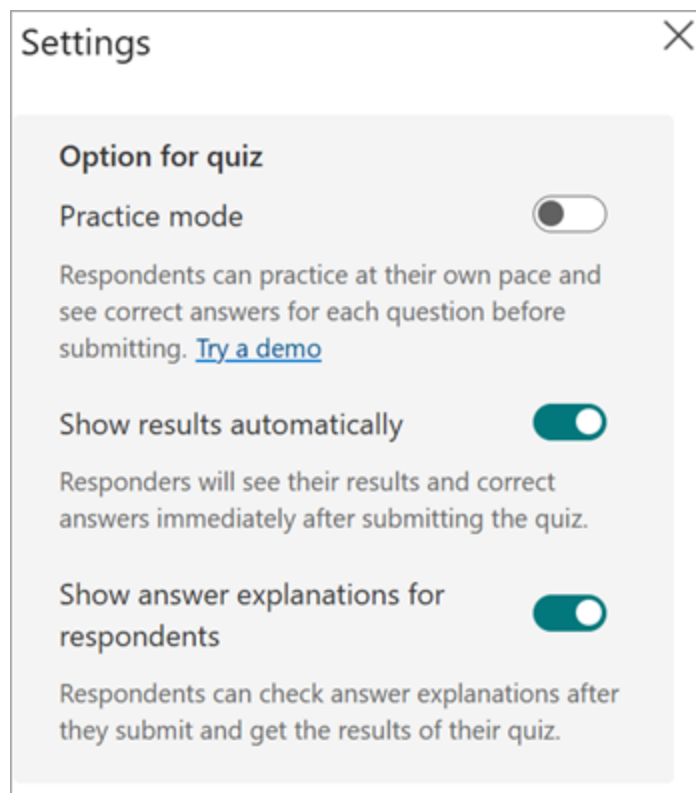
[Quiz-only options for responses](#)

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Quiz-only settings

Option for quiz



The screenshot shows a 'Settings' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a section titled 'Option for quiz'. This section contains three settings, each with a toggle switch and a descriptive text block below it:

- Practice mode**: The toggle switch is turned off (grey). The text below says: 'Respondents can practice at their own pace and see correct answers for each question before submitting. [Try a demo](#)'.
- Show results automatically**: The toggle switch is turned on (green). The text below says: 'Responders will see their results and correct answers immediately after submitting the quiz.'
- Show answer explanations for respondents**: The toggle switch is turned on (green). The text below says: 'Respondents can check answer explanations after they submit and get the results of their quiz.'

The **Option for quiz** settings display only if you've created a quiz, not a form.

In **Practice mode**, respondents can practice at their own pace and see correct answers for each question before submitting. Select **Try a demo** to see a sample quiz in practice mode.

The default setting, **Show results automatically**, allows responders see the results of each question when they submit their quiz answers. Responders see green check marks next to each correct answer for the quiz questions and red message text displayed next to incorrect answers. Clear this setting if you don't want to display correct and incorrect information next to each quiz question.

Turn on the toggle for **Show answer explanations for respondents** to display detailed explanations to clarify the reasoning behind each correct answer. Copilot automatically generates the explanations, and you can edit them by placing your cursor into the **Answer explanation** field and start typing.

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Quiz-only Options for responses

Open with Windows 10 Take a Test app - Check this box if you'd like the quiz to open directly in [Take a Test](#). Take a Test provides a secure testing environment that has numerous controls over how respondent can access other computer or internet resources while the quiz is ongoing.

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All quizzes and forms settings

Who can fill out this form for all quizzes and forms

- **Anyone can respond** - Anyone inside or outside of your organization can submit responses to your form or quiz.
- **Only people in my organization can respond** - Only people that belong to your organization will be able to respond to your form or quiz.
- **Record name** - Keep track of people that have responded to your form or quiz.
- **One response per person** - Limit form or quiz responses to only one per person. This will prevent individuals from filling out a form or quiz multiple times.

- **Specific people in my organization can respond** - Only people or groups in your organization that you specify can respond to your form.

Notes:

- **Only people in my organization can respond** and **Specific people in my organization can respond** options are only available for Office 365 Education and Microsoft 365 Apps for business users. Sign in with your work or school account to access these settings.
- **Specific people in my organization can respond** option applies to individuals and groups only within your organization. You can designate a total of up to 100 individual names or group names. Of the 100 limit, you can designate up to 20 groups (each group can contain up to 1,000 individuals). For example, you can collect responses from 80 individuals and 20 groups for a total of 100.

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Options for responses for all quizzes and forms

- **Accept responses** - If this setting is unchecked, you turn off the ability to collect any additional form responses. You can customize the message recipients see when trying to submit their response after you turn off this setting.
- **Start date** and **End date** - You can specify an exact date and time when you want to start and stop collecting form responses. Check the **Start date** checkbox, then select the date text box and select a date from the calendar control. Select a specific hour from the drop-down list of hour increments. Do the same for **End date**.

- **Set time duration** - Set a time limit for respondents to fill out your form or quiz. Respondents can't edit their answers after the timer ends and their answers will be automatically submitted when the timer is up. For example, if you set a timer for 20 minutes, respondents will be presented with the following:

- **Shuffle questions** - When this is unchecked (default setting), questions are displayed to respondents in the same order you created them. When this option is checked, the order of questions displayed will be randomly shuffled. Each respondent sees the questions in a different sequence.

Note: If your form or quiz has multiple sections or pages, you will not be able to shuffle questions.

- **All questions** - Shuffle the order of all questions in the form or quiz.
- **Lock questions** - Shuffle the order of all questions except for those you designate (e.g. questions 3-5).
- **Disable question number for respondents** - Removes question numbers throughout the form or quiz.
- **Show progress bar** - Respondents will see a visual indicator of their progress while completing a form or quiz.

Note: The progress bar is only available on forms and quizzes that contain multiple sections or pages.

- **Hide Submit another response** - By default, when a respondent completes your form or quiz, on the completion page, there will be a link to submit another response. Check this box to remove this option.
- **Customize thank you message** - Display a thank you note upon completion of your form or quiz. Place your cursor in the text box to customize the message.

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Response receipts for all quizzes and forms

- **Allow receipt of responses after submission** - After completing the form, respondents will have the option to save or print a PDF of the form with their filled-in answers on the "Thank You" page. Note that selecting this setting still allows form respondents, internal to your organization, to ask for an email receipt of their form.
- **Get email notification of each response** - Get notified by email each time a response is submitted.
- **Get smart notification emails to track the response status** - Check this box if you used the invitation channel. Forms will email you with customized reminders to boost participation and enhance response rates.
- **Classification** - Classification allows your organization to protect data based on its policies and standards.

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Feedback for Microsoft Forms

We want to hear from you! To send feedback about Microsoft Forms, go to the upper right corner of your form and select **More form settings** > **Feedback**.

See also

[Create a form with Microsoft Forms](#)

[Create a quiz with Microsoft Forms](#)

[Welcome to Copilot in Forms](#)

[Frequently asked questions about Microsoft Forms](#)

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