

## Lab 5. Using the Microsoft Form Connector

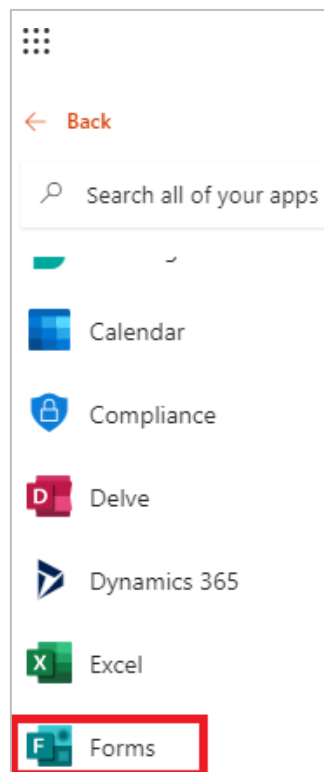
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**Duration:** 15 minutes.

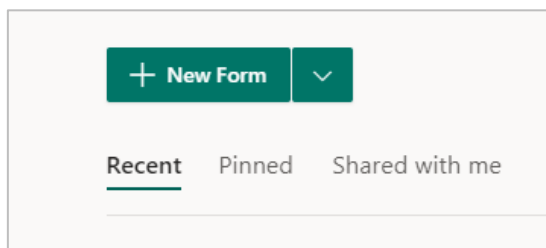
**Scenario:** In this lab, we will explore how to catch data submitted by a Microsoft Form. The case of a course evaluation will be implemented.

### Tasks:

1. Go to your Office 365 Applications and select **Forms**:




2. Click **New Form** :




3. Name the form **Training evaluation**:

Training evaluation - Saved

Questions Responses


Training evaluation 


Enter a description

 Add new

- Click **Add new**, select **Text**, and name the field **Your First Name**:


Training evaluation



1. Your First Name 

Enter your answer

☐ Long answer ☒ Required ...

 Add new

- Proceed like this for the fields **Your Last Name**, and **your e-mail**.
- Add a field How as the course content and Select **rating**

Questions

Responses 1

- Your First Name
 

Enter your answer
- Your Last Name
 

Enter your answer
- Your e-mail
 

Enter your answer

4. How was the course content

☆ ☆ ☆ ☆ ☆

Levels: 5

Symbol: Star

Required

7. Add another rating for the trainer:

5. How was the trainer

☆ ☆ ☆ ☆ ☆

Levels: 5

Symbol: Star

Required

- Click **Share**, click the QR Code icon, and scan the QR code to Submit an evaluation.
- Go to Power Automate and create a flow. Name it "Training evaluation".
- Select the trigger from the Form connector: the trigger should be **When a new response is submitted**

When a new response is submitted

Form Id \*

Training evaluation

- After the trigger, add a new action **Get response details** from the Form connector; select the Form id **Training** evaluation and grab the **Response Id** from the trigger:

When a new response is submitted

Get response details

Form Id \*

Training evaluation

Response Id \*

Response Id

- Add a Compose for each field of the response and bind them to their corresponding dynamic value:

FirstName

Inputs \*

Your First Name

LastName

Email

Course evaluation

Trainer evaluation

13. Check if one of the rating is less than 4; if that is the case, send an e-mail to yourself with the evaluation details: in the condition statement, don't forget to use the **int()** function in order to compare the ratings to 4:

The screenshot displays a Power Automate flow interface. At the top, a 'Condition' step is configured with an 'Or' logic. It contains two identical conditions: 'int(...) is less than 4'. Below the condition, there are two paths: 'If yes' (green background) and 'If no' (red background). The 'If yes' path leads to a 'Send an email (V2)' action. The email action is configured with the following details:

- To:** serge Luca
- Subject:** Bad course evaluation
- Body:**
  - from : Your First Name , Your Last Name
  - The course evaluation was: How was the course content ?
  - The trainer evaluation was: How was the trainer

At the bottom of the email action, there is a link to 'Show advanced options'.

14. Submit a bad evaluation and check your e-mail.

## We need your feedback

Do you want to report an issue or suggest something? We need your feedback:  
<https://github.com/Power-Automate-in-a-day/Training-by-the-community/issues>