Instruction Document for Creating Survey Forms Using Microsoft Forms

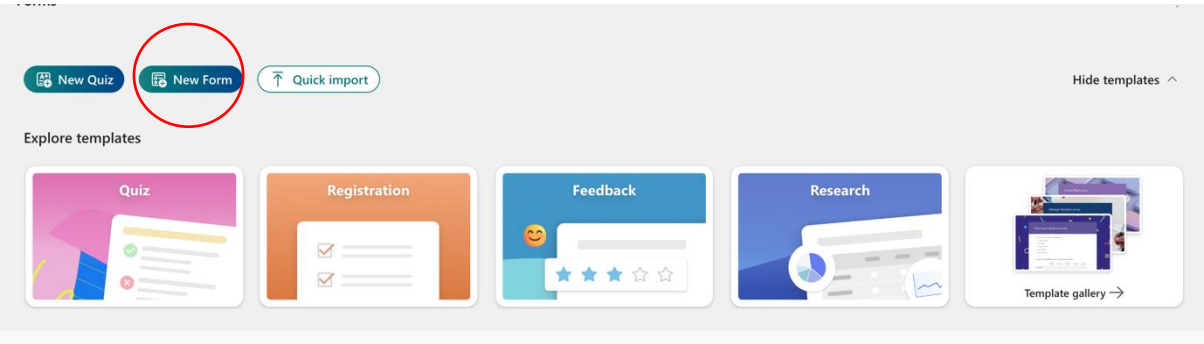
Microsoft Forms is a user-friendly tool that allows users to create surveys for data collection. This guide provides step-by-step instructions to create a survey form using Microsoft Forms.

More details on using Microsoft Forms is provided below:
https://support.microsoft.com/en-au/office/create-a-new-form-or-quiz-3c39c220-e30e-401d-bb6f-c1861d5aea01

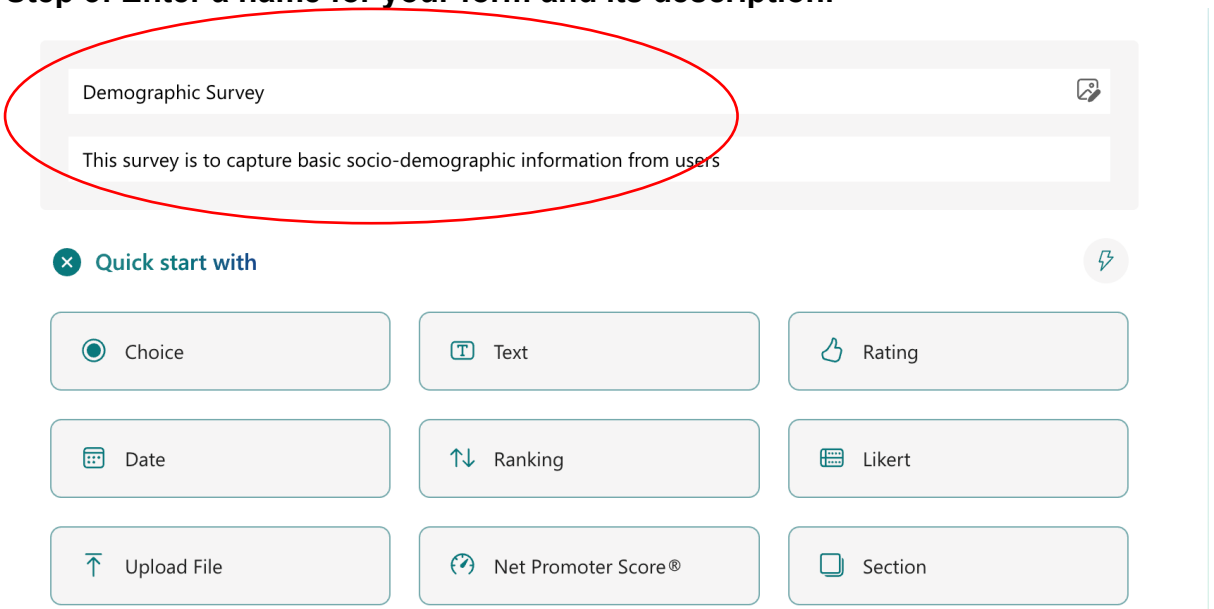
Step 1: Please login to https://forms.office.com

You should use your ACU student ID to login.

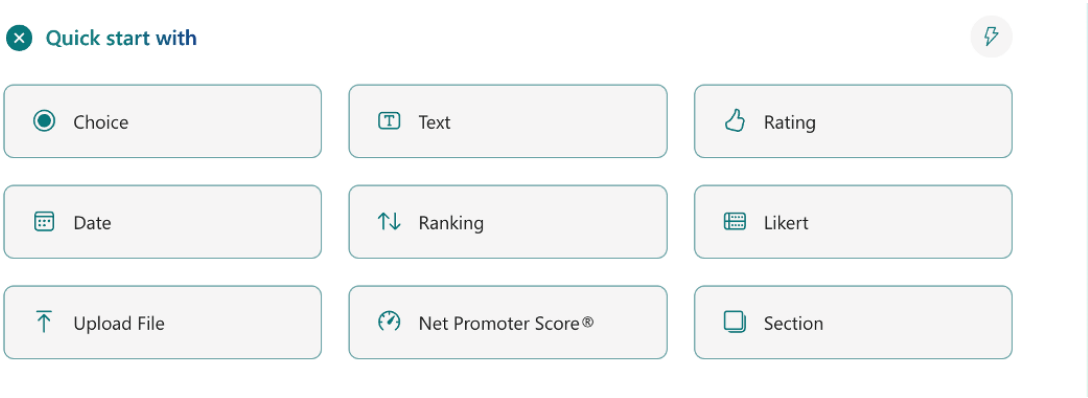
Step 2: Once logged in, Click on "New Form" tab.



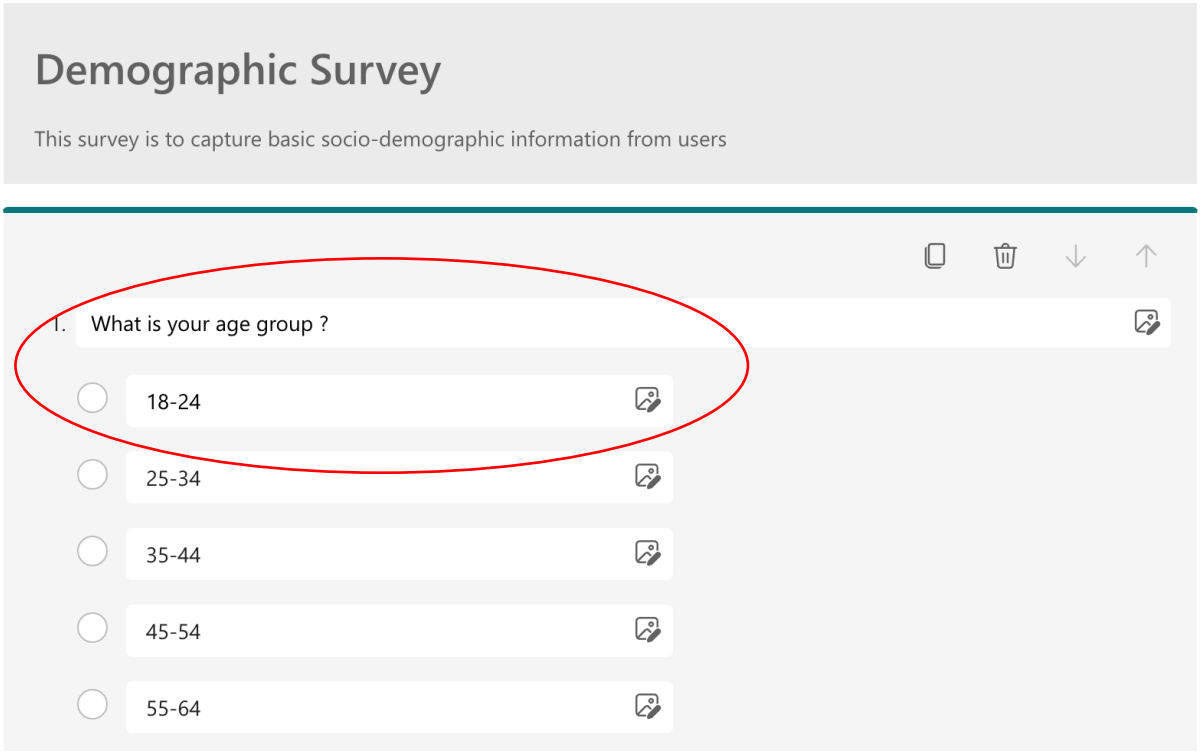
Step 3: Enter a name for your form and its description.



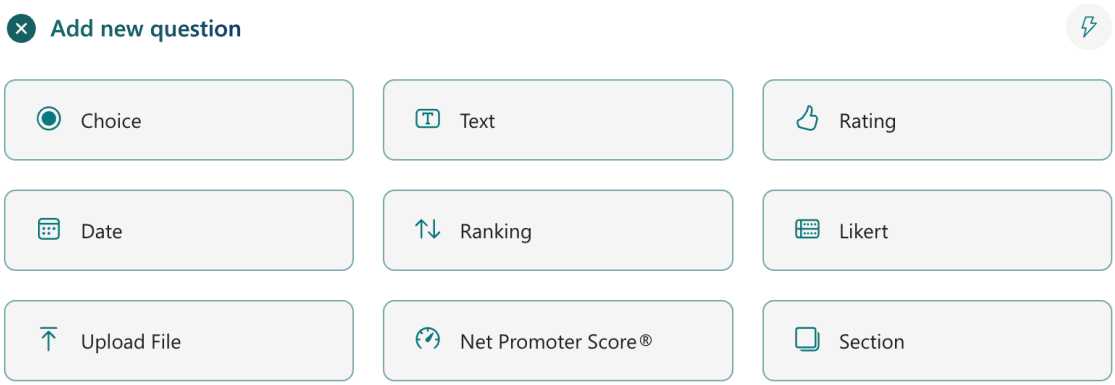
Step 4: Choose survey/question type by selecting one of the options below.
e.g., Choice – For multiple choice survey
Text – For text input in the survey
Likert scale – For psychometric rating scale.



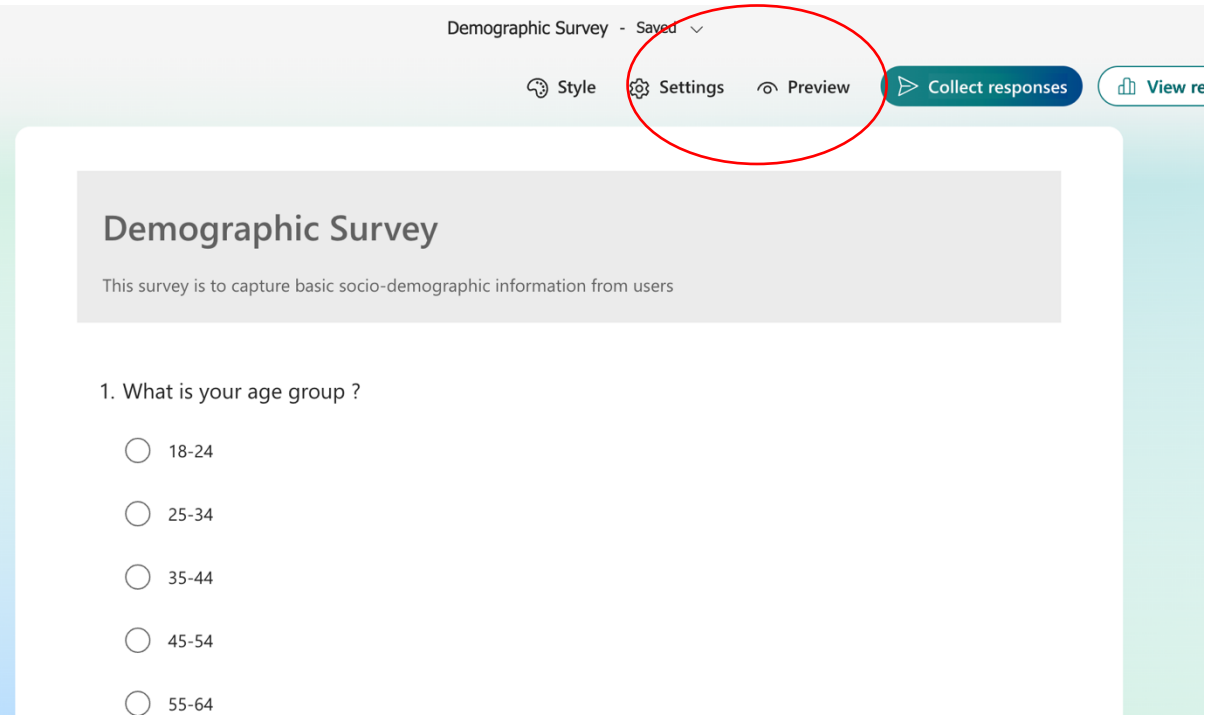
Step 5: Write the question you want to and provide options.



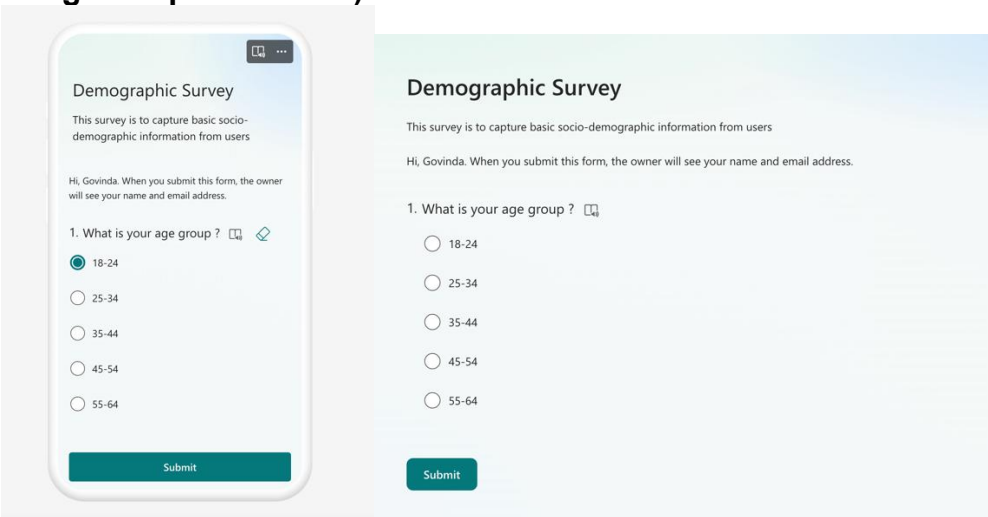
Step 6: Continue adding multiple question. Each question can have different types of options as below.



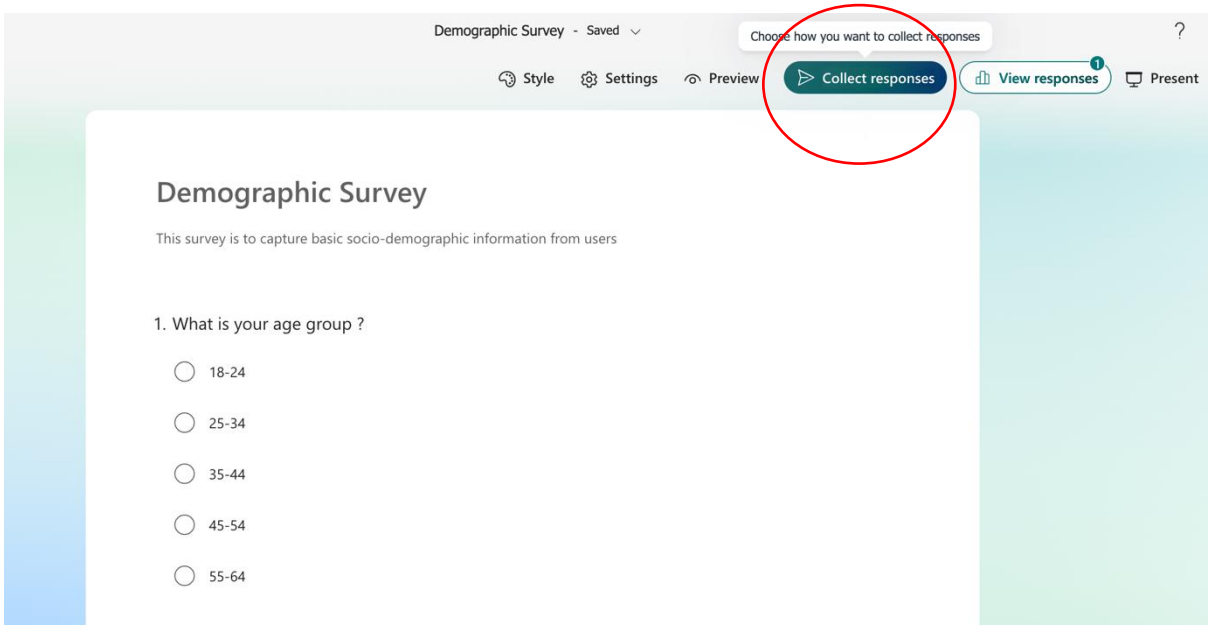
Step 7. After questions are completed. Click Preview.



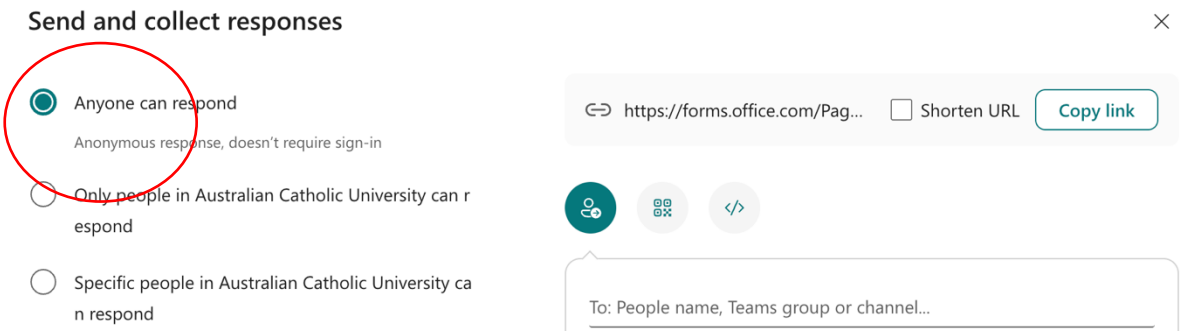
Step8: You can preview how your survey looks like in computer and mobile (by clicking on top left corner).



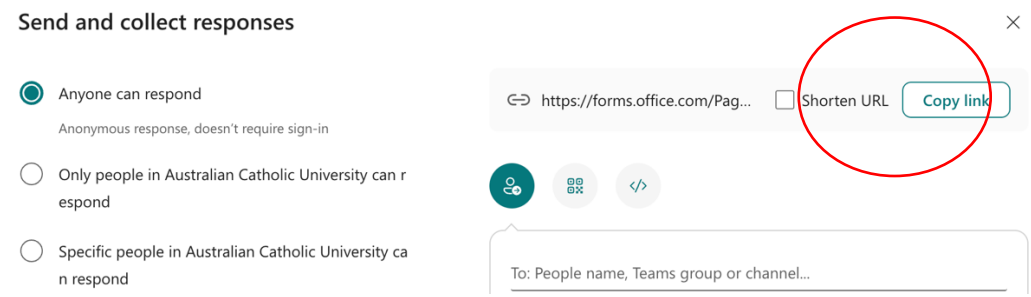
Step 9: To conduct survey and collect responses, click on “Collect Responses”.



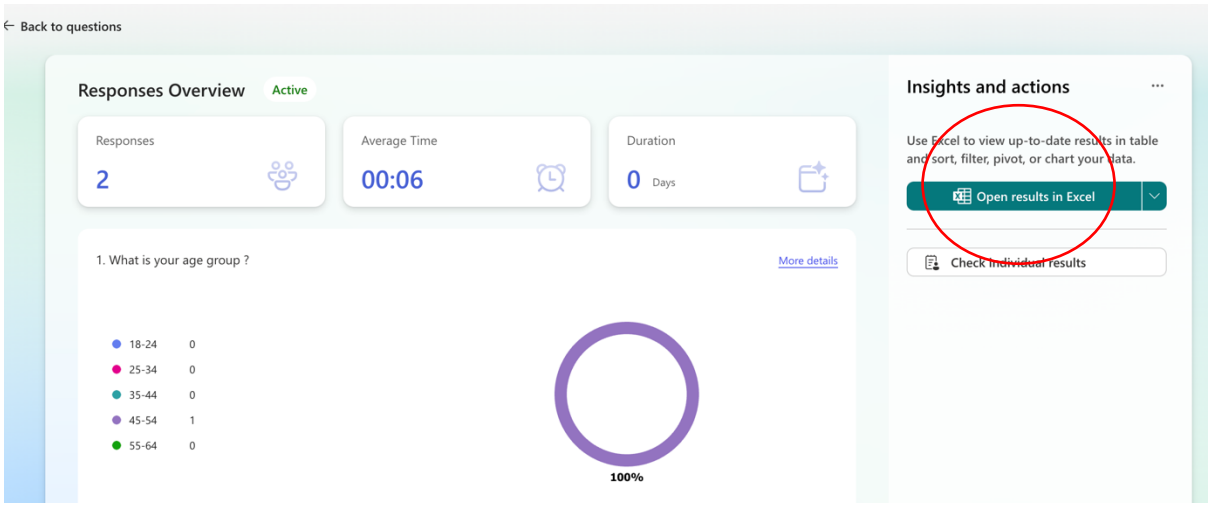
Step 10: Select your survey group (Anyone, Only from ACU, Specific People in ACU).



Step 11: Copy link (using shorten URL if a short URL is preferred). This link can be shared with your survey participants via email etc.



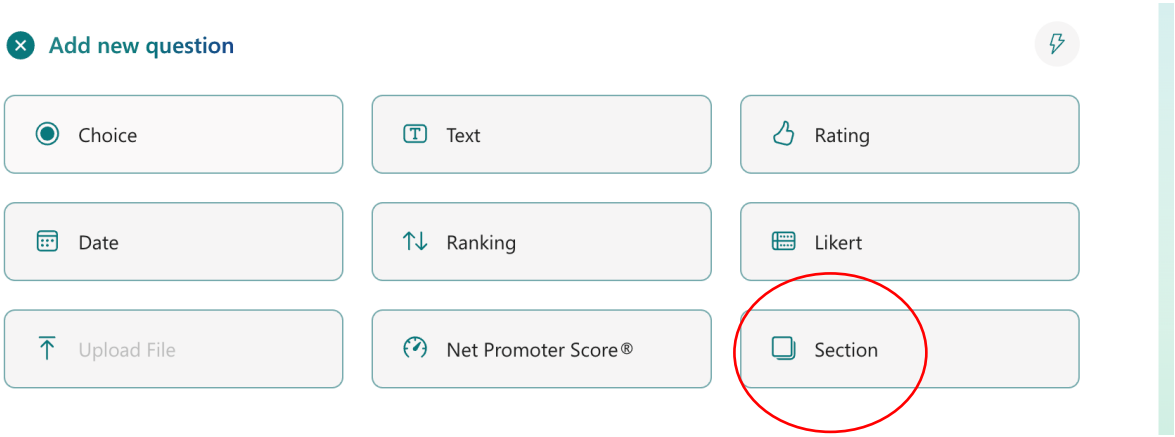
Step 12: Click on View Responses and Select Open in Excel to further analyse your data. You can also obtain summary of your responses from this page.



If you're creating a lengthy survey or questionnaire, it's helpful to organize your questions into multiple pages—or sections—which you can easily rearrange and reorder.

Step 1: Select **Add new question**

Step 2: Select **More question types > Section**

Step 3: Add a **section title and description**

Step 4: Select **Add new to add a question for that section.**