Digital Learning Team
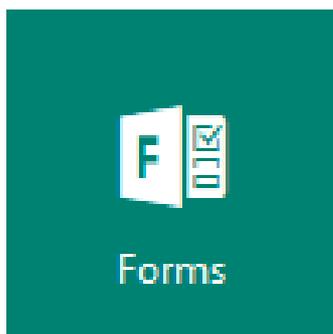
embedding technologies in learning and teaching
to improve outcomes for all learners

Microsoft® Office 365

Microsoft Forms is a way or creating surveys or quizzes. It provides analytics that can be used when assessing pupil progress.

Forms

1. Forms and Quizzes

2. Creating a Form or Quiz

3. Types of questions

4. Branching

5. Adding content to a question

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8. Responses

Microsoft Office 365 is the new messaging and storage solution for the City of Edinburgh educational establishments. Office 365 is a cloud based suite of tools which allows collaboration and provides a considerable increase in storage space. Many of these tools are availabl⁻ as apps for mobile devices. Apps available in the App Store: Word, Excel, PowerPoint, OneNote and Sway

1. Forms and Quizzes

When you click on Forms you will now have two options to choose from. Your choice depends on the purpose of your form or quiz.

Forms are used for information gathering, no correct answers are stored for questions and no points are assigned to questions.

Quizzes are used to assess knowledge; correct answers can be given for multiple choice questions and points can be assigned to other questions.
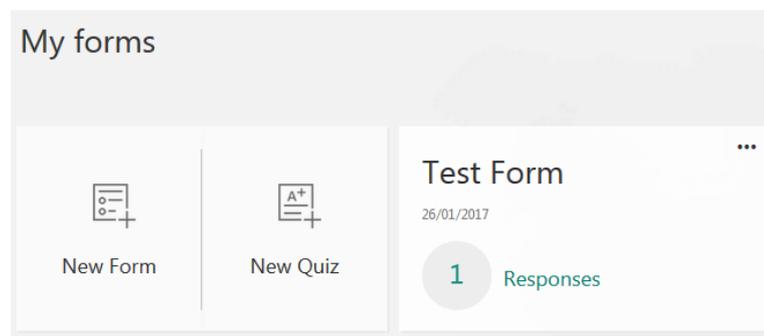
2. Creating a Form or Quiz

Log in to Office 365 using http://office365.edin.org

Choose Forms from the App Launcher
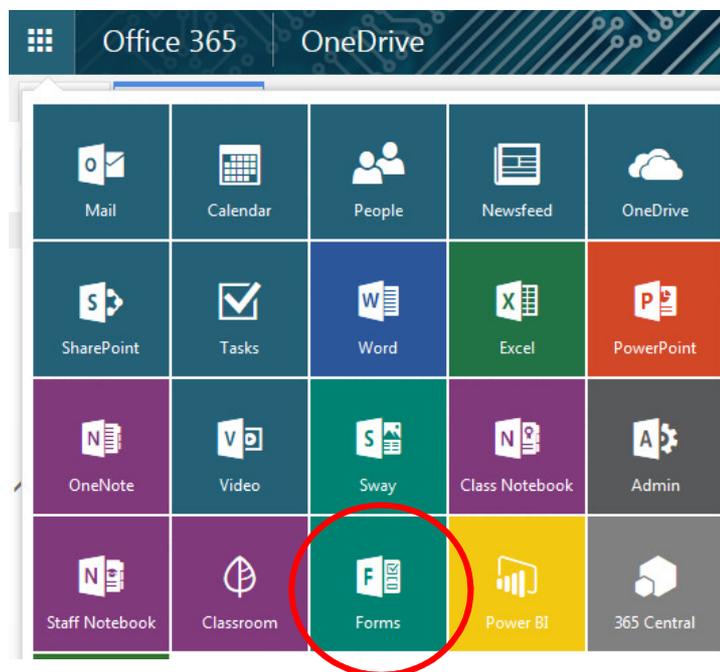
You should see any Forms you have made in the past as well as the option to create a new Form or Quiz.
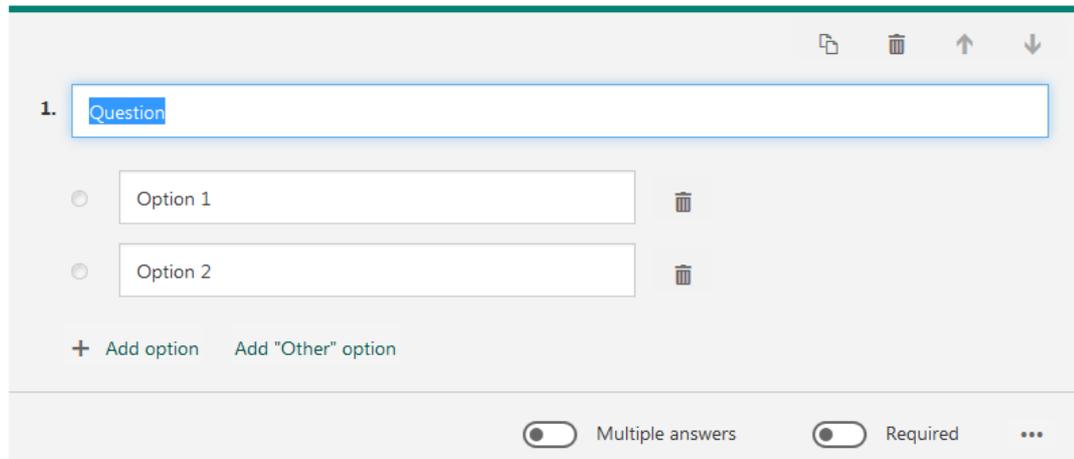

Click on New Form or New Quiz.
You can now add questions to your form or quiz.

Click on Add a Question to choose the type of question you would like.
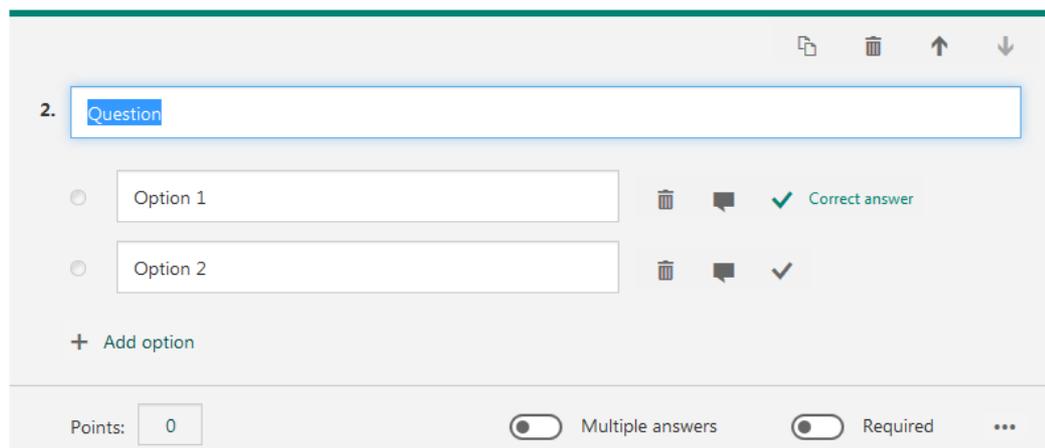
3. Types of Question

Choice:
In a Form you can only add options.

In a Quiz you can add comments and choose a correct answer.

Text:
In a Form you just write a question.
In a Quiz you can assign a number of points to the question.
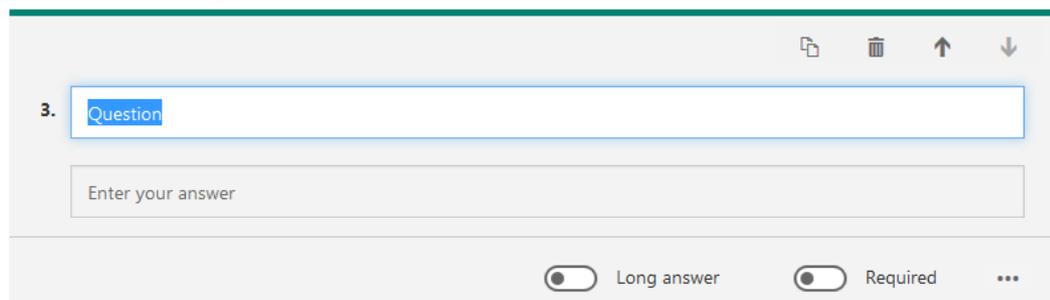
Rating:

In a Form you can just set how the question is rated.
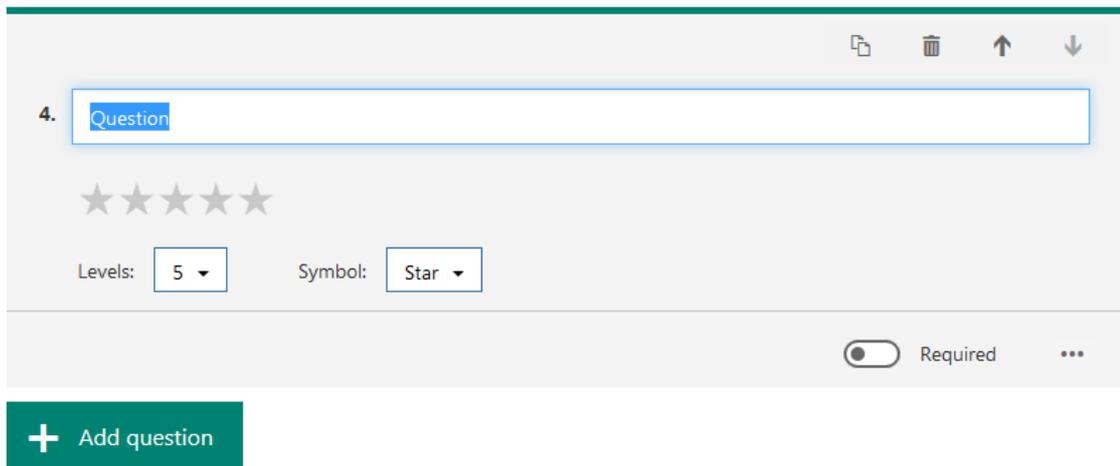
In a Quiz you can assign a number of points to the question.

Date:

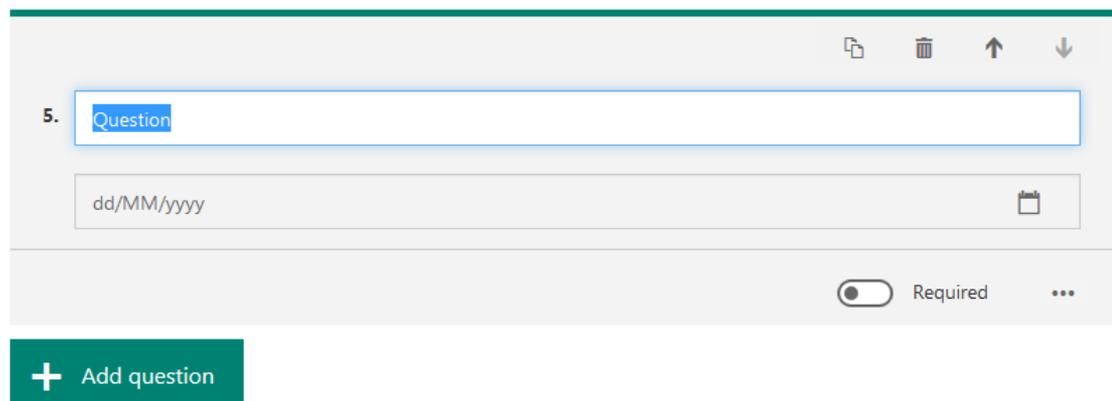In a Form you can only ask for a date.

In a Quiz you can assign a number of points to the question.

4. Branching

It is possible to set questions which enable you to move to different questions based on the answer given. This works best in multiple choice questions.

It is recommended that you create all your questions before setting up the branching.

Click on the ellipsis in the top right of the screen and choose Branching.
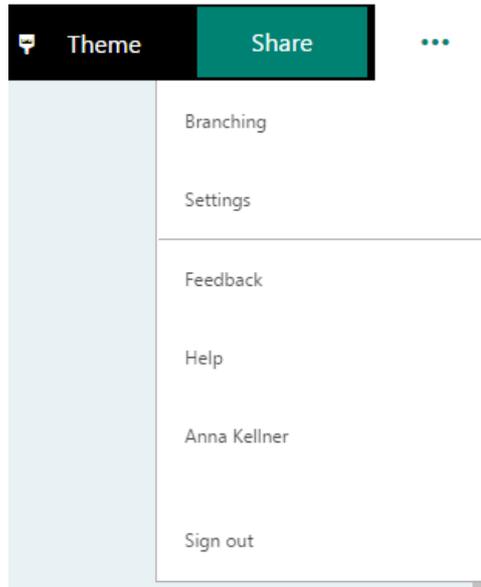
You can now set which question the user is taken to, dependent on their answer. Choose the option from the dropdown menu.
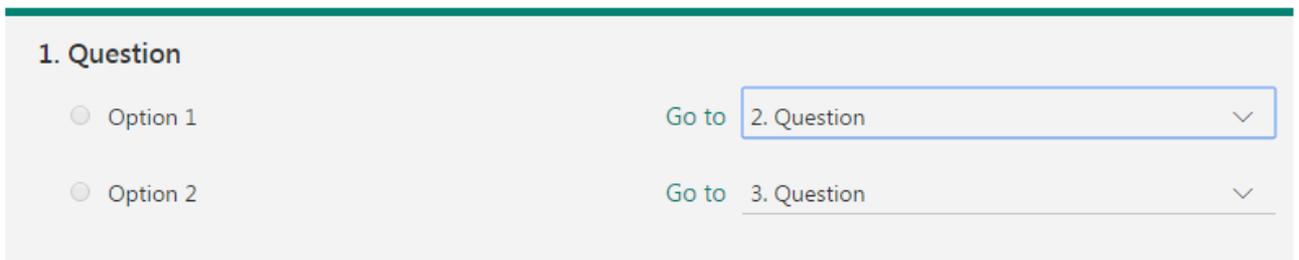
5. Adding Content to a question

When writing a question, it is possible to add comment other than typed text.

Click on the button at the end of the question text box, then choose the type of media you would like to enter.

Insert media

Image

Video

If you click on image then you can choose the source of the image, including being able to do an internet image search.

Image Search   OneDrive   Upload

b Bing   Search…   🔍   Add
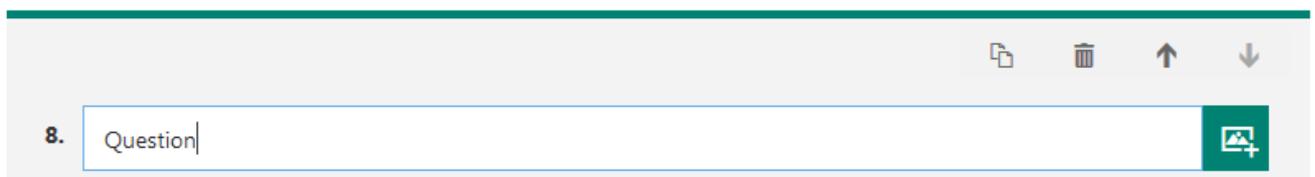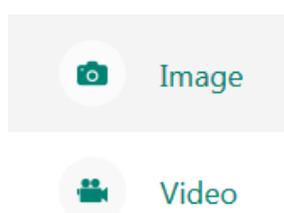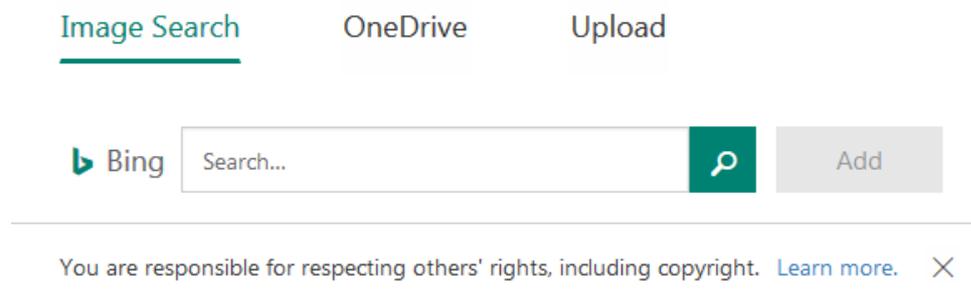
You are responsible for respecting others' rights, including copyright. Learn more.   ✕

If you click on video then you can enter the URL for a video on YouTube, this will then embed in the question.
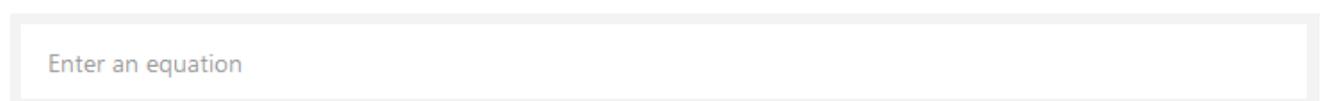
Video URL

🔗 URL   Paste YouTube URL here…   Add

For certain types of Quiz questions you can add mathematical text.

Click on the ellipsis in the bottom right of the question and choose Math.

Subtitle

Restrictions

Math

Required   •••
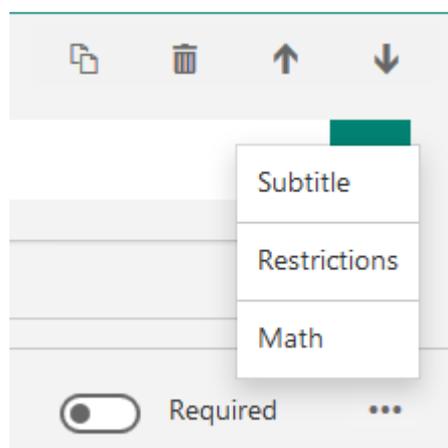
You should get an extra line for entering your equation.

Enter an equation

Click on the textbox and you will get a maths keyboard you can use to input mathematical characters.
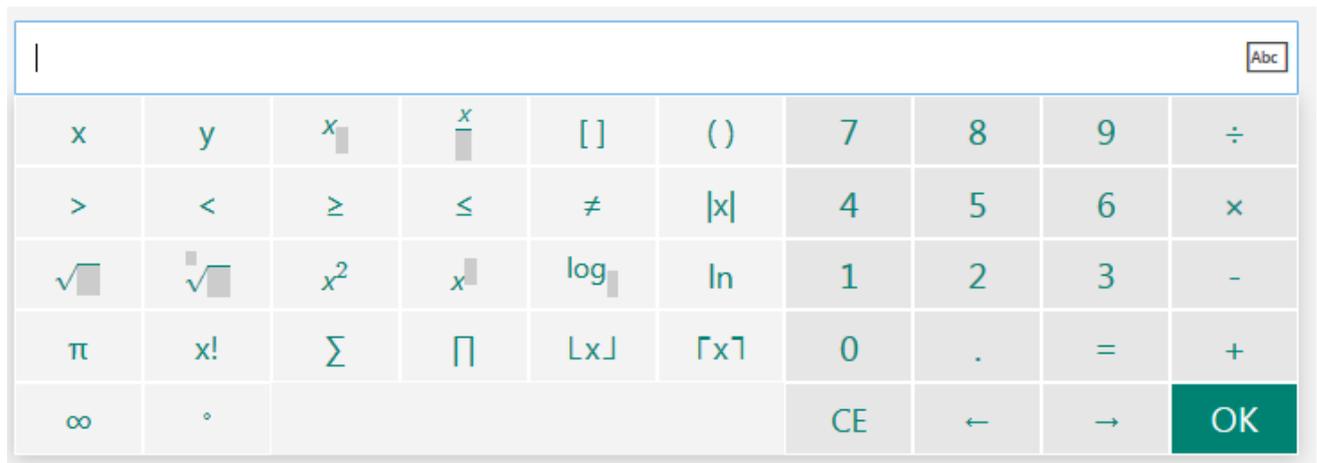
Example of a maths question:

2. Solve the equation below

$$8 = \log_2 x$$

Enter your answer

6. Themes

You can change the theme of the quiz or form to suit your topic.

Click on Themes in the top right of the screen.

You can now choose from the options given.

7. Other Details

Title:

Click on the title to change it, you can also add a subtitle.

Editing and viewing questions:

You can view your quiz by exiting the question you are working on, do this by clicking elsewhere on the screen.

Edit a question by clicking on it.

8. Responses

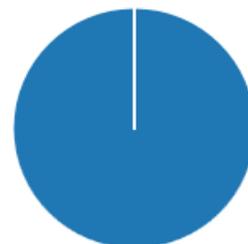Click on Responses at the top of your quiz to see the responses from users.

Questions	Responses ①

You have the option to export your results to Excel.

Open in Excel

The summary page shows charts for each question, this is useful to gauge the progress of a class as a whole.

1. What is the capital of Hungary?

- Budapest   1
- Bucharest   0
- Berlin   0

4. How useful was this task?

1   Responses

★★★★☆

4 Average Rating

Click on View results for a Form and Review Answers for a quiz to see a breakdown of the answers each user gave.

Use the arrows next to the names to scroll through users, or click on questions to see an overview of answers per question.

For quizzes, this is where you can mark questions and give written feedback.

Per user:

Per question: