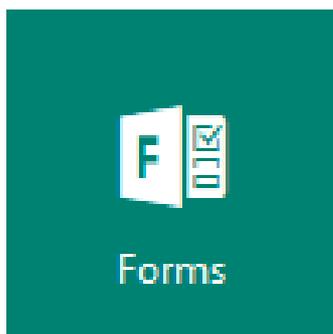


Digital Learning Team

*embedding technologies in learning and teaching
to improve outcomes for all learners*



Microsoft Forms is a way of 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
6. Themes
7. Other details
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 available 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.

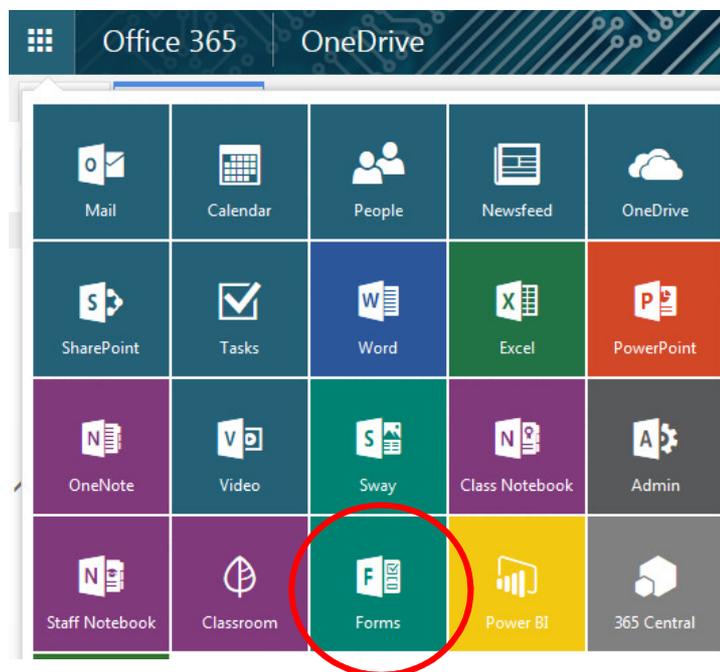
Forms are used for information gathering, no correct answers are stored for questions and no points are assigned to questions.

Quizzes are used to assess knowledge; correct answers can be given for multiple choice questions and points can be assigned to other questions.

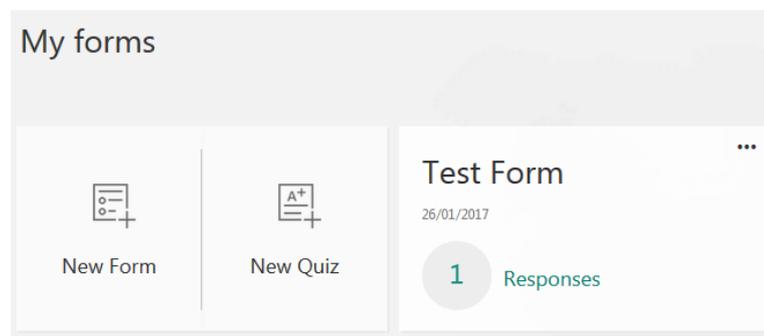
2. Creating a Form or Quiz

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.

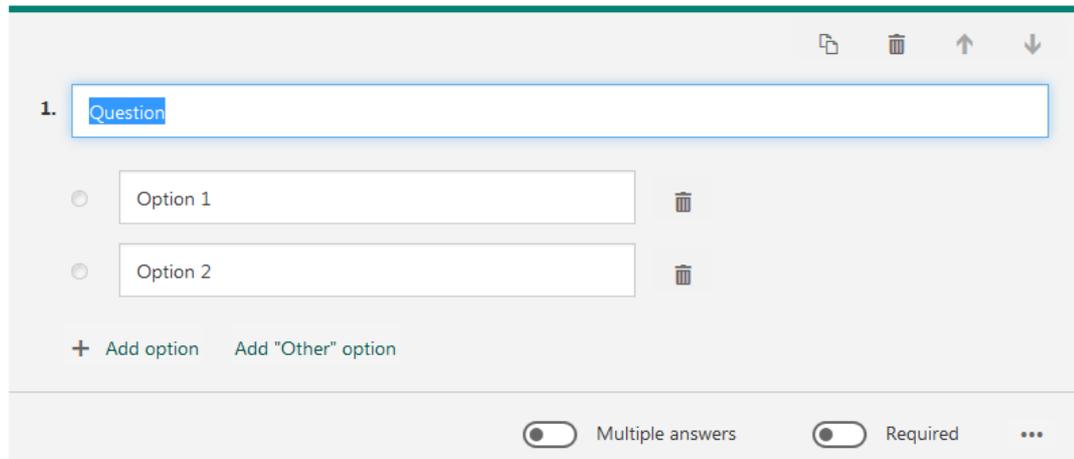
You can now add questions to your form or quiz.

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

3. Types of Question

Choice:

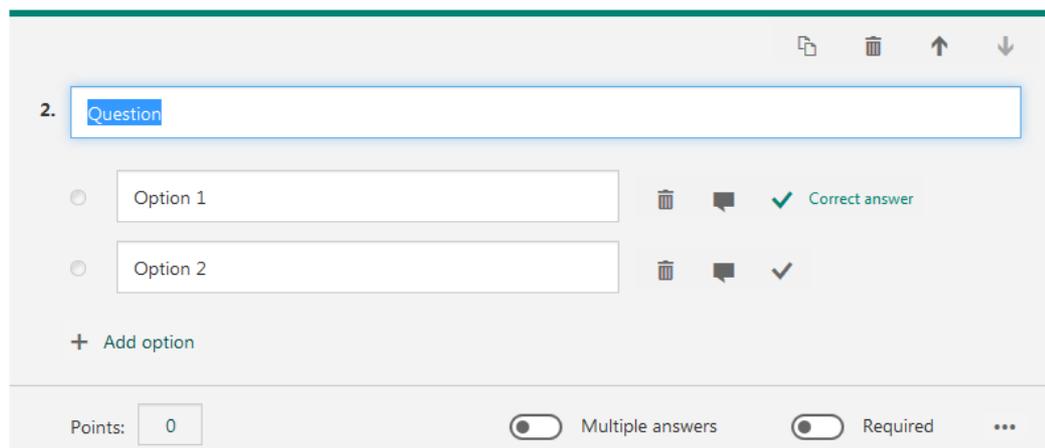
In a Form you can only add options.



The screenshot shows a question editor for a choice question. At the top, there are icons for copy, delete, up, and down. Below is a text input field for the question, labeled '1.' with the placeholder text 'Question'. Underneath are two radio button options: 'Option 1' and 'Option 2', each with a delete icon to its right. Below the options are two buttons: '+ Add option' and 'Add "Other" option'. At the bottom, there are two toggle switches: 'Multiple answers' (disabled) and 'Required' (disabled), followed by a three-dot menu icon.

+ Add question

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



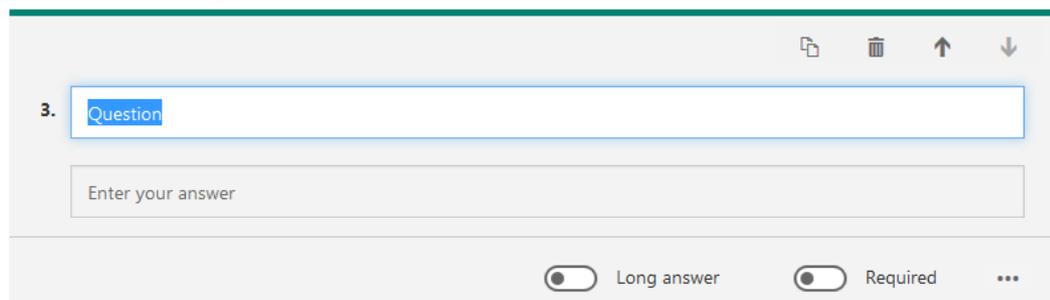
The screenshot shows a question editor for a choice question in a quiz. It has the same top icons as the form editor. The question field is labeled '2.' with the placeholder text 'Question'. The two radio button options are 'Option 1' and 'Option 2'. Each option has a delete icon, a comment icon, and a checkmark icon. The checkmark for 'Option 1' is green and labeled 'Correct answer'. Below the options is a '+ Add option' button. At the bottom, there is a 'Points:' field with the value '0', and two toggle switches: 'Multiple answers' (disabled) and 'Required' (disabled), followed by a three-dot menu icon.

+ Add question

Text:

In a Form you just write a question.

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



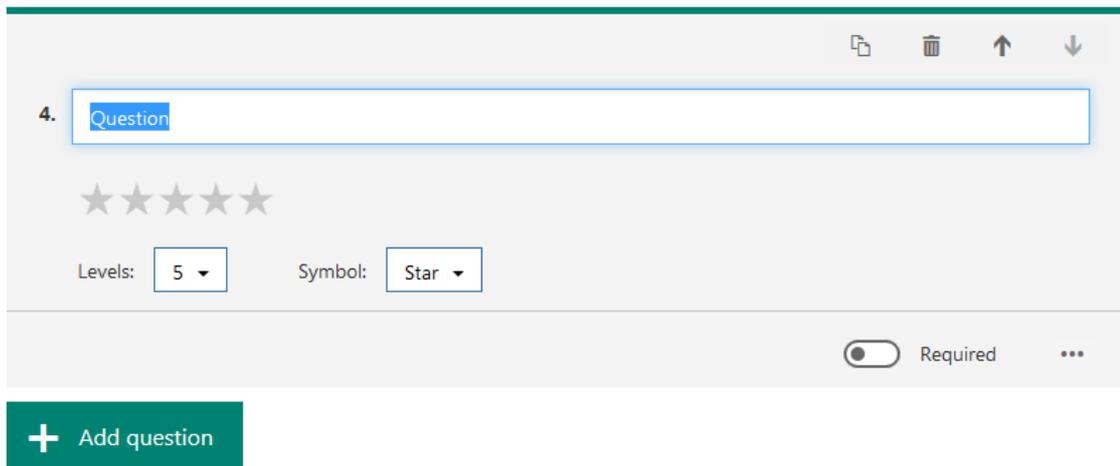
The screenshot shows a question editor for a text question in a quiz. It has the same top icons as the previous editors. The question field is labeled '3.' with the placeholder text 'Question'. Below the question field is a text input field for the answer with the placeholder text 'Enter your answer'. At the bottom, there are two toggle switches: 'Long answer' (disabled) and 'Required' (disabled), followed by a three-dot menu icon.

+ Add 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.

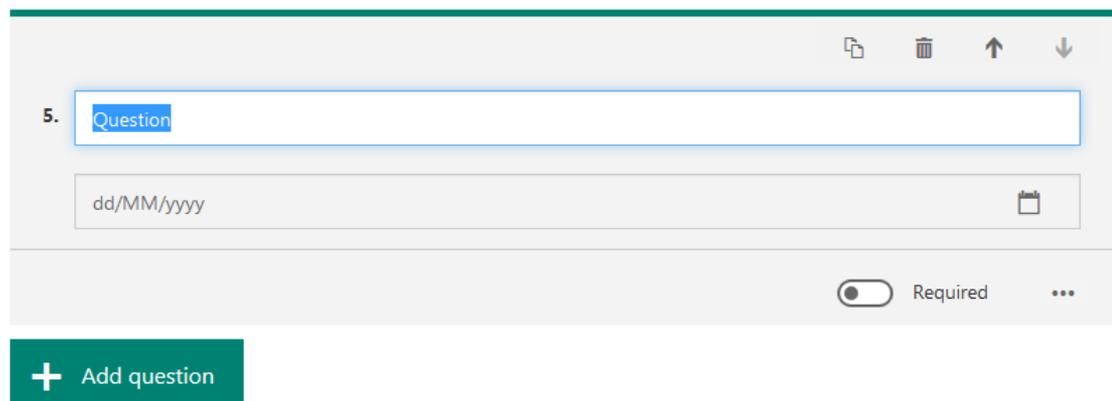


The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, up, and down. The question text is "4. Question" in a text box. Below the text box are five grey stars. Underneath the stars are two dropdown menus: "Levels: 5" and "Symbol: Star". At the bottom right of the editor, there is a toggle switch labeled "Required" which is currently turned on, and a three-dot menu icon. Below the editor is a green button with a white plus sign and the text "Add 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.



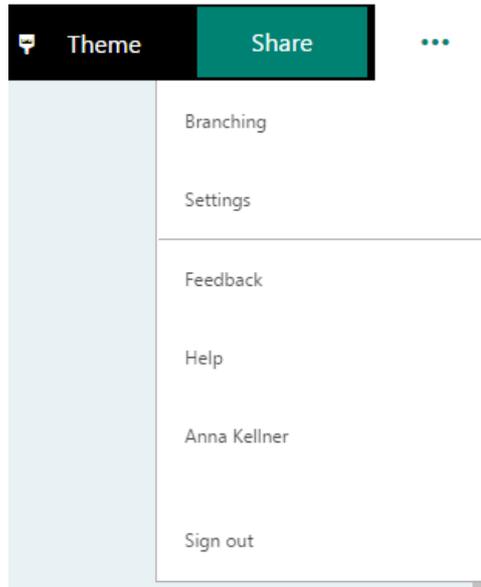
The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, up, and down. The question text is "5. Question" in a text box. Below the text box is a date input field with the placeholder text "dd/MM/yyyy" and a calendar icon. At the bottom right of the editor, there is a toggle switch labeled "Required" which is currently turned on, and a three-dot menu icon. Below the editor is a green button with a white plus sign and the text "Add question".

4. Branching

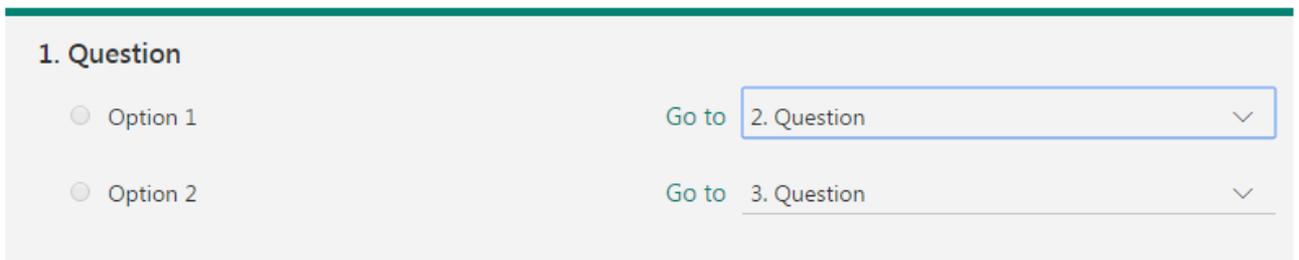
It is possible to set questions which enable you to move to different questions based on the answer given. This works best in multiple choice questions.

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.

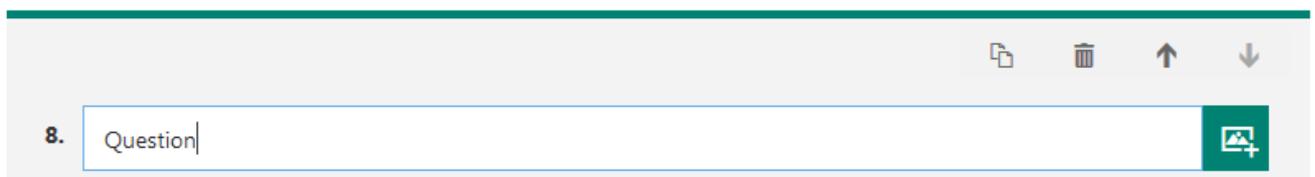


You can now set which question the user is taken to, dependent on their answer. Choose the option from the dropdown menu.



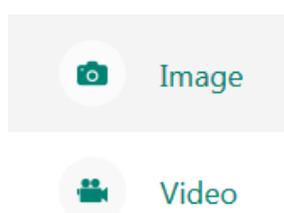
5. Adding Content to a question

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

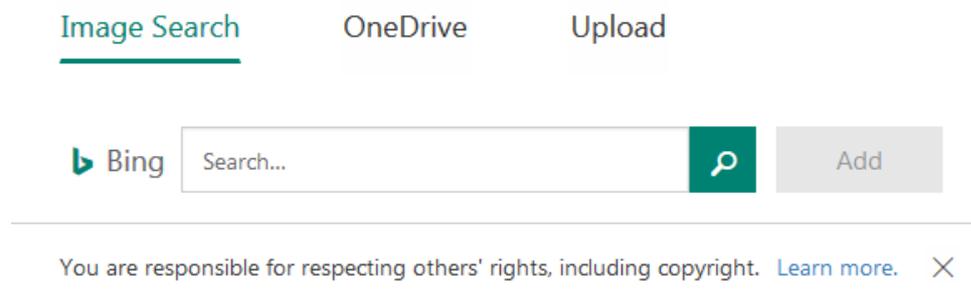


Click on the button at the end of the question text box, then choose the type of media you would like to enter.

Insert media



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



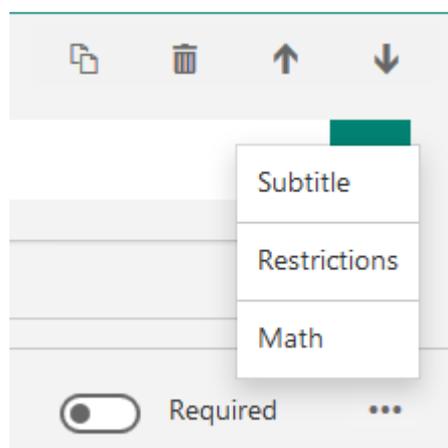
If you click on video then you can enter the URL for a video on YouTube, this will then embed in the question.

Video URL

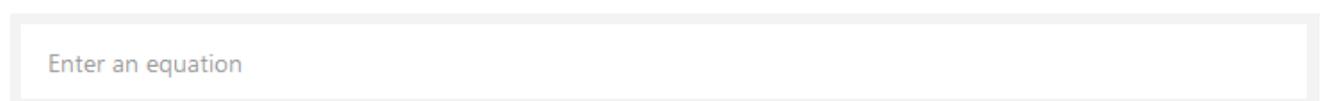


For certain types of Quiz questions you can add mathematical text.

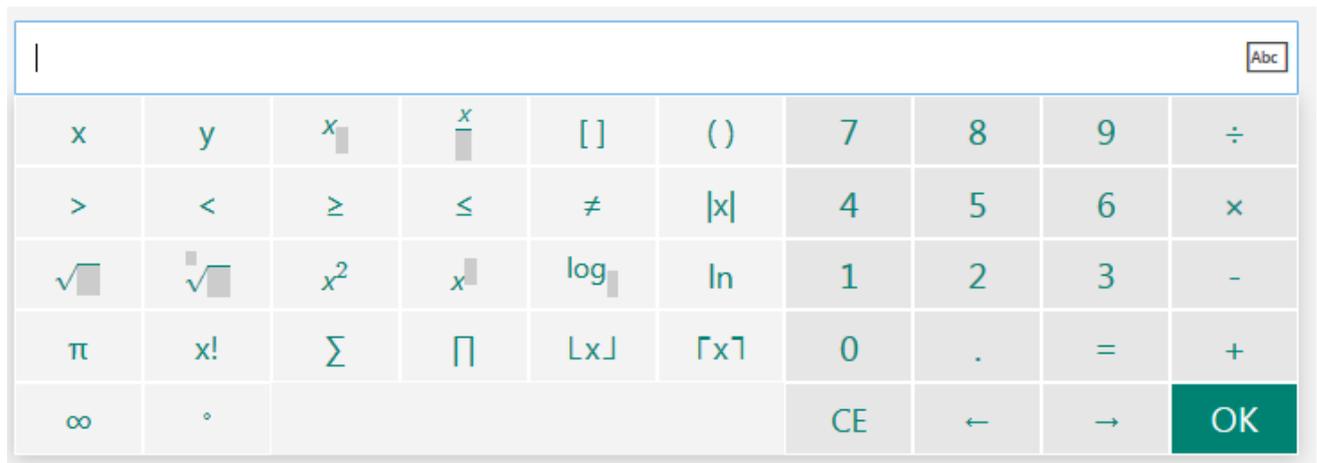
Click on the ellipsis in the bottom right of the question and choose Math.



You should get an extra line for entering your 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

$$8 = \log_2 x$$

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.



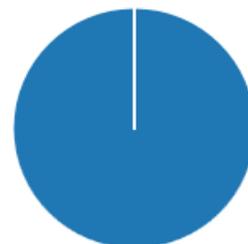
You have the option to export your results to Excel.



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



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:

People Questions

< **Anna Kellner** ▾ > Time to complete: 00:09 
 

Enter feedback (max 1000 characters)

1. Question 0 / 0 pts 

Option 1

Option 2

Per question:

People Questions

< **1. Question** ▾ > Points: 0/0
 

1. Question

Responses

	Option 1	0 / 0 pts	
	Option 2	0 / 0 pts	