Microsoft Forms

Using Microsoft Forms, students and faculty can create surveys, quizzes, and questionnaires quickly.

1. Sign in and create a new survey form or quiz form.
2. Adjust settings for your form.
3. Send your form to others.
4. Check your form results.

Create a new form by clicking **New**.

Give your form a title and enter a description if applicable.
If you select **Add question**, you will be shown a selection of options to customize how you would like your form to operate.

### Choice

Offers multiple choice answering system.

![Untitled form](image-url)

1. **Question**
   - Option 1
   - Option 2

**Add option**, **Add "Other" option**

- **Multiple answers**
- **Required**
Quiz
Offers the creator an ability to label which option is correct within a question asked.

Untitled form

Text
Offers fill-in-the-black answering system.

Untitled form
**Rating**

Allows users to give ratings for a question asked.

**Date**

Allows users to input a date for an answer to a question.
Theme

Choose the aesthetic theme of your form.

![Theme options](image)

Form Settings

Click **Send form** at the top right hand corner and then select **See all settings** to further customize your form. Click the **Anyone with a link** option to allow responses from people outside your organization.

Who can fill out this form

- Only people in my organization
- Record the names of responders
- Allow only one response per person
- Anyone with a link (sign-in not required)

Options for responses

- Accept responses
- Apply deadline
- Display the correct answers after responders submit the form
- Shuffle questions
Under **Send form**, you will have the option to:

Copy and paste the link of your form.

![Copy and paste the link](https://forms.office.com/Pages/ResponsePage.aspx)

Email the link of your form.

![Email the link](mailto:)

Download and send a QR code for your form.

![Download and send the QR code](qr-code)

Or embed your form in a webpage.

![Embed in a webpage](embed)

Form creators can view the responses they receive when selecting their form and clicking **Responses**.
Under the **Responses** tab, creators can see who took their quiz or survey, how long it took, and other details.

**Untitled form**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>00:04</strong></td>
</tr>
<tr>
<td>Responses</td>
<td>Average time to complete</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. UCF is...

50% of respondents (1 of 2) answered this question correctly.

- good! 1
- great! 1