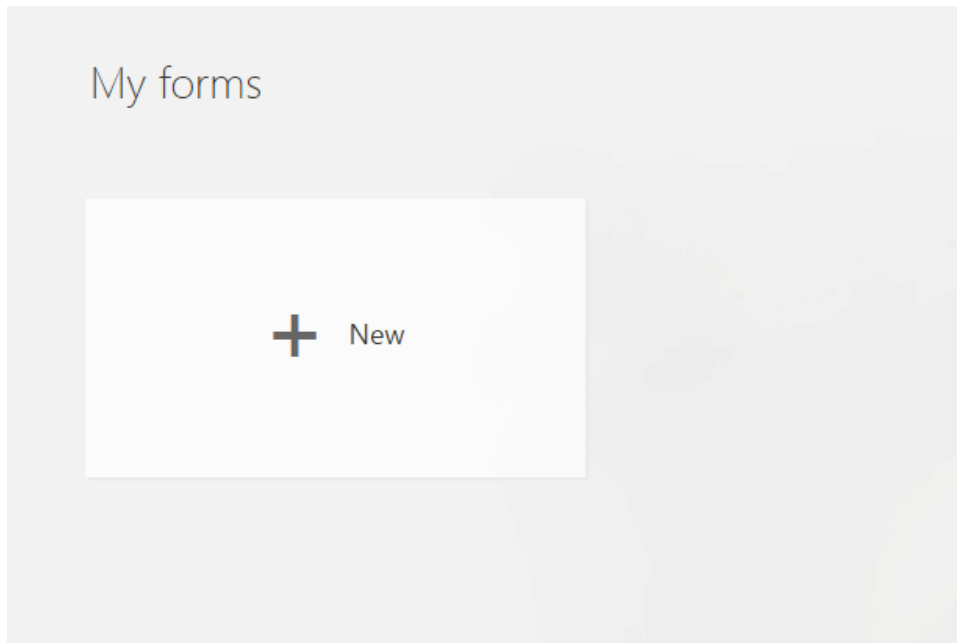


Microsoft Forms

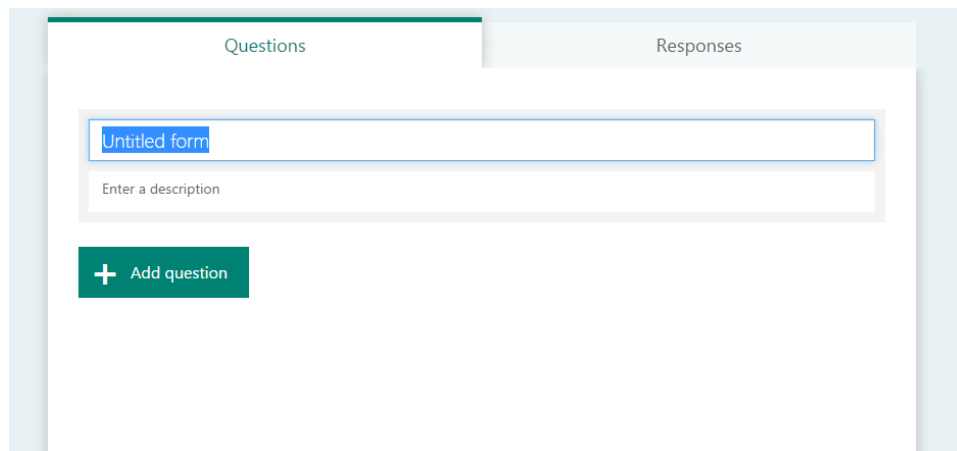
Using Microsoft Forms, students and faculty can create surveys, quizzes, and questionnaires quickly.

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

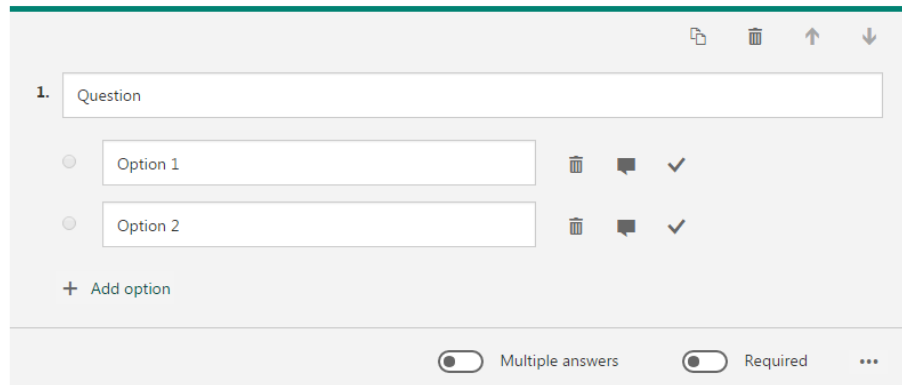
A screenshot of a form editor showing a choice question configuration. The question is labeled "1." and has a text input field containing "Question". Below the question are two radio button options: "Option 1" and "Option 2". Each option has a trash icon to its right. Below the options are two buttons: "+ Add option" and "Add 'Other' option". At the bottom of the form editor, there are two toggle switches: "Multiple answers" (which is turned on) and "Required" (which is turned off). There is also a three-dot menu icon to the right of the "Required" toggle.

+ Add question

Quiz

Offers the creator an ability to label which option is correct within a question asked.

Untitled form



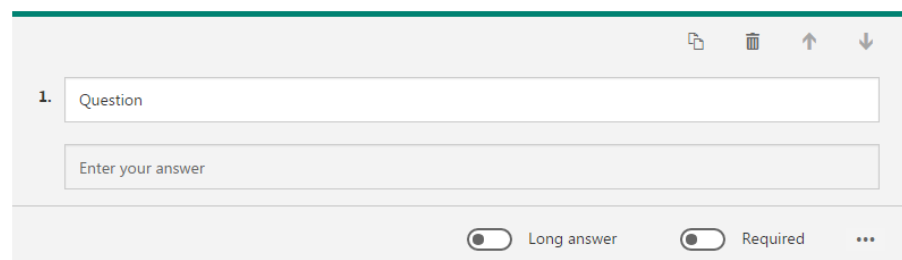
The screenshot shows a quiz question editor interface. At the top right, there are icons for copy, delete, up, and down. The main area contains a question field labeled "1. Question" with a text input box. Below the question field are two option fields, "Option 1" and "Option 2", each with a radio button, a text input box, and a set of control icons (trash, comment, and checkmark). Below the options is a "+ Add option" button. At the bottom right, there are two toggle switches: "Multiple answers" (which is currently off) and "Required" (which is currently on), followed by a three-dot menu icon.

+ Add question

Text

Offers fill-in-the-black answering system.

Untitled form



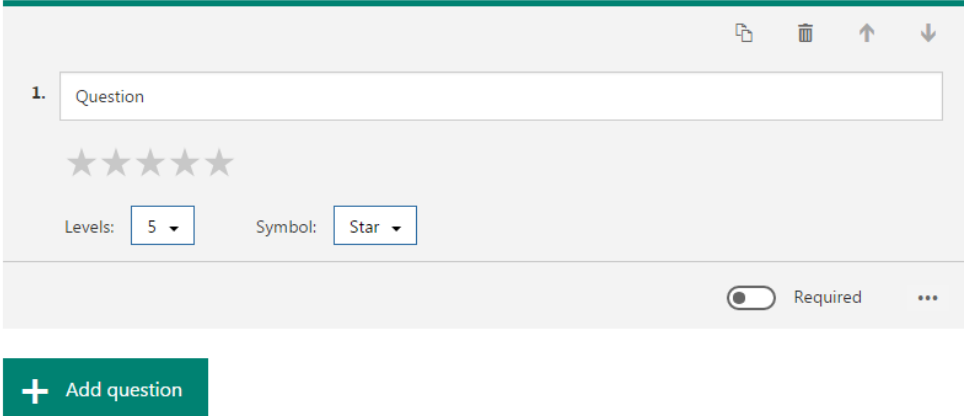
The screenshot shows a text question editor interface. At the top right, there are icons for copy, delete, up, and down. The main area contains a question field labeled "1. Question" with a text input box. Below the question field is an answer field with the placeholder text "Enter your answer". At the bottom right, there are two toggle switches: "Long answer" (which is currently off) and "Required" (which is currently on), followed by a three-dot menu icon.

+ Add question

Rating

Allows users to give ratings for a question asked.

Untitled form

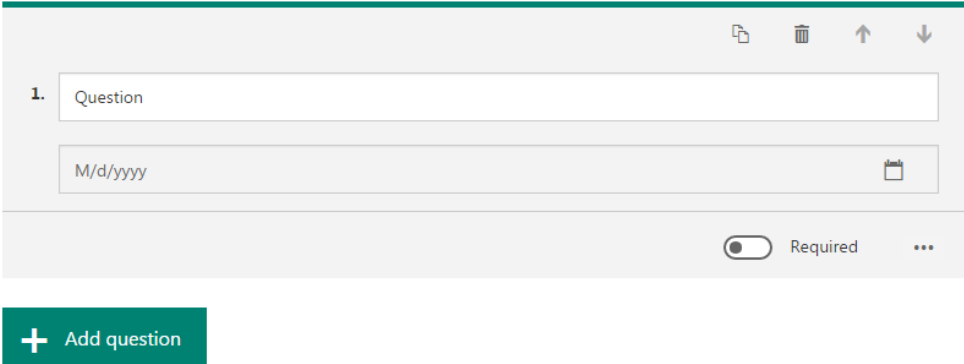


The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, up, and down. The question text is "1. Question" in a text box. Below the text is a five-star rating scale. Underneath the stars are two dropdown menus: "Levels:" with "5" selected and "Symbol:" with "Star" selected. At the bottom right, there is a "Required" toggle switch which is turned on, and a three-dot menu icon. Below the question editor is a green button with a white plus sign and the text "Add question".

Date

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

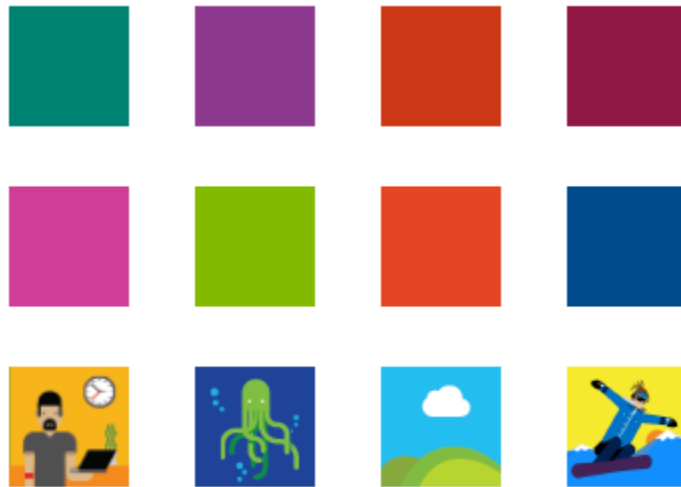
Untitled form



The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, up, and down. The question text is "1. Question" in a text box. Below the text is a date input field with the placeholder text "M/d/yyyy" and a calendar icon. At the bottom right, there is a "Required" toggle switch which is turned on, and a three-dot menu icon. Below the question editor is a green button with a white plus sign and the text "Add question".

Theme

Choose the aesthetic theme of your form.



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/ResponsePag`

Copy

Email the link of your form.



Email the link

Download and send a QR code for your form.



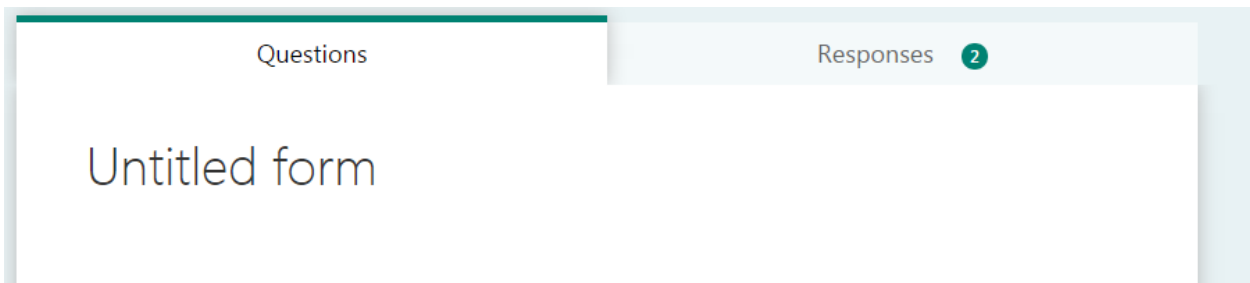
Download and send the QR code

Or embed your form in a webpage.




Embed in a webpage

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

 Open in Excel

Summary

Individual

2 Responses

00:04
Average time to complete



Active
Status

...

1. UCF is...

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

[Details](#)

-  good! 1
-  great! 1 ✓

