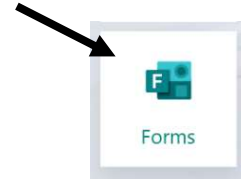


# Using Microsoft Forms to Collect Student Responses

\*Note – All Forms now include the Immersive Reader option for students. When they click on Immersive Reader, it will open the Form in a new window and READ the content to them.

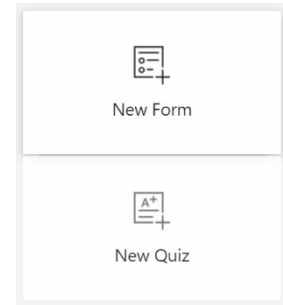
## CREATE A FORM

1. Login to Office365 and click on the Forms app.  
(If you don't see it, click "All Apps")

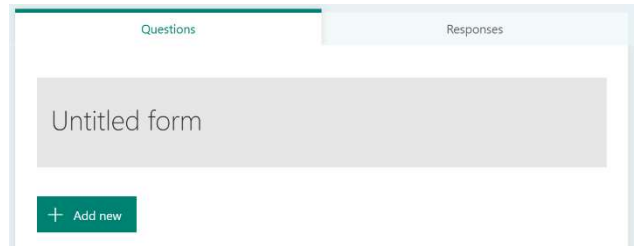


2. Click on New Form or New Quiz (for a graded option)

\***New Quiz** should be used if you want Forms to grade the correct answers. You can also provide feedback for incorrect answers.



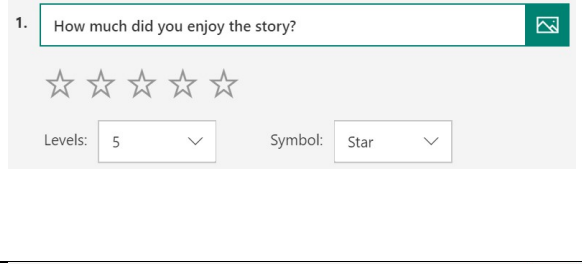
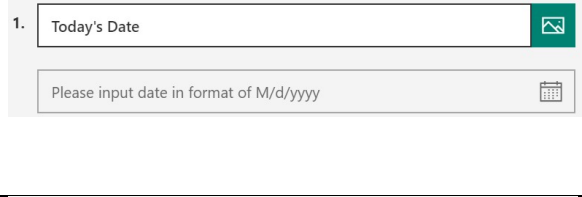
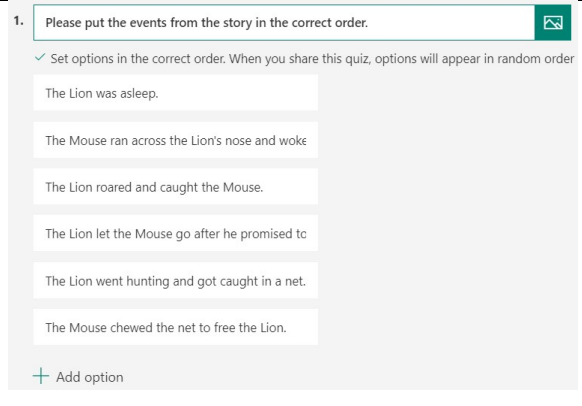
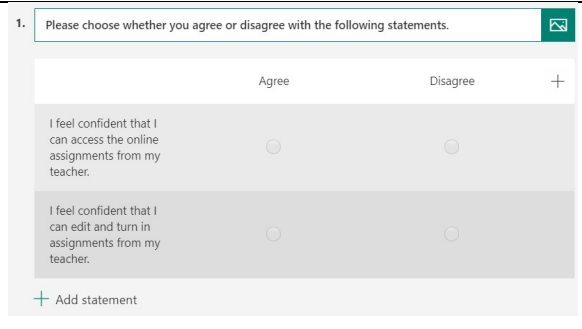
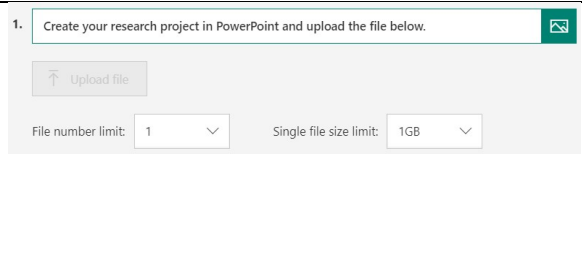
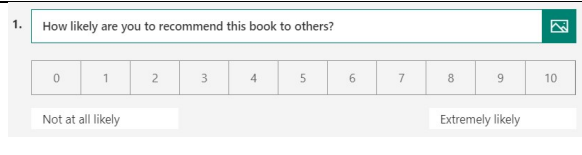
3. Click "Untitled form" to rename your Form.  
The name will automatically save.



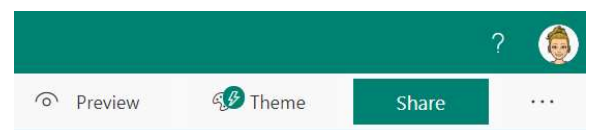
4. Click +Add new to add a question.

## Forms Question Types:

<p><b>Choice</b></p>	<ul style="list-style-type: none"> <li>• Use for multiple choice or multiselect</li> <li>• NEW FORM - can add an "Other" option where students can fill in the box</li> <li>• NEW QUIZ – can mark which choice is correct</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	
<p><b>Text</b></p>	<ul style="list-style-type: none"> <li>• Normal Text box limits to 4000 characters</li> <li>• Choose the "Long Answer" option for a box that will expand (no limit)</li> <li>• Can specify correct answer, but difficult to use as a graded option</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	

<b>Rating</b>	<ul style="list-style-type: none"> <li>• Use for students to rate their opinion</li> <li>• Can edit the levels and symbols</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	
<b>Date</b>	<ul style="list-style-type: none"> <li>• Use for students to input the date from a calendar</li> <li>• Can edit the levels and symbols</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	
<b>Ranking</b>	<ul style="list-style-type: none"> <li>• Use for students to put items in order</li> <li>• To set up for a Quiz, put the items in the correct order. Students will see items in a random order and will be asked to rearrange them into the correct order.</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	
<b>Likert</b>	<ul style="list-style-type: none"> <li>• Use to measure student's opinions</li> <li>• Number of statements and number of opinions can be changed (highlight box and click the trash can to delete)</li> <li>• Click the picture icon to insert a picture or video</li> </ul>	
<b>File Upload</b>	<ul style="list-style-type: none"> <li>• Use for students to upload files to a folder in your OneDrive.</li> <li>• Can edit the number of files allowed and the file size limit</li> <li>• Allows Word, Excel, PowerPoint, PDF, Images, and Audio files</li> </ul>	
<b>Net Promoter Score</b>	<ul style="list-style-type: none"> <li>• Use for students to recommend</li> <li>• Can edit the text</li> </ul>	

5. Use the buttons in the top right-hand corner to review how students will see the Form, change the Theme, or Share with others.



## Sharing Options:

### 1) Send and collect responses

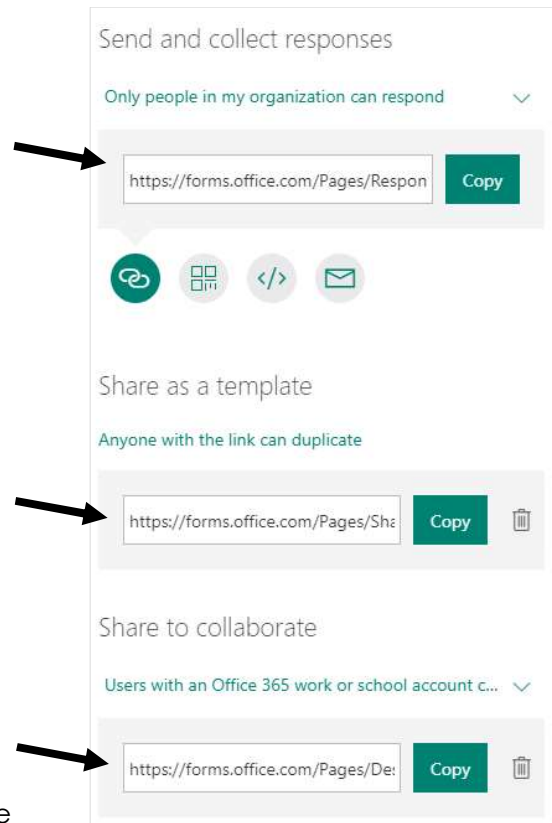
- Share this link with people who you would like to receive responses from.
- Copy and paste this link into assignments for your students.

### 2) Share as a template

- Share this link with teachers who want to use this Form with their students.
- Copy and paste this link in an email or your PLC Team for others to access.
- Others will duplicate this Form to add it automatically to their own Forms. (Then they will share their OWN code with their students to "Send and collect responses".)

### 3) Share to collaborate

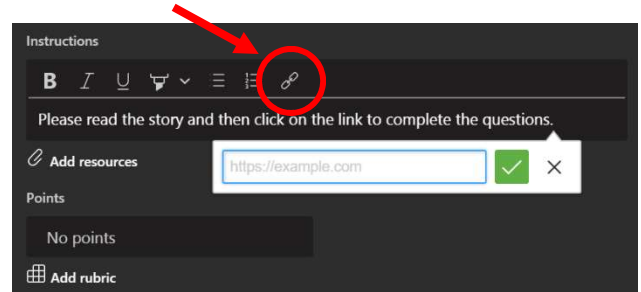
- Use this link to share with teachers who will be using the same form to collect responses.
- Copy this link and paste it in an email or your PLC Team for others to access.
- This Form will show up in their Shared With Me Forms to collect responses together.
- This Form can be 'Copied' from there into their own Forms if they want to collect their own responses.



## USING A FORM IN TEAMS TO COLLECT STUDENT RESPONSES

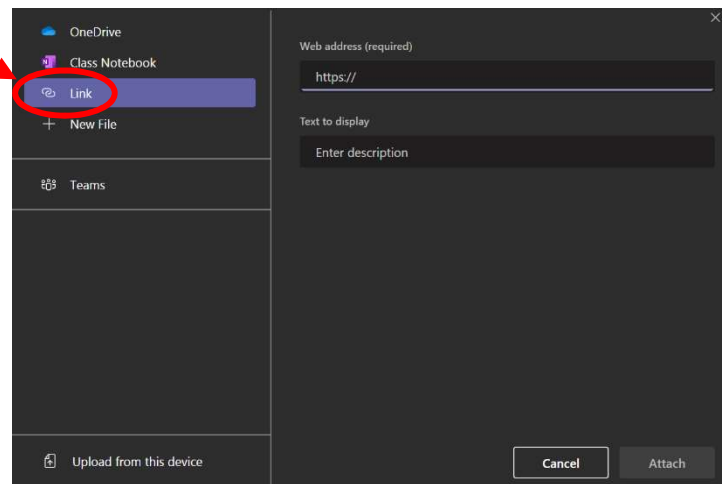
### ONE WAY – EMBEDDING IN AN ASSIGNMENT

1. Create a new assignment.
2. Add the Form to the Assignment:
  - A. In the instructions box, click on the 'Link' icon, paste the link in the window, then click the green arrow.



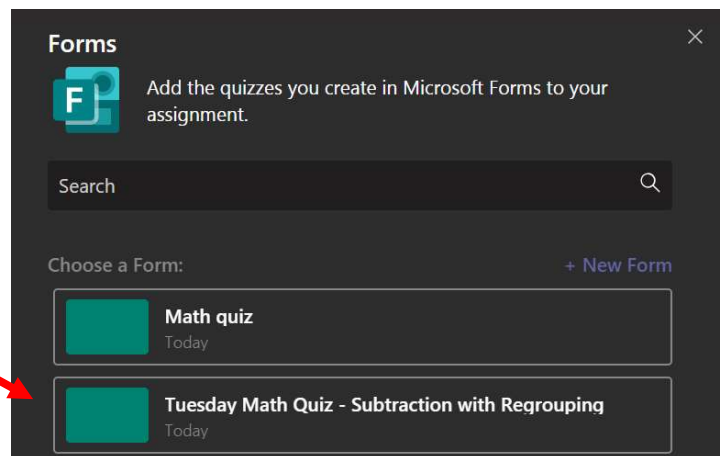
OR

- B. Click to Add resources, choose 'Link' on the left, paste in the link, type Text to Display, and click Attach.



### ANOTHER WAY – CREATE AS A QUIZ

1. Create a new QUIZ Assignment.
2. Choose the Form you want to use, or click to create a New Form. (This will take you to your Forms.)
3. Finish any additional instructions. (The Assignment name will autofill as the name of the Form.)



\*\*Remember that all responses will be collected in Forms. You will be able to see who completed it in Teams, but to see the responses, click in 365 on Forms.