Microsoft Forms

Would you like to survey your students but you don't want to go through the hassle of creating a Form Stack account? Or, you don't want to use a tool as complicated as Qualtrics? The good news is you have a 3rd option available to you, free of charge, and protects student responses behind the USM firewall.

It is called Microsoft Forms. Think Google Forms but the Microsoft version. You have access to this product through your USM email account (which is actually an Office 365 account - comes with additional tools for free).

The software itself is simple. It is web-based. You can create questionnaires or quizzes with the tool. The results are stored on your Microsoft Forms account, protected by your USM username and password. You can view responses from your Forms account and download them as an Excel file.

This document will walk you through:
- Accessing Microsoft Forms
- Creating a Form or Quiz
- Delivering a Form or Quiz
- Viewing Quiz/Form Results

A quick note. Each page that follows contains supporting images. Directions will be provided when referring to specific images (i.e., see right, see above, see below) or specific parts of an image (i.e., #1, see #2, etc.).

Accessing Forms

Most Outlook users at USM will use the desktop Outlook client because it is already on their computer. However, Forms is a cloud-based tool. You will find it by first accessing the cloud-based version of your Outlook account (I know this sounds odd, but stick with me)

The easiest way to do this is by going to https://golden.usm.eduLinks to an external site.

If you are already logged into a USM computer with your USM credentials, or logged into your USM Outlook account, you will be taken directly to your cloud-based Outlook account. If you are not, the browser will display a username/password box. Your username is your Empl-ID number in email form (w######@usm.edu). Your password is your regular USM password.

Once you gain access to your cloud Outlook account, locate the App Launcher (see right). This looks like a grid of nine dots next to the word Outlook (normally located in the top-left corner of the screen). Forms is one of the apps available to you on the menu that appears. If you don't see it, click the Explore All of Your Apps link and locate the tool there.

The tool opens in a new tab. You may need to allow Microsoft to open new tabs or windows on your browser (security settings).

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Forms will display any of your recent Forms or surveys you created within the software (see above). If you don't have any forms or quizzes yet, this area will be blank. If you don't see a form/quiz under recent and you think you should, scroll to the bottom of the page and click All My Forms.

> **NOTE:**
> if you created a survey within a Teams meeting, those results are on your Forms account but the survey will not appear under Recent.

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Creating New Forms/Quizzes

At the top of the page, you will see a + button. The default option is New Quiz. There is a pull-down arrow next to New Quiz that gives you the option to create a New Form.

The differences between Quizzes and Forms are:

Quizzes	Forms
Questionnaire (no correct answers)	An Assessment (requires correct answers)
ability to collect responses anonymously	users must log into their USM account before they can access; records submitter name
can send to people outside of USM	people outside of USM cannot access
no value per question	point value per question
basic text editor for response selection	feedback per question item
	includes math Fx editor for answer options

You can simply use this pulldown to select your form type (questionnaire or quiz – see #1) and create your question form as you would expect: adding questions, choosing question types, adding question stems, and adding answer options.

> **NOTE:**
> The system autosaves your changes, so there is no save button. There is also no Undo function. When you make a change, it is permanent until you delete the item or edit it again.

This is where things deviate from what you might expect. Remember, technology does not always work the way you expect it should.

If you want to create a quiz or survey from scratch, you can use this button and pull-down. It will open a blank form where you can add any number of questions.
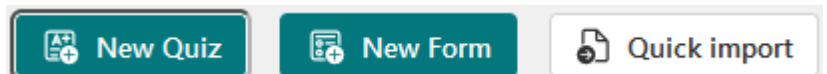
However, there is another option.

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Microsoft has managed to do something many other quiz tools haven't managed yet. You can create your questions ahead of time in a Word document, then import those questions directly into a questionnaire or quiz.

If this is the route you wish to take, you start by clicking the All My Forms link (see #2). This opens another new tab and displays all forms you have on your account. It also separates the single button into two: New Quiz and New Form. The third button is called Quick Import, which you will use this to upload your word document (see right).

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After you select your document, Forms will ask if you want to create a Form or a Quiz. The name of the file will carry over to the title of the form. Each question and answer option will be created from the document.

Your form has been converted successfully

Import another   Start review

When the upload has completed, you should click Start Review to see what was created. You can also import another document for a separate questionnaire/quiz or close the import window. Whatever was imported lives on your account as a questionnaire/quiz, which you can open after the fact.

The questions came over but the correct answers did not (Quiz Only). You will edit each question to select correct answers. To edit a question, simply click on it. The editor will open and give you options. If you elected to create a quiz, correct answers (see #3 – see next page) and point values (see #4 – see next page) are included within these options.

If you don't select a correct answer, responses are still recorded but no points are assigned. You can also change any multiple choice question to a multiple answer (see #5 – see next page).

Also because this is a survey tool that allows you to create quizzes, none of the imported questions are required (meaning students can skip them). Any question students are required to answer must be listed as "Required" (see #6 – see next page). Yes, I know this seems silly if you are creating a quiz instead of a form. Remember, technology does not always work the way you think it should.

Any/all changes are saved automatically. You should also know **there is not an UNDO option**.

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1. Is this a question?

☑ Yes

☑ No

3

+ **Add option**

4 Points: 0 ⬤ Math ⬤ Multiple answers ⬤ Required •••

5 **6**

+ ⦿ Choice | T Text | 👍 Rating | 📅 Date | ⌄

Remember, this is a form tool outside of Canvas. Students will not automatically get access to any quiz or form you create. When you distribute a questionnaire form or a quiz form, Microsoft will give you some options.

- A Link (see #1)
- An Invitation (see #2)
- A QR Code (see #3)

All of these are found under Collect Responses, which is located on the survey form itself (see right). When clicked, a sharing window appears. Methods of sharing appear as circles on the right side of the window. Options for each sharing method appear on the left side.
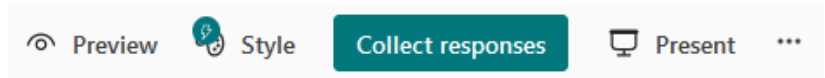
By default, Link is the selected method (see #1). You can choose a different method by selecting a different circle. For links, there is also a checkbox that creates a "shortened link" (see #4). This is recommended because it makes it easier for distribution.

The sharing options are similar for each method and determine who can access the form and what is collected when people submit (see #5). "Only people in my organization can respond" is selected by default.

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This requires anyone completing the form to login using their USM credentials before they can gain access. If you are creating an open survey, simply move to the "Anyone can respond" option.

For Quizzes, "Record Name" and "One response per person" are selected by default. You can change these as well to create an "open quiz" if you like, but no points will be assigned.

The "Specific people in my organization can respond" option allows you to choose who can complete the form. A line will appear under name and response options. You will type the names or email addresses of those you wish to complete the form in that line, giving only those people access to the form. You have to do this one at a time (no copy/paste). This does not connect directly to Canvas, so you cannot simply pull a class roster. The people you select must login using their USM credentials to gain access, however their submissions may be anonymous depending on how you setup the survey/quiz.

Recipients can scan the code on a phone or tablet to access the form.

Download

If you choose the QR code method, forms will display an image. You must download this image and place it where people can scan it with their devices (see right).

Simply creating the QR code does nothing. You must do something with it in order for your students to use it to access the questionnaire/quiz.

There is a fourth option called Present, or a presentation view. Again, this is located on the form itself, to the right of the Collect Responses button (see first image).

Present opens a new tab/window with a QR code and shortened link for the form. It also displays live real-time results for the form that will update as people complete the form (see next page).

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Because Forms is a Microsoft product, this presentation view is available within PowerPoint itself. You can embed the presentation view directly into a slide for live presentations, or you can embed the QR code image for asynchronous presentations. Either method allows those viewing to scan the QR code or type in the link, complete the form, and you can see the results at any time.

If you are not using PowerPoint as your slide presentation software, you cannot embed the Present graphic directly into a slide. However, you can embed the QR code image from Forms into a slide and use the Present browser window to display real-time results.

If you wish to learn more about embedding Forms into a PowerPoint presentation, continue to the last section of this document.

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Viewing Form Results

Results are stored on the form itself, within your Forms account (or, under the account of whoever created the form).

To view them, simply open the form.

At the top, next to the questions tab is the Reponses tab (see below). Opening that will display each question and an infographic representing responses for the question.

Within each question are two additional options: More Details (see #1) and Insights (see #2).

More Details will display the raw collection data for that question (as a table).

Insights opens a detailed explanation of the infographic.

You can view individual respondent results with the View Results button (see #3) or you can export results of the questionnaire/quiz to an Excel file (see #4)

There is also an options menu for the results page (see #5), which includes Delete All Responses, Print Summary, and Share Summary Link.

Delete All Responses is self-explanatory, and something you probably don't want. Remember, **there is no UNDO**.

The infographic results page is called a Summary. You can print this summary or you can share a link to the summary without sharing a link directly to the survey.

Using Forms with PowerPoint

This works for both in-person or online presentations. It can be done live or asynchronously, the difference is how you view the results.

If this is something you wish to do, start by connecting Forms to PowerPoint on your computer. You only need to do this once, so we recommend you do this before creating your presentation slides.

1. Open PowerPoint
2. On the Home Screen, select Add-Ins in the ribbon (see below)
3. Select More Add-Ins
4. Select Admin Managed on the window that appears
5. Select Forms
6. Click Add

On the Insert Tab in the icon ribbon, a new section called Forms should appear, with a Forms icon (see right). If you don't see this, close PowerPoint, open it again, and see if the icon appears under the Insert tab. As long as you are logged into your USM Office 365 account on PowerPoint, the forms icon should automatically connect to your Forms account.
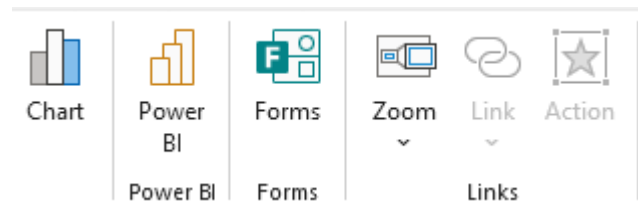
> **NOTE:**
> Microsoft constantly updates Microsoft Office, often without notifying users of the changes that occur. Once you add Forms to your PowerPoint software, the Forms icon should remain on the Insert Tab. If you get a new computer or try to add Forms to PowerPoint on another computer, you will need to perform the steps again. Just know the steps may change with new software updates.

After that, create your slide presentation. In the slide deck, leave a blank slide where you want a form to be placed. You can place multiple forms in a single presentation if you wish, just leave multiple blank slides.

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When you are ready to insert the form:

1. Go back to the blank slide
2. Click the Insert Tab
3. Select the Forms icon

A panel expands from the right connecting PowerPoint to your Forms account (see right). This panel will display:

- Any/all forms that exist on your account
- It provides options to create new forms or quizzes,
- It provides options to edit existing forms/quizzes.

If new or edit options are clicked, a new browser tab/window opens to that form on your Forms account where you can edit or create new forms.

To select a form to embed onto the slide, hover your mouse pointer over one of the forms listed in the panel. Insert and Edit options will appear for that form. Click Insert.

A new graphic will overlay the entire slide with two options (see below):

- Present for Interactive Meetings
- Collect Responses Offline

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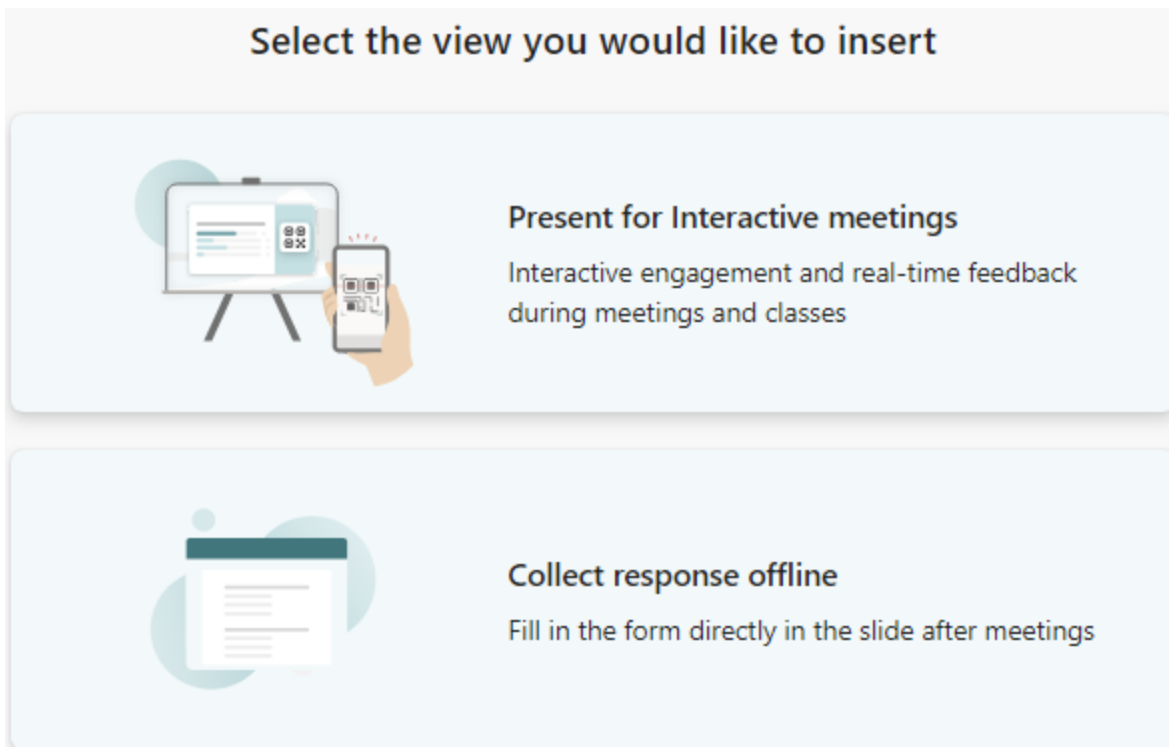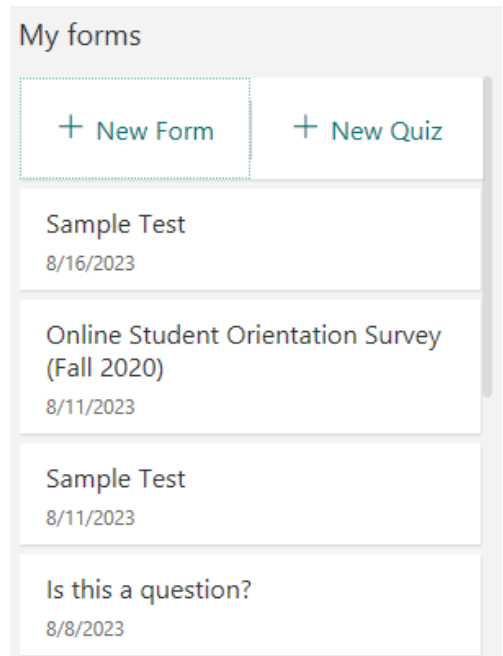
The first option uses the Present mode information discussed earlier, a live results area, QR code, and short link to the survey.

The second option embeds the entire form directly into the presentation slide, with a scroll bar.

Select your viewing options, and the form information will embed into that slide.

This is an interactive graphic. If you select the wrong form or want to delete the graphic entirely, you can use backspace/delete to remove the form. You can also use the sizing controls to increase or decrease the size of the interactive graphic or QR code for the form.

What you cannot do with this method of display is increase text or font sizes. You can copy/paste text off of the graphic but you cannot edit any information on the embedded graphic.

How Students Will Use It:
You are presenting this to a class, so you will probably want your students to interact with the form somehow. Here is how that works.

Your students will use their own personal devices (phones, computers, and tablets).

If students are using their phones or tablets:
- They need to enable the QR code scanner on their device
- They can the QR code
- They open the link the QR code sends them to
- They complete the form
- They click submit

If students are using their laptops (or personal computers):
- They will open a web browser
- They will type the short weblink into the browsers URL bar*
- They will complete the form
- They click Submit

* The short web link is located below the QR code for the survey. This shortened link only appears in the live presentation method of embedding a form into a PowerPoint Presentation.

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