All Things M365
Empower to Achieve

Create Engaging Forms and Quizzes with Microsoft Forms

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What is Microsoft Forms?

Microsoft Forms is an online form creator that's part of Microsoft 365.

With Microsoft Forms, you can create a survey or quiz, invite others to respond to it using almost any web browser or mobile device, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading.
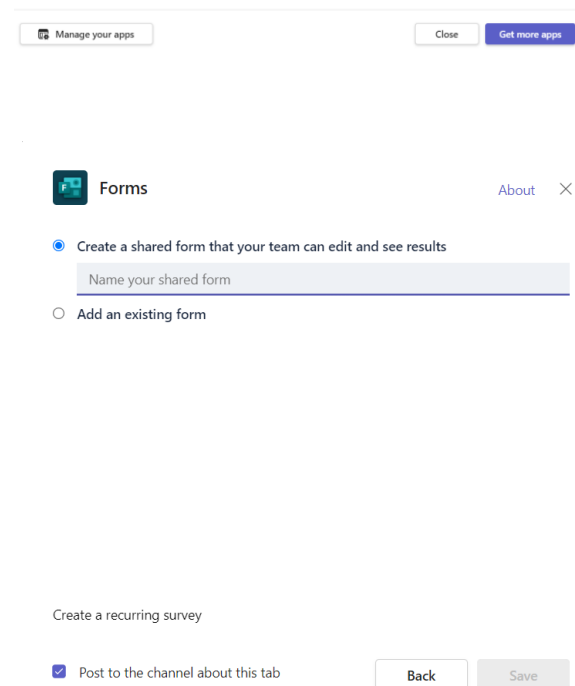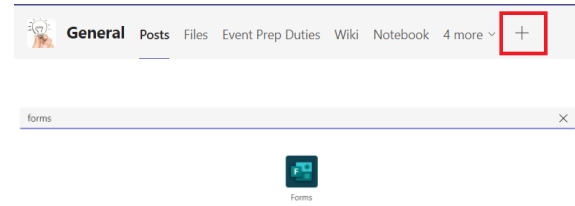
Accessing Forms

You can access Forms through your OneDrive online or any SharePoint site by clicking the "waffle" icon and selecting Forms.
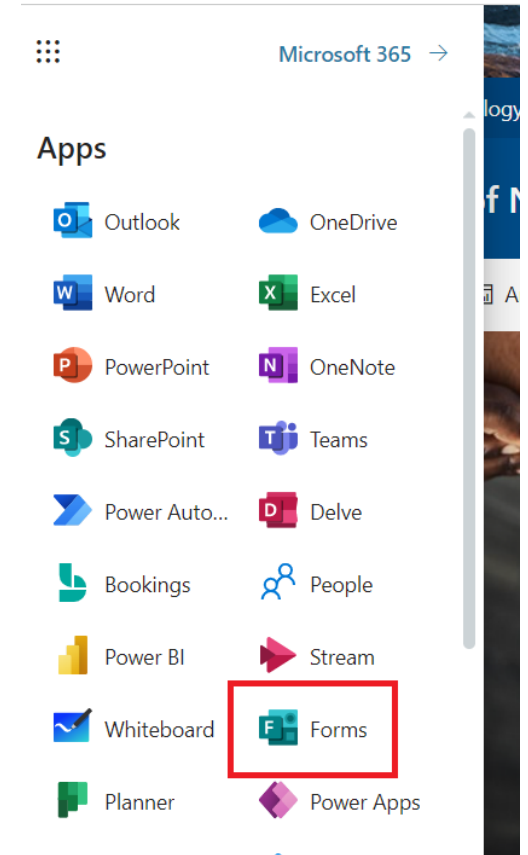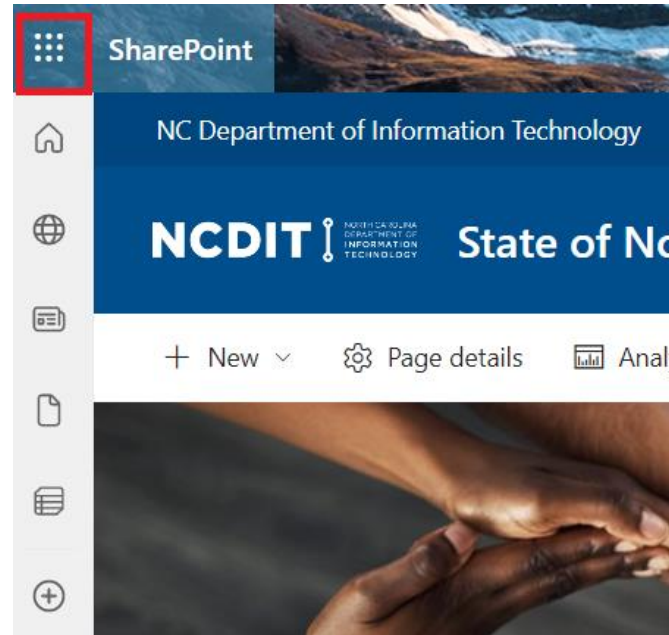
Accessing Forms

You can also access Forms in a Team by creating a new tab and adding a Form. You have the option to create a new Form, or connect to an existing Form. This Form will be owned by a Team. If the Form will need to be used by your Team on an ongoing basis, it's best to create it in your Team.

Accessing Forms

You can also add a Form directly into a Teams meeting. In a meeting, a Form is called a Poll. Click the app button to get to Forms. Form results will live in the meeting's chat.
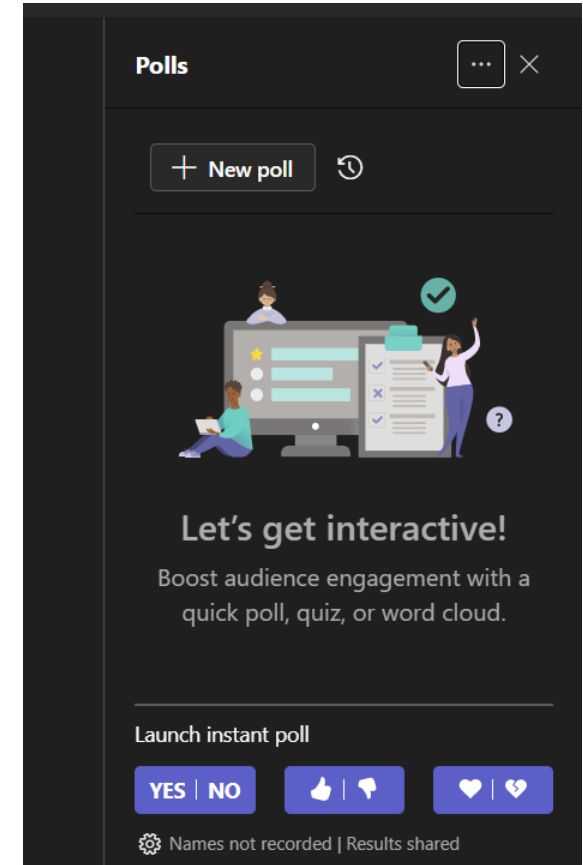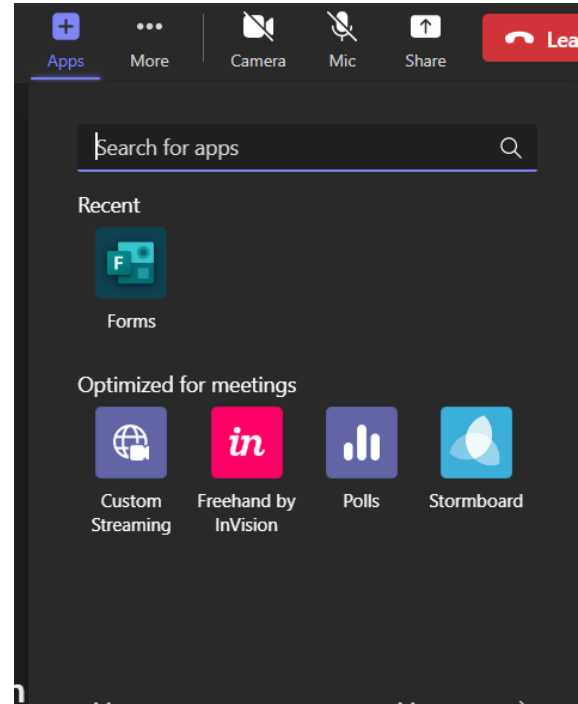
Forms Homepage

Click the Waffle to get to your Forms homepage. You will see tabs for recent forms, forms you have pinned, and forms that have been shared with you. Click New Form to create a new form.
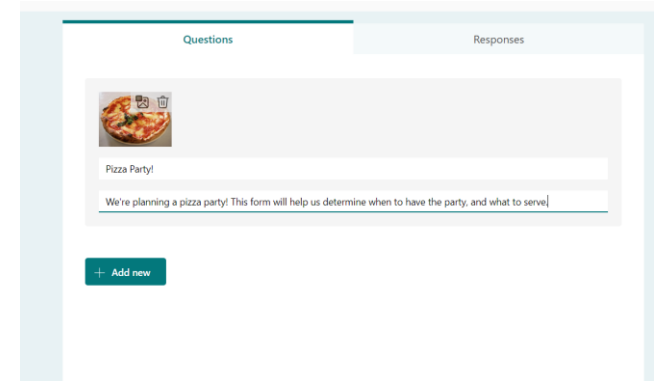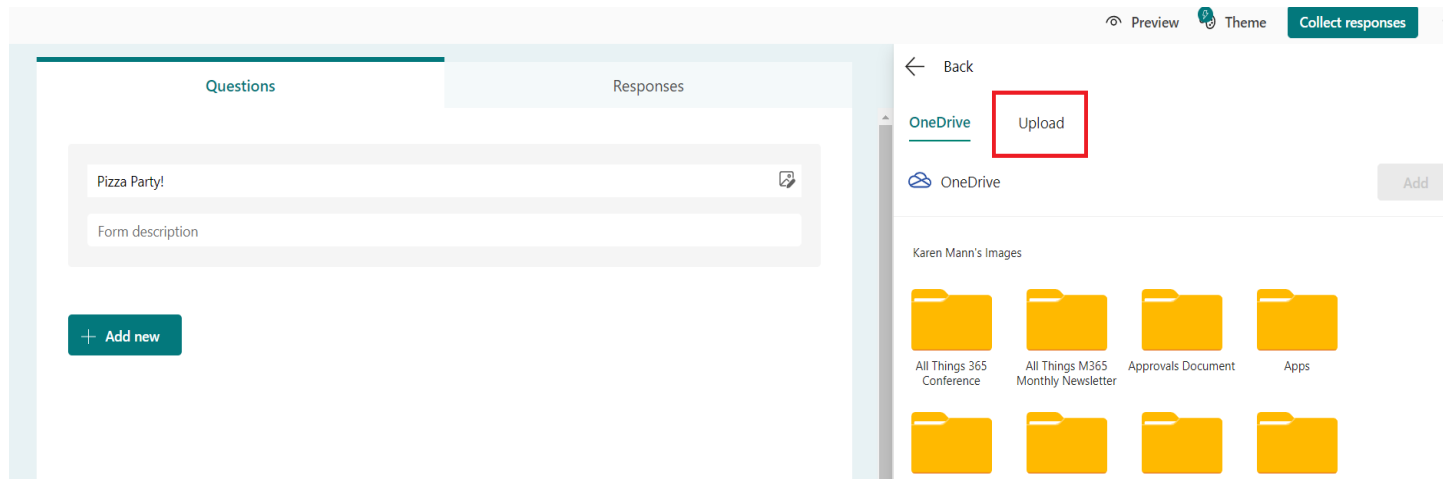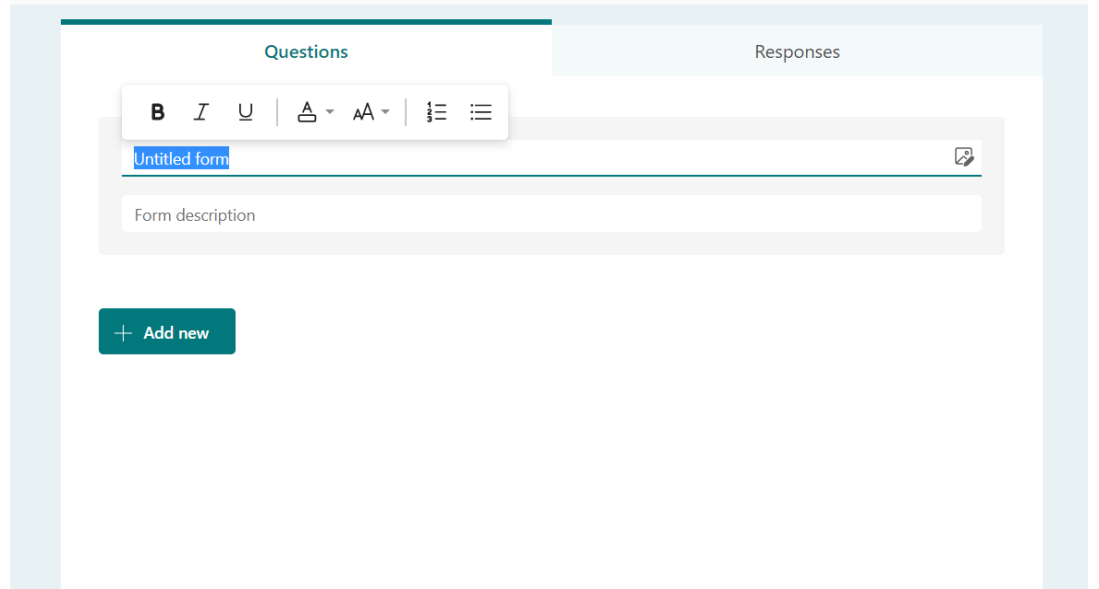
IMPORTANT!

If you leave your job, all your Forms will disappear, so if you are going to create a Form that will need to be used continuously in your Division, you will need to share your Form with a Team.
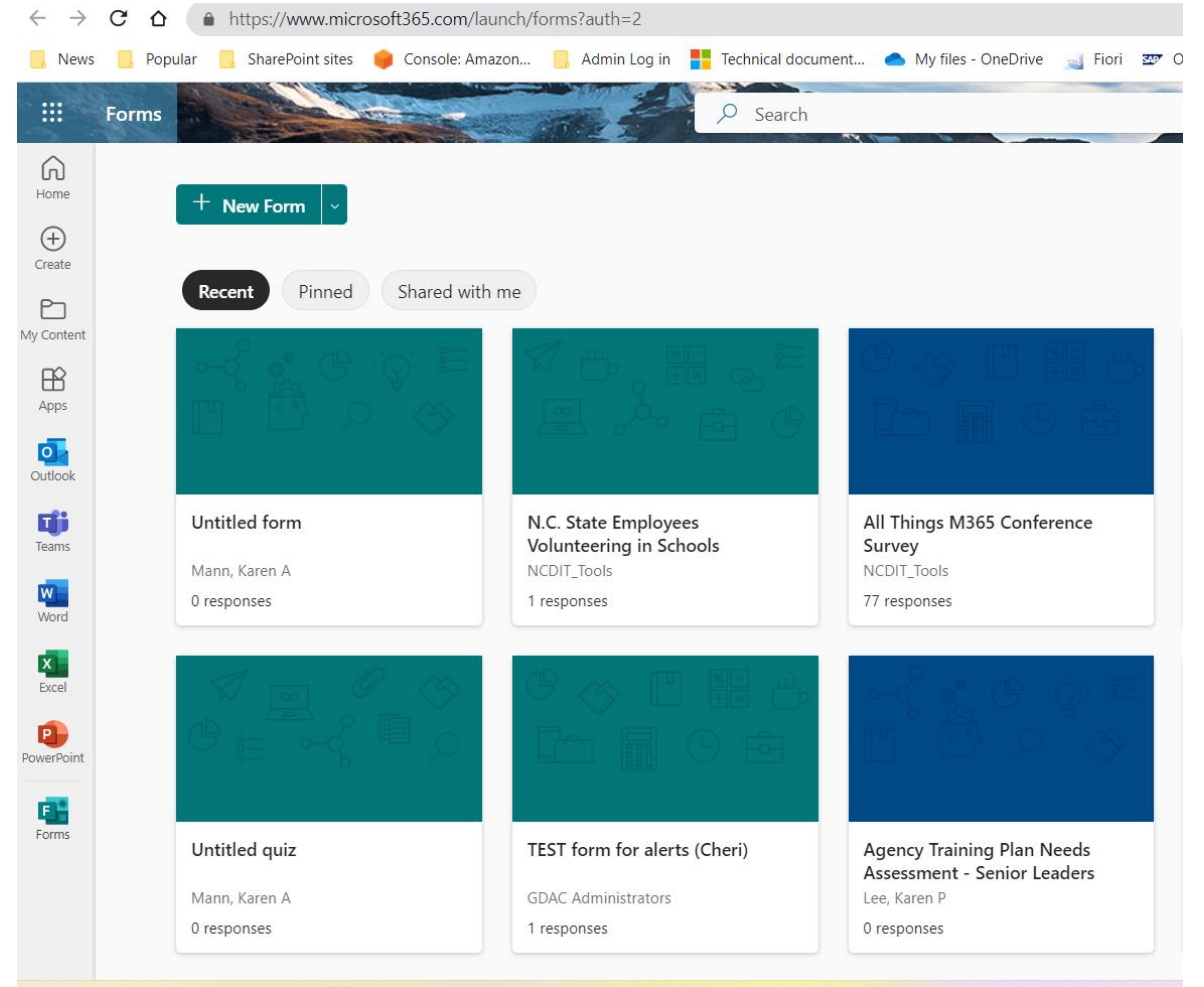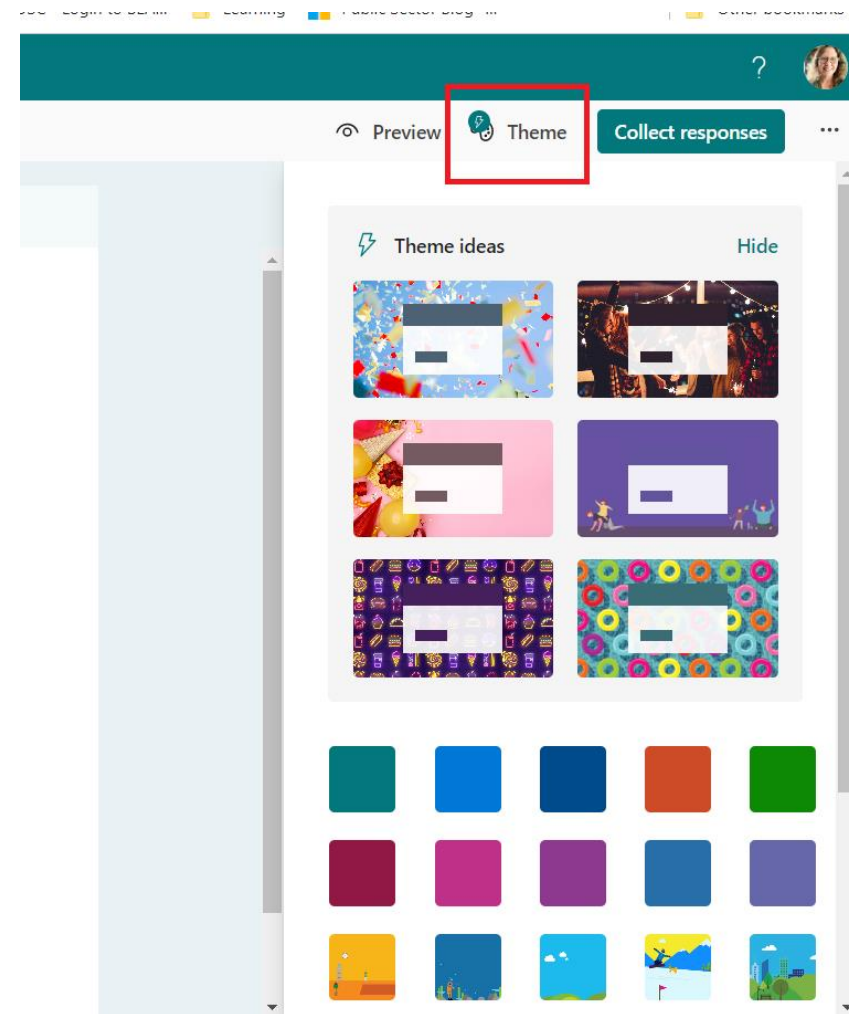
Create a Form

Click on the words Untitled Form to give your form a title. You can also add a description and a photo, which you can upload, or add from OneDrive
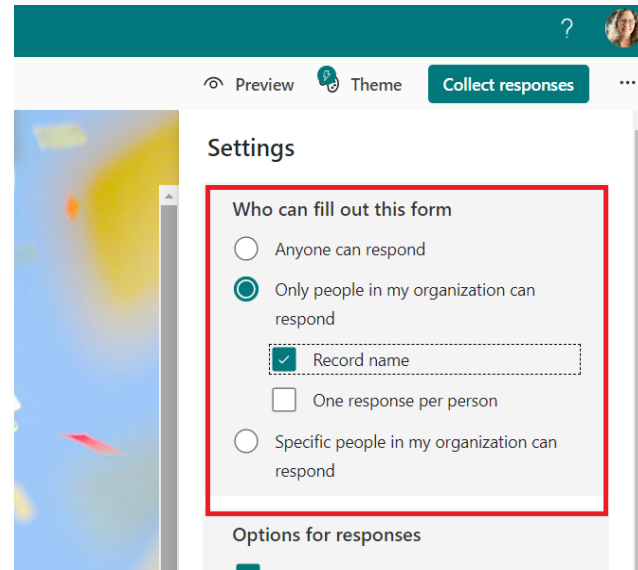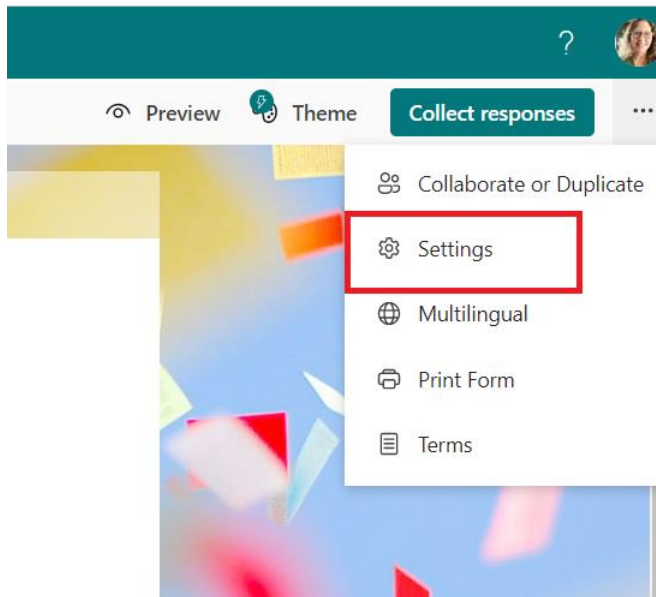
Create a Form

Click Theme to change your Form's appearance.

Create a Form

Click the three dots under your personal icon to get to Settings. Here you can determine who can fill out your form. If you select Only people in my organization, you can have the form record the name automatically. If you select anyone can respond, and you want to collect names, you will need to create text boxes for the name.
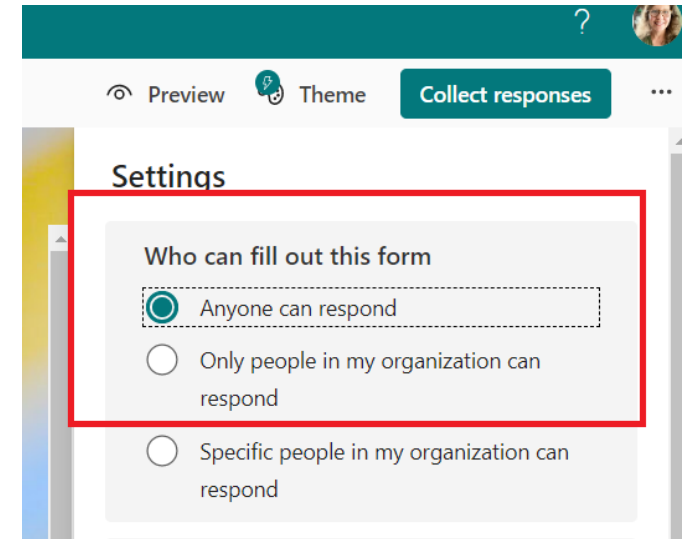
Create a Form

Click Add New to add your first question. You can have a variety of options for question types. You can even add sections, and allow responders to upload files.

NOTE!

The upload function is only available if you are going to share your Form within your organization.

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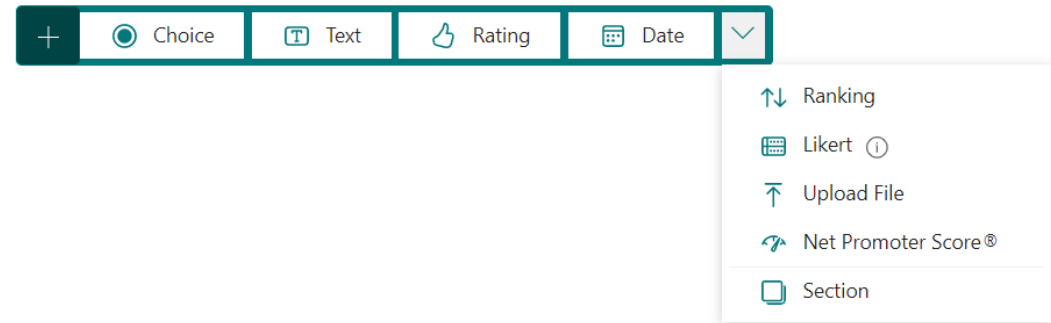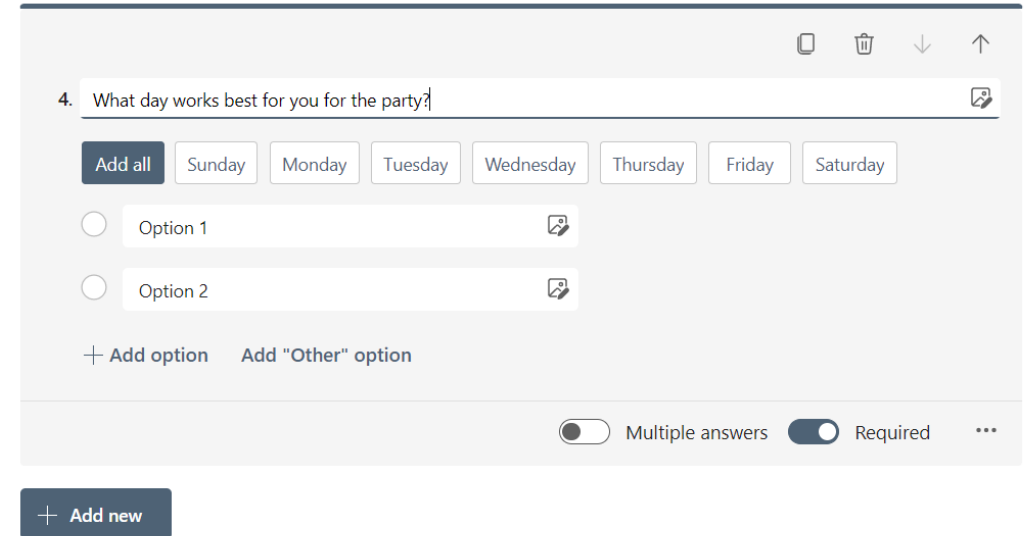
Create a Form

Click Text to create a text question. You have some formatting in your text box. You can also make the answer required, or select Long answer to give your responder more room.
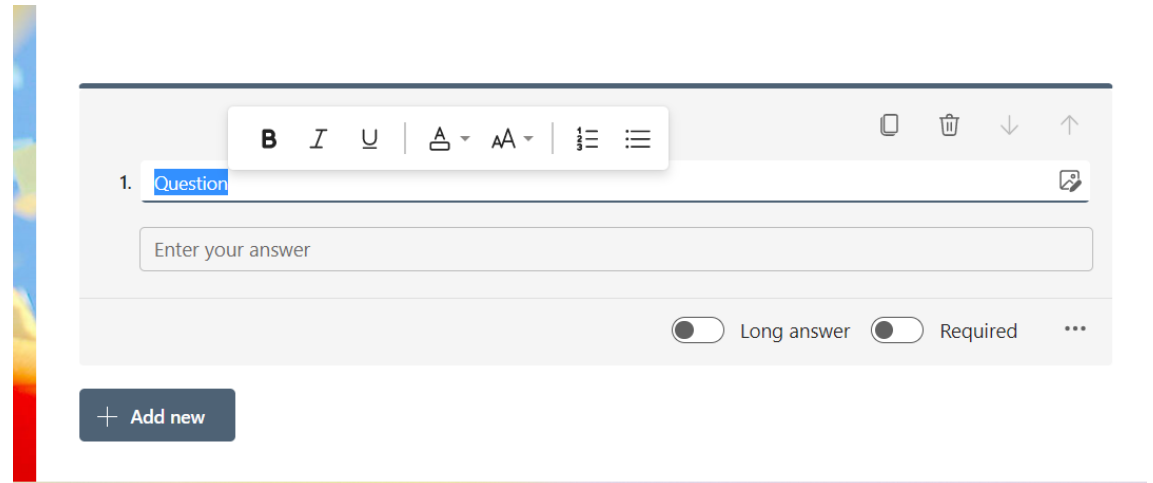
Create a Form

If you select multiple choice, the Form's built-in AI will create some options for you.

Create a Form

You can create branching questions by clicking the three dots next to Required. Here you can also choose to shuffle the questions, create a drop down rather than radio buttons, or add a subtitle.

NOTE!
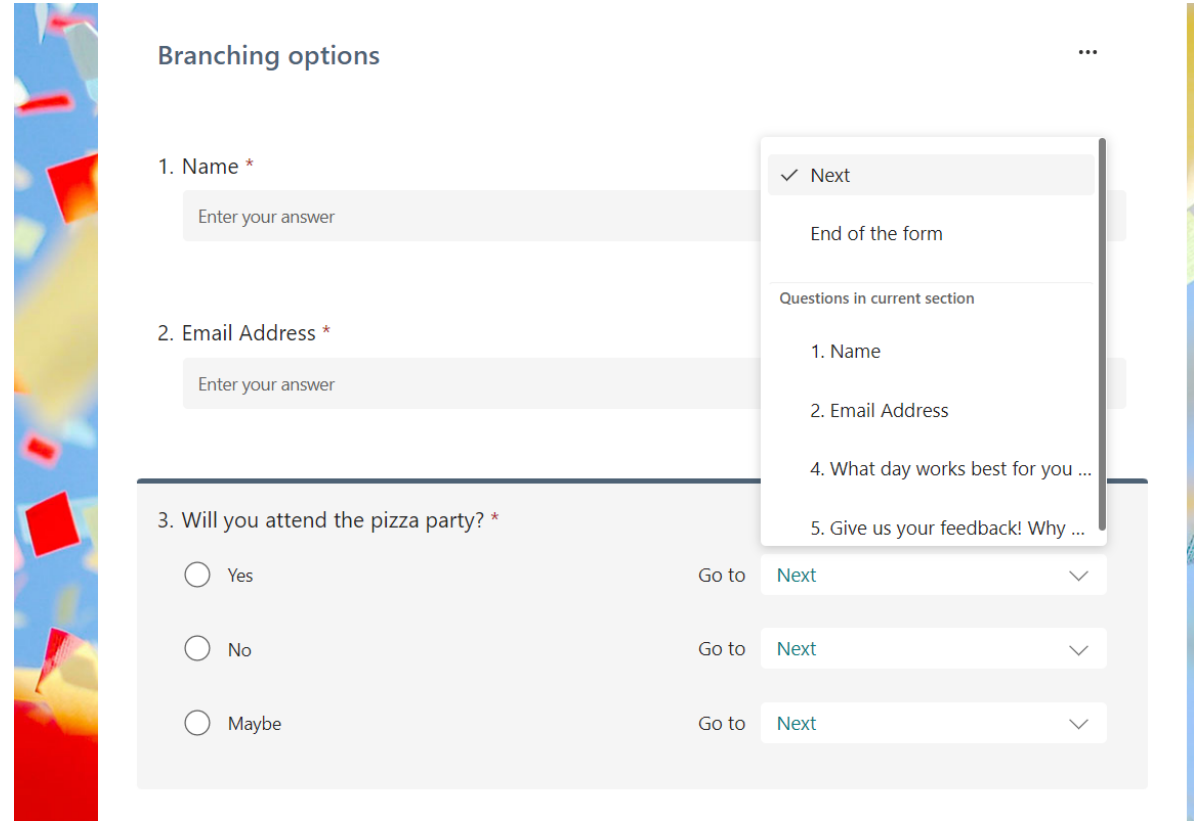
If you select Add Branching, you will need to have your Branching options created before you add the branching.

Create a Form

After you have your follow-up questions created, select Add Branching, and determine where responders will go after they select certain options.

Branching options ...

1. Name *

Enter your answer

2. Email Address *

Enter your answer

3. Will you attend the pizza party? *

○ Yes   Go to   Next   ⌄

○ No   Go to   Next   ⌄

○ Maybe   Go to   Next   ⌄
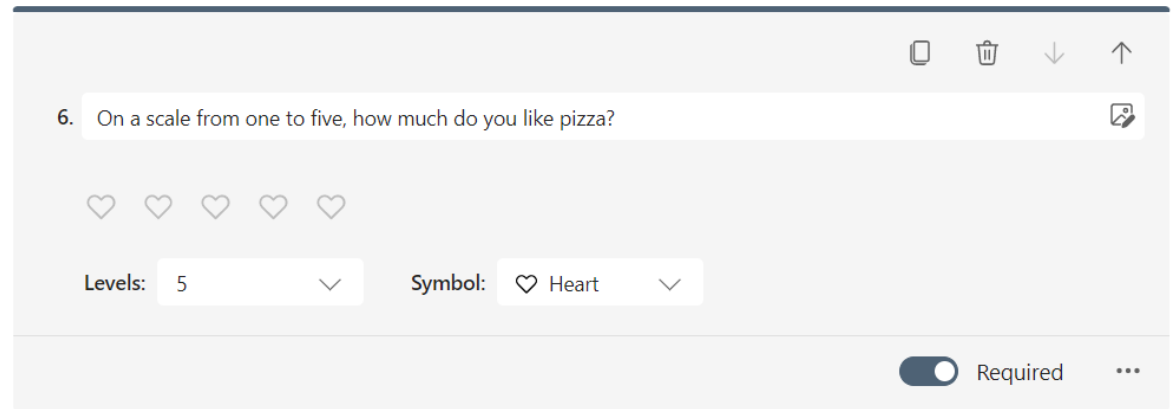
✓ Next

End of the form

Questions in current section

1. Name

2. Email Address

4. What day works best for you ...

5. Give us your feedback! Why ...

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Create a Form

With Rating, you can change the levels and symbols.

Create a Form

Choose Likert under the dropdown to get in-depth responses about a topic.

Create a Form

Net promoted helps judge how likely someone is to do something.

Share Your Form to a Team

After you've created your form, but before you've shared to your audience, you should share your Form to a Team. This will ensure your Form will still be available if you leave your job.

Close your Form (it will be saved automatically) and return to your Forms home page. Click the three dots at the bottom right corner of the appropriate Form and select Move to a group.
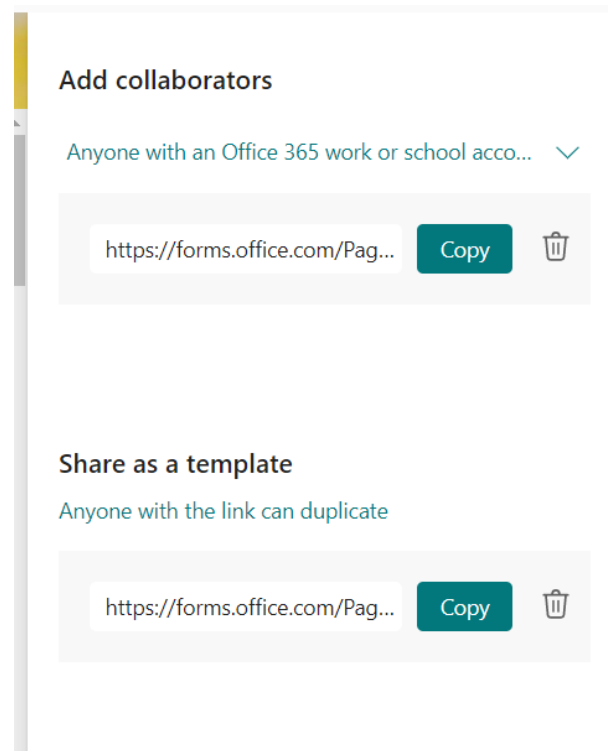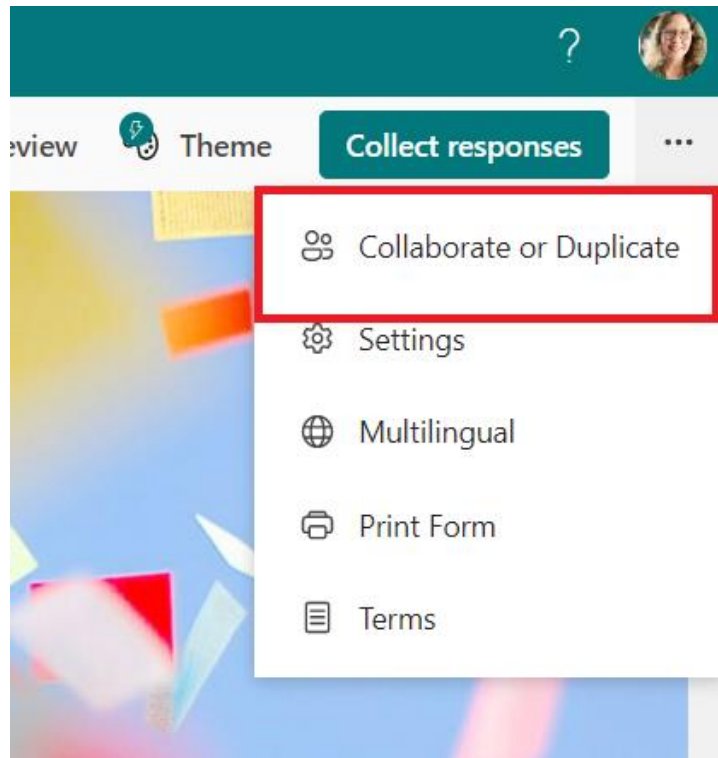
IMPORTANT!

Do not share to a public Team! Everyone on the Team will have access to your form.
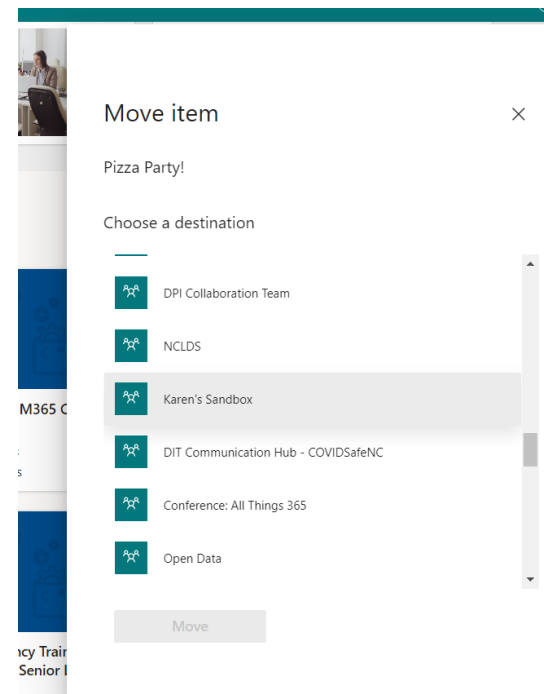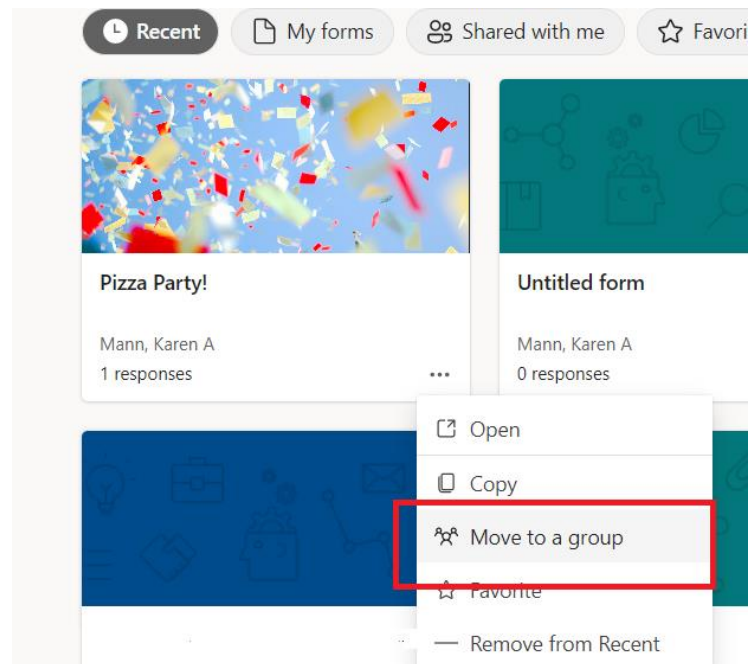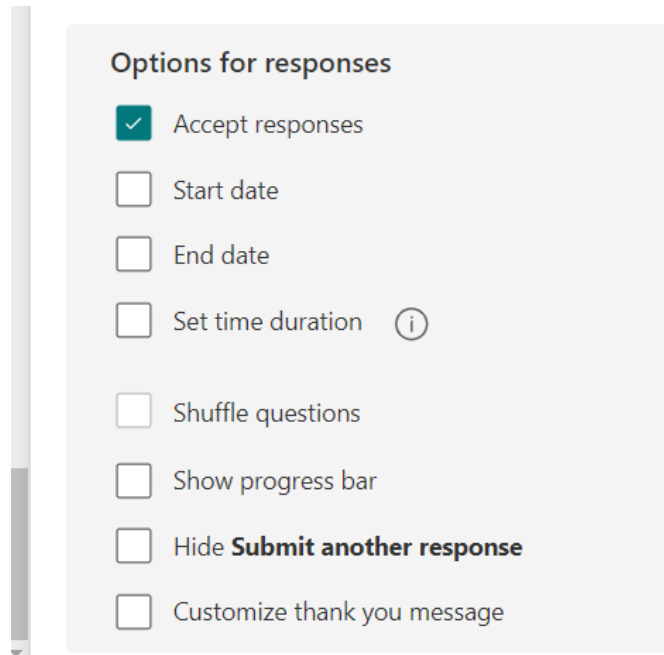
Collaborate with a Team Mate

Before sending out your Form, you can get a link to send to a colleague so that they can help you edit the form. You can also share your Form as a template. Go to the three dots inside the Form and click Collaborate or Duplicate.
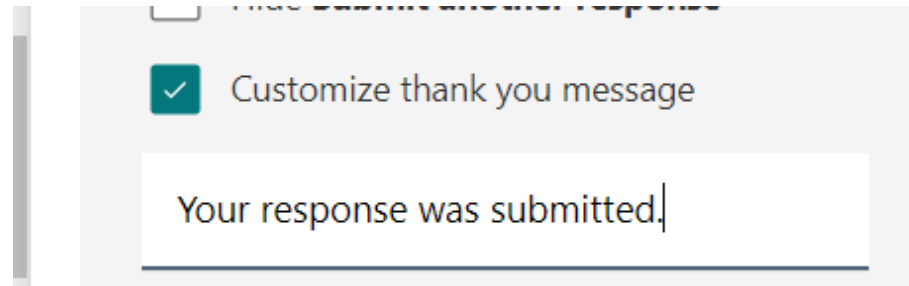
Options for Responses

In Settings, you can customize your options for responses, and also include a customized thank you message.

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Collect Responses

When you're ready to send out your Form, click Collect Responses. You can email the link to someone, get a QR code, or get an embed code that can be added to a website or SharePoint site.

See Responses

When you're ready to see the responses to your Form, click the Responses tab.

See Responses

You will see a dashboard that will allow you to visualize the responses. You can also download responses into Excel.

See Responses

If you allow your responders to upload a file, the file will be available under the See Responses tab.

9. Question

1 Responses

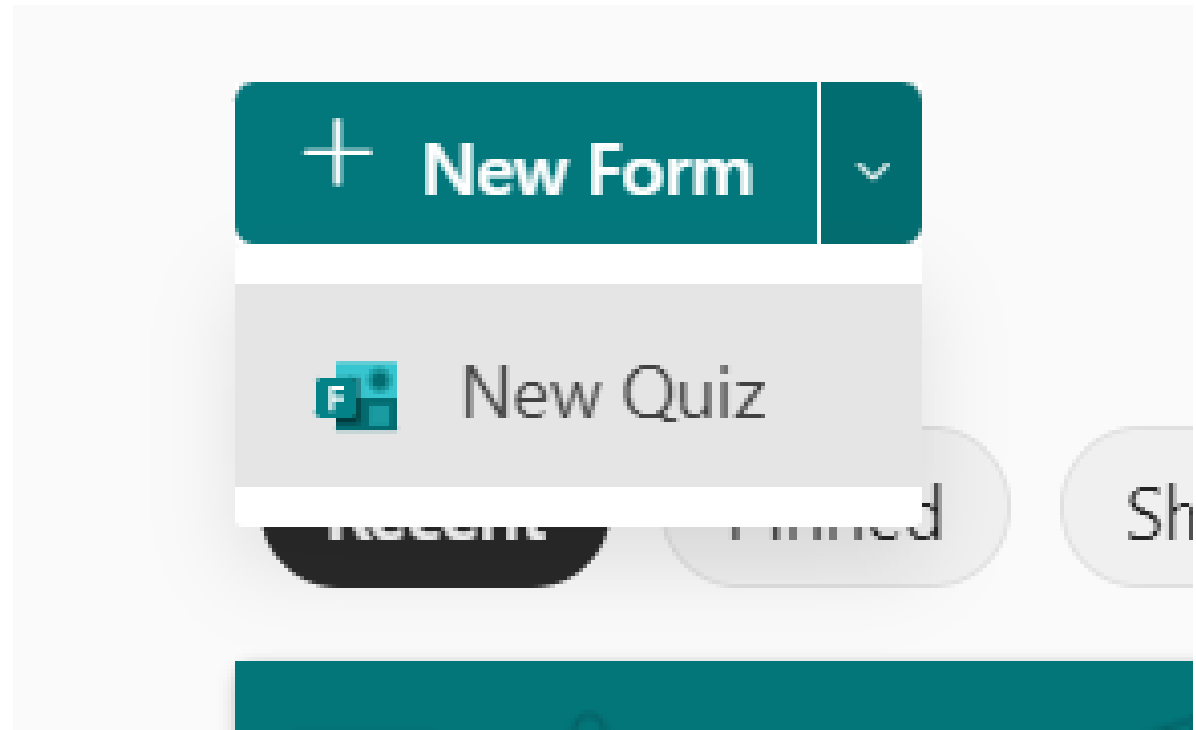**View in folder**

ID ↑	Name	Responses
1	Karen Mann	Yellow Belt Certificate - Mann_Karen Mann.pdf

Create a Quiz

Creating a Quiz is similar to creating a Form. In your Forms home page, click the dropdown beside New Form, and select New Quiz.
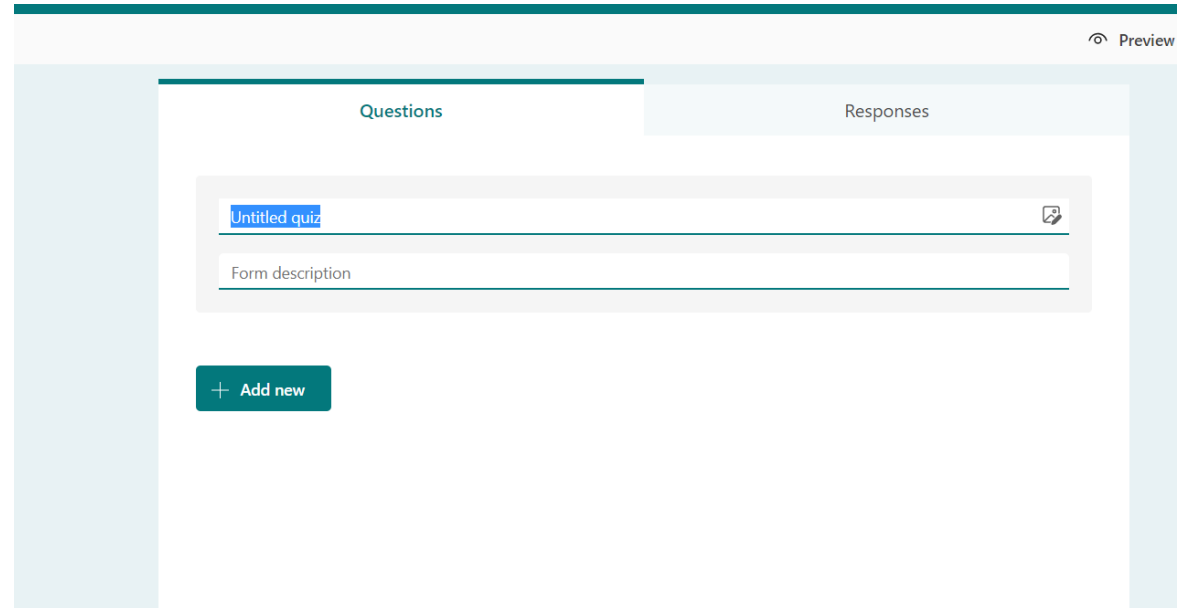
Create a Quiz

Give your Quiz a title and description. Like a Form, you can also add a photo and a theme. Settings, collaboration and response analysis work exactly the same as with a Form.

IMPORTANT!

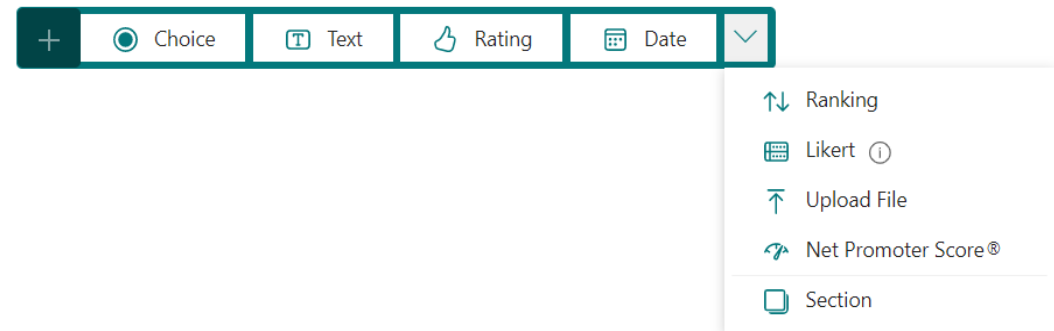Remember to share a Quiz with a Team before you make it public.

Create a Quiz

You have the same options for question type, and sections, and you can add Branching to your questions.
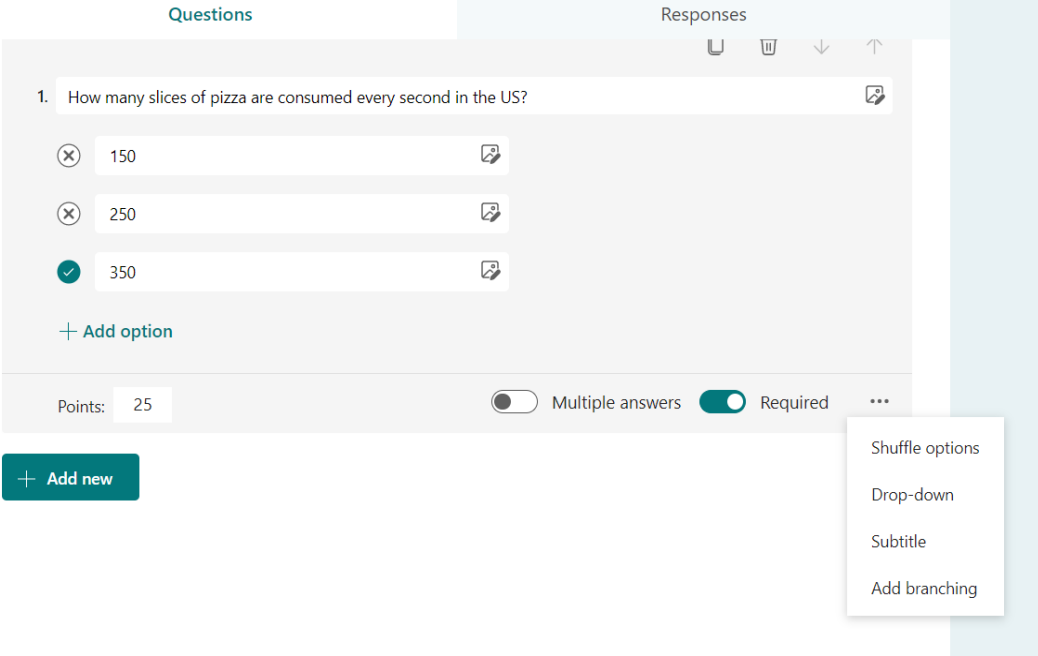
NOTE!

While you have options for questions, a Quiz tends to work better when you use the Choice option.
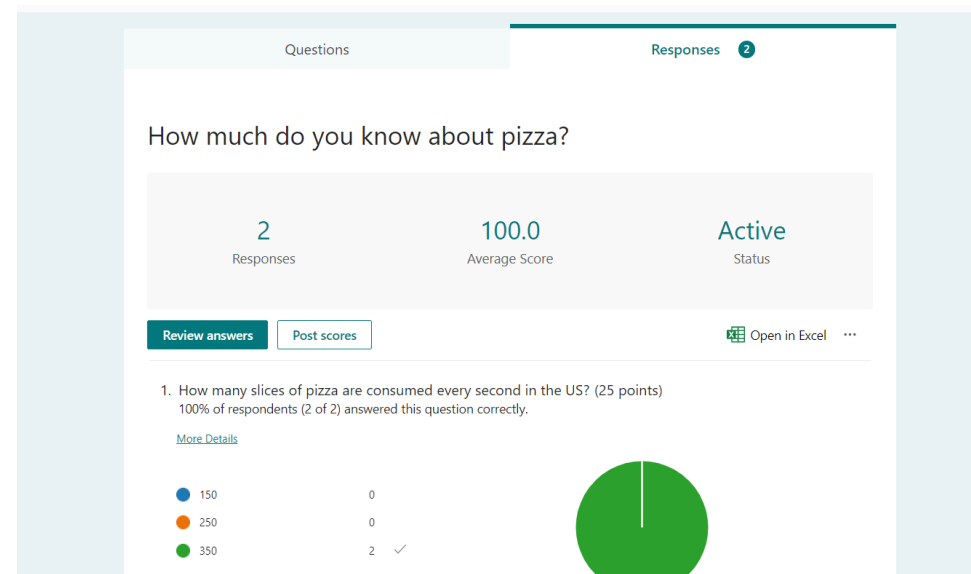
Create a Quiz

In the Choice option, you can add your question, the various choices, and select the correct answer. You can also determine the number of points a question will be worth.

Questions | Responses

1. How many slices of pizza are consumed every second in the US?

150

250

350

+ Add option

Points: 25   Multiple answers Required ...

+ Add new

Shuffle options

Drop-down

Subtitle

Add branching

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Collecting Results

In the Choice option, you can add your question, the various choices, and select the correct answer. You can also determine the number of points a question will be worth.
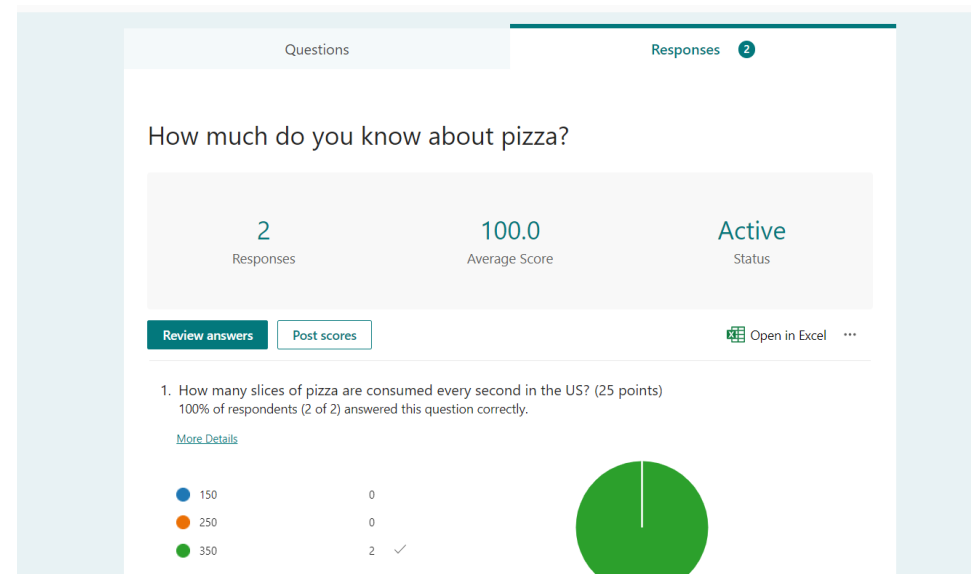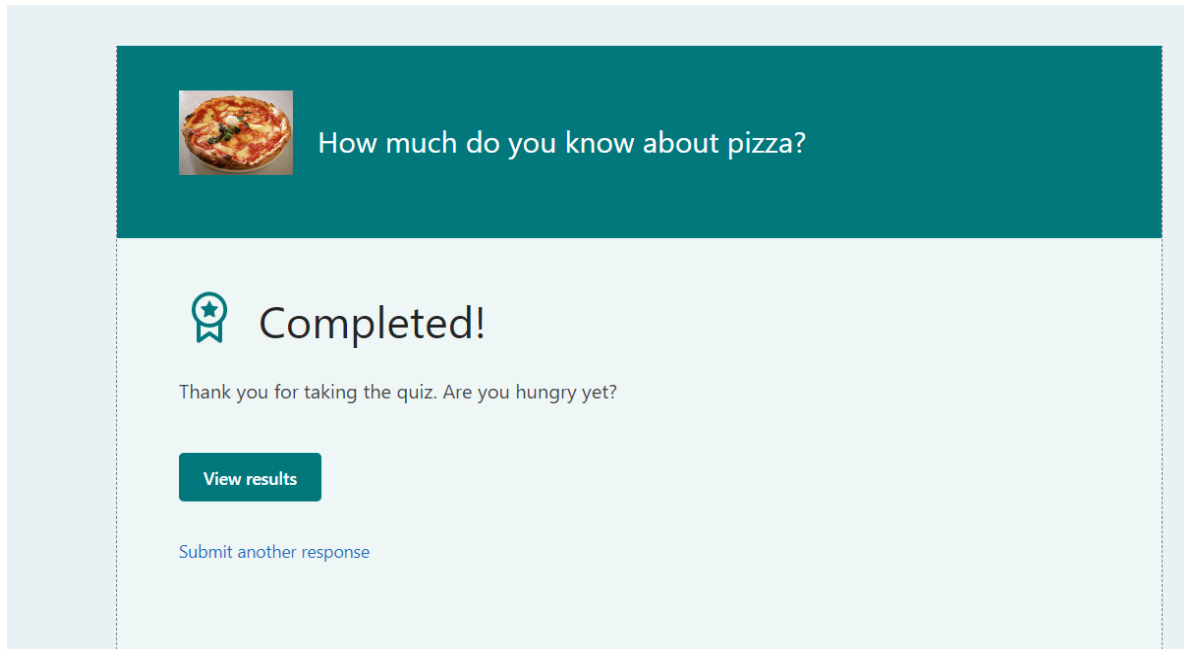
Collecting Results

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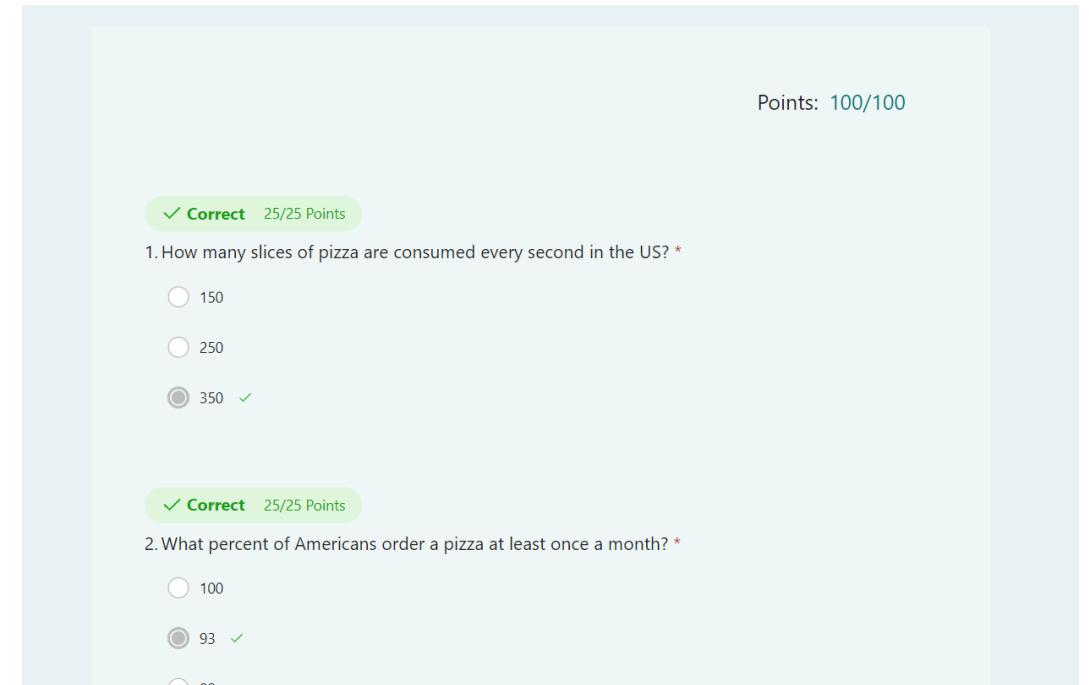
Taking a Quiz

If you allow your responders to see the results of the Quiz right away, they will have a button to view results as soon as they complete the Quiz.

Helpful Links

- [Introduction to Microsoft Forms](#)
- [Microsoft Forms cheat sheet: How to get started](#)

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