



All Things M365

Empower to Achieve

Create Engaging Forms and Quizzes with Microsoft Forms

Karen Mann, Microsoft 365 Administrator
N.C. Department of Information Technology



What is Microsoft Forms?

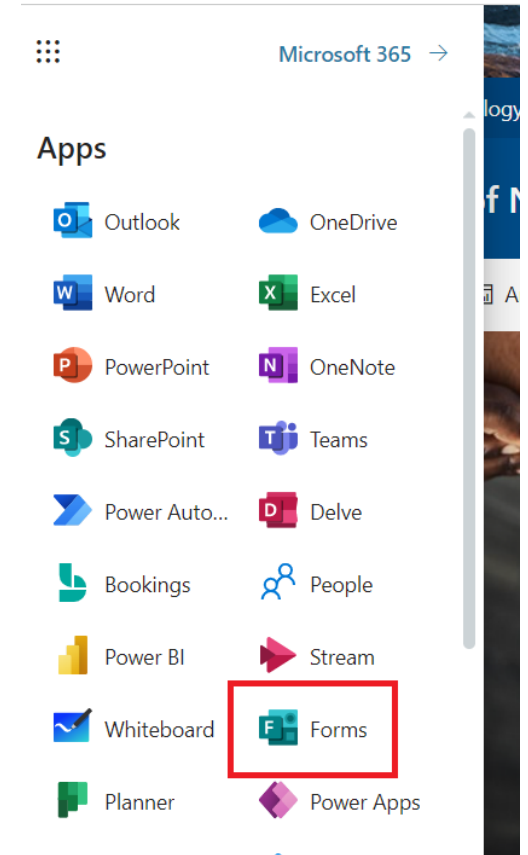
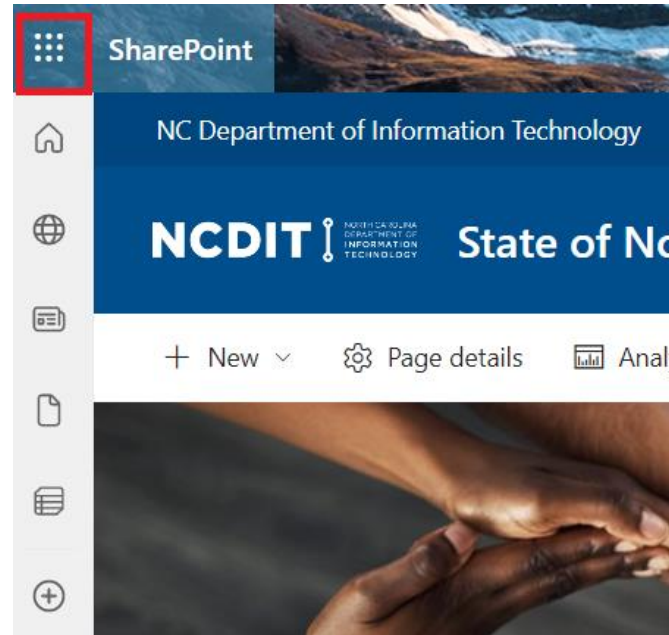
Microsoft Forms is an online form creator that's part of Microsoft 365.

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.



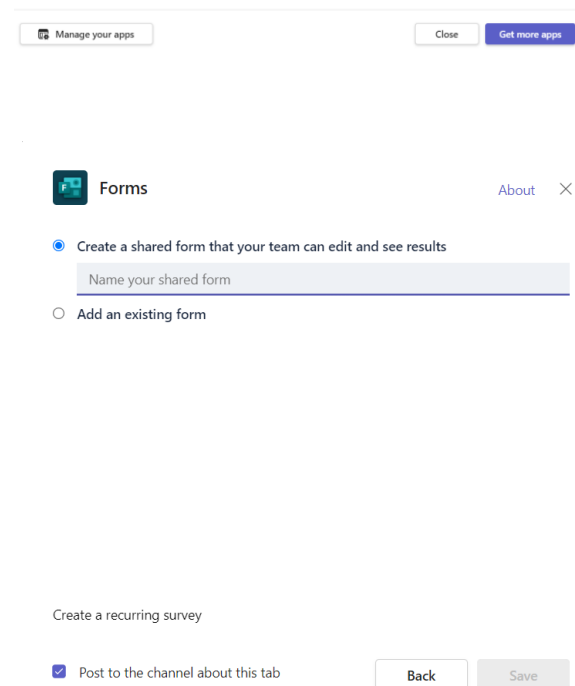
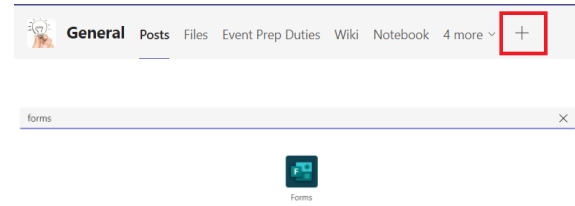
Accessing Forms

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



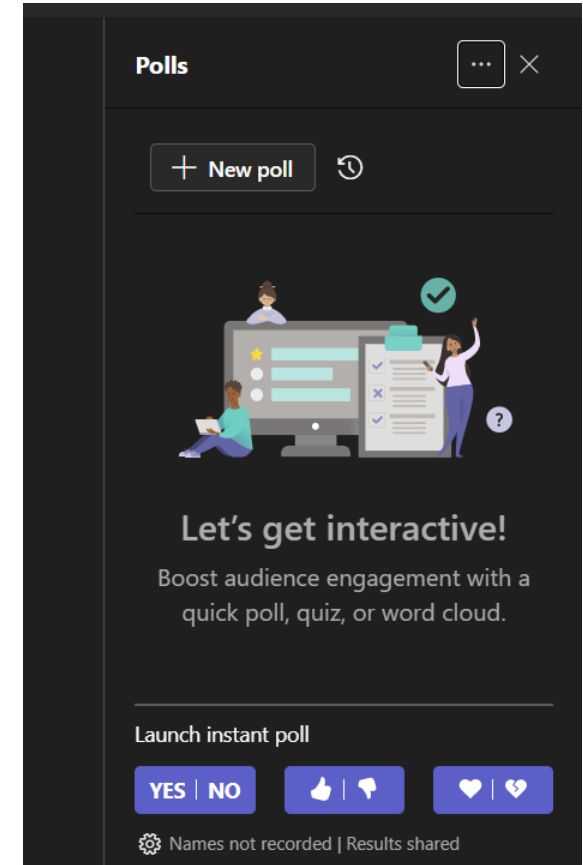
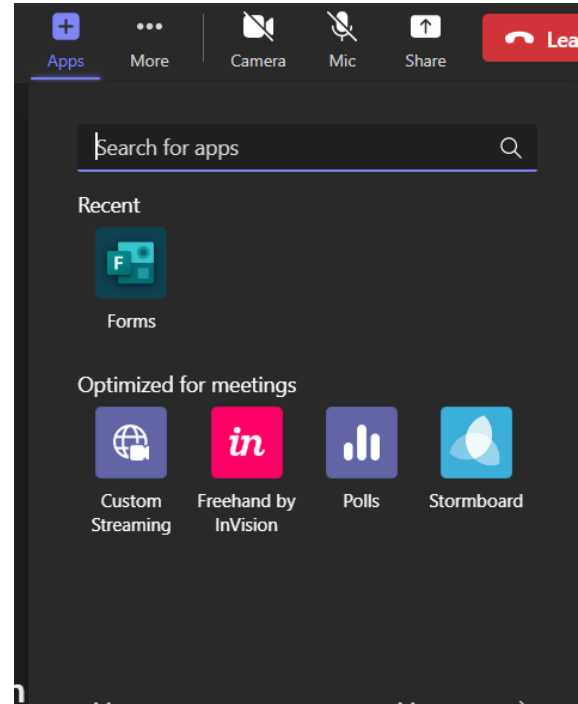
Accessing Forms

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.

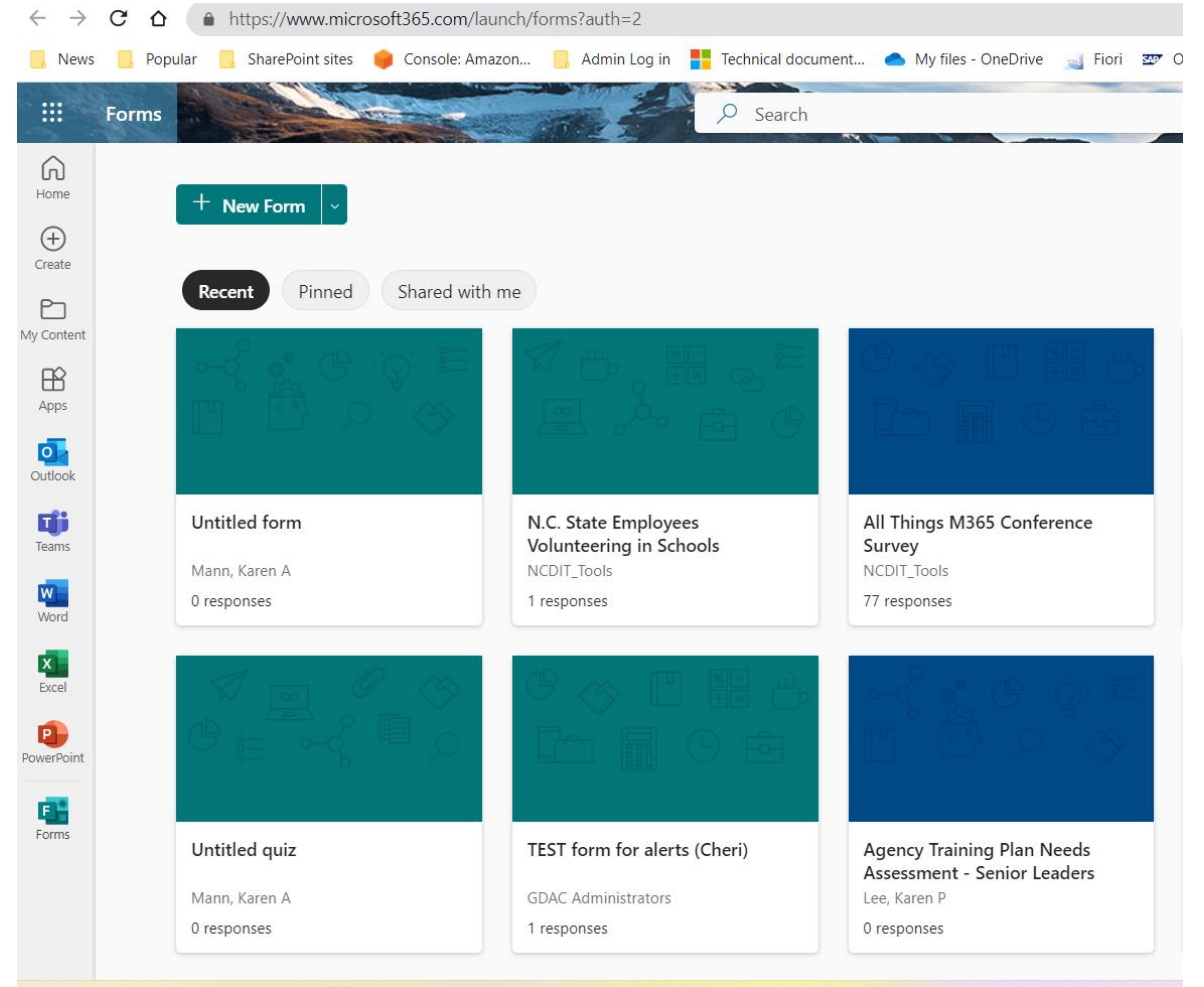


Forms Homepage

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.

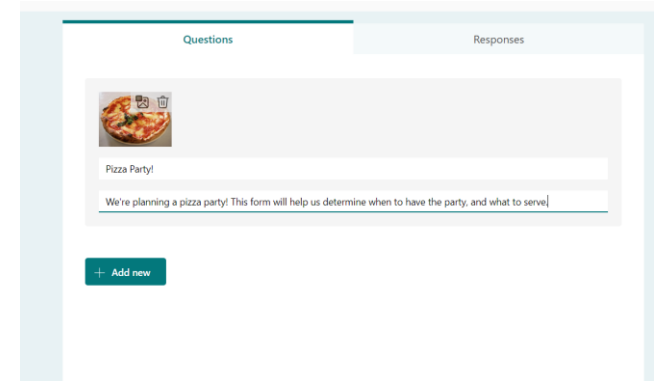
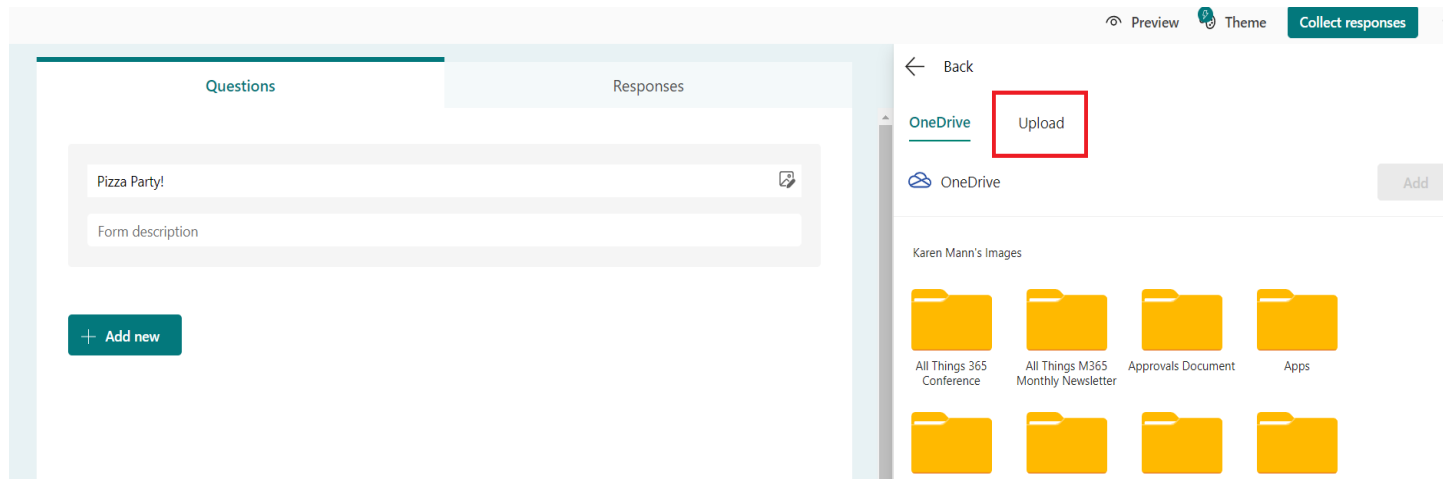
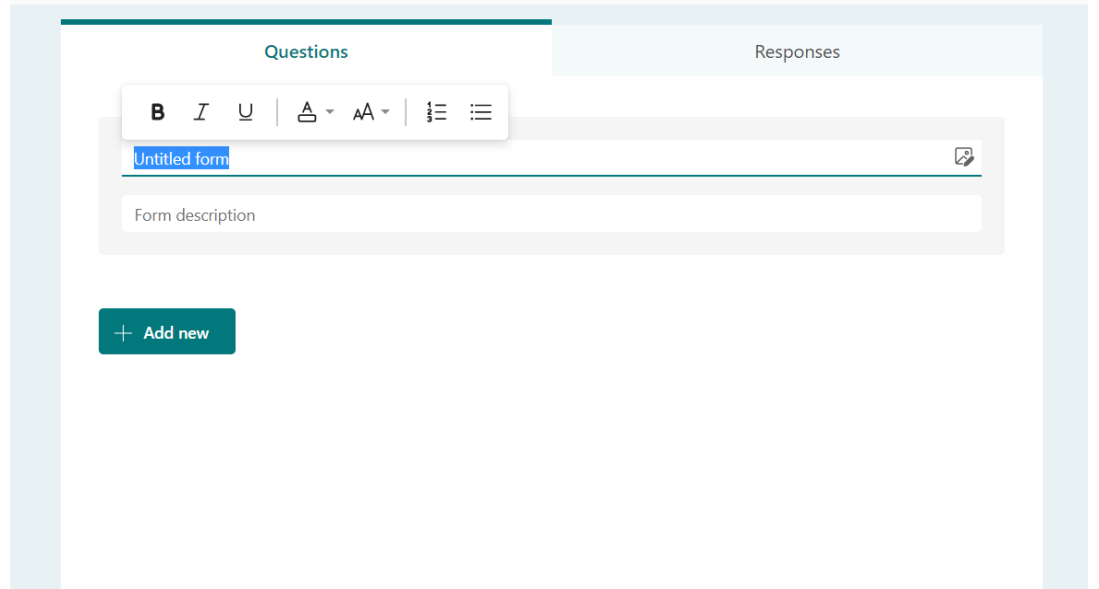
IMPORTANT!

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.



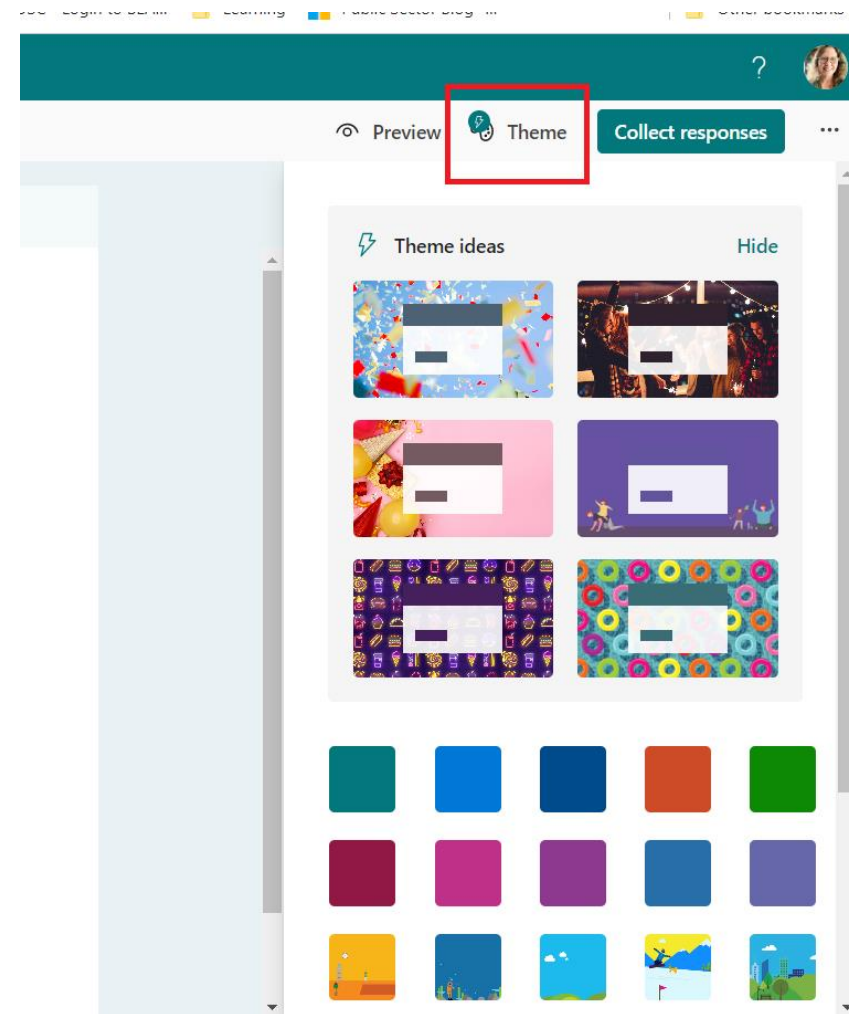
Create a Form

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



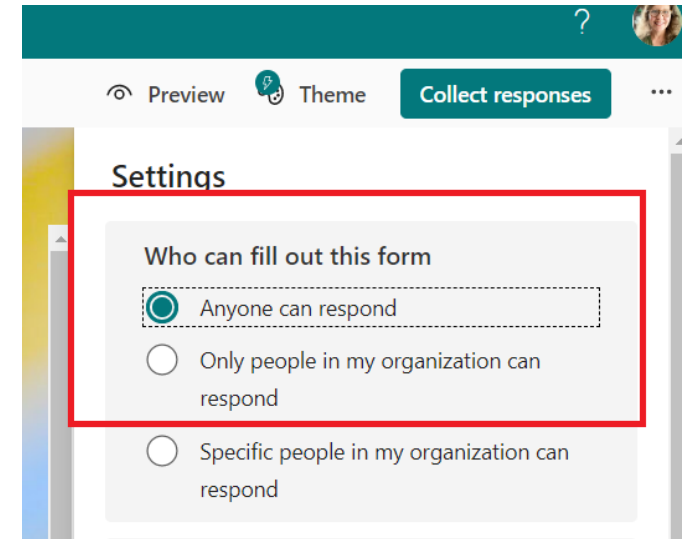
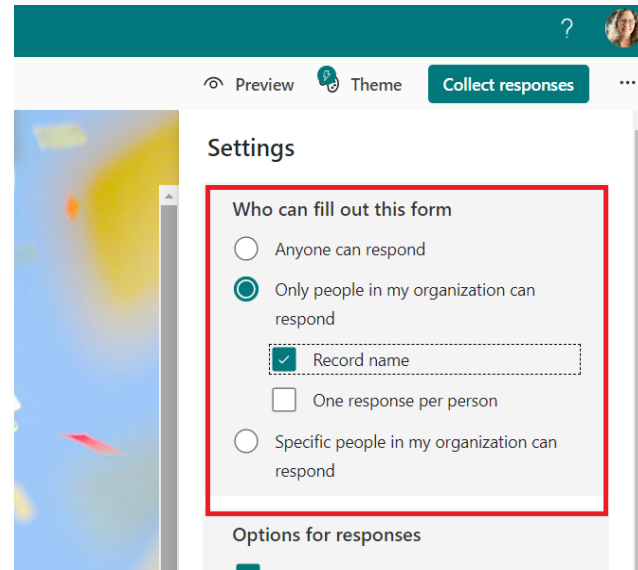
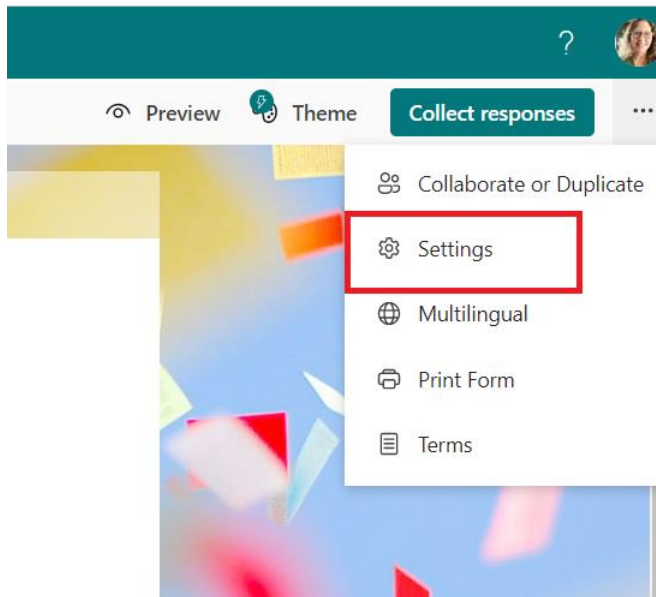
Create a Form

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.

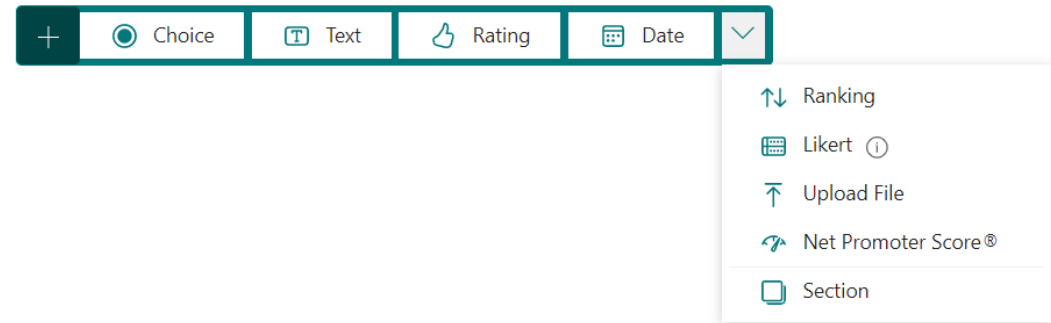


Create a Form

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.

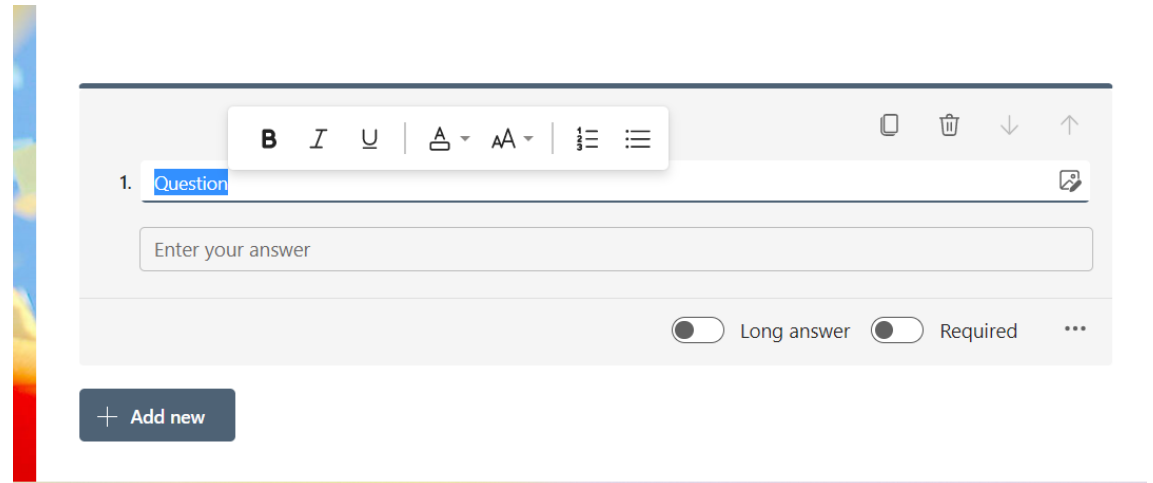
NOTE!

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



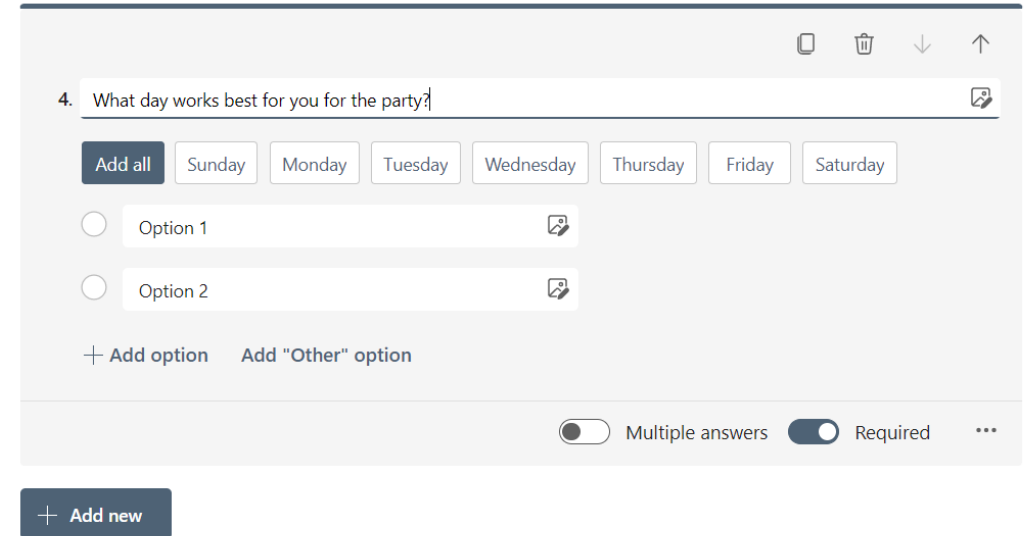
Create a Form

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.



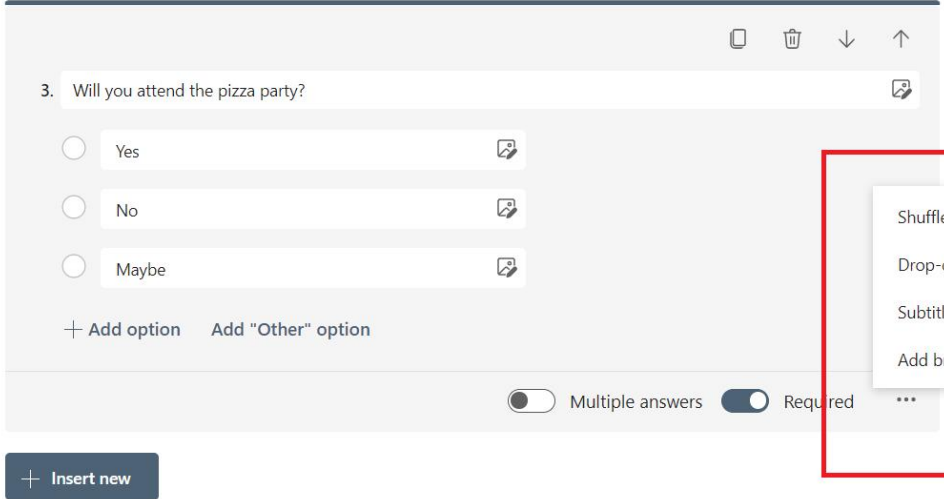
The screenshot shows a form builder interface for a multiple choice question. The question text is "4. What day works best for you for the party?". Below the question, there is a row of buttons for "Add all", "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". Underneath these buttons are two radio button options: "Option 1" and "Option 2". Below the options are two links: "+ Add option" and "Add 'Other' option". At the bottom right of the question area, there are two toggle switches: "Multiple answers" (which is turned off) and "Required" (which is turned on). A three-dot menu icon is also present. Below the question area is a dark blue button with a plus sign and the text "Add new".

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!

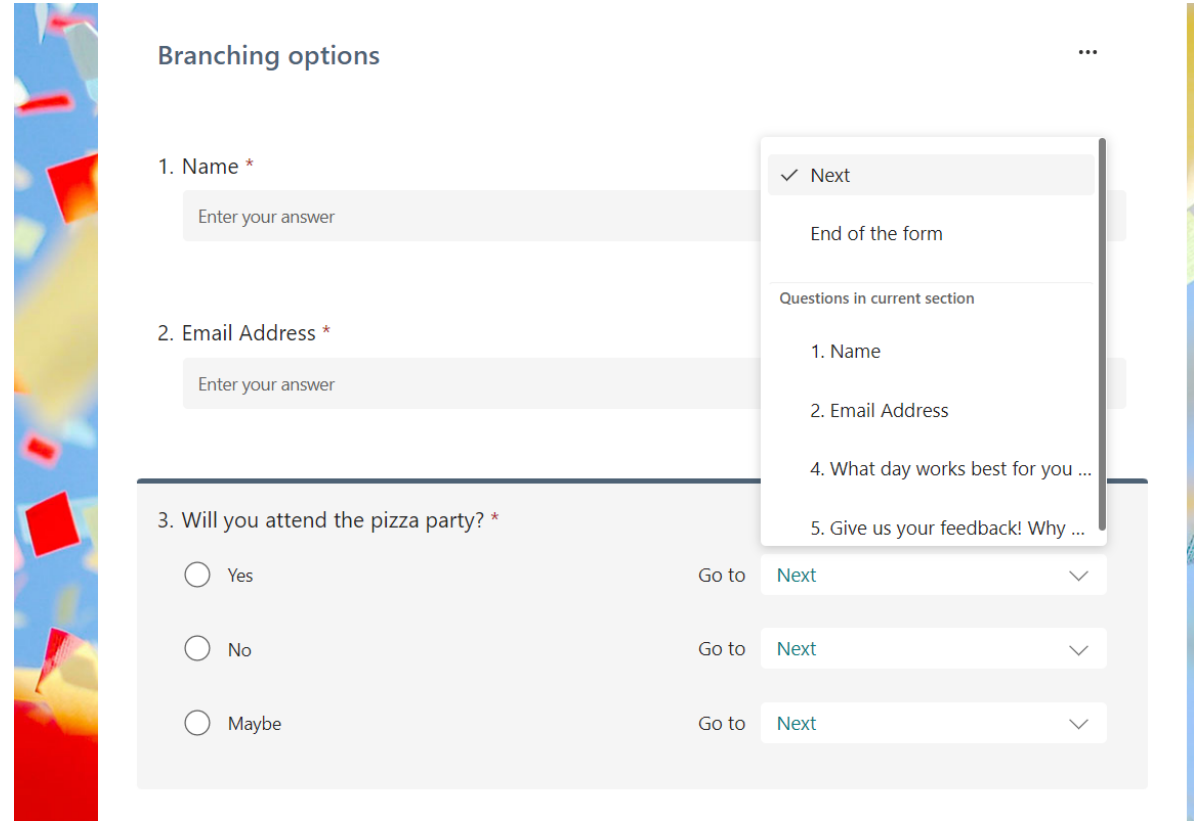
If you select Add Branching, you will need to have your Branching options created before you add the branching.



The screenshot displays a form editor interface for a question titled "3. Will you attend the pizza party?". The question is currently set to a radio button format with three options: "Yes", "No", and "Maybe". Each option has a small edit icon to its right. Below the options are two buttons: "+ Add option" and "Add 'Other' option". At the bottom right of the question editor, there are two toggle switches: "Multiple answers" (which is turned off) and "Required" (which is turned on). A context menu is open over the "Required" toggle, listing four actions: "Shuffle options", "Drop-down", "Subtitle", and "Add branching". The "Add branching" option is highlighted with a red border. The interface also includes a top toolbar with icons for mobile view, delete, down arrow, and up arrow, and a bottom button labeled "+ Insert new".

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.



The screenshot displays a form editor interface titled "Branching options" with a three-dot menu icon in the top right corner. The form contains three questions:

- 1. Name *
Enter your answer
- 2. Email Address *
Enter your answer
- 3. Will you attend the pizza party? *
 Yes
 No
 Maybe

A dropdown menu is open on the right side of the form, showing the following options:

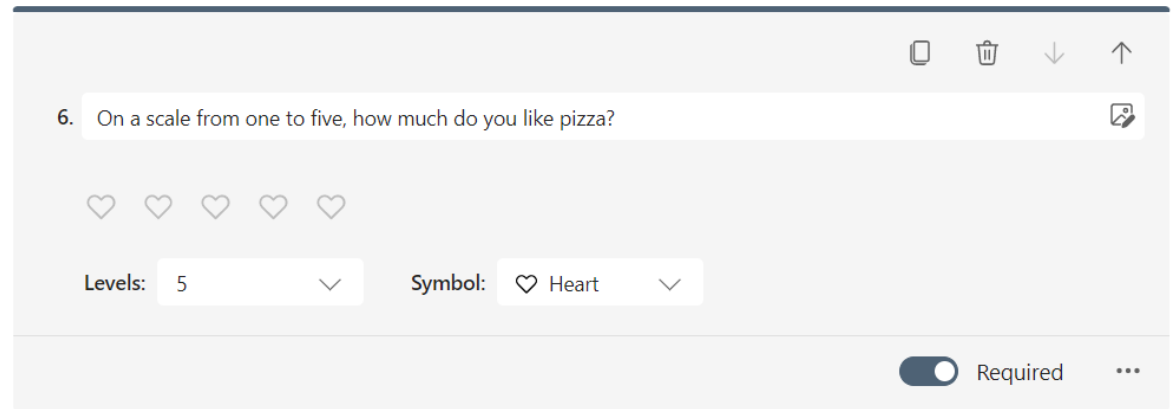
- ✓ Next
- End of the form
- Questions in current section
 - 1. Name
 - 2. Email Address
 - 4. What day works best for you ...
 - 5. Give us your feedback! Why ...

Below the dropdown menu, there are three "Go to" dropdown menus corresponding to the radio button options for question 3:

- Go to Next
- Go to Next
- Go to Next

Create a Form

With Rating, you can change the levels and symbols.



The screenshot shows a form editor interface for a rating question. At the top right, there are icons for copy, delete, down arrow, and up arrow. The question text is "6. On a scale from one to five, how much do you like pizza?". Below the question, there are five heart symbols representing the rating levels. Below the symbols, there are two dropdown menus: "Levels: 5" and "Symbol: ♥ Heart". At the bottom right, there is a "Required" toggle switch which is turned on, and a three-dot menu icon.

Create a Form

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

Tell us your thoughts
Help us decide what to serve

6. On a scale from one

Likert used to gauge attitudes and opinions about a topic.

Ranking
Likert ⓘ
Upload File ⓘ
Net Promoter Score®
Section

+ Choice Text Rating Date

The screenshot shows a form creation interface. A dropdown menu is open, showing options: Ranking, Likert (selected), Upload File, Net Promoter Score, and Section. A tooltip for the Likert option reads: "Likert used to gauge attitudes and opinions about a topic." Below the dropdown is a toolbar with icons for Choice, Text, Rating, and Date.

7. Please share your thoughts on the following statements:

Add all Agree Strongly agree Strongly disagree Neutral

	Disagree	Option 2	Option 3	Option 4	Option 5	+
Statement 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Statement 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

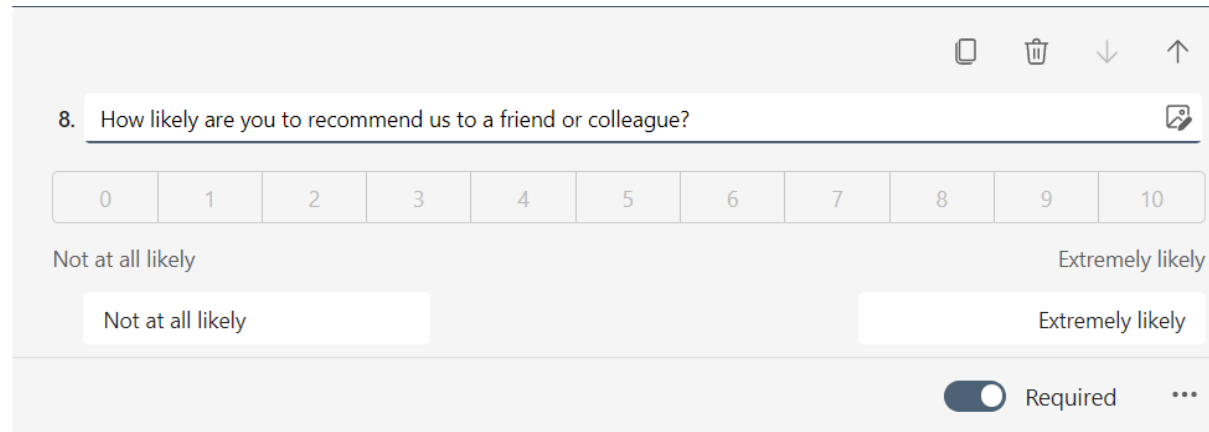
+ Add statement

Required

The screenshot shows a completed Likert scale form. The question is "7. Please share your thoughts on the following statements:". Below the question are five response options: "Add all", "Agree", "Strongly agree", "Strongly disagree", and "Neutral". The form contains two statements, "Statement 1" and "Statement 2", each with five radio buttons corresponding to the response options. A "Disagree" label is positioned above the first radio button of the first statement. At the bottom right, there is a "Required" toggle switch.

Create a Form

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



The screenshot shows a configuration interface for a Net Promoted Score (NPS) form. At the top right, there are icons for mobile view, delete, down arrow, and up arrow. The main question is "8. How likely are you to recommend us to a friend or colleague?". Below the question is a horizontal scale from 0 to 10. Underneath the scale, the text "Not at all likely" is aligned with the 0 end, and "Extremely likely" is aligned with the 10 end. There are two input fields: one on the left containing "Not at all likely" and one on the right containing "Extremely likely". At the bottom right, there is a toggle switch labeled "Required" which is currently turned on, and a three-dot menu icon.

+ Add new

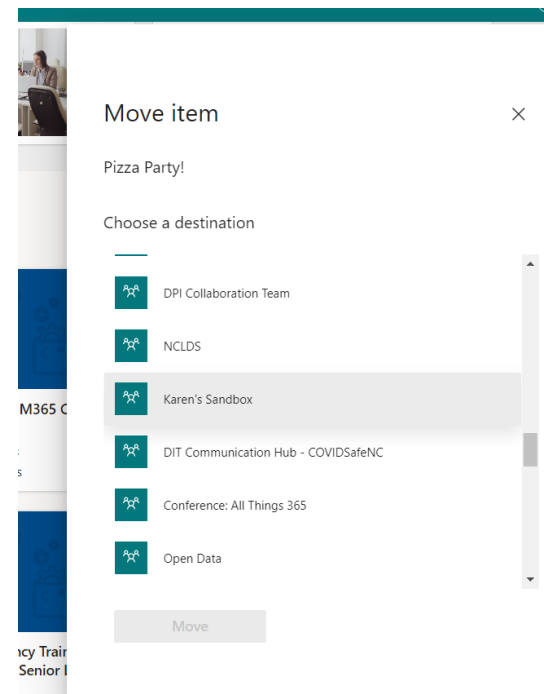
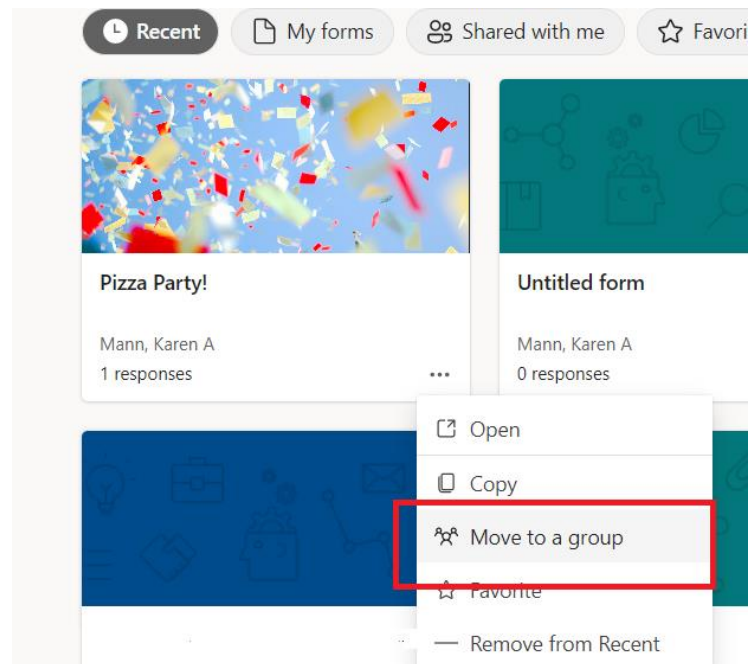
Share Your Form to a Team

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.

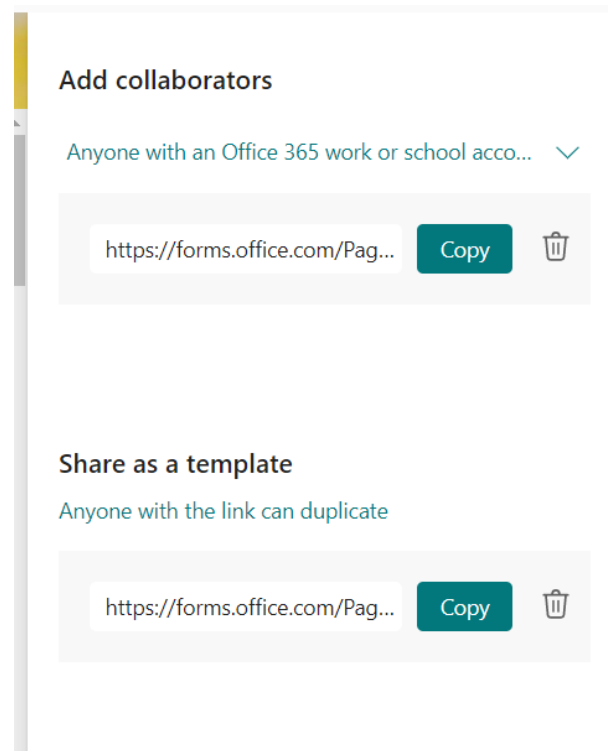
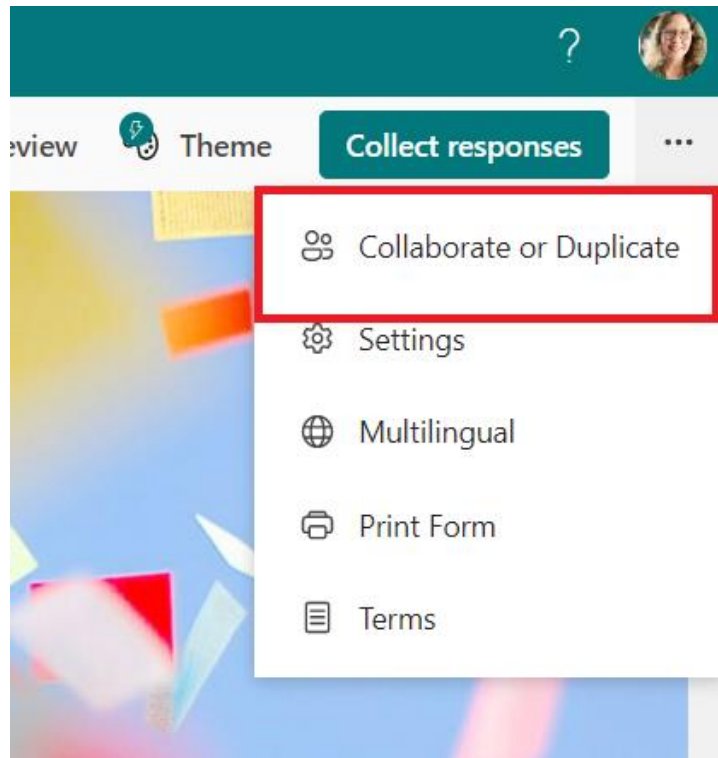
IMPORTANT!

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



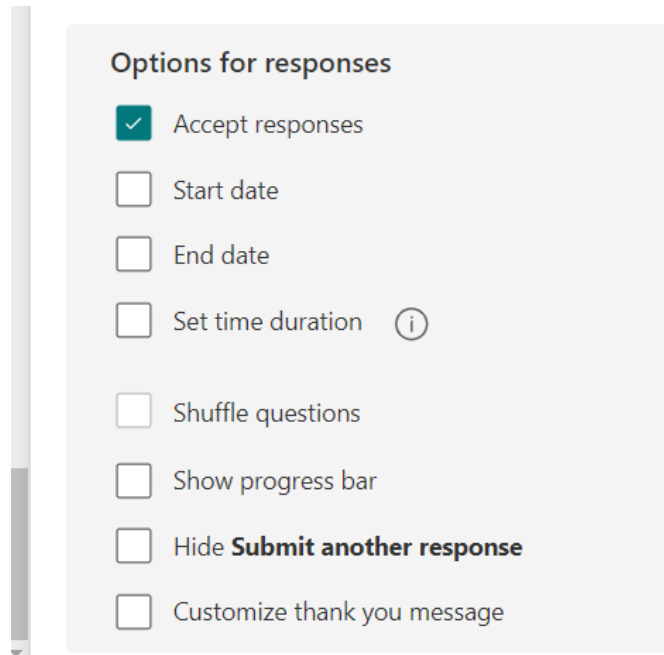
Collaborate with a Team Mate

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.



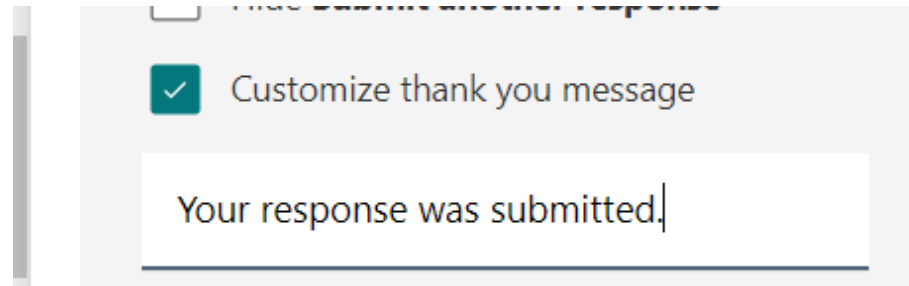
Options for Responses

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



A screenshot of a settings panel titled "Options for responses". It contains a list of nine options, each with a checkbox. The first option, "Accept responses", is checked with a green checkmark. The other options are unchecked.

- Accept responses
- Start date
- End date
- Set time duration ⓘ
- Shuffle questions
- Show progress bar
- Hide **Submit another response**
- Customize thank you message



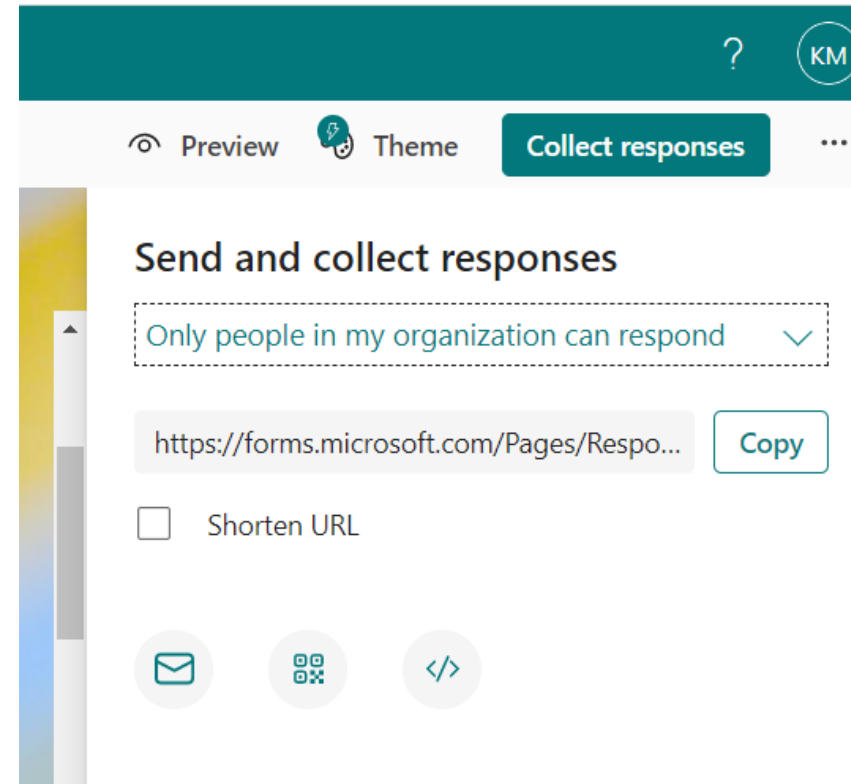
A screenshot of a settings panel titled "Customize thank you message". The option is checked with a green checkmark. Below the checkbox is a text input field containing the message "Your response was submitted.".

- Customize thank you message

Your response was submitted.

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.



The screenshot shows the 'Send and collect responses' section of a Microsoft Forms interface. At the top, there is a teal header with a question mark icon and a user profile icon labeled 'KM'. Below the header, a navigation bar contains 'Preview', 'Theme', and 'Collect responses' (highlighted in teal), along with a three-dot menu icon. The main content area is titled 'Send and collect responses' and features a dashed border box containing the text 'Only people in my organization can respond' with a dropdown arrow. Below this, a text input field shows a URL: 'https://forms.microsoft.com/Pages/Respo...' with a 'Copy' button to its right. A checkbox labeled 'Shorten URL' is present and is currently unchecked. At the bottom, there are three circular icons: an envelope for email, a QR code, and a code symbol for embed code.

See Responses

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



Questions

Responses **1**



Pizza Party! 🍕

We're planning a pizza party! This form will help us determine when to have the party, and what to serve.

See Responses

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

Pizza Party!

1 Responses	01:01 Average time to complete	Active Status
----------------	-----------------------------------	------------------

[View results](#) [Open in Excel](#) ⋮

1. Name

[More Details](#)

1 Responses	Latest Responses "Karen"
----------------	-----------------------------

6. On a scale from one to five, how much do you like pizza?

[More Details](#)

1 Responses	4.00 Average Rating
----------------	---------------------

7. Please share your thoughts on the following statements:

[More Details](#)

Strongly disagree Disagree Neutral Agree Strongly agree

Thin crust is better than thick crust	Strongly agree
Pineapple is great on pizza	Neutral
I like pepperoni	Disagree


See Responses

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

9. Question

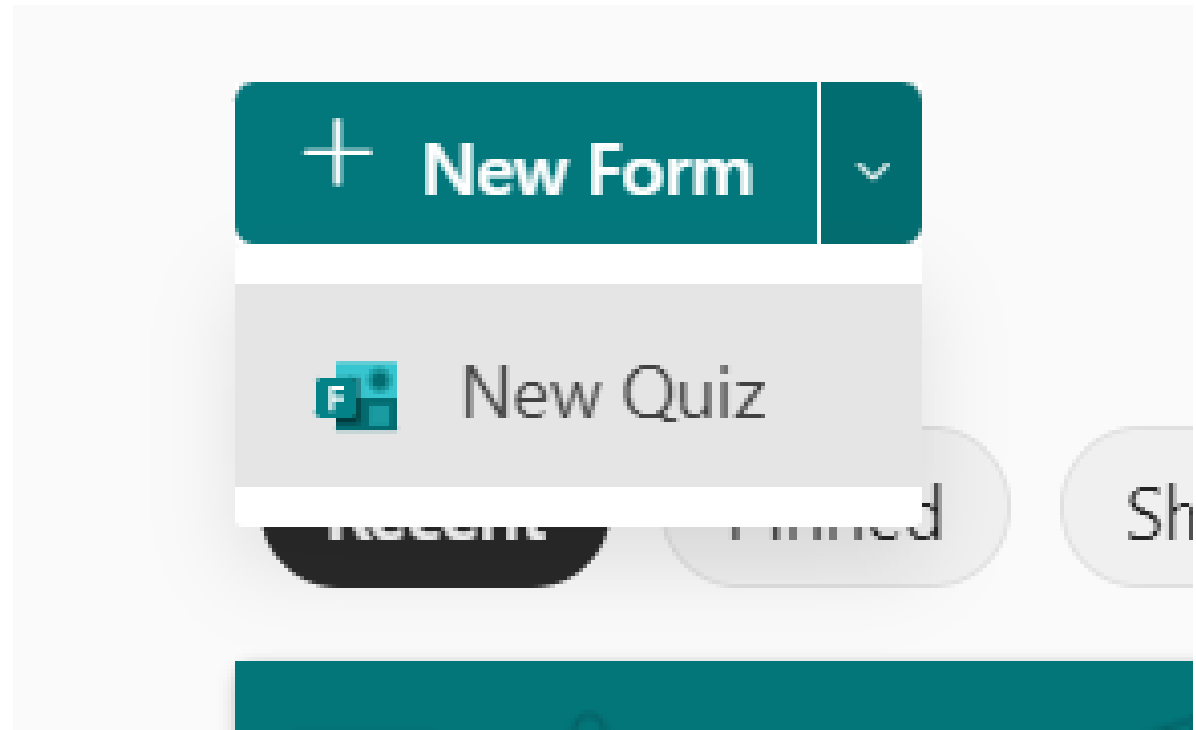
1 Responses

[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.

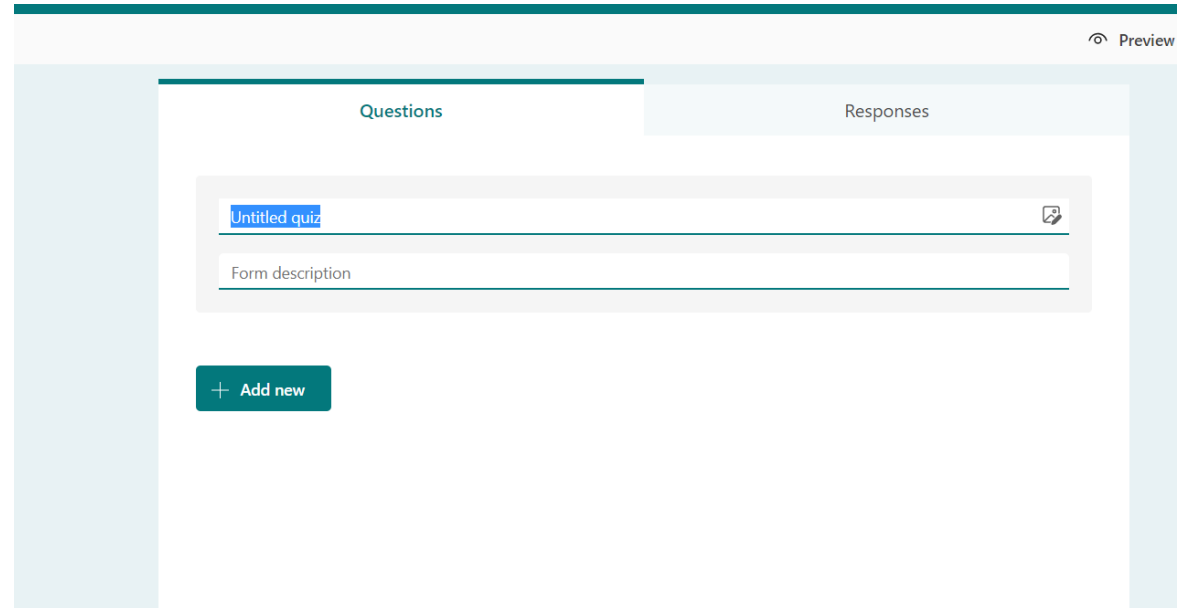


Create a Quiz

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.



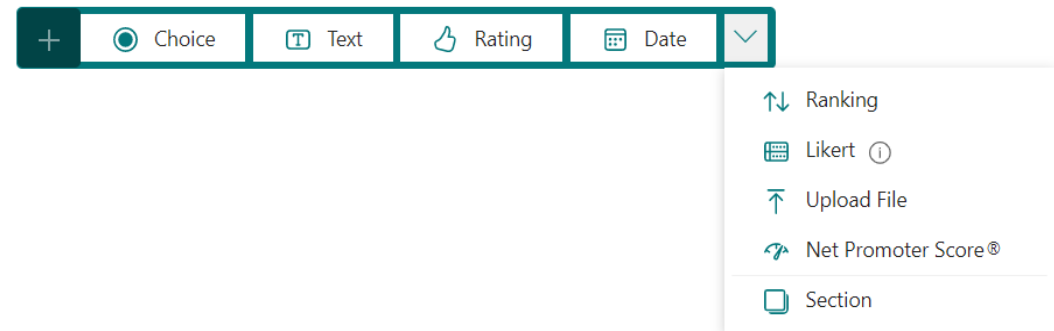
The screenshot displays a web interface for creating a quiz. At the top right, there is a 'Preview' link with an eye icon. Below this, there are two tabs: 'Questions' (which is active) and 'Responses'. Under the 'Questions' tab, there is a form with two input fields. The first field is labeled 'Untitled quiz' and has a small icon to its right. The second field is labeled 'Form description'. Below these fields is a teal button with a plus sign and the text '+ Add new'.

Create a Quiz

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

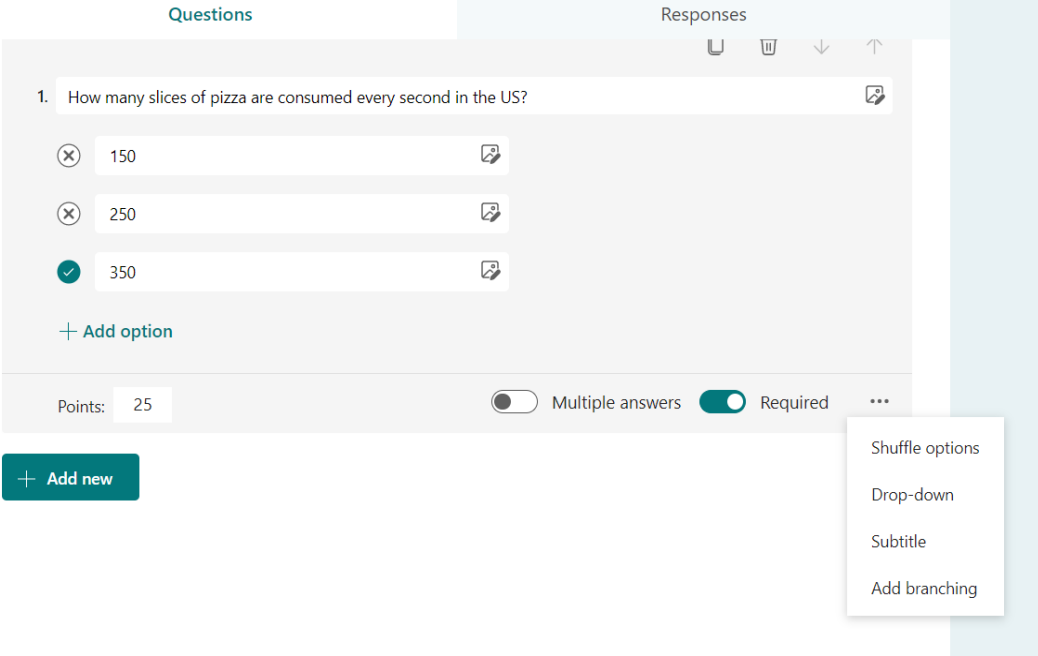
NOTE!

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



Create a Quiz

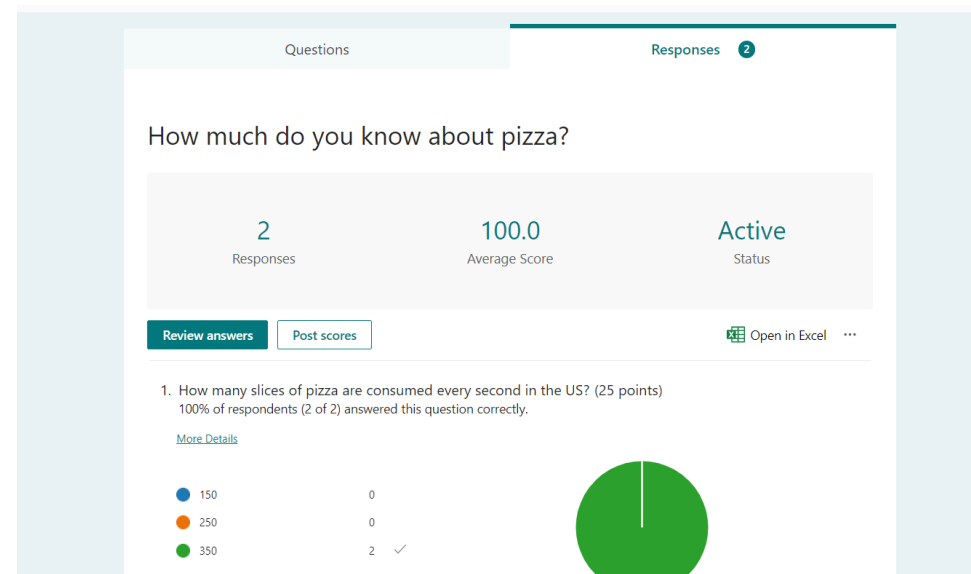
In the Choice option, you can add your question, the various choices, and select the correct answer. You can also determine the number of points a question will be worth.



The screenshot displays a quiz creation interface with two tabs: "Questions" and "Responses". The "Questions" tab is active, showing a question editor. The question text is "1. How many slices of pizza are consumed every second in the US?". Below the question are three multiple-choice options: "150", "250", and "350". The "350" option is selected, indicated by a green checkmark. Each option has a delete icon (an 'x' in a circle) and a copy icon (two overlapping sheets of paper). Below the options is a "+ Add option" button. At the bottom of the question editor, there are settings: "Points: 25", a toggle for "Multiple answers" (which is turned off), and a toggle for "Required" (which is turned on). A three-dot menu is visible to the right of the "Required" toggle. A "+ Add new" button is located at the bottom left of the question editor. A context menu is open on the right side of the interface, listing the following options: "Shuffle options", "Drop-down", "Subtitle", and "Add branching".

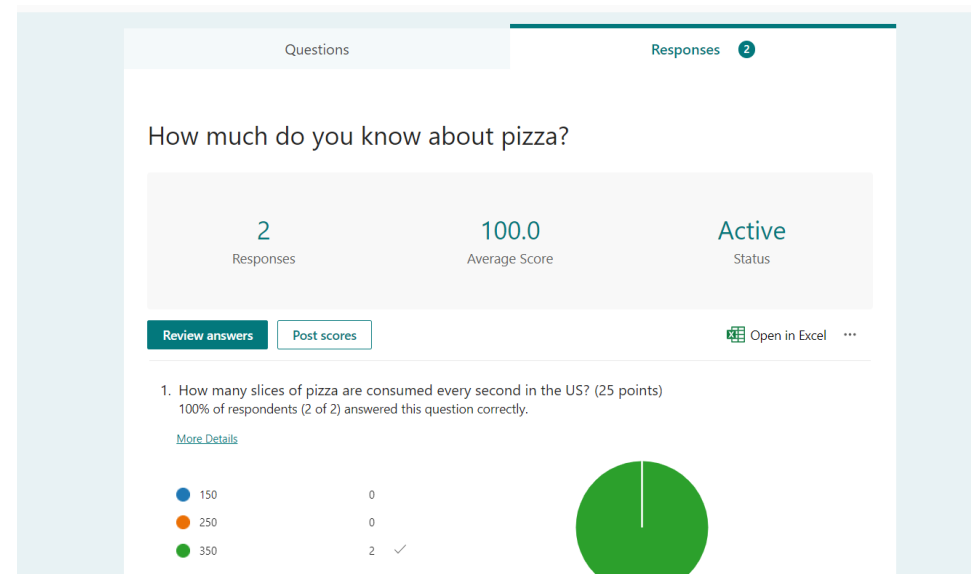
Collecting Results

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.



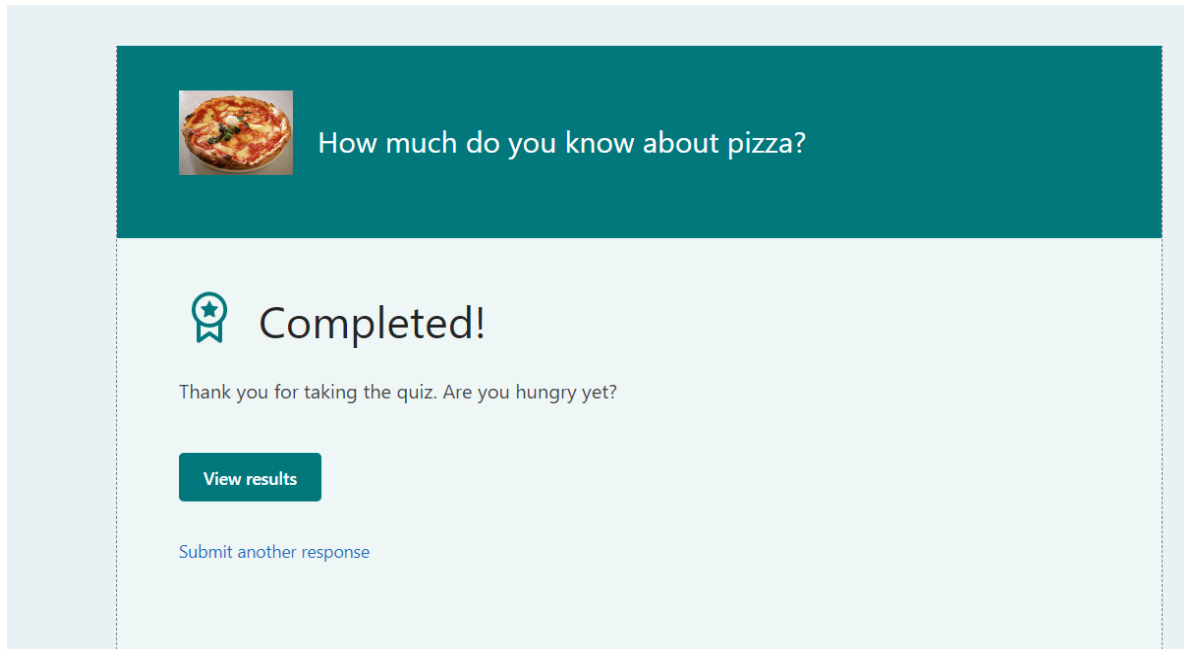
Collecting Results

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.

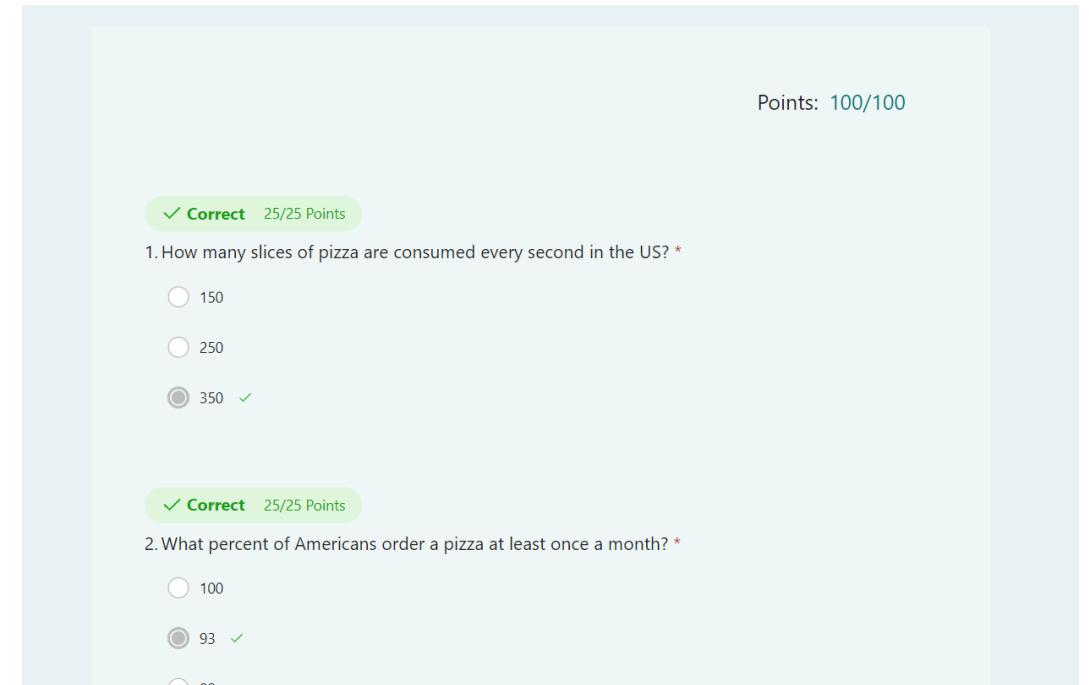


Taking a Quiz

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.



The screenshot shows a quiz completion screen. At the top, there is a dark teal header with a pizza image and the text "How much do you know about pizza?". Below the header, a light blue area contains a star icon and the word "Completed!". A message reads "Thank you for taking the quiz. Are you hungry yet?". A dark teal button labeled "View results" is positioned below the message. At the bottom, there is a link that says "Submit another response".



The screenshot shows a quiz results screen. In the top right corner, it displays "Points: 100/100". Below this, there are two questions, each with a green "Correct" label and "25/25 Points" score. The first question is "1. How many slices of pizza are consumed every second in the US? *". It has three radio button options: 150, 250, and 350. The 350 option is selected and has a green checkmark. The second question is "2. What percent of Americans order a pizza at least once a month? *". It has three radio button options: 100, 93, and 89. The 93 option is selected and has a green checkmark.

Helpful Links

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

Karen Mann
M365 Administrator
N.C. Department of Information Technology
karen.mann@nc.gov

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[linkedin.com/company/ncdit](https://www.linkedin.com/company/ncdit)

