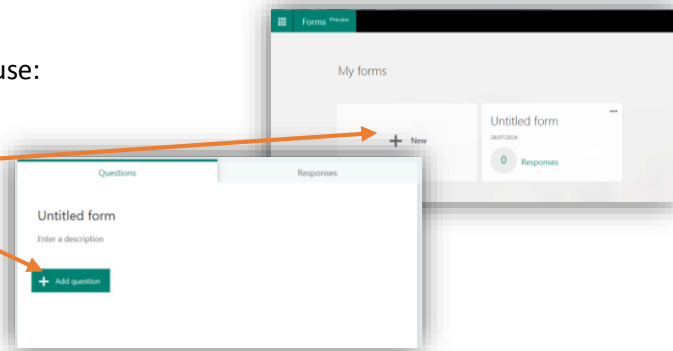




## Microsoft Forms

Microsoft Forms is a quick easy tool to use:

- Open forms
- Click +New
- then click Add Question



There are five question options:



### Choice and Quiz Questions

Choice and Quiz Questions are set up in the same way, except that a Quiz has correct answers whereas a Choice is more like a vote

Add question and answers

Add option: add extra answers

Multiple answers: students can give more than one answer

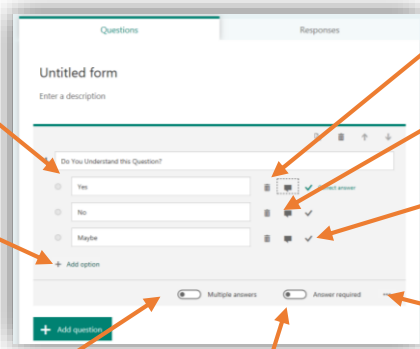
Answer required: switch if question must be answered

Delete Answer

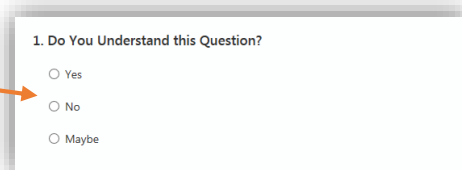
Add message to be displayed if this answer is selected

Tick correct answers (not an option if setting a choice)

Additional options are  
**Subtitle:** to add more information to your question  
**Shuffle options:** answers are shuffled  
**Quiz:** select if question is a quiz or choice

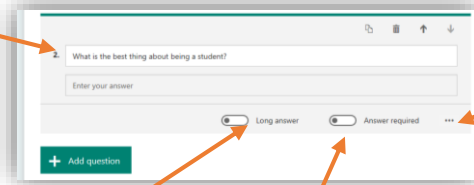


Student View: Choice and Quiz Questions



## Text Question

Add question

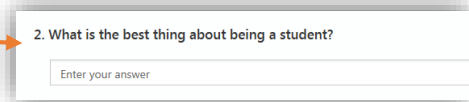


Additional options are  
**Subtitle:** to add more information to your question  
**Restrictions:** restrict the number of words/characters of the answer

Long Answer: sets text box size

Answer required: switch if question must be answered

Student View: Text Question

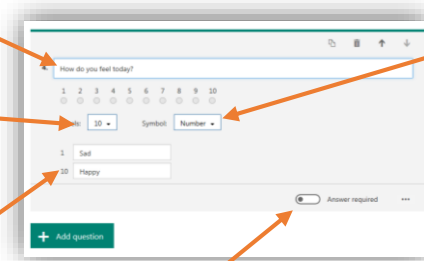


## Rate Question

Add question

Set number of answer (5 or 10)

Add label names if selected in additional options

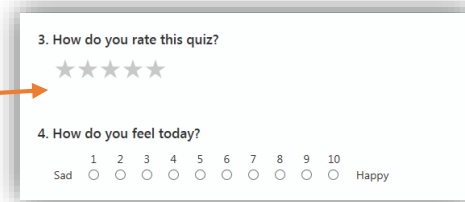


Set symbol to Star or Number

Answer required: switch if question must be answered

Additional options are  
**Subtitle:** to add more information to your question  
**Label:** displayed at start and end of symbols i.e. Good - Bad or Happy - Sad

Student View: Rate Questions



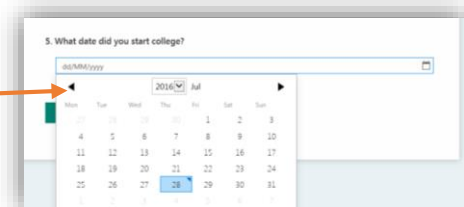
## Date Question

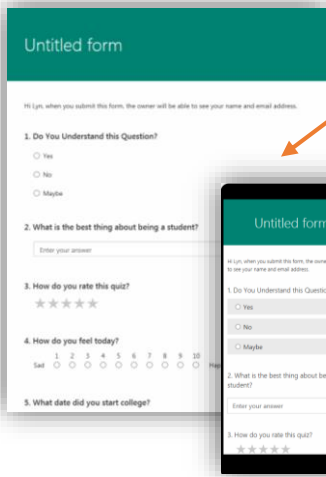
Add question

Answer required: switch if question must be answered

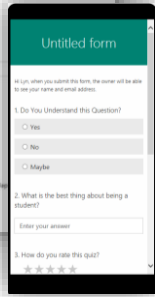
Additional options are  
**Subtitle:** to add more information to your question

Student View: Rate Questions





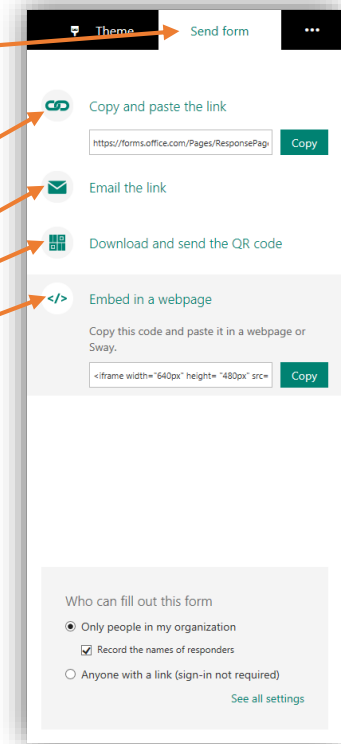
Once you are happy with your questions, click **Preview** at the top of the page. You can preview the form in both Computer and Mobile views.



Then click **Send Form**

Then you can:

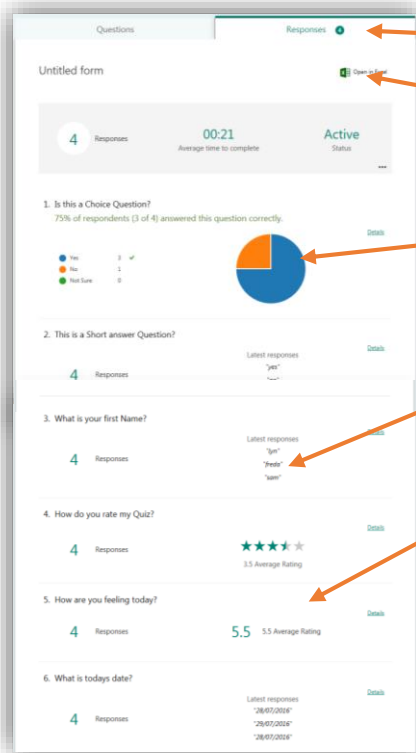
- Copy the URL and use it as a link to the form
- Email a link to the form
- Download a QR code
- Copy the Embedding code and embed into ChiOnline or Sway



Set permissions on the form (these can be changed at a later date)

- Only people in my organisation and record names will only work with staff accounts (students are on a different system)
- Anyone with a link will be anonymous (but you could ask for a name in the first question)

Once people start to respond to your form you can start collecting results:



Click on **Responses** at the top of the forms page

You can export all answers to excel

Questions with correct answers are displayed in a pie chart

Text questions show the latest 3 answers

Ratings are given as an average

The best thing about these responses is that they are constantly updated as people add answers so you could set a quiz and show the answers on the whiteboard as students answer the questions

### Embed a form in a Sway


You can insert a form in a Sway, when the Sway is opened the quiz or survey will be displayed ready for the questions to be answered.

1. Copy the Form's embed code
2. Open Sway
3. From the top navigation menu, click **Cards**
4. In the **Cards** pane, click **Embed**
5. Paste the embed code that you copied
6. Click **Preview** in Sway to see how your form looks in place in the Sway

For more guides on using Sway go to: <https://chionline.chichester.ac.uk/course/view.php?id=4365>

### Embed a form in ChiOnline

You can add a form to ChiOnline when the Course is opened the quiz or survey will be displayed ready for the questions to be answered.

1. Copy the Form's embed code
2. Open ChiOnline and open the Course you want to embed into
3. Turn editing on
4. Click **Add an activity or resource** and select Label
5. Click Edit HTML Source 
6. Paste the embed code that you copied
7. Click **Update** and Save and return to course

For more guides on ChiOnline go to: <https://chionline.chichester.ac.uk/course/view.php?id=4120>