Microsoft Forms

With Microsoft Forms, you can build surveys, requisitions, assessments, and other types of forms to easily share with students, parents, and colleagues.

Create a form

training@uiwtx.edu

1. Go to https://www.outlook.com/uiwtx.edu and login with your UIW username and password

[1] Password

☐ Keep me signed in

Sign in   Back

2. At the top of the screen, select the **Waffle**

[2] ⊞ Office 365   Outlook

🔍 Search Calendar   ⊕ New | ⌄   📅 Add calendar ⌄   💡 Interesting calendars   ↻ Share ⌄

3. Select **Forms**

[3] Forms
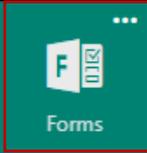
4. Select **New Form**

[4] New Form
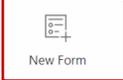
5. Enter a *form name*. You can also enter an optional *description* for it. Form names can contain up to 90 characters and the description can contain up to 1,000 characters

Questions   Responses

[5] Untitled form

Enter a description
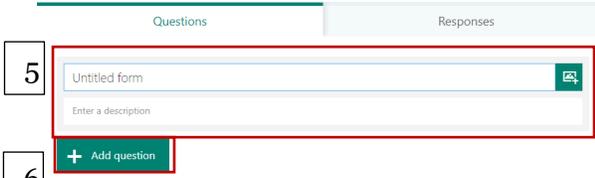
6. Click **Add Question** to add a new question to the form

[6] ➕ Add question

7. You can add **Choice**, **Text**, **Rating** or **Date** questions
   - *Choice* requires the respondent to choose from a list of answers. Respondents can choose a single answer or multiple answers
   - *Text* requires an answer in words such as a short answer or essay
   - Rating requires the respondent to rate something using a numeric or star-based rating system
   - *Date* requires the respondent respond with a date

[7] ➕   ⦿ Choice   Abc Text   👍 Rating   📅 Date

Add Questions to Forms

Choice questions

1. Click **Add question**
2. Click **Choice**

1	+ Add question
2	⊙ Choice Abc Text Rating Date

3. Type a **question** in the space provided
4. Type *answers* in the first two **Option (1 & 2) windows**
5. Click **Add Option** to add more than the two default choices
6. Click **Add Other Option** to add a choice option that displays *"Other"* and respondents type in their own answer
7. Click the **Required** toggle if the question requires an answer
8. Click the **Multiple Answer** toggle if the question will have more than one answer

3 → Question
4 → Option 1 / Option 2
5 → + Add option   Add "Other" option
6
8 → Multiple answers   Required ← 7
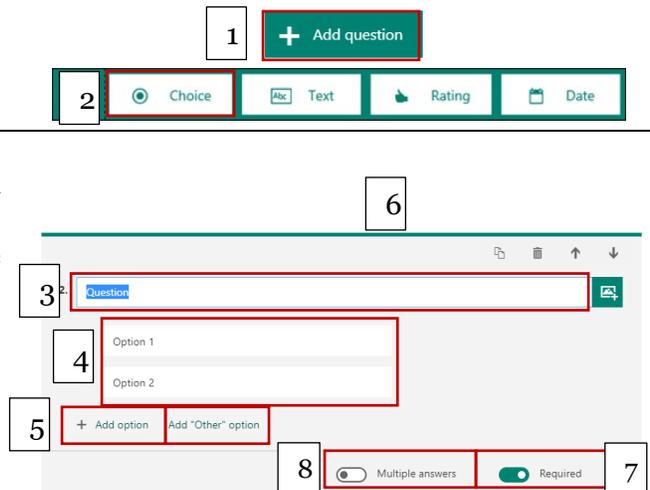
Text

1. Click **Add question**
2. Click **Text**

1	+ Add question
2	⊙ Cho Abc Text Rating Date

3. Type a **question** in the space provided
4. Select the **Long Answer toggle** if you want a larger text box displayed
5. Click the **Required** toggle If the question requires an answer

3 → Describe your favorite…
Enter your answer
4 → Long answer   Required … ← 5
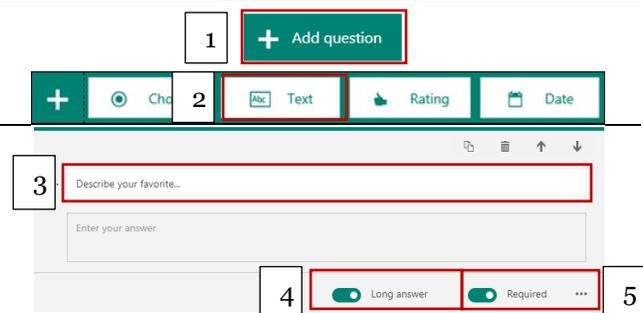
Rating

1. Click **Add question**
2. Click **Rating**

1	+ Add question
2	⊙ Choice Abc Te Rating Date

3. Type a **question** in the space provided.
4. Set the **Level** (number of rating options); 5 or 10
5. Set the **Response Type** (*Symbol, star or number*)
6. Click the **Required** toggle If the question requires an answer

3 → How would you rate your experience
★★★★★
4 → Levels: 5 ∨   Symbol: Star ∨ ← 5
Required … ← 6
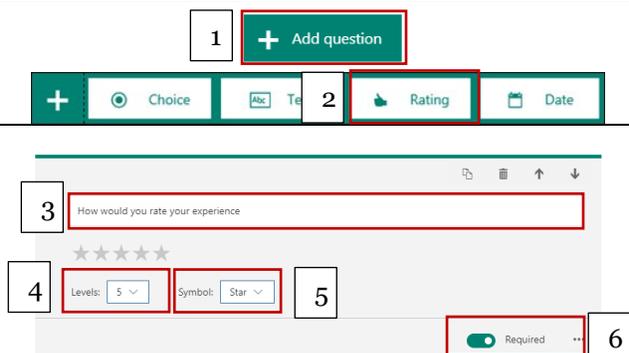
Date

1. Click **Add question**
2. Click **Date**

1	+ Add question
2	⊙ Choice Abc Text Ra Date

3. Type a **question** in the space provided
4. Note that the only answer option is a date.
5. Click the **Required** toggle If the question requires an answer

Question Options

1. To copy a question, select it and then click the **Copy Question** button
2. To remove a question, click the **trash can** button
3. To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question.
4. Add an image by clicking the a**dd image** button next to the title
5. To have Microsoft Forms randomly shuffle the order of the options displayed to users of the form, click the ellipses button (**…**) and then click **Shuffle options**
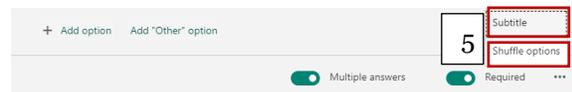
Form Options
Preview

1. Click **Preview** at the top of the design window to see how your form will look on a computer.
2. You can enter sample answers to the questions in preview mode

Theme

1. Choose a theme (backcound colors and images) by clicking *Theme*
2. Choose a **theme**. The theme sill save automatically
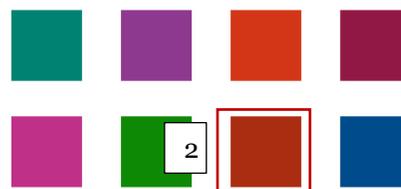
Share

1. Click **Share** at the top of the design window to see how your form will look on a computer or mobile device

2. Choose a **send** and **collect** option
   - o Only people in my organization can respond
   - o Anyone with link can respond (*allows responses from users who so not have an @uiwtx.edu email address*) If you choose Anyone with link can respond, responses will be anonymous.
3. Choose a delivery option such as **Link, QR Code, Embed Code** or **Email**
4. Click **Copy** to copy the link or code

Send and collect responses

2 | Only people in my organization can respond ⌄

https://forms.office.com/Pages/ResponsePage.asp | Copy | 4

3 | 🔗 QR </> ✉
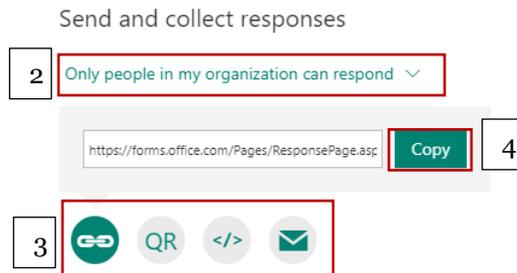
Ellipse (...) Options

1. Click **Ellipse (...)** at the top of the design window to view the pull-down menu

   E

   A. *Branching*: Allows users to have the form branch into separate topics based on an answer to a question.
   B. *Settings:* (see below)
   C. *Feedback to Microsoft:* Write a review and tell Microsoft what you think about Forms
   D. *Help from Microsoft:* Links to handy tutorials
   E. *Sign out:* Sign out of Office 365

Share | 1 | •••

A | Branching

B | Settings

C | Feedback

D | Help

Training
training@uiwtx.edu

E | Sign out
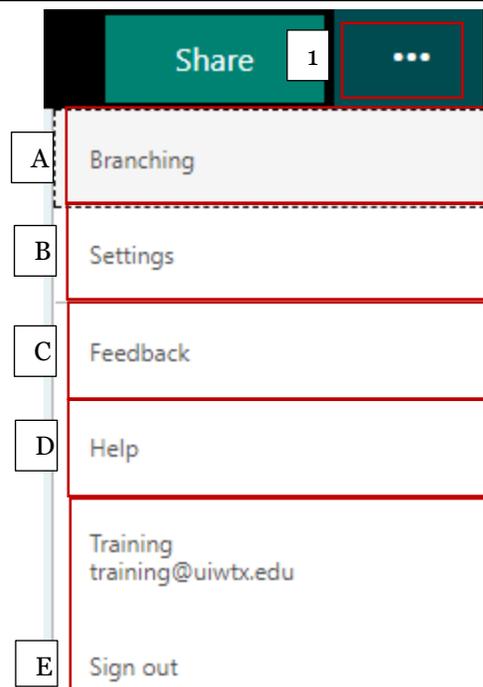
Settings

1 | Settings

1. **Who can fill out this form**

   A. choose **Anyone with link can respond,** and responses will be anonymous.
   B. If the form is to be *anonymous* uncheck **record name**
   C. Control the number of responses by choosing **One response per person**
   D. The form will not be active until the **accept responses** checkbox *is selected*

A | Who can fill out this form
   ○ Anyone with the link can respond
   ● Only people in my organization can respond
B | ☑ Record name
C | ☐ One response per person

Options for responses
D | ☑ Accept responses
E | ☐ Start date
   ☐ End date
F | ☐ Shuffle questions
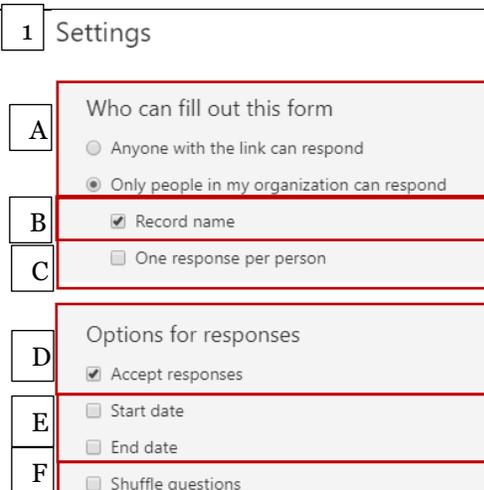
E. You can set *start dates* and e*nd dates* by clicking the check box and choosing a date
F. *Shuffle questions* allows each user to view the form in a different order.