Microsoft Forms: Quick Guide

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Microsoft forms allows O365 users to create custom surveys, quizzes, polls and questionnaires in minutes. It is a great way to ask quick questions and receive feedback or conduct an in-depth survey with up to 5000 responses. Microsoft Forms allows the content created to be sent as an invitation to other users and be filled out on any O365 compatible device. The creator can see real time results and use inbuilt statistics or export the data for further analysis.

Accessing Forms

1. Open a web browser and go to https://office.com

2. Log in with your **Office 365 Account**

3. **Click** on the **Application Launcher** located on the top of O365

4. Select **Forms** from the list of applications (or select All Apps, and select Forms from the extended list)
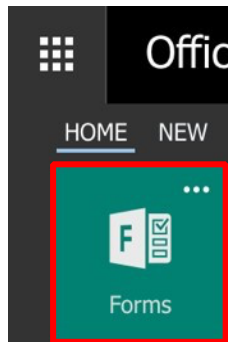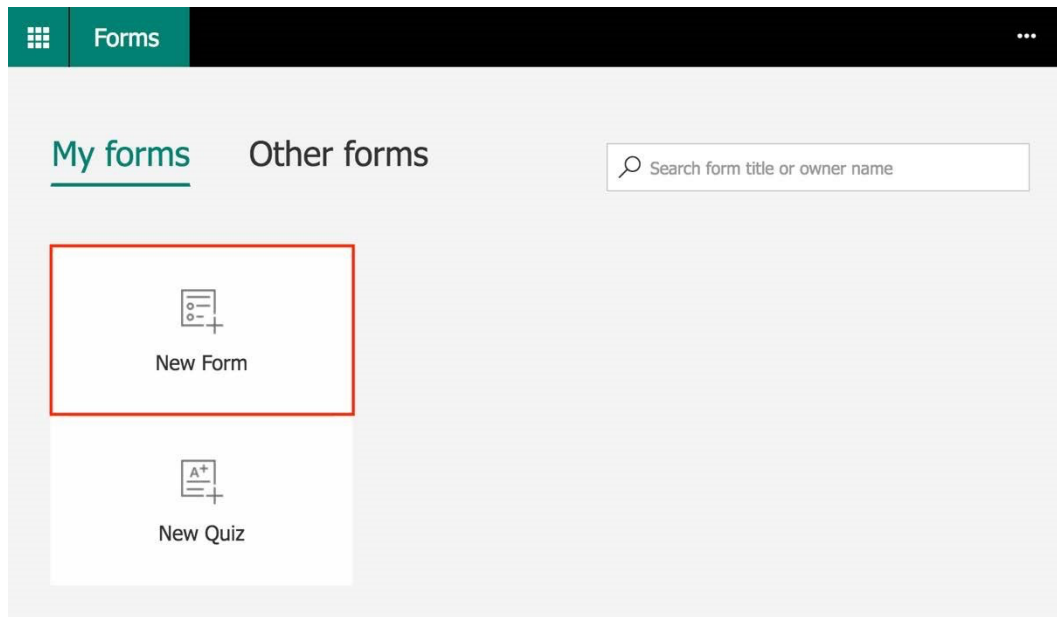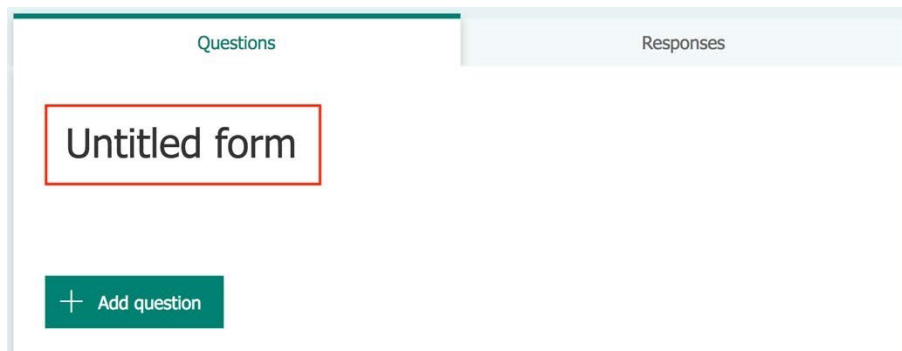

   This opens the Forms web application.

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Creating New Form

1. From the **Forms** homepage **click New Form**, which opens a blank form.

2. Click **Untitled form** to edit the title and add a description

3. The form auto-saves, a save indicator in the top left corner confirms when completed
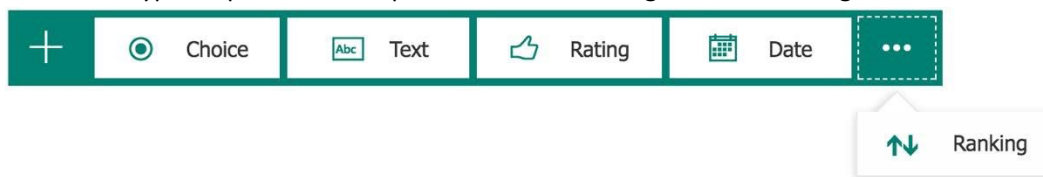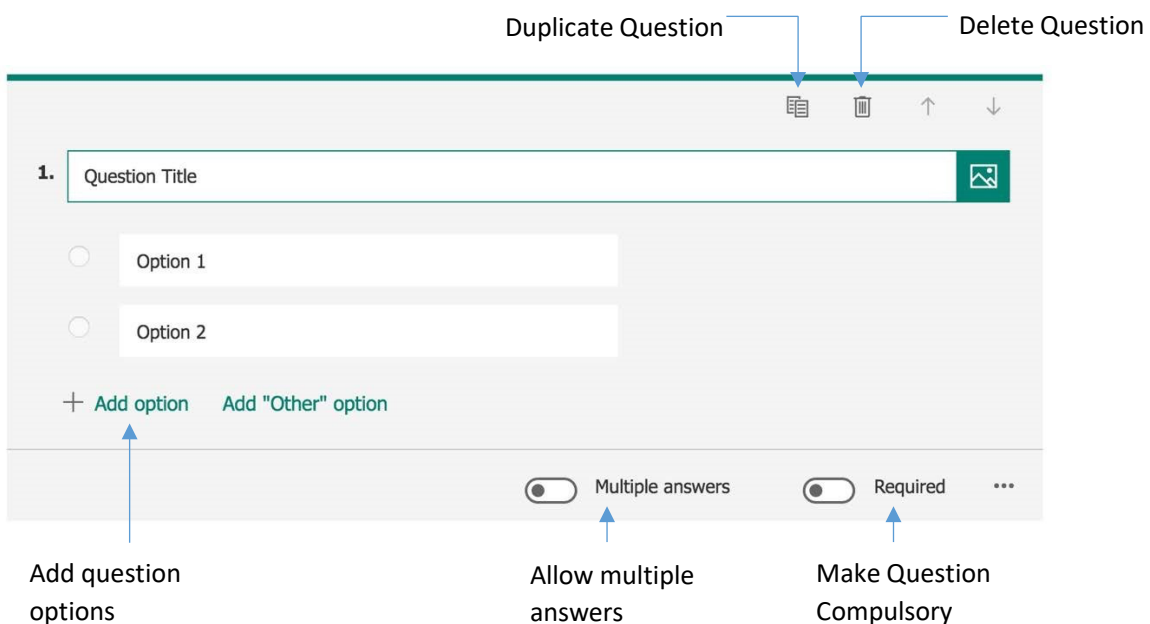
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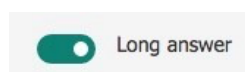4. Click **Add Question** to create content

5. Choose the type of question: multiple Choice, Text, Rating, Date or Ranking

6. Fill in required fields for the selection – Available options will change depending on question chosen.

7. For text responses, a long answer option is available. Activating long answer option by clicking the slider, green indicates option activated.

8. Click **+ Add Question** to insert additional content.

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Adding Media to Forms

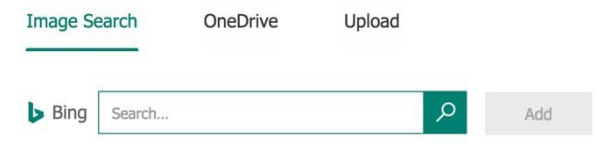Click **Media** to add media (image or video) to a question

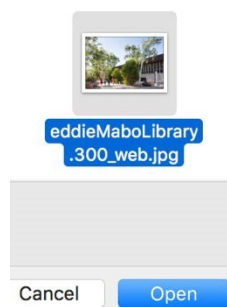
1.

2. Select **Image** or **Video**

3. To add an image
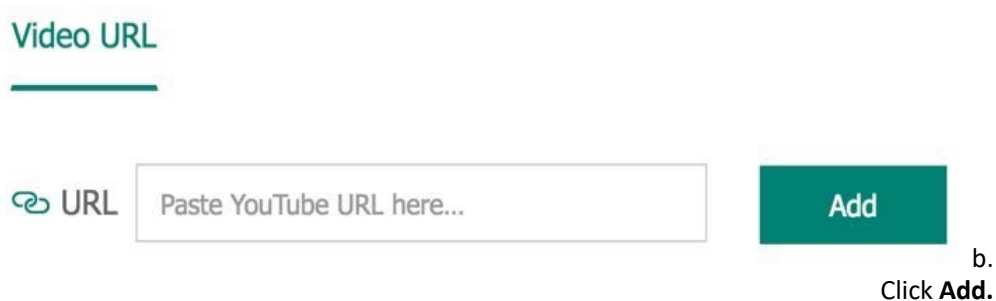   a. Select **Upload**

   b. Select an image and click **Open**

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4. To add a Video

   a. Paste the Youtube URL (web address) of the video into the URL box (this works with Private, Unlisted and Public Youtube Videos).

      i. This also works with shared videos from your school OneDrive account.

b.
Click **Add.**

Sharing a Form

Once complete, use the toolbar options to preview, add a theme or share the form

Preview: Preview the form to see how it looks when viewed on a computer or mobile device
Theme: Select a colour or theme to apply to the form, or upload a custom banner image
Share: Share the form and choose sharing settings

There are 3 options for sharing forms: Send and Collect Responses, Share as a template and share to Collaborate

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1. Click **Share** from the Form toolbar.

2. **Choose** an **audience** from the dropdown menu.
    a. Forms sent to people within the school can be set to record the person's name.
    b. Forms sent to external email addresses will only record the respondents name as anonymous.

3. To generate a link for the form, click **Copy** next to the link box, this link can be emailed or sent as a message

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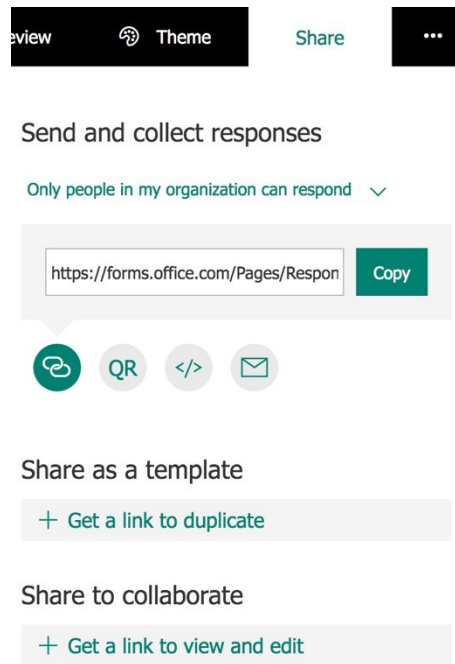
View Form Responses

To view responses, go to https://forms.office.com or navigate back to the Forms dashboard and open the appropriate form.
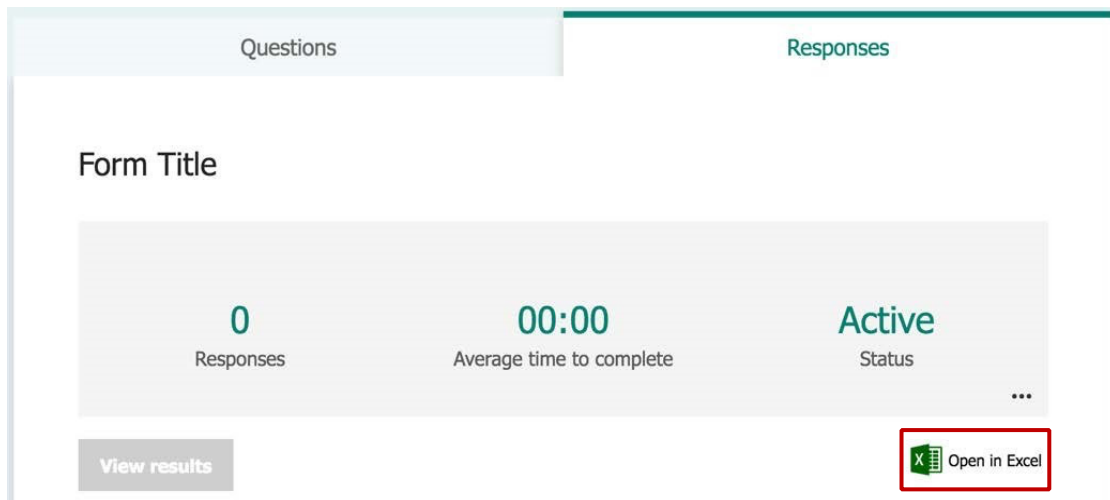
Click responses at the top of the form.

When people have completed the form, this is where the results can be viewed.

Results can be viewed in Excel by **clicking Open in Excel**
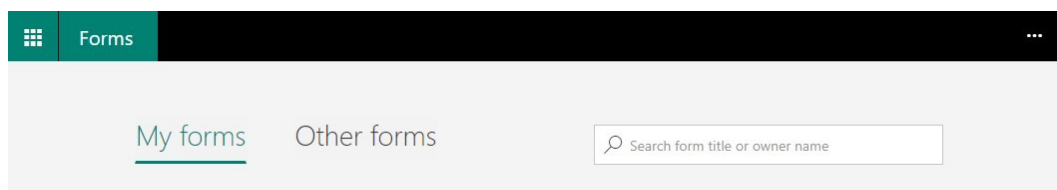
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Viewing Saved Forms

To view saved Forms or Forms you have been granted **edit access** to, go to https://forms.office.com

The Forms Window has two tabs:

My Forms: Forms you have created
Other Forms: Forms that you have **edit access** to

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Select the appropriate tab to view available saved forms