

# Forms in Office 365

## Introduction

Forms is a program in Office 365 that helps you create surveys or quizzes to collect student feedback, measure student growth and knowledge, and evaluate progress.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- Create a Form and/or a Quiz
- Add different types of questions
- Insert images
- Change themes
- Share a Form
- View results

## This tutorial assumes

- That you have an Office 365 account.
- That you are using one of the latest Firefox “release” version, latest Chrome “stable” version, IE9 or above, and latest Safari version on a Windows, Mac or Chromebook computer and NOT a tablet or iPad.
- That you have access to Forms in Office 365.
- That you are connected to the internet.

## Case Study

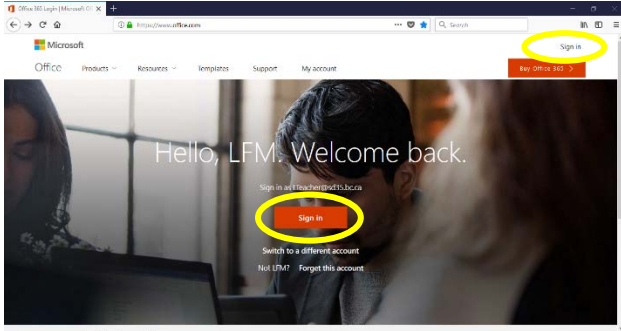
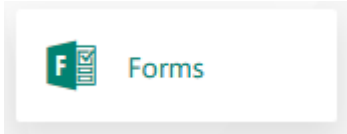
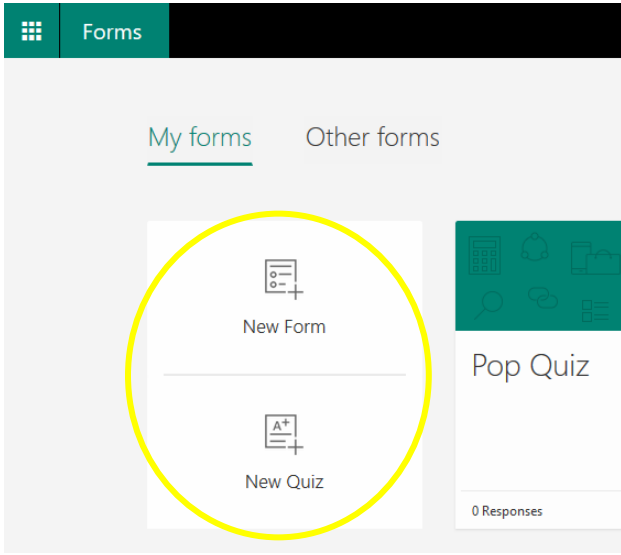
You are creating a self-assessment form to help students reflect on their learning. You need to learn what functions and features are available in Forms and how to use them effectively to record and collect student progress and growth.

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## Creating a Form

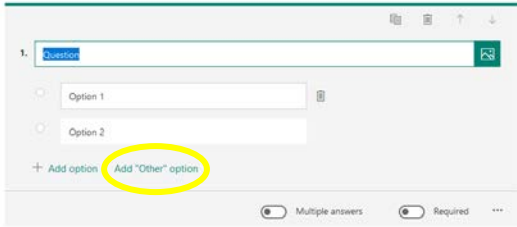
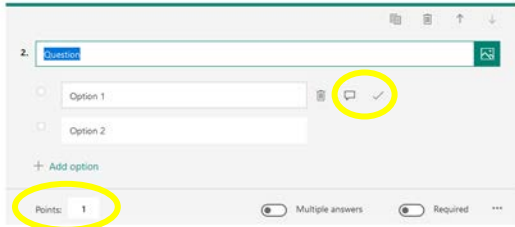
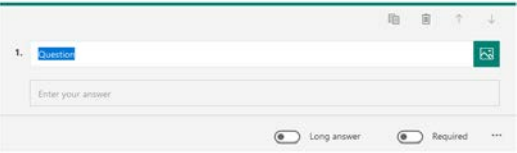
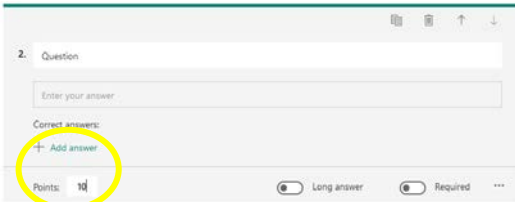
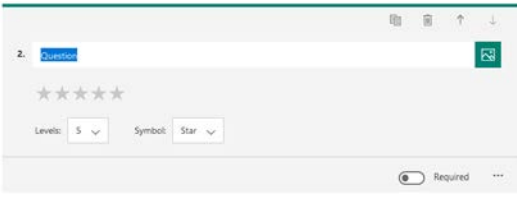
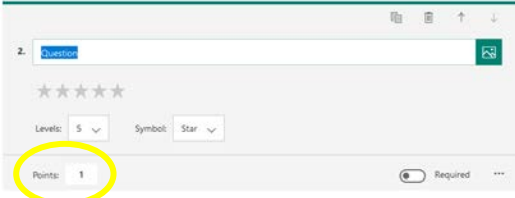
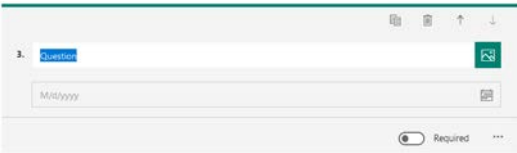
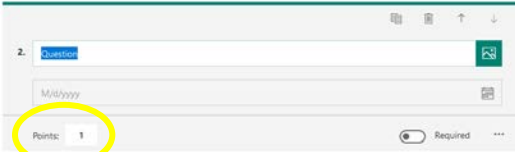
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<p>1</p>	<p>Go to <a href="https://www.office.com">https://www.office.com</a> and sign in using your district email address and password.</p>	
<p>2</p>	<p>Click <b>Forms</b>.</p>	
<p>3</p>	<p>Click <b>New Form</b> or <b>New Quiz</b>.</p> <p>To learn about different features in the <b>Form</b> and the <b>Quiz</b>, go to the <a href="#">Difference between the Form and the Quiz</a> section.</p>	
<p><a href="#">Back to Table of Contents</a></p>		

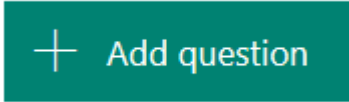


## Difference between the Form and the Quiz

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\*\*\* Differences are circled in yellow.

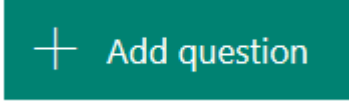

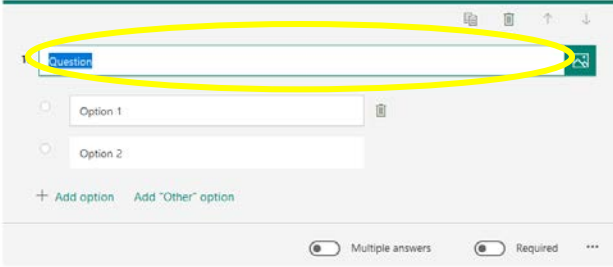
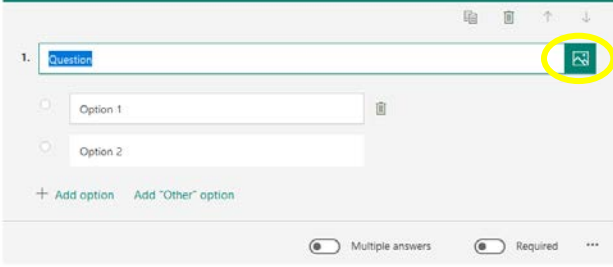
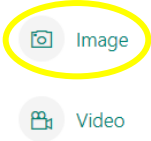
Question Type	Form	Quiz
Choice	 <p>You can add "Other" as one of the options in a multiple choice question.</p>	 <p>You can add a score, select a correct answer and provide feedback on the respondent's selected answer.</p>
Text		 <p>You can add a score and add answers.</p>
Rating		 <p>You can add a score.</p>
Date		 <p>You can add a score.</p>

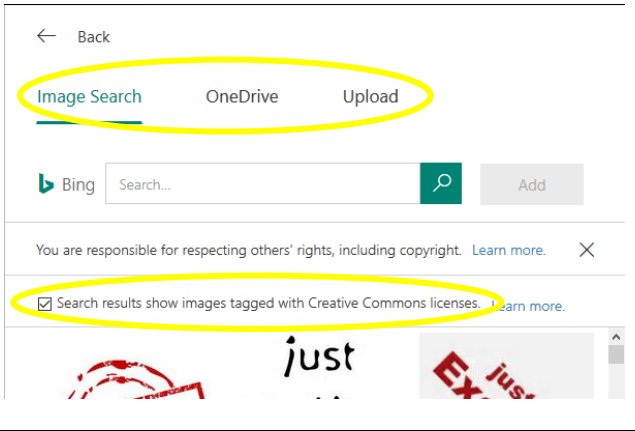
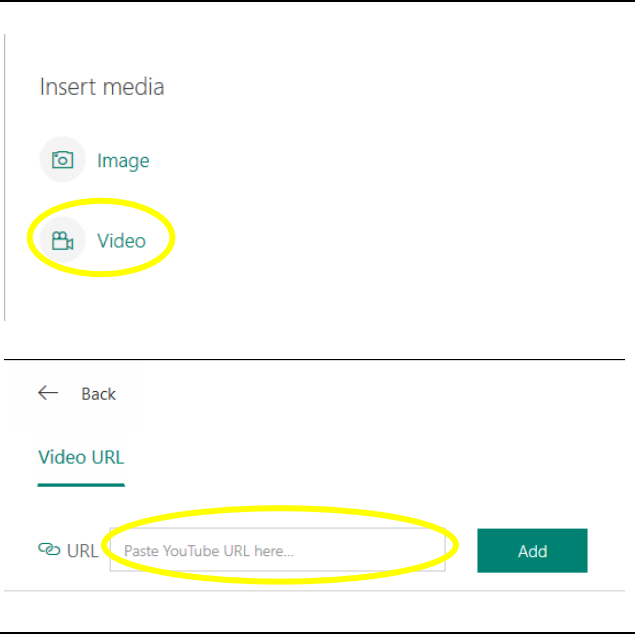
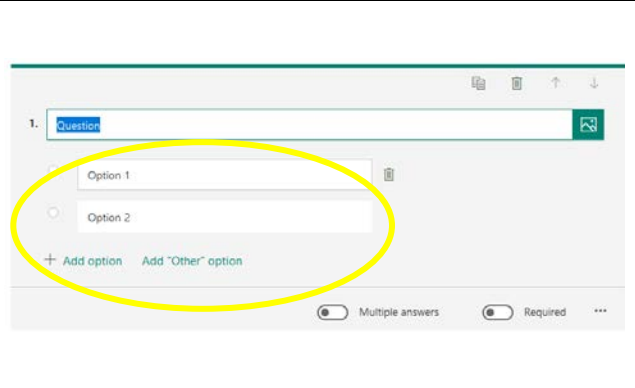
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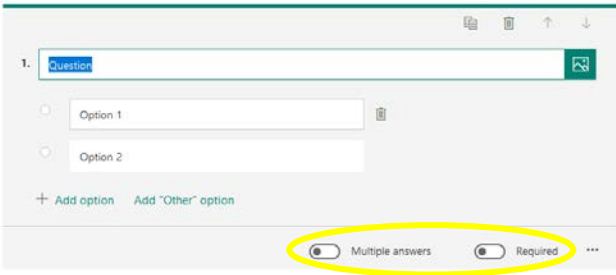
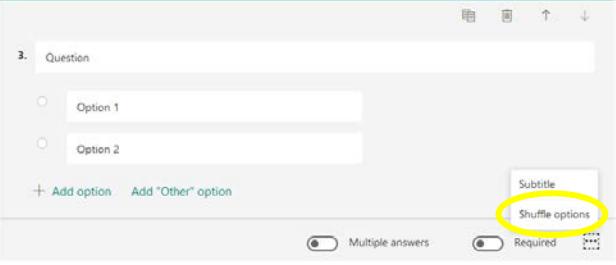
<h2>Adding a Question</h2> <a href="#">Back to Table of Contents</a>		
1	Click the <b>Add question</b> button.	
2	<p>Select the question type that you want to create.</p> <p>There are 4 questions types:</p> <ul style="list-style-type: none"> <li>• <a href="#">Choice</a> (for multiple choice questions)</li> <li>• <a href="#">Text</a> (for short or long answers)</li> <li>• <a href="#">Rating</a></li> <li>• <a href="#">Date</a></li> </ul>	
<p> To view the question types in the form, go to <a href="http://setbc.link/?formsquestionexample">http://setbc.link/?formsquestionexample</a>.</p>		
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## Adding CHOICE as a Question Type

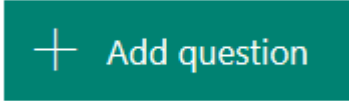

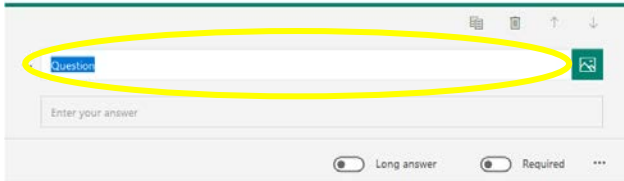
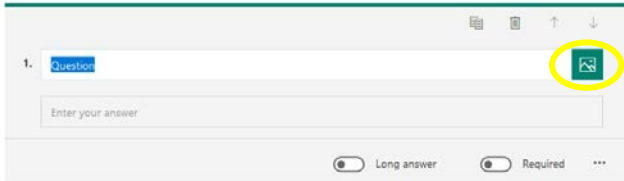
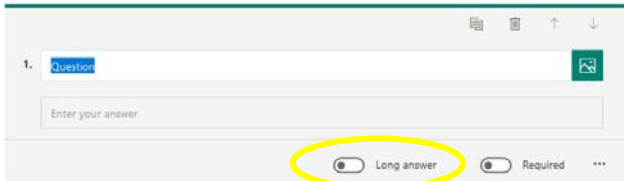
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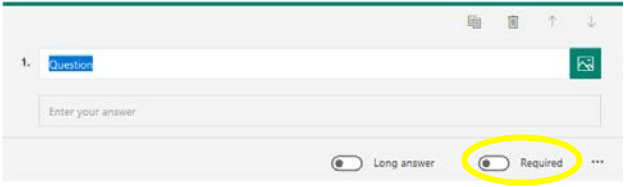
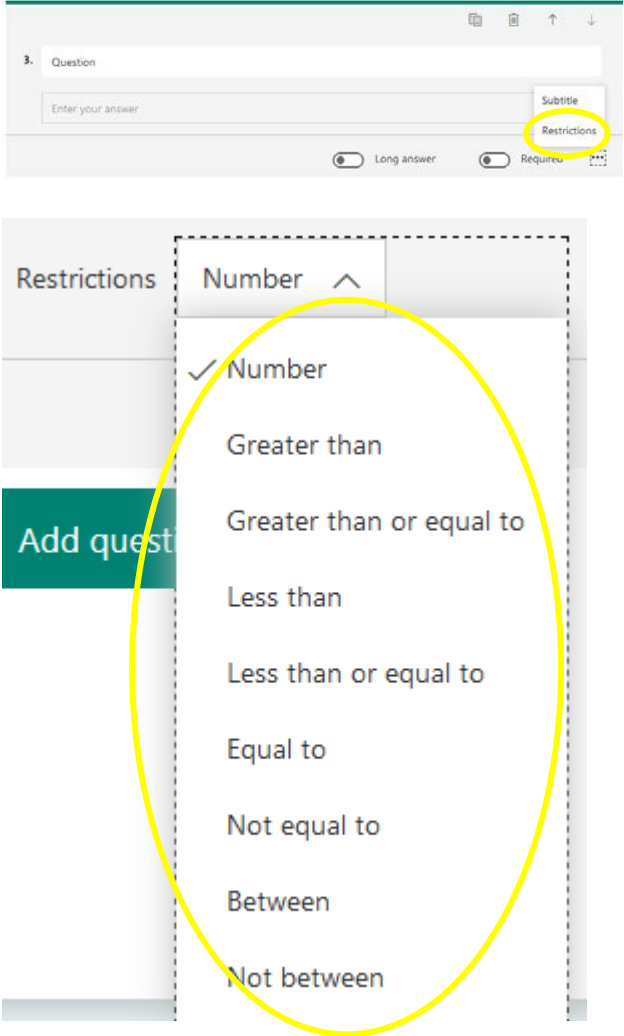
<p>1</p>	<p>Click <b>Add question</b>.</p>	
<p>2</p>	<p>Select <b>Choice</b> as a question type.</p>	
<p>3</p>	<p>Type a question in the <b>Question</b> space.</p>	
<p>4</p>	<p>Click the <b>Image</b> button to add an image.</p> <p>You can insert an image or a video clip from YouTube.</p>	
<p>5</p>	<p>To insert an image, click <b>Image</b>.</p> <p>You can find the image you want from the internet or insert any existing image from OneDrive or your computer.</p>	<p>Insert media</p> 

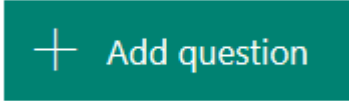

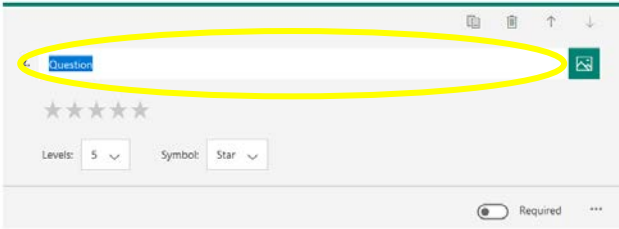
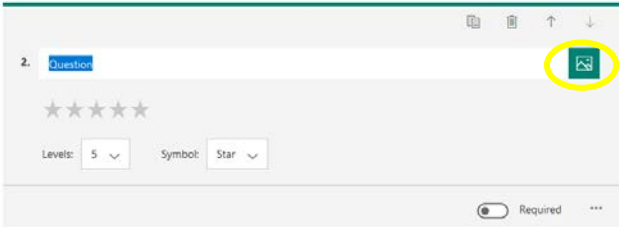
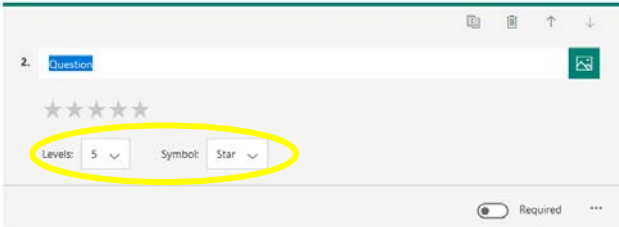
	<p>If you want to insert an image from the internet, make sure that the <b>“Search results show images tagged with Creative Commons licenses.”</b> message is clicked.</p> <p><a href="#">Back to Table of Contents</a></p> <p><a href="#">Adding CHOICE as a Question Type</a></p>	
<p>6</p>	<p>To insert a video, click <b>Video</b>.</p> <p>Paste the Youtube URL to the URL bar. You can only insert a video clip from <b>YouTube</b>.</p> <p><a href="#">Back to Table of Contents</a></p> <p><a href="#">Adding CHOICE as a Question Type</a></p>	
<p>7</p>	<p>Type multiple choice answers in <b>Option 1</b> and <b>Option 2</b>.</p> <p>If you want to add more options, click <b>Add option</b>.</p> <p>If you want to add <b>Other</b> as an option, click <b>Add “Other” option</b>.</p>	

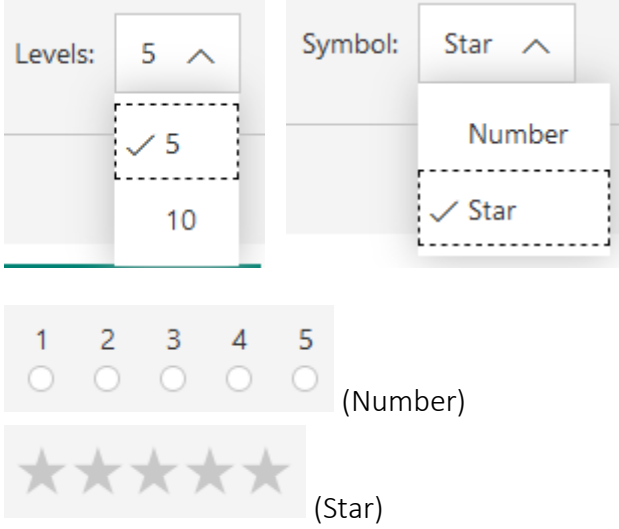
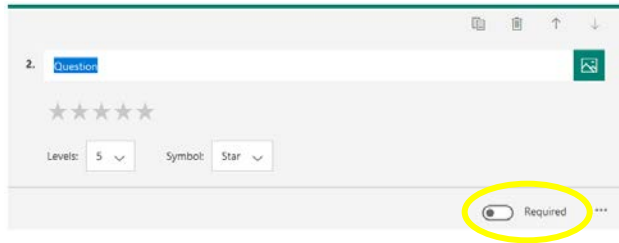
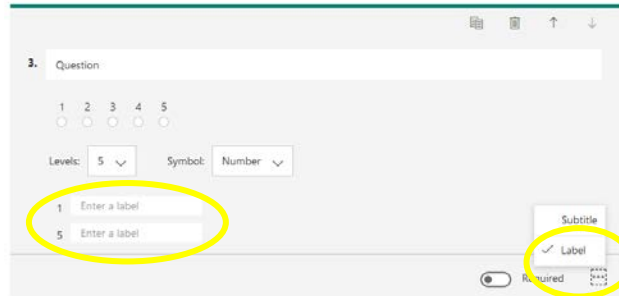

<p>8</p>	<p>You can make the question as a <b>Required</b> question or allow multiple answers for the question by changing the settings at the bottom of the question.</p>	
<p>9</p>	<p>To have O365 Forms randomly shuffle the order of the options displayed, click the ellipses button (...) in the bottom right-hand corner of the question and then click <b>Shuffle options</b>.</p> <p><a href="#">Adding CHOICE as a Question Type</a></p>	
<p>★ To view the question types in the form, go to <a href="http://setbc.link/?formsquestionexample">http://setbc.link/?formsquestionexample</a>.</p>		
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<h2>Adding TEXT as a Question Type</h2> <p><a href="#">Back to Table of Contents</a></p>		
1	Click <b>Add question</b> .	
2	Select <b>Text</b> as a question type.	
3	Type a question in the <b>Question</b> space.	
4	<p>Click the <b>Image</b> button to add an image.</p> <p>You can insert an image or a video clip from YouTube. To learn about how to insert an image or a video, click below.</p> <p><a href="#">Inserting an Image</a></p> <p><a href="#">Inserting a Video</a></p>	
8	If you want a larger text box for long paragraph answers, you can make a text box larger by selecting the <b>Long answer</b> option.	

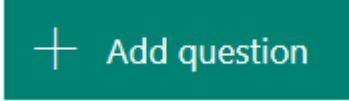

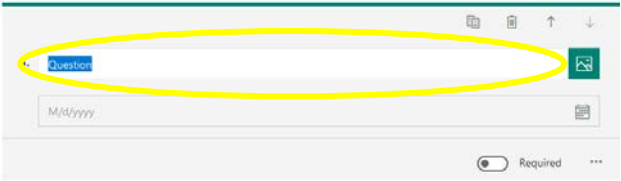


<p>9</p>	<p>You can make the question as a <b>Required</b> question by changing the settings at the bottom of the question.</p>	
<p>10</p>	<p><b>Text</b> questions allow you to set restrictions when you need to have numbers as the answer.</p> <p>Click the ... in the bottom right-hand corner of the question and then click <b>Restrictions</b>.</p> <p>Then choose to restrict the numbers by selecting from the various options.</p> <p><a href="#">Adding TEXT as a Question Type</a></p>	
<p>★ To view the question types in the form, go to <a href="http://setbc.link/?formsquestionexample">http://setbc.link/?formsquestionexample</a>.</p>		
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<h2>Adding RATING as a Question Type</h2> <p><a href="#">Back to Table of Contents</a></p>		
1	Click <b>Add question</b> .	
2	Select <b>Rating</b> as a question type.	
3	Type a question in the <b>Question</b> space.	
4	<p>Click the <b>Image</b> button to add an image.</p> <p>You can insert an image or a video clip from YouTube. To learn about how to insert an image or a video, click below.</p> <p><a href="#">Inserting an Image</a></p> <p><a href="#">Inserting a Video</a></p>	
5	You can change the <b>Levels</b> between 5 and 10.	

	<p>You can also change the <b>Symbols</b> between numbers and stars.</p>	
<p>6</p>	<p>You can make the question as a <b>Required</b> question by changing the settings at the bottom of the question.</p>	
<p>7</p>	<p><b>Rating</b> questions allow you to label the rating.</p> <p>Click the ... in the bottom right-hand corner of the question and then click <b>Label</b>.</p> <p>Then enter a label for the rating.</p> <p><a href="#">Adding Rating as a Question Type</a></p>	
<p> To view the question types in the form, go to <a href="http://setbc.link/?formsquestionexample">http://setbc.link/?formsquestionexample</a>.</p>		
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## Adding DATE as a Question Type

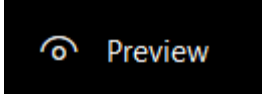
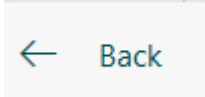
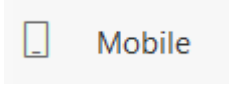
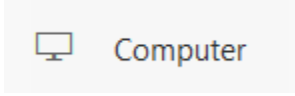
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1	Click <b>Add question</b> .	
2	Select <b>Date</b> as a question type.	
3	Type a question in the <b>Question</b> space.	
4	<p>Click the <b>Image</b> button to add an image.</p> <p>You can insert an image or a video clip from YouTube. To learn about how to insert an image or a video, click below.</p> <p><a href="#">Inserting an Image</a></p> <p><a href="#">Inserting a Video</a></p>	
6	You can make the question as a <b>Required</b> question by changing the settings at the bottom of the question.	



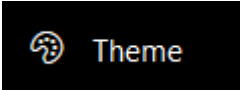
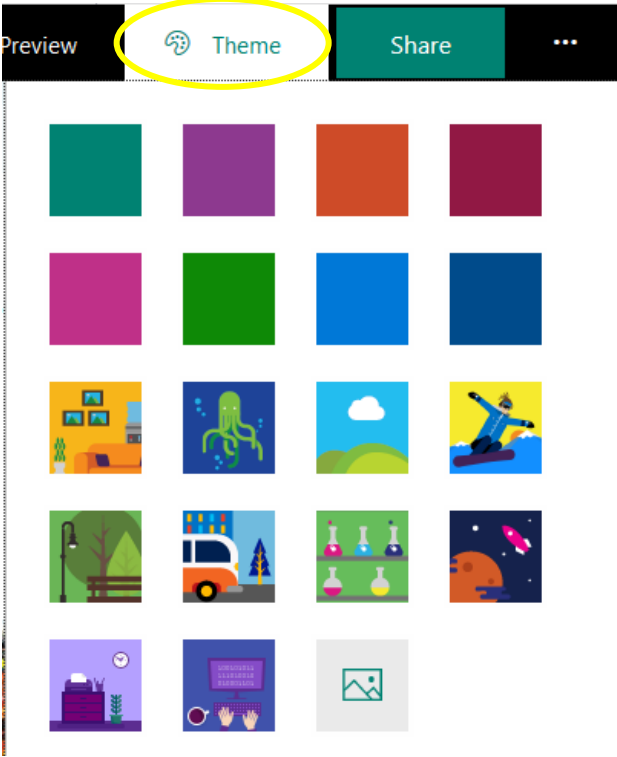
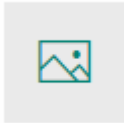
To view the question types in the form, go to <http://setbc.link/?formsquestionexample>.

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<h2>Previewing the Form</h2> <p><a href="#">Back to Table of Contents</a></p>		
1	Once the form is created, click the <b>Preview</b> button in the top right-hand corner to preview the form.	
2	To go back to the edit mode, click <b>Back</b> in the top left-hand corner.	
3	To see the <b>Mobile</b> version of the form (how it looks on the mobile phone), click <b>Mobile</b> in the top right-hand corner.	
4	To see the <b>Computer</b> version of the form, click <b>Computer</b> in the top right-hand corner next to the <b>Mobile</b> button.	
<p><a href="#">Back to Table of Contents</a></p>		

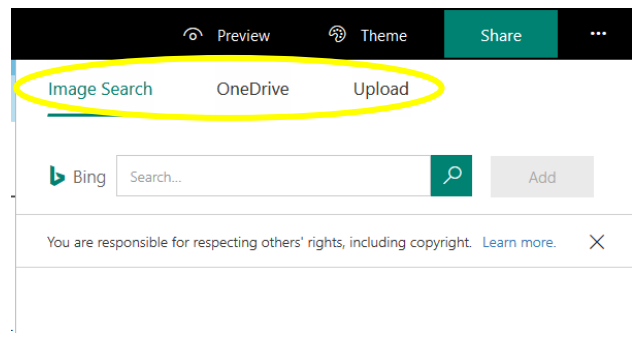
## Changing the Theme

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<p>1</p>	<p>You can change the <b>Theme</b> of the form by changing the background colour or inserting an image or logo in the background.</p> <p>Click <b>Theme</b> in the top right-hand corner between the <b>Preview</b> and <b>Share</b> buttons.</p>	
<p>2</p>	<p>You will see different theme options. Choose the one that you like or that you think is the most appropriate for the form.</p>	
<p>3</p>	<p>If you want to add an image from your computer or the internet, click the <b>Upload Image</b> button at the bottom.</p>	


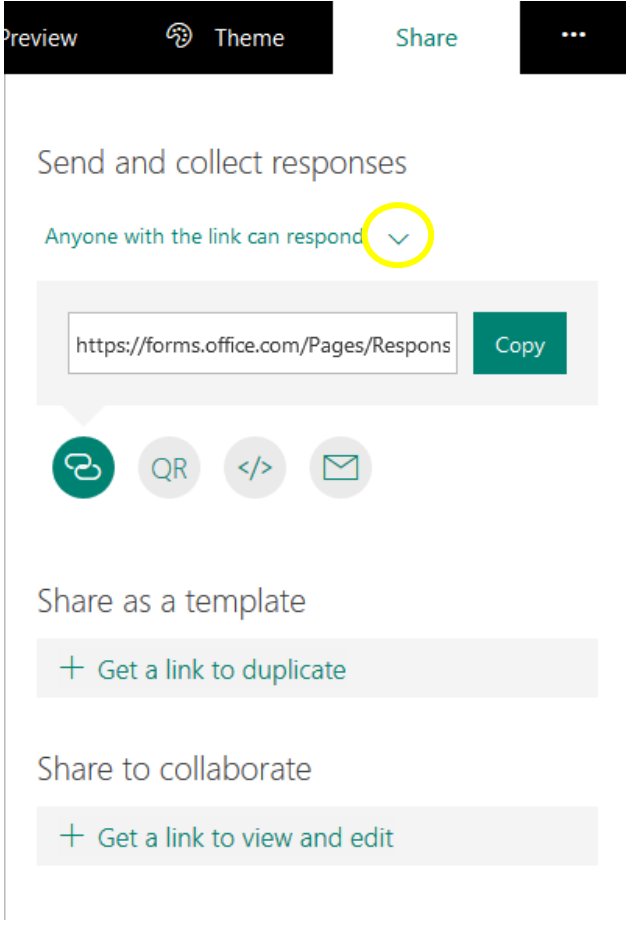
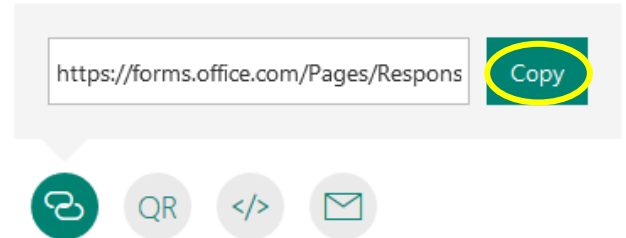
4

Search the image in **Image Search** or choose the image that you want to use as a background for the form from **OneDrive** or **Upload**.



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<h2>Sharing the Form</h2> <p><a href="#">Back to Table of Contents</a></p>		
1	<p>Click the <b>Share</b> button in the top right-hand corner.</p>	
2	<p>You can restrict the access to the form by clicking the down arrow button above the link to the form (as shown in the image) and then choosing <b>Only people in my organization can respond</b>. If you choose this one, anyone who wants access to the form needs to sign in to Office 365.</p> <p>If you want to open this form to anyone with the link, click <b>Anyone with the link can respond</b>.</p>	
3	<p><a href="#">Back to Table of Contents</a></p> <p>There are 4 ways you can share the form with respondents:</p> <ul style="list-style-type: none"> <li>• Link – Click the <b>Copy</b> button to copy the link.</li> </ul>	<p>Link</p> 

- QR Code – Click the **Download** button to download the QR code.
- Embed code – Click the **Copy** button to copy the code and paste it in a webpage or Sway.
- Email – Click the **Email** icon to open a new email. The message with the link to the form will be automatically generated.

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## QR Code

Recipients can scan the code on a phone or tablet to access the form.



Download



## Embed code

Copy this code and paste it in a webpage or Sway.

```
<iframe width="640px" height="480p:
```

Copy



QR



## Email



QR



Here's the link to the form "Different Question Types in O365 Forms":

<https://forms.office.com/Pages/ResponsePage.aspx?id=WC6KCzB7CEq6t9dVVeDjpZmkM1xHLyZEvB8j3IjiYTVURjA3V0EzU>

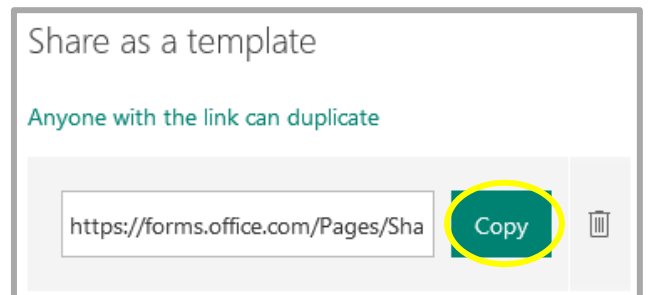
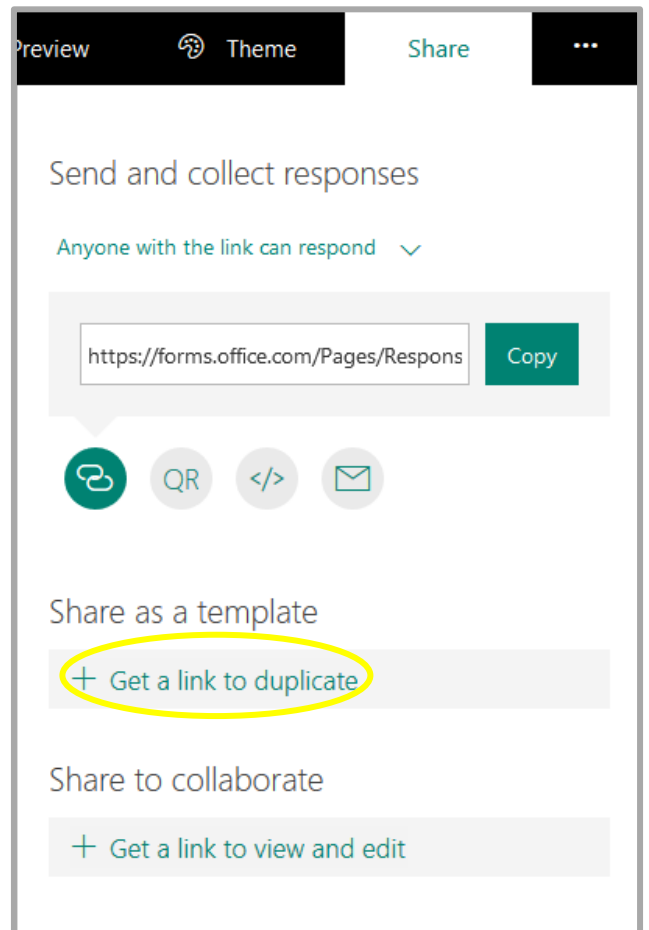
Microsoft Forms  
Create your own forms at forms.office.com

4

You can share the form as a template.

Click **Get a link to duplicate**.

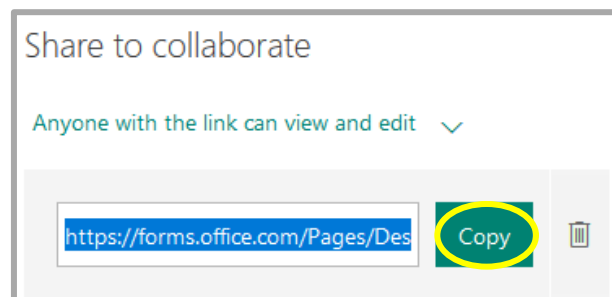
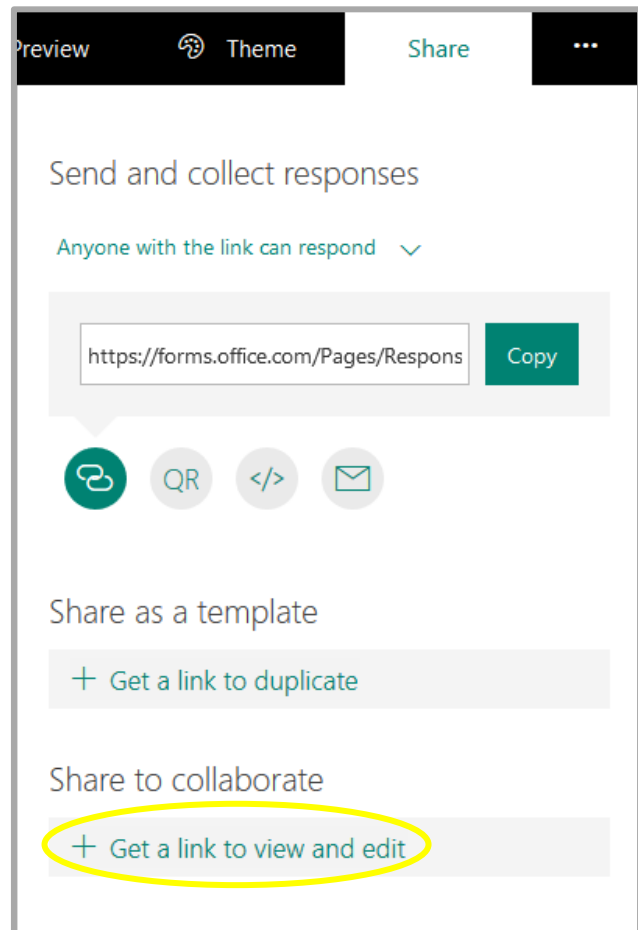
Click **Copy** to copy and share the link. Note that anyone with this link can duplicate the form.



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To allow other collaborators to view and edit the form, click **Get a link to view and edit**.

Then, click **Copy** to copy and share the link.



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<h2>Viewing Results</h2> <p><a href="#">Back to Table of Contents</a></p>	
1	<p>In the form, click <b>Responses</b>.</p>
2	<p>You can</p> <ul style="list-style-type: none"> <li>• View collected results</li> <li>• Share a summary link</li> <li>• Print summary</li> <li>• Delete all responses</li> <li>• Open results in Excel</li> </ul> <p>To share a summary link, print summary, or delete all responses, click the ellipses (...) button and select the option you want.</p> <p>If you want to extract the results in Excel, click <b>Open in Excel</b>.</p>

