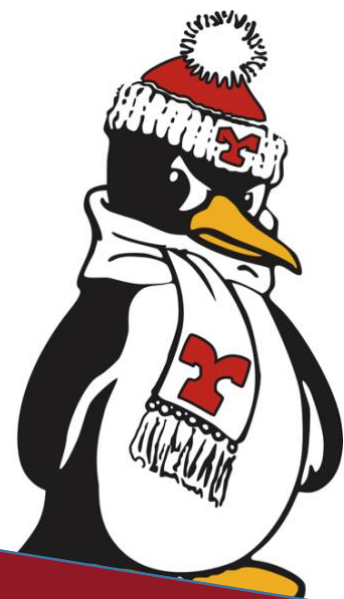


# Microsoft Forms



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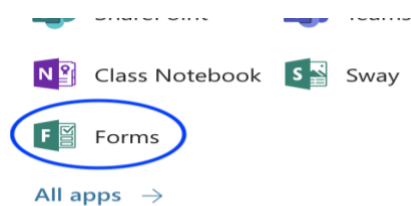
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# Microsoft Forms

Microsoft Forms is an online tool that can be used to create surveys, quizzes, polls, or to gather other information such as registrations for an event or use of equipment and automate data entry. The Form can be distributed via email with a link or embedded on a website and responses and feedback are immediate.

## Getting Started

1. Navigate to your **Penguin Portal** and log into your **YSU Office 365** account using your YSU username and password.
2. Click on the **apps boxes** in the upper left corner.
3. Select **Forms**. (Note: If Forms is not visible, click on **All Apps**.)
4. Click **New Form** or **New Quiz**.
5. Enter a **name** for your survey, poll, or quiz, and an **optional subtitle or description**.
  - a. Note: The Form will automatically save as you create.



## Settings, Themes, Sharing, and Preview

There are four (4) areas to consider while creating the Form.



## Settings

Settings determine **who can fill out your form, the options for the responses, and notifications.**

Click the **three dots(...)** in the **upper right corner.**

1. Select **settings.**
2. Adjust your settings.
3. Click the **three dots(...).**

### *Who Can Fill Out this Form*

- Only respondents within your organization.
- Respondents outside your organization.
- Determine if you want to record their name.
- How many times can a respondent submit the form.

### *Options for Responses and Notifications*

- Accept Responses
- Start and End Dates
- If form is a quiz, do you want to shuffle question?
- Customizable submission response
- Email
- Notification of Submissions

Branching

Settings

Settings

Who can fill out this form

- Anyone with the link can respond
- Only people in my organization can respond
  - Record name
  - One response per person

Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions
- Customize thank you message

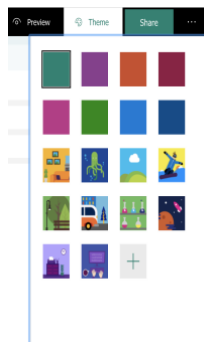
Notification

- Send email receipt to respondents
- Get email notification of each response

## Themes

You can customize the form colors, banners, and add images to the form background.

1. Click on **Theme.**
2. Select **a color, background picture, or**
3. Click the **+ sign to upload a picture.**



4. After clicking the **+ sign select upload image or customize color.**
  - a. If customizing color, **input your HEX#**
  - b. If uploading an image, select **Image Search, OneDrive, or Upload.**
5. Click back

← Back

Customize Theme



Hex #

## Share

- Share determines how you want to send and collect responses via a link, embed into a website, or send as an email.
- Allows you to add collaborators.
- You can also obtain and use as a template

### Send and collect responses

Only people in my organization can respond ▼

<https://forms.office.com/Pages/Respon>

Copy



### Share as a template

+ Get a link to duplicate

### Share to collaborate

+ Get a link to view and edit

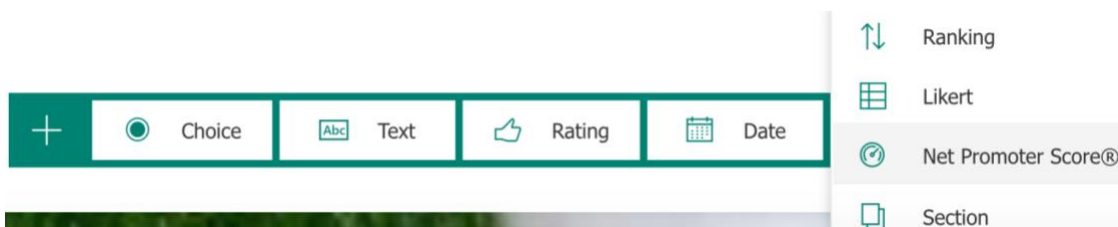
## Preview

Preview allows you to see the form as a respondent before you distribute.

1. Click **preview** to see the form as respondents would see it.
2. Fill out the form as a test.
  - a. Preview as responding on a computer.
  - b. Preview as responding on a mobile device.
3. Click **share**.
4. Select **who and how** you want to collect responses.
5. Obtain a link to **share editing privileges**.

## Creating the Form

There are eight (8) different types of questions that can be added to your form.

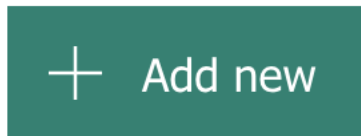


## Question Type Definitions

- Choice = Multiple Choice or Multiple Answer Questions that offer an additional 'Option' response
- Text = Freeform Short Answer or Essay
- Rating = Provide a ranking using up to 10 numbers or stars
- Date = Select a Date
- Rank = Move responses up or down in your chosen order
- Likert = Scaling options for statements
- Net Promoter Score = participant selects one score for their answer from numbers one through 10.
- Section = Add a section to the Form and add an additional set of instructions or a description.

## Adding Questions

1. Click '**Add New**'
2. Select **question type**.
  - a. **Note: Click the three dots for additional choices.**

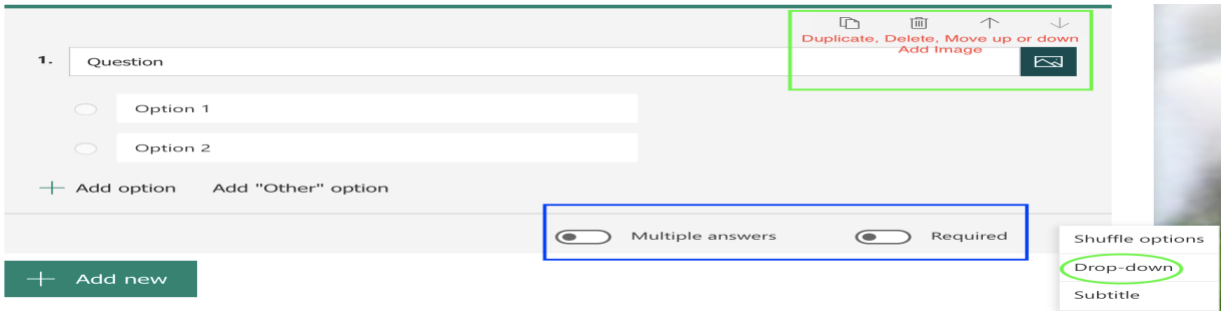


## Choice

1. Select **choice**.
2. Enter your **question text**.
  - a. **Note:** Click the 'add media' icon to upload an image or video in order to give context to the question.
3. Enter **answer options**.
4. If applicable enter '**Other**' choice for an **additional option not listed**.
5. If multiple responses, **toggle the 'multiple answers' button**.
6. If a required question, **toggle the required answer button**.
7. Click the **more settings (...)** and you can choose to **shuffle the options**, **create a drop-down box** of answers instead of radio buttons, or **create a subtitle to the question**.

*For all question types you can duplicate or move questions up and down your form.*

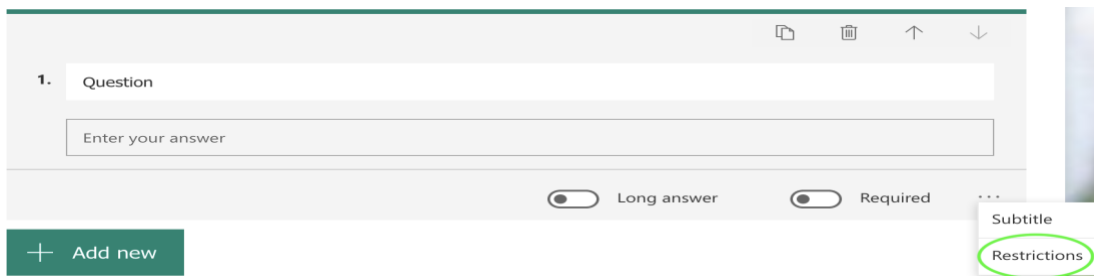
1. *Click the double page icon in the upper right corner of the text box to duplicate the question.*
2. *Click the up or down arrows to move the questions up or down.*
3. *Click the trash can to delete the question.*



## Text

The text question can be used as a short answer or as an essay question.

1. Click **'Add New'**.
2. Select **text**.
3. Enter your **question text** and if applicable click the **'add media'** icon to **upload an image or video**.
4. If the question requires a longer response, **toggle the long response button**.
5. If a required question, **toggle the required answer button**.



Text questions can also be set to require a numerical answer and you can restrict the numbers based on conditions. **Click the more settings (...) to set restrictions or add a subtitle.**

## Rating

Ratings use either star symbols or numbers from 1-10.

1. Click **'Add New'**.
2. Select **rating**.
3. Enter **question text** and if applicable click the **'add media'** icon to **upload an image or video**.
4. Select **level from 1-10**.
5. Select **numbers** or **stars** to demonstrate rating.
6. If a required question, **toggle the required answer button**.
7. Click the **more settings (...)** to add **labels to the rating** at the beginning and the end.

## Date

1. Click **'Add New'**.
2. Select **date**.
3. Enter **question text** and if applicable click the **'add media' icon to upload an image or video**.
4. If a required question, **toggle the required answer button**.
5. Select **more settings (...)** to add a **subtitle**.

## Ranking

1. Click **'Add New'** and click the **ellipse (...)**.
2. Select **ranking**.
3. Enter **question text**.
4. Enter **options**.
5. If a required question, **toggle the required answer button**.
6. Click the **more settings button (...)** to add a **subtitle**.

## Likert

The **Likert question** is a great scaling question that allows you to place **statements in rows** and **scales in columns**. Responders will have to **click a radio button response** in each row and you can only have **one response per row**.

1. Click **'Add New'** and click **the ellipse (...)**.
2. Select **Likert**.
3. Enter **question text** and if applicable click the **'add media' icon to upload an image or video**.
4. Add **statements**.
5. Add **scaling options**. (IE excellent, above average, average, below average, poor)



6. If a required question, **toggle the required answer button.**
7. Click **more settings (...)** to add a subtitle.

**Note:** You can only add 10 statements per Likert Question. On a mobile device Likert questions will be grouped together. You can auto collapse and expand each question.

### Net Promoter Score

The **Net Promoter Score** is an **index** ranging from **0-10** that measures the **willingness of respondents** to recommend a program or service to others.

1. Click **'Add New'** and click the **ellipse (...)**.
2. Select **Net Promoter Score**.
3. Add **question text** and if applicable click the **'add media'** icon to **upload an image or video**.
4. If a required question, **toggle the required answer button.**
5. Click **more settings (...)** to add a subtitle.

### Section

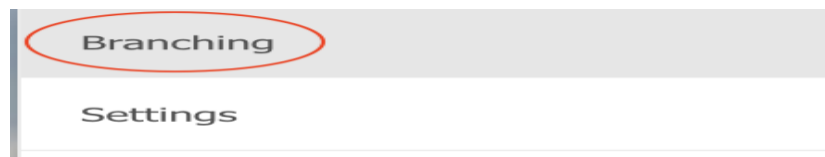
1. Click **'Add New'** and click the **ellipse (...)**.
2. Select **section** and if applicable click the **'add media'** icon to **upload an image or video**.
3. Add **section title** and **description**.

## Branching

**Branching** allows you to add **logic** to a survey or quiz so that it changes according to the responses to specific questions. In a survey or quiz that branches, **questions appear only if they are relevant to the responder**. If the questions **do not apply**, the responder is **redirected to a different set of questions** or **skips** a set of questions altogether.

**Note:** Before branching create all your questions first and do not add any sections to your form.

1. Click the **ellipse button (...)** in the upper right corner of your form.
2. Select **branching** and a new page will appear.
3. On the **Branching options** page, there are **dropdown menus** that appear with each answer under every question. **Click the arrow to see a dropdown menu.**



4. The **dropdown menu** contains a **list of every question** that follows.
5. For each possible response to the question, **select the question that you want to branch to.**
6. If you want a **particular question assigned** as the **final one** in the survey or quiz, click the dropdown menu next to that question, and then select **End of the form.**

24. Engineering Technology Major \*

<input type="radio"/> Civil and Construction Engineering Technolo	Go to	25. CIVIL & CONSTRUCTION ENGINEERING... ▾
<input type="radio"/> Electrical Engineering Technology	Go to	27. ELECTRICAL ENGINEERING TECHNOLOG... ▾
<input type="radio"/> Electric Utility Technology	Go to	31. ELECTRIC UTILITY TECHNOLOGY-Rate yo... ▾
<input type="radio"/> Mechanical Engineering Technology	Go to	29. MECHANICAL ENGINEERING TECHNOLO... ▾

## Share

1. Click **share**.
2. Select **who and how** you want to collect responses.
3. Obtain a **link to share editing privileges**.
4. Distribute form or form link to respondents.

## Send and collect responses

Only people in my organization can respond

<https://forms.office.com/Pages/Respon>

Copy



## Share as a template

+ Get a link to duplicate

## Share to collaborate

+ Get a link to view and edit

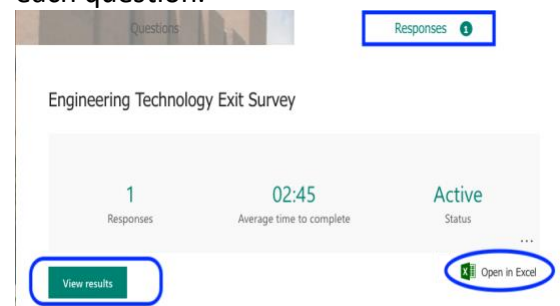
## Reviewing Results

One of the key features of using Microsoft Forms is being able to immediately review results as respondents submit their responses and the ability to organize and filter data in an excel spreadsheet.

### Responses Tab

1. To view a summary of results, click the **Responses Tab**.
2. Note: The **circle with a number in it**, next to the word Responses, indicates the number of responses that have been submitted.
3. For in depth analysis and filtering, click the **Open in Excel tab**.
4. Review **number of responses** and **average time** to complete the form.
5. Scroll down through the results for **response counts/question** and **graphs** representing the **percentage to the responses**.
6. To view individual results, click the **view**

**results button** at the top or **View details** in each question.



18. The Engineering Technology program expects students to graduate having achieved the following outcomes. How successful was the program in achieving these outcomes by the time you graduated? Program Outcomes:

[More Details](#)

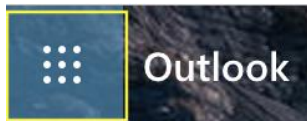


## Quiz

If you are using Microsoft Forms to create a quiz, question creation is essentially the same with the exception of being able to add points and mark a response as correct.

### Create Questions

1. Select **Forms**. (Note: If Forms is not visible, click on **All Apps**.)



2. Click **New Quiz**.
3. Create a **multiple-choice question**.
4. Select the **correct answer**.
5. Input **feedback**.
6. Provide question **point total**.

1. Forms if part of the Office 365 Suite

True

Great job! You are correct

False

+ Add option

Points: 3

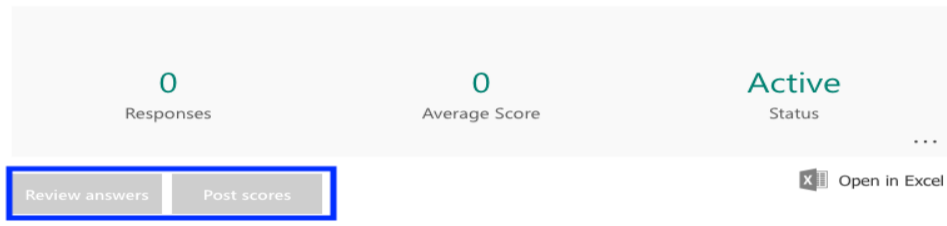
Multiple answers:  Required:

Correct answer

## Quiz Results

1. Click the **Responses Tab**.
2. Click **Review Responses** or
3. Click **Post Scores**.

### MS Form Uses



If you need any additional assistance please contact Sharyn Zembower, ([sszembower@ysu.edu](mailto:sszembower@ysu.edu)) or Rosalyn Donaldson, ([rsdonaldson@ysu.edu](mailto:rsdonaldson@ysu.edu)).

