

Last updated: 27<sup>th</sup> March 2020

# Quizzing using Microsoft Forms

[Microsoft have released a step-by-step video and guide on how to create quizzes using Forms](#)

## Assessments/quizzes in Forms

Microsoft Forms offers a quick way to set up **short surveys** or **question sets**. They're quite flexible, with a range of question types and options. Inside Forms there's the option of setting up a **Form** or a **Quiz** - a Quiz also allows you to set a score per question and provide question feedback. Forms and Quizzes can be anonymous if you wish, and a graphical summary of responses is available, as well as the option to download all responses in an Excel spreadsheet.

### Forms question options

Forms offers a range of question and answer options:

- Choice – multiple choice question
- Text – short / long text answer
- Star / number rating – numerical review score
- Date – useful for deciding on a Teams meeting date, for example
- Ranking – ranked choice
- Likert – used to gauge attitudes and opinions about a subject
- Net Promoter Score – used to assess opinions

## How to access Forms

There are several different ways to access Forms:

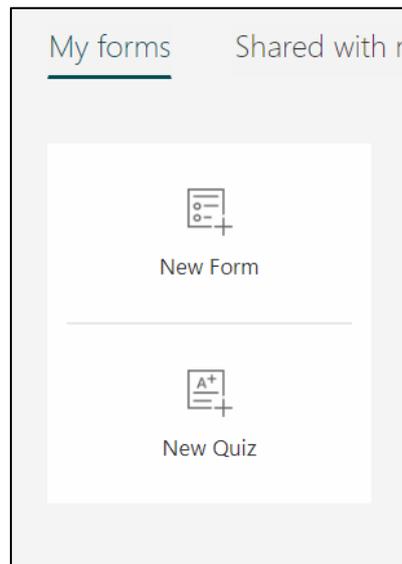
- You can head to <https://forms.office.com/> (make sure you're signed into your NTU account)
- Or go to the Office 365 [home page](#) and select **Forms**
- Or go to your NTU email account online (this can be accessed through MyNTU), click the  box in the top left-hand corner, and under **Apps** click **Forms**

## How to create a quiz

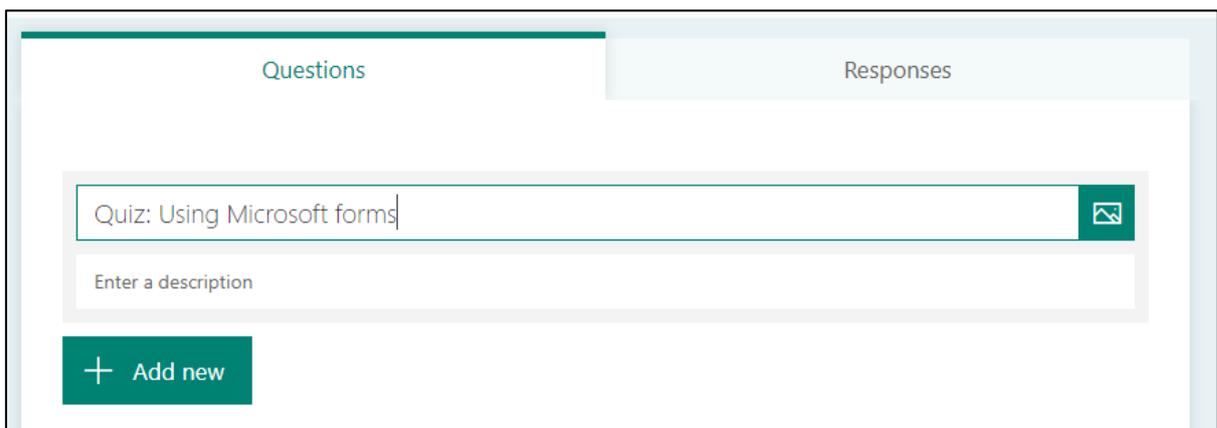
Quizzes are the same as forms but with the addition of **points per question** and **feedback**.

To create a quiz, access Forms and then:

1. Select **New Quiz** (if a "Welcome to Microsoft Forms!" box appears, close it using the X in the top right corner).



2. Enter a **title and description** for your quiz. If you would like to add an **image**, select the image icon on the right side of the title (standard copyright considerations apply).

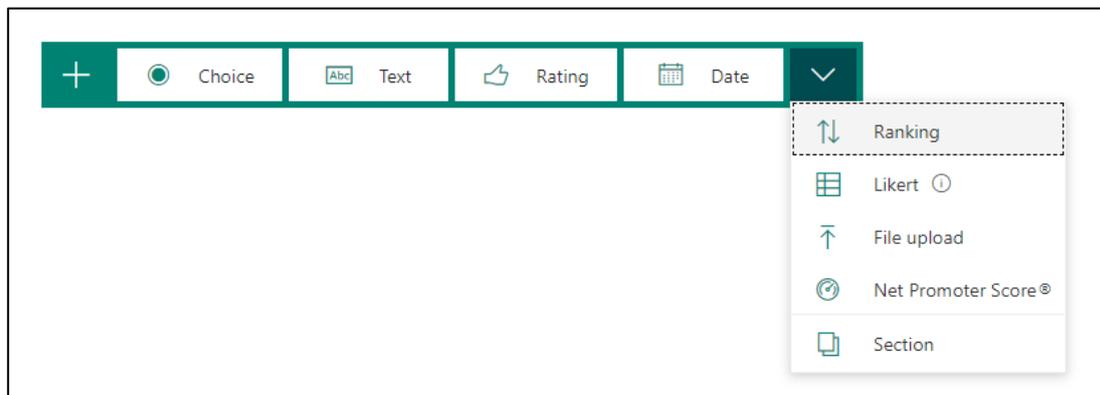
A screenshot of the Microsoft Forms 'Questions' tab. The 'Responses' tab is also visible. The 'Questions' tab is active and shows a text input field with the text 'Quiz: Using Microsoft forms'. To the right of the text is an image icon. Below the text input field is a description input field with the placeholder text 'Enter a description'. At the bottom left, there is a green button with a plus sign and the text 'Add new'.

3. To add a question, select **Add new**.



4. Select the type of question you'd like. **Choice** (multiple-choice question) and **Text** (text response) are likely to be the most useful, but you can also choose from:

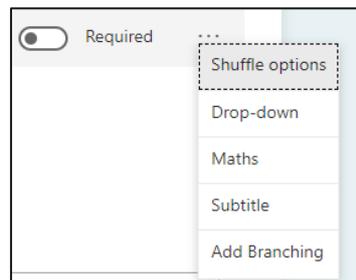
- Rating
- Date
- Ranking
- Likert
- File upload
- Net Promoter Score



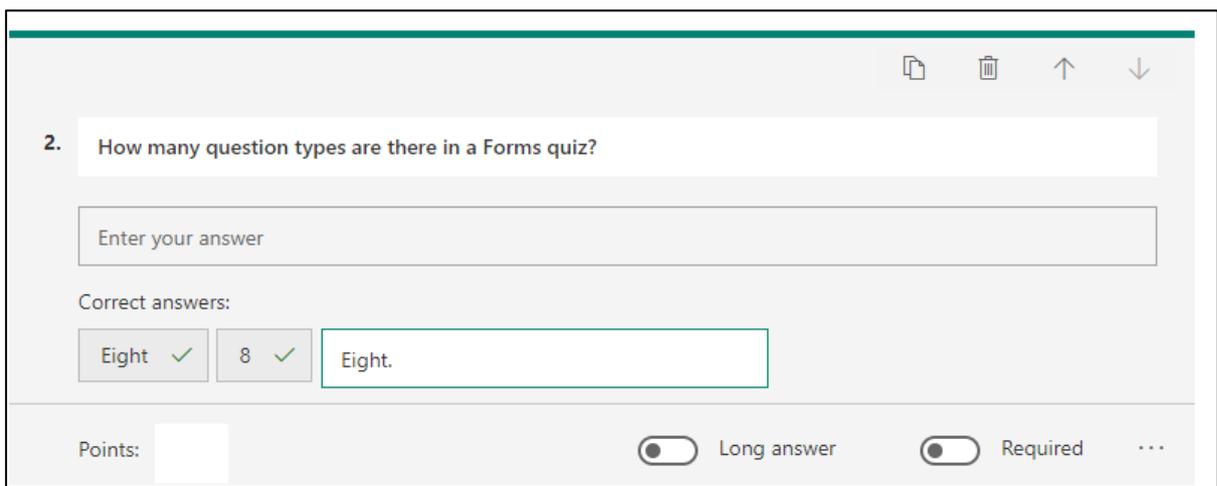
5. For multiple-choice questions, select **Choice** and enter your question and answer options in the boxes provided. To select the correct answer, use the tick by the side of the answer box.

A screenshot of a question editor interface. At the top, there are icons for copy, delete, up, and down. The main area contains a question text box with the text "1. Which of the following is NOT a Forms question type?". Below this are four radio button options, each with a text input field: "Likert", "Choice", "Banana", and "Please enter a name for this option.". The "Please enter a name for this option." field is highlighted with a red circle. Below the options is a "+ Add option" button. At the bottom, there is a "Points:" field, a "Multiple answers" toggle switch, and a "Required" toggle switch.

If there are multiple possible answers, you can toggle the **Multiple answers** option and select all the correct answers. You can use the speech bubble  next to each answer to give **feedback** and also assign a question points using the **Points** box. Further options (such as the option to enter **mathematical formulae** or utilise [branching](#)) can be found by clicking on the ellipses  on the bottom right. Question and answer text is saved automatically.



- To create a new question, select **Add new**. For a text-based answer, select **Text** and enter your question and any possible answers. You may want to enter an answer multiple times with any spelling variations. For longer answers, select the **Long answer** option so that students are able to write more. Again, Further options can be found by clicking on the ellipses  on the bottom right.

A screenshot of a question editor interface. At the top right, there are icons for copy, delete, up, and down. The question text is '2. How many question types are there in a Forms quiz?'. Below the question is a text input field with the placeholder 'Enter your answer'. Underneath, there is a section for 'Correct answers:' with two input boxes containing 'Eight' and '8', each with a green checkmark. A third input box contains 'Eight.'. At the bottom, there is a 'Points:' field, a 'Long answer' toggle switch (which is turned on), and a 'Required' toggle switch (which is turned on). An ellipsis menu icon is visible to the right of the 'Required' toggle.

7. To change the theme and colour of the quiz, select **Theme** in the top navigation bar and select one of the themes or colours.
8. To check how your finished quiz will look to students, select **Preview** at the top right of the screen.

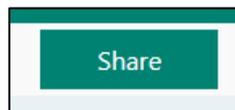
## How to create a form

If you don't need the option to provide feedback or assign points to questions, you can create a **form** instead of a quiz. On the Forms home page, simply select **New form**; the steps are the same as the above, but without the aforementioned capabilities.

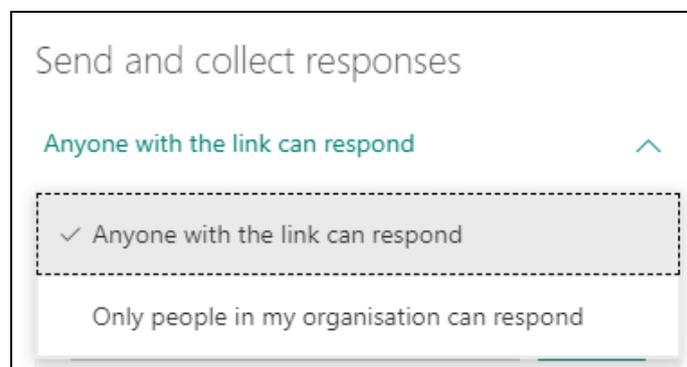
## How to share a quiz / form

To share your finished quiz or form:

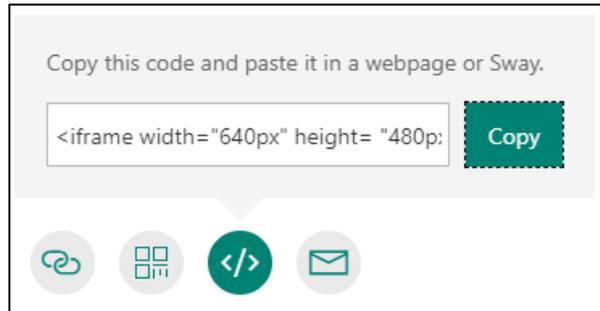
1. Go to your finished quiz or form.
2. Select **Share** at the top right of the screen.



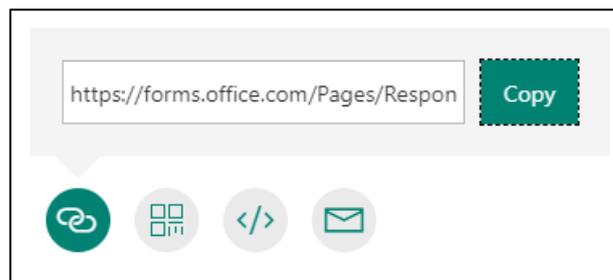
3. By default, only people within NTU will be able to respond to your quiz. If necessary, you can change it so the quiz can be accessed by anyone with the link; to do this, click the down arrow and select "Anyone with the link can respond".



4. To **embed** the quiz / form within your learning room, select the embed icon  then copy and paste the embed code into the [HTML of your learning room](#).



5. To **share a link** (perhaps to post in your NOW learning room or Teams channel), select the link icon and then copy and paste the URL to your desired location.



6. You can also choose to share the quiz through a QR code using the code icon  or to share it through an email with the mail icon .

## How to view quiz/form responses

To view the responses to your quiz or form:

1. Go to the quiz you'd like to see the responses for, and then select the **Responses** tab.



2. From here, you can see a **graphical summary** of key stats, including number of responses, status of form and average to complete.
3. You can download a spreadsheet of responses by selecting **Open in Excel**.