

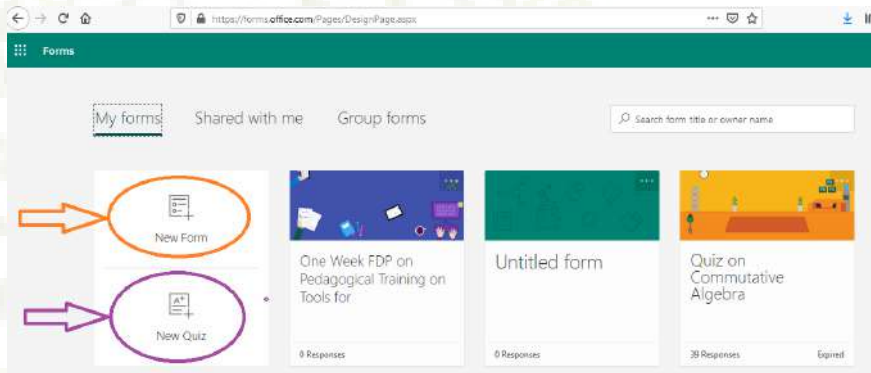
Microsoft Forms- Surveys and Online exams

Dr.B.Surendranath Reddy

School of Mathematical Sciences
S.R.T.M.University
Nanded

Pedagogical Training for Teachers on Tools for Teaching Learning and
Evaluation
1-6 July 2020

How to use Microsoft forms



- Login with Microsoft to use forms
- Click on new form or new quiz to proceed

Layout of the Microsoft forms



- Enter form name and click on add new to add questions
- Preview, themes, share and settings are available

Automatics Template selection



The screenshot shows the Microsoft Forms editor interface for a form titled "Registration Details". The form is currently in the "Questions" view. A red arrow points to the title "Registration Details". Below the title, there is a toolbar with options for adding questions: Choice, Text, Rating, and Date. A red box highlights the text "Recommended from Microsoft Forms templates" with a green arrow pointing to the "Add all" button. Below this, a list of suggested questions is shown:

First Name	[Add]
Last Name	[Add]
Organization	[Add]
Job title	[Add]
Email address	[Add]
Questions or comments	[Add]

- Microsoft forms suggest questions automatically based on the title.

Multiplechoice question



Registration Details - Saved

Preview Theme

Questions Responses

1. Question

Option 1

Option 2

Add "Other" option

Multiple answers Required

Shuffle options
Subtitle
Add Branching

- We can enable multi correct answers
- Shuffle option and branching available

Short/Long Answer question



The screenshot shows a question editor interface. At the top, there are icons for copy, delete, up, and down. Below that is a text input field labeled "8. Question". Underneath is a larger text input field labeled "Enter your answer". At the bottom of the editor, there are two toggle switches: "Long answer" (which is circled in red) and "Required". To the right of these toggles is a three-dot menu icon. A red arrow points to this menu, which is open and shows three options: "Subtitle", "Restrictions", and "Add Branching". A green button with a plus sign and the text "Add new" is located at the bottom left of the editor.

- Restriction to the question are available
- Shuffle between long and answer and short answer

Rating question



9. Question

☆☆☆☆☆

Levels: 5 Symbol: Star

1 Star	Not satisfactory	Number
5 Stars	Excellent	✓ Star

Required



- Two types of symbols available
- We can set label names

Likert question (Multichoice grid)



11. Likert Question

	Option 1	Option 2	Option 3	Option 4	Option 5	+
Statement 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Statement 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
+ Add statement						

Required ...

+ Add new

- We can add more statements and options
- Each statement has one correct option only



The screenshot shows a form editor interface with two tabs: 'Questions' and 'Responses'. Under the 'Responses' tab, there is a section titled 'Section 2'. Below this section, there is a form with a text input field labeled 'Students details' and another labeled 'Enter a description'. A green button with a plus sign and the text '+ Add new' is located at the bottom left of the section. A red box highlights the text 'Options for section' with an arrow pointing to a context menu. The context menu has four options: 'Duplicate section', 'Remove section', 'Move section', and 'Add Branching'.

- Branching is available for sections as well as questions
- duplicate, remove or move section



Mathematics quiz

1. Solve the following equation

Option 1

Option 2

+ Add option

Points:

Multiple answers

Required

+ Add new

- Shuffle options
- Drop-down
- Math
- Subtitle
- Add Branching

- Math option will be available for quiz
- Option to enter marks(points)



1. Solve the following equation

$$x^2 - 3x + 2 = 0$$

Suggested results: ✓

Please enter an equation for this option.

Please enter an equation for this option.

+ Add option

- Forms suggests different answers with correct answer which is unique
- We can add all options with correct answer being marked automatically



1. Solve the following equation

$x^2 - 3x + 2 = 0$

Click to open latex mode → **Abc**

x	y	$x_{ }$	$\frac{x}{ }$	[]	()	7	8	9	÷
>	<	≥	≤	≠	x	4	5	6	×
$\sqrt{\square}$	$\sqrt[n]{\square}$	x^2	$x^{ }$	log	ln	1	2	3	-
π	x!	∑	∏	LxJ	ΓxJ	0	.	=	+
∞	°					CE	←	→	OK

- Shuffle between simple equation editor to latex mode
- Click on Abc to enter latex mode



1. Solve

`\int_1^5 x^2 dx`

Suggested results: [Add all](#) ✓ $\frac{124}{3}$ $\frac{375}{4}$ 99 89

Please enter an equation for this option.

Please enter an equation for this option.

+ Add option

123

Click to run latex code

- After typing latex code, just press 123 to run latex code
- Auto answers option

How math question look like



Questions

Responses

1. Solve

$$\int_1^3 x^2 dx$$

- $\frac{124}{3}$ ✓
- $\frac{375}{4}$
- 99
- 89

Math typed in latex

+ Add new

Preview the form



Demo form - Saved

Preview Theme Share

Questions Responses 2

Demo form

Section 1

Basic Information



← Back

Computer Mobile

Demo form

Preview available in computer and mobile mode

Basic Information

1. Name of the participant

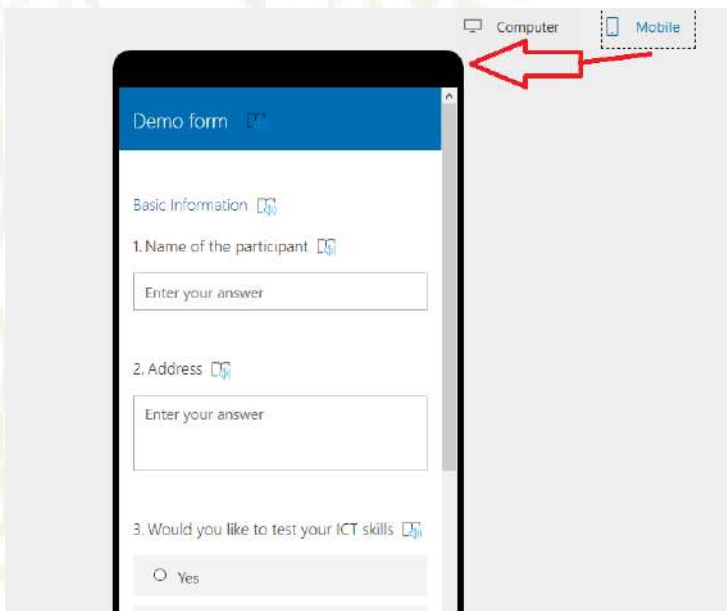
Enter your answer

2. Address

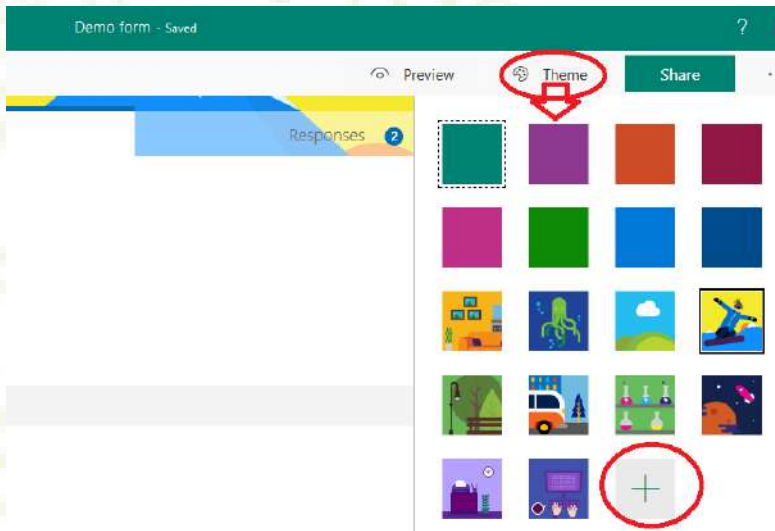
Enter your answer

3. Would you like to test your ICT skills

Yes



Various themes for forms



- Refreshing themes are available for forms

Sharing the form







Preview Theme **Share** ...

Responses 2

Send and collect responses

Anyone with the link can respond

<https://forms.office.com/Pages/Response.aspx?id=...> **Copy**

QR code

Share as a template

+ Get a link to duplicate

Share to collaborate

Users with an Office 365 work or school account can...

Extra settings for form



Preview Theme Share

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
 - 6/11/2020
 - 12:15 PM
- End date
 - 6/11/2020
 - 1:15 PM
- Shuffle questions
- Customize thank you message

