



## Table of Contents

What is Microsoft Forms? .....	2
Getting Started .....	2
Where do I start? .....	2
New forms.....	2
Add new question .....	3
Choice questions .....	3
Worded answers.....	4
Additional tools.....	4
Rating Questions.....	4
Date .....	5
Ranking .....	5
Likert.....	6
File Uploader .....	6
Adding Sections .....	7
Additional features.....	7
Branching.....	7
Settings.....	8
Multilingual.....	8
Preview .....	8
Sharing.....	9
Responses.....	9
View Results .....	10
Open in excel .....	10
Returning to main menu.....	10
Main menu options .....	11
Moving a form .....	11
Group Forms .....	11



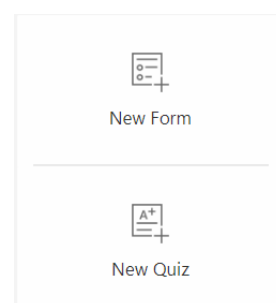
## What is Microsoft Forms?

Microsoft forms is an effective tool for collecting data from a sample. Questionnaires/quizzes can be created and shared via an email link or added to a website or even as a QR link on the pupil's books and homework. This guide will show you how to create a form and share it with your class or wider group.

## Getting Started

### Where do I start?

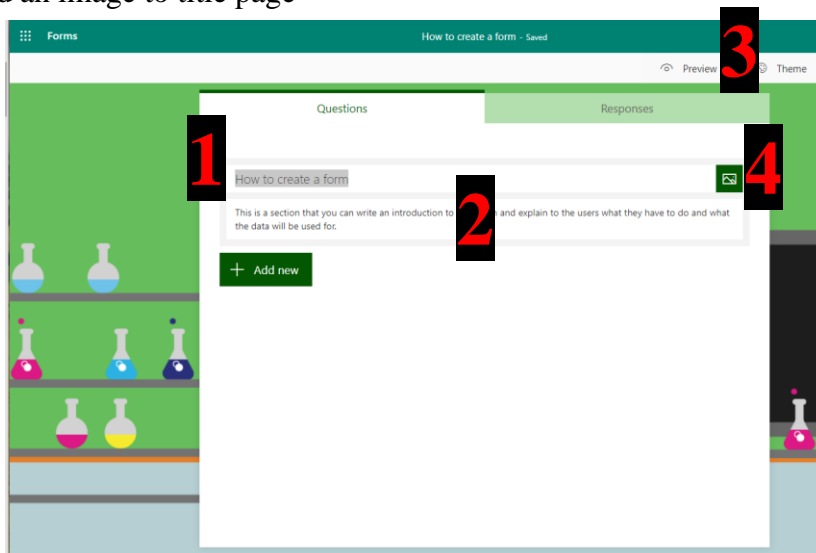
When you open Forms from you HWB account you will have the option to create a from or a quiz. The creation of both of these options are the same bur forms collects data in a structured manner where quiz allows you to randomise the order of the questions and allow you to add answers to the quiz is self-marking ( see additional guide)



### New forms

Your opening screen will allow to:

1. Add a title to your form (This will be the name used to save the document- automatically)
2. Add a description to your form
3. Change the theme to the form
4. Add an image to title page



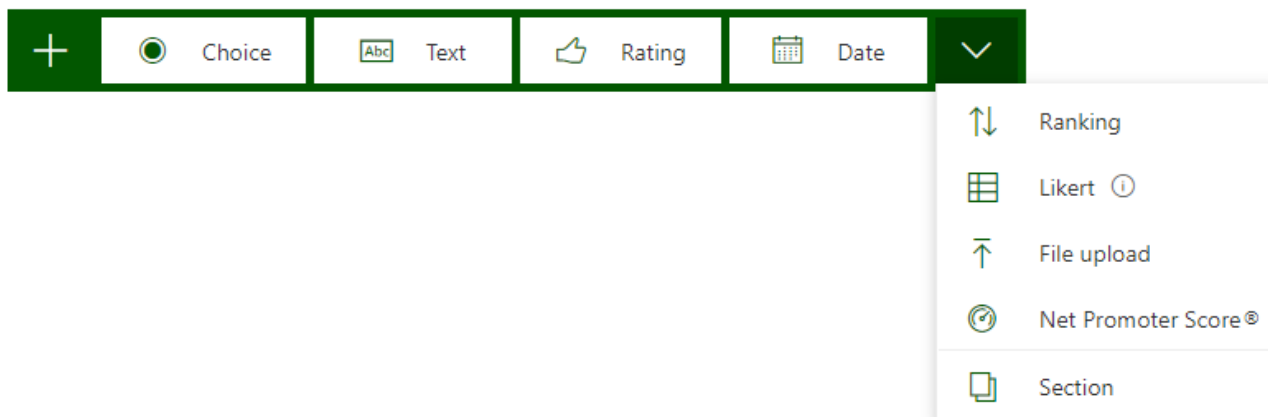


## Add new question



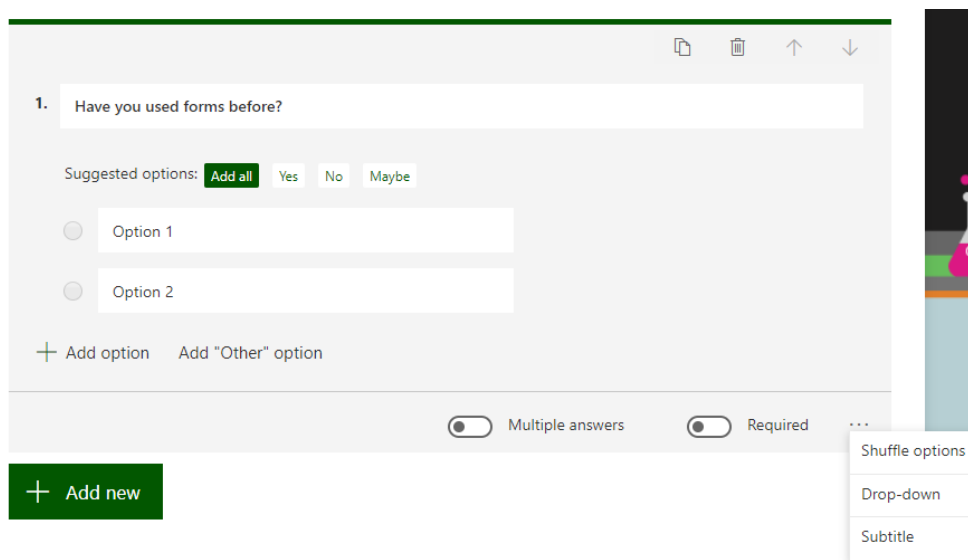
The Add new button is the only button you will need to use to create your questions, once selected it will give you options to add the different questions.

Once selected you are given the following options



## Choice questions

This style of question allows you to add multiple choice questions and an additional option for 'other'. When you begin to type in your question the computer works out some possible answers to the question and they get added for you to use. If you press add all they go into your answer section. You can add as many answer options as you would like. If you have a long list, it may be beneficial to choose the 'Drop-down' option which can be found at the bottom right under '...' In this section you can also have the option to shuffle your answers so each user will have a different list. Depending on the question you have asked you can allow multiple answers. Also the option for 'required' ensures that the user has to answer a question otherwise they will be unable to submit their form. You can also add a subtitle to the question which allows more description and the image option allow you to add a photograph to the question.





## Worded answers

This style of question allows you to add open ended question to your form. You have the default option to have a short answer (500 characters) or choose the long answer option (4000 characters). Again, you can add a subtitle to the question and add the additional image.

The restrictions options allow you to choose various numerical restrictions for your answers e.g. less than or between etc

## Additional tools

This tool bar is on top of every question and it allow you to

1. Copy a question
2. Delete a question
3. Move a question up
4. Move a question down

## Rating Questions

You can choose from 2 -10 option and have stars or numbers displayed to the user. The label option allows you to add some guidelines as to what the values represent.



### Date

This allows you to collect dates – this is in the American format of M/d/yyyy

The screenshot shows a Microsoft Form interface. At the top, there are icons for duplicating, deleting, and moving the question. The question is numbered '4.' and asks 'What date did you use forms?'. Below the question is a text input field with a placeholder 'Please input date in format of M/d/yyyy' and a calendar icon on the right. At the bottom right of the question card, there is a green toggle switch labeled 'Required' and a three-dot menu icon. A 'Subtitle' label is visible next to the three-dot menu. Below the question card is a green button with a plus sign and the text 'Add new'.

### Ranking

This option allows the user to re-order the list that you have given them.

The screenshot shows a Microsoft Form interface. At the top, there are icons for duplicating, deleting, and moving the question. The question is numbered '5.' and asks 'Place these questions in the order you have used most'. Below the question is a list of options: 'Choice', 'Text', 'Ratings', 'Date', 'Ranking', and 'File upload'. Each option is in a white box with a light gray border. To the right of the list is a large gray area for re-ordering. At the bottom left of the list, there is a green plus sign and the text 'Add option'. At the bottom right of the question card, there is a green toggle switch labeled 'Required' and a three-dot menu icon. A 'Subtitle' label is visible next to the three-dot menu. Below the question card is a green button with a plus sign and the text 'Add new'.



## Likert

This allows you to ask short similar questions with set answers in a radial button format. You can ask a large set of questions, but you are limited to 7 option answer/ratings along the top

6. What is your opinion on each of the questions?

	I would use again	I many not use again	I wont be using it again	+
Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

+ Add statement

☒ Required ...

+ Add new

## File Uploader

This option allows images and files to be used as answers

7. Can you upload some evidence of your work?

Upload file

File number limit: 3 Single file size limit: 10MB

File type:

☐ Word ☐ Excel ☐ PPT ☐ PDF ☐ Image ☐ Video ☐ Audio

☒ Required ...

+ Add new



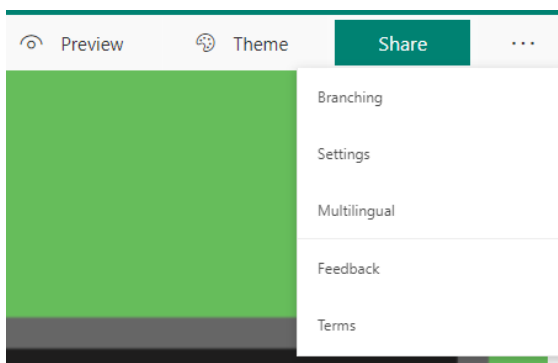
## Adding Sections

This option allows you to group your questions and makes it easier to reorder sections rather than individual questions. You also have the option to duplicate and remove the sections.



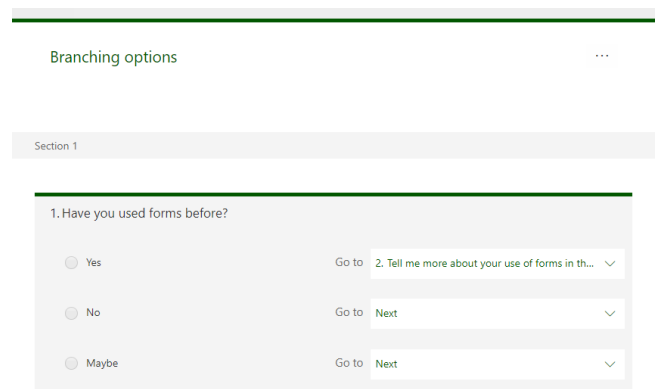
## Additional features

We have looked at the basic construction of the form but there are additional features that allow you to add unique features and individual touches.



## Branching

This option allows you to move the person answering the question around a sequence of questions based on their previous answer. If we ask 'Have you used forms before?' and they reply 'No', we don't then want to ask them for examples. Each question has a drop-down list of possible next questions dependent on the answer. Through using sections it's easier to jump to different parts of a form.





## 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

This allows you to control who can answer the form. Anyone with a link allows anyone inside and outside of HWB to answer the questions no names are automatically recorded. When we use the ‘only in my organization’ option on HWB users can respond and we can decide on the option to automatically record names and limit to one attempt.

Customizing the thank you message is always a good touch and makes it more persona

## Multilingual

This option allows you to add translations to your form. The language will only change on the words that are controlled by Microsoft

Multilingual

Primary language:

English (United States)

Additional language:

Cymraeg (Y Deyrnas Unedig)

français

Deutsch

+ Add additional language

## Preview

This allows you to view in a computer style or on your phone

Computer view:

How to create a form

This is a section that you can write an introduction to your form and explain to the users what they have to do and what the data will be used for.

Hi Gary, when you submit this form, the owner will be able to see your name and email address.

1. Have you used forms before?

☐ Yes

☐ No

☐ Maybe

Next

Mobile view:

How to create a form ⓘ

This is a section that you can write an introduction to your form and explain to the users what they have to do and what the data will be used for.

Hi Gary, when you submit this form, the owner will be able to see your name and email address.

1. Have you used forms before? ⓘ

☐ Yes

☐ No

☐ Maybe

Next





## Sharing

When you send and collect responses you have several options

1. Copy the link and send it out, or create a hyperlink in a document
2. Create a QR code and put it on the wall or on a worksheet
3. Embed the link into your webpage
4. Email the link directly to a group

You can also share the form as a template- do this copying the link and the recipient will have to make a copy when they open it

You can also share your form with others to allow them to work on it at the same time.

The screenshot shows the 'Share' menu in Microsoft Forms. It has three main sections: 'Send and collect responses', 'Share as a template', and 'Share to collaborate'. Each section provides a URL, a 'Copy' button, and a trash icon. The 'Send and collect responses' section has a dropdown menu set to 'Only people in my organization can respond'. The 'Share as a template' section has a dropdown menu set to 'Anyone with the link can duplicate'. The 'Share to collaborate' section has a dropdown menu set to 'Only people in my organization can view and edit'.

## Responses

When you click on the responses tab you are shown a snapshot of your form showing you some basic analysis of your questions in graphical format. This section also shows you the number of responses and the average time to complete. You also have the option to delete all responses or print/share a summary with other users.

The screenshot shows the 'Responses' tab in Microsoft Forms. It displays a summary of the form titled 'How to create a form'. The summary includes: 1 Response, an average time to complete of 00:34, and an 'Active' status. There is a 'View results' button and a 'More Details' link. Below the summary, the first question is shown: '1. Have you used forms before?' with a 'Yes' radio button selected and a count of 0. A context menu is open over the 'Responses' tab, showing options: 'Delete all responses', 'Print summary', and 'Create a summary link'.



## View Results

This option allows you to look at individual results

A screenshot of the 'View results' page in Microsoft Forms. The page has a light gray background. At the top, it says 'View results' in green. Below this, there's a white box containing a 'Responder' dropdown menu with 'Gary Morgan' selected, and a 'Time to complete' timer showing '00:34'. To the right of the timer is a three-dot menu with options 'Delete response' and 'Print response'. Below the white box, there's a question: '1. Have you used forms before?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected.

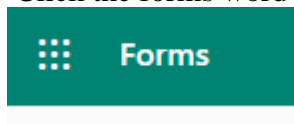
## Open in excel

This will transfer all your data into excel where you can do some more analysis.

See additional guides to help with your analysis.

## Returning to main menu

Click the forms word at the top right your work is automatically saved.

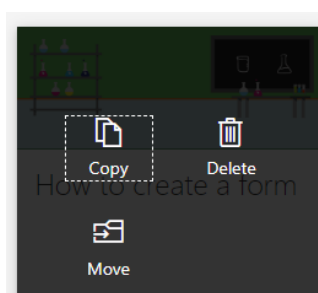
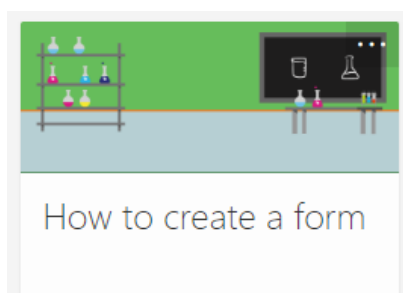




## Main menu options

Once you have created the form it will appear in your home area and can be opened but just clicking on it, any changes will be automatically saved. If you add additional questions they will appear on the same link as you previously shared with the users.

You can make copies of a form by clicking on the '...' at the top right which will give the options to copy, delete or move. The copy option creates a copy in your area, while the move option allows you to add this to groups. You may need to make a copy in your area then move this to the group area.

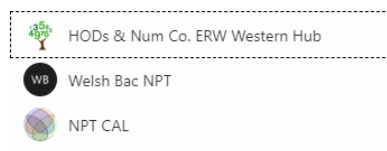


## Moving a form

Move 1 Item

How to create a form

Choose a destination



When you choose to move a form a list will appear (your groups) with all the possible destinations for your form. Select where you would like to store the form.

## Group Forms

If you go into your groups you will be able to see the form that you have shared or has been shared with you. From this point you can either make a copy of the book to take it back into your area and this will allow you to have your own data or you can share the group form and all the data will be centrally stored.

