



ISTE 2019

# Easy schoolwide data collection with Microsoft Forms Teacher takeaways

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Easy schoolwide data collection with Microsoft Forms



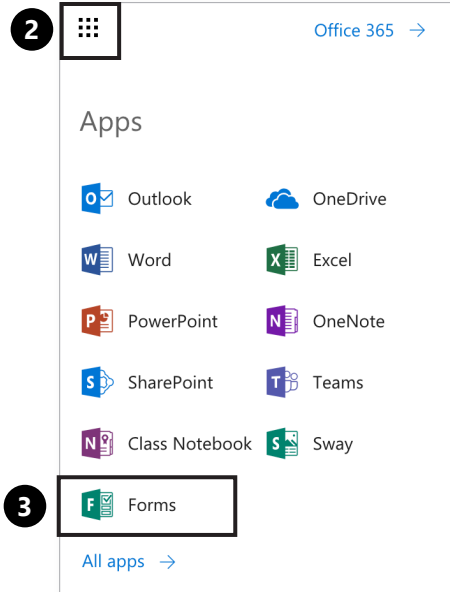
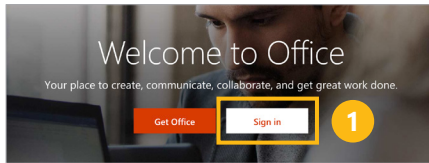
## Takeaways

These cards give you a quick visual reference of different features within the app. Use these when you're back in the classroom and want to refresh your memory.

Teacher takeaway	Page
1   Create a new Form	1-3
2   Explore Forms question types	4-14
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## Create a survey in Forms

Surveys collect data on student and staff interests, needs, and concerns.

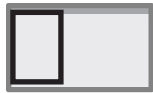


1. Navigate to Office.com and sign in with your O365 account.

2. Click on the **waffle** .

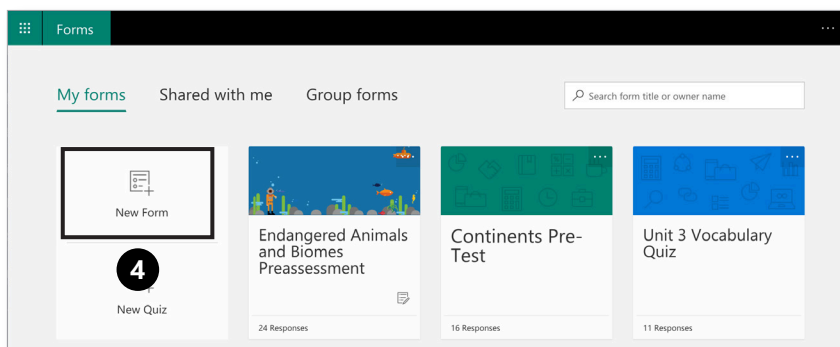
3. Click **Forms**.  
Note: Click **All apps** → if you don't see Forms.

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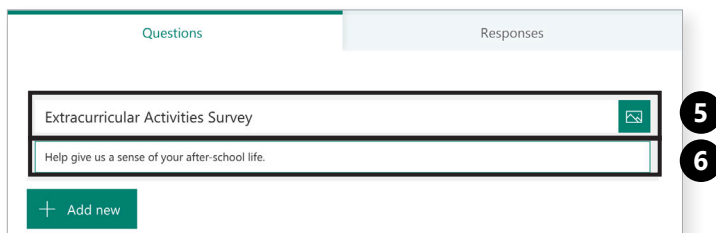
Screen key

1



4. Click **New Form**.

Note: When you're ready to create an assessment, click **New Quiz**.



5. Enter a title.

6. Enter a description.

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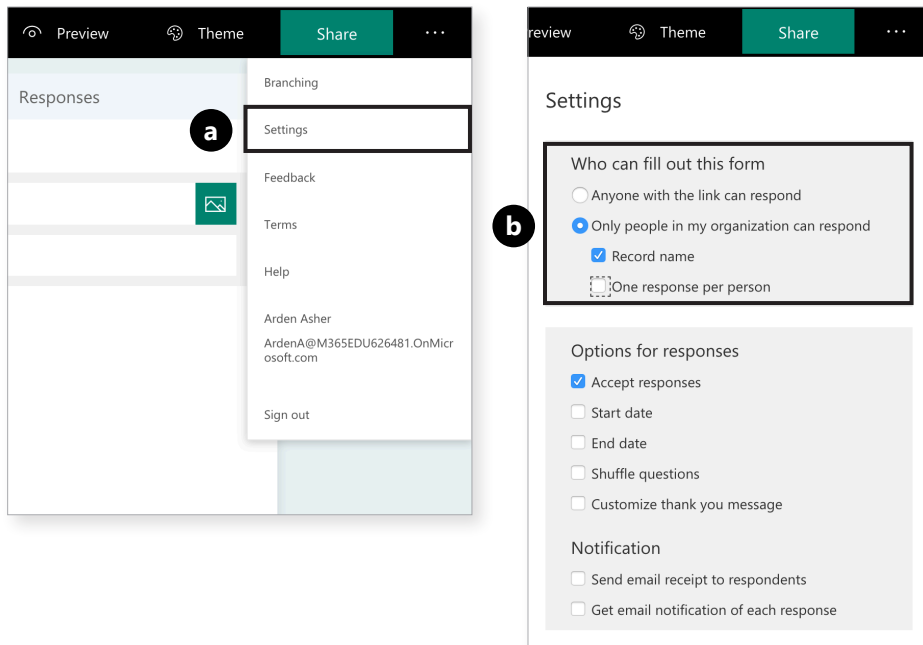


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2

## Takeaway 1: Create a new Form

3/3 >



7. To make the survey anonymous:  
**a) Select **Settings** from **More form settings** ...**

**b) Under **Who can fill out this form**, de-select **Record name**.**



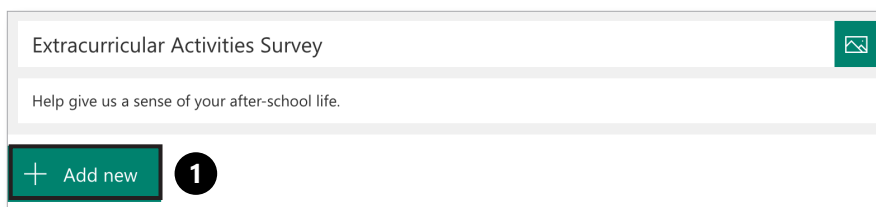
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3

## Takeaway 2: Explore Forms question types

1/11 >

### Explore Forms question types



**1. To add a question, click + **Add new** and then select **Date**.**

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Screen key

4



## Takeaway 2: Explore Forms question types

2/11 >

1. Please enter today's date.

Please input date in format of M/d/yyyy

☒ Required ...

+ Add new

Annotations: A black box highlights the question text "Please enter today's date." with a circled '2'. Another black box highlights the "Required" toggle switch with a circled '3'.

2. Enter your question in the question box.

3. Toggle on **Required** to make the question mandatory. Repeat for each following mandatory question.

(Continued on next page.)



Screen key

5



## Takeaway 2: Explore Forms question types

3/11 >

+ Choice Text Rating Date ...

4

2. Explain what you do after school. What is your after-school schedule? Where do you go? What do you do?

Enter your answer

☒ Long answer ☒ Required ...

+ Add new

Annotations: A black box highlights the "Text" question type in the top bar with a circled '4'. A black box highlights the question text with a circled '5'. A black box highlights the "Long answer" toggle switch with a circled '6'.

4. To add a text-based question, click + **Add new** and then **Text**.

5. Enter your question in the question box.

6. Toggle on **Long answer** to provide more space for response.

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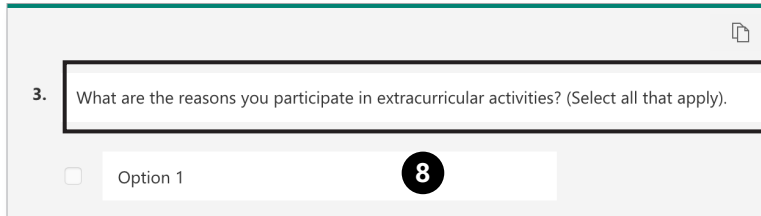
Screen key

6



## Takeaway 2: Explore Forms question types

4/11 >



7. To add a multiple-choice question, click **+** **Add new** and then **Choice**.

8. Enter your question in the question box.

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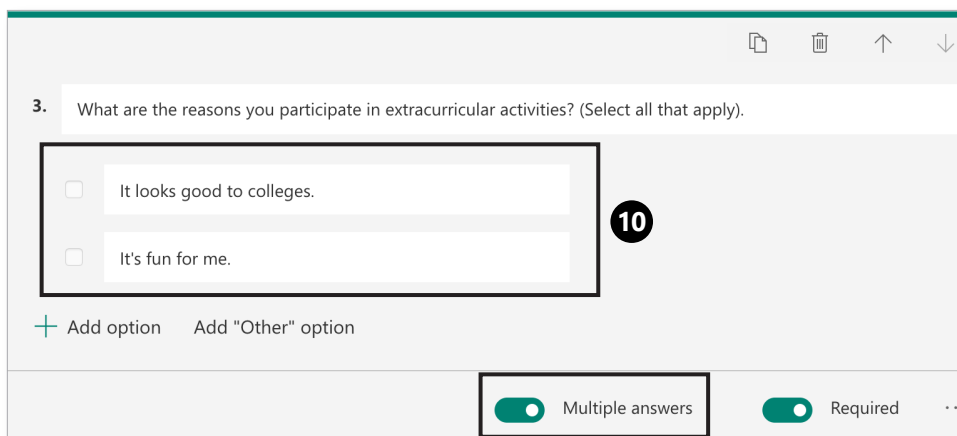
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7



## Takeaway 2: Explore Forms question types

5/11 >



9. Toggle on **Multiple answers** if you'd like to allow for them.

10. Enter the first two answer options.

(Continued on next page.)



Screen key

8



Takeaway 2: Explore Forms question types

6/11 >

3. What are the reasons you participate in extracurricular activities? (Select all that apply).

☐ It looks good to colleges.

☐ It's fun for me.

☐ My parents make me.

+ Add option Add "Other" option

11

12

**11.** To add more answer choices, click + **Add option**.

**12.** Enter your next answer in the option box.

**13.** Keep adding options until you've entered all the possibilities you'd like to offer.

(Continued on next page.)



Screen key



Takeaway 2: Explore Forms question types

7/11 >

+ Add new

+ Choice Text Rating Date ...

Ranking

**Likert**

Net Promoter Score®

Section

14

15

**14.** To add a Likert question, click + **Add new** and then **More** ...

**15.** Click **Likert**.

(Continued on next page.)



Screen key



## Takeaway 2: Explore Forms question types

8/11 >

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**16.** Enter your question in the question box.

17

**17.** Enter your first statement in the statement box.

(Continued on next page.)



Screen key

11



## Takeaway 2: Explore Forms question types

9/11 >

18

**18.** Enter or delete additional statements as needed. To delete a statement, click

(Continued on next page.)



Screen key

12



## Takeaway 2: Explore Forms question types

10/11 >

4. Please choose the option that best describes how you feel about the following statements.

Strongly agree Agree Neutral Disagree Strongly disagree +

Our school offers plenty of opportunities for me to participate in after-school activities.

**19.** Enter **answer options** in each box.

**20.** Click + to add more answer options.

**21.** To add a rating question, click + **Add new** and **Rating**.

(Continued on next page.)

+ Choice Text Rating Date ...

21



Screen key

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## Takeaway 2: Explore Forms question types

11/11 >

5. On a scale of 1 to 5, with 1 being "not very good" and 5 being "great," how would you rate the variety of choices available for after-school sports and clubs?

☆ ☆ ☆ ☆ ☆

**22.** Enter your question in the question box.

**23.** Select the number of rating levels you'd like to offer from the dropdown menu.

**24.** Select the rating symbol you'd like to use.

Levels: 5 ^

2

3

4

✓ 5

6

23

Star ^

Number

✓ Star

24

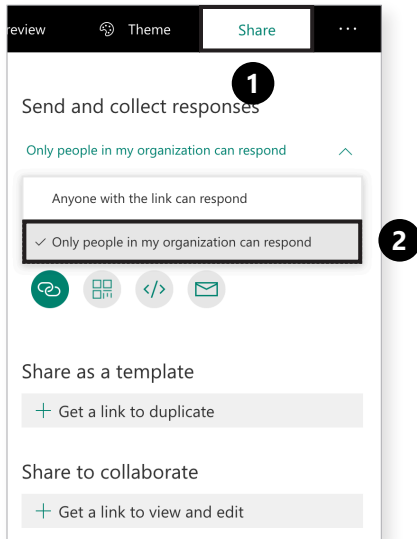


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## Share a Forms survey

Here's how to get it out to the world.



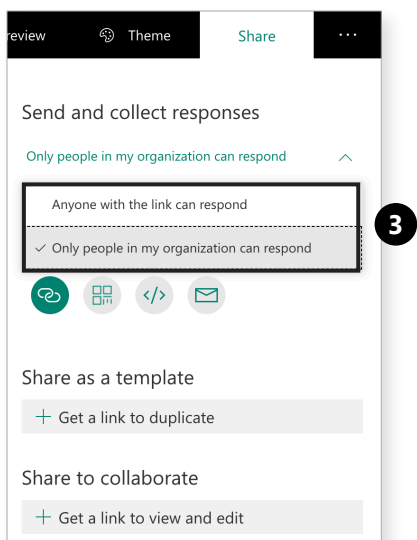
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1. Click **Share**.

2. Under **Send and collect responses**, click **Only people in my organization can respond**.

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Screen key

3. Choose permissions for the survey.  
**Key: Anyone with the link can respond =** Respondents do not need a school or district email address. Choose this option when sending surveys to parents or other people not affiliated with the school or district.

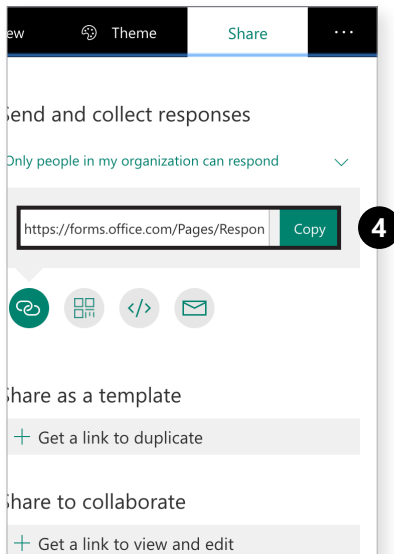
**Only people in my organization can respond =** Respondents must have a school or district email address. Choose this to keep responses limited and internal.

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### Takeaway 3: Share a Forms survey

3/3 >



4. Click **Copy** to copy the link.

5. Send the survey out via email or through a messaging app.

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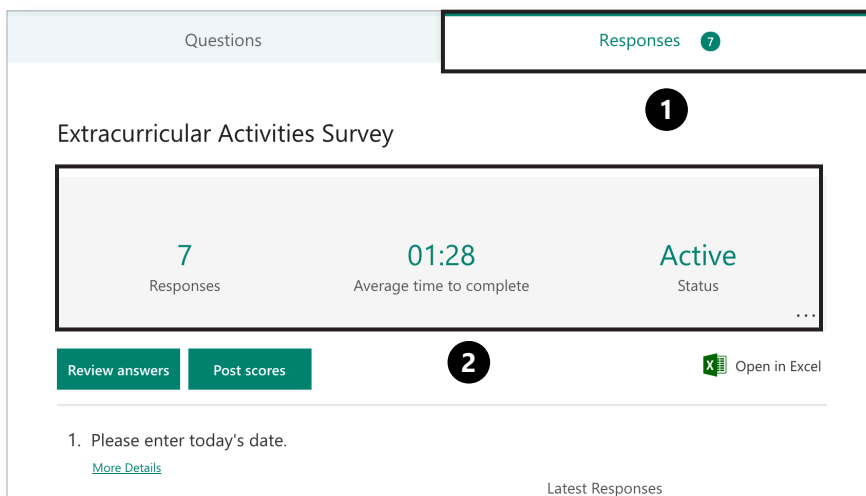
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### Takeaway 4: Analyze results in Forms

1/5 >

## Analyze results in Forms



1. Once you've opened your form, click the **Responses** tab.

2. Check out overall statistics, such as the number of Responses, the average time to complete the survey, and the Status.

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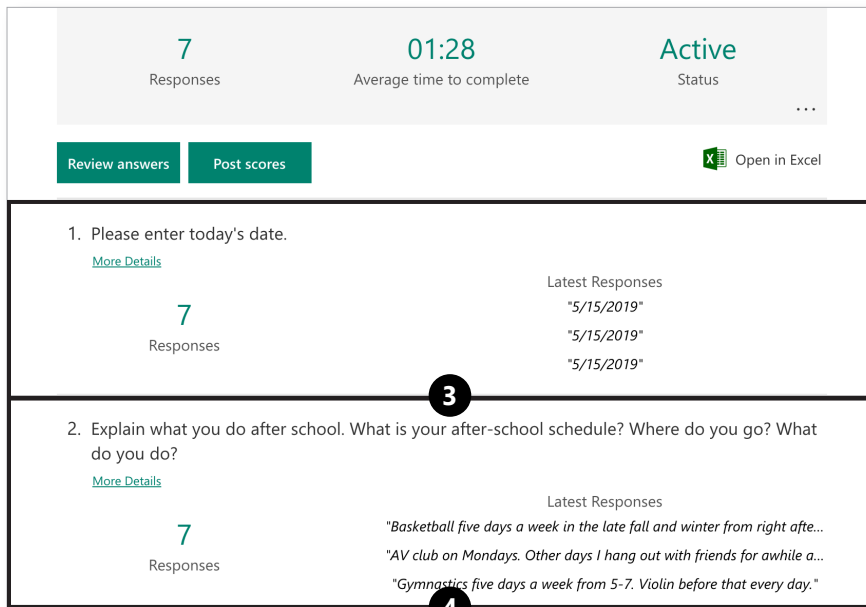


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## Takeaway 4: Analyze results in Forms

2/5 >



Screen key

**For quick visual analysis of overall responses, scroll through the question's responses.**

**3.** Analysis of the date question shows the number of responses received and when they came in.

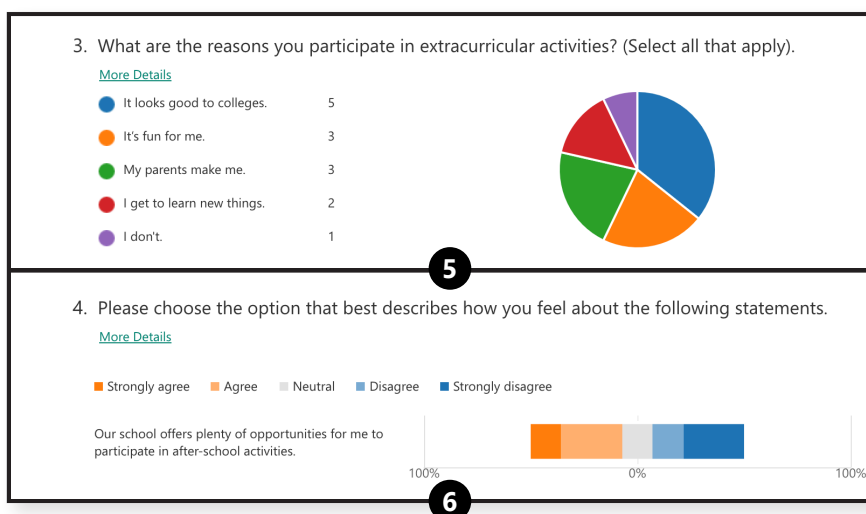
**4.** Text questions show a preview of written responses.

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## Takeaway 4: Analyze results in Forms

3/5 >



Screen key

**5.** Responses to multiple choice questions are broken down by number and displayed in a pie chart.

**6.** Responses to Likert questions are shown on a bar graph.

(Continued on next page.)

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5. On a scale of 1 to 5, with 1 being "not very good" and 5 being "great," how would you rate the variety of choices available for after-school sports and clubs?

[More Details](#)

7 Responses

2.86 Average Rating

8

5. On a scale of 1 to 5, with 1 being "not very good" and 5 being "great," how would you rate the variety of choices available for after-school sports and clubs?

7 Responses

ID ↑	Name	Responses
1	anonymous	4
2	anonymous	2
3	anonymous	1
4	anonymous	5



Screen key

7. Responses to rating questions are shown as averages.

8. Click **More Details** on any question for an in-depth breakdown of individual responses.

(Continued on next page.)

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7 Responses

01:28 Average time to complete

Active Status

[Review answers](#) [Post scores](#) [Open in Excel](#)

9

Review: Extracurricular Activities Survey

People Questions

Respondent 1

Time to complete: 00:04

Respondent 1

1. Respondent 2

0 / 0 pts Auto-graded

11



Screen key

To review individual responses to the entire survey:

9. Click **Review answers**.

10. Scroll to review each response.

11. Select the next respondent from the dropdown menu or click the arrow.

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Your notes



Your notes