



Microsoft Forms

User Guide

Microsoft forms is a new surveying tool which provides the opportunity for a survey author to quickly and easily create individually customised surveys, questionnaires, quizzes and so on.

There are various formats and question structures available to choose from to create your individual form. After creation the survey author is then able to distribute the form in an easy manner being as simple as sending an email. Users who are invited to complete the given questionnaire, survey etc. can do so with ease on desktop computers, laptops and mobile devices. Once the results start to roll in, the survey author is then able to use the simple built – in analytic tools within Forms to analyse the results and construct them into reports such as Excel tables.

This document has been created in mind for new users wishing to start to explore a new and easy way to create questionnaires, surveys and so on by the use of O365 Forms from their O365 UWTSD education subscription

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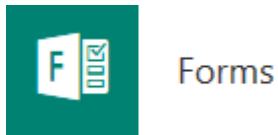
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Creating a Questionnaire / Survey

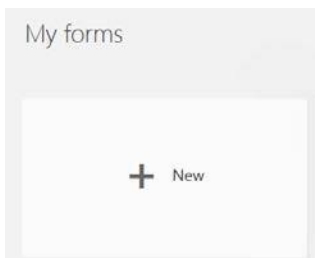
A. Navigate to 'My Apps | O365' from the dashboard.



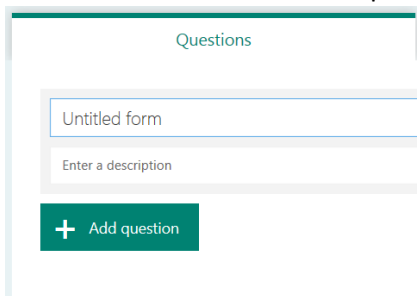
B. Select 'Forms'



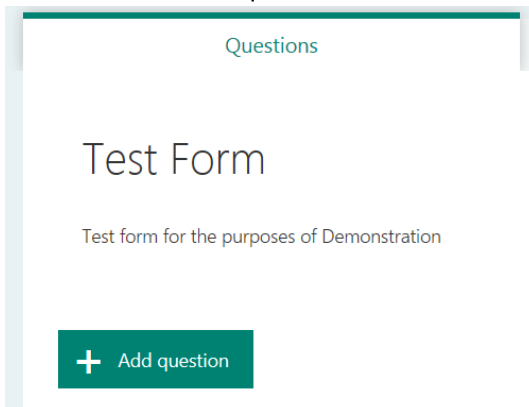
C. Select 'New Form'



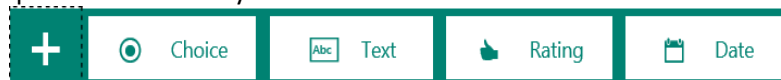
D. Enter a title and description for the new Form

A screenshot of the form creation dialog box. It has a green header with the text 'Questions'. Below the header are two text input fields: the first contains 'Untitled form' and the second contains 'Enter a description'. At the bottom is a green '+ Add question' button.

E. Select 'Add question'

A screenshot of the form editor. It has a green header with the text 'Questions'. Below the header is the title 'Test Form' and the description 'Test form for the purposes of Demonstration'. At the bottom is a green '+ Add question' button.

F. From selecting 'Add question' you are then provided with 4 separate options of question to add to your form



I. Choice

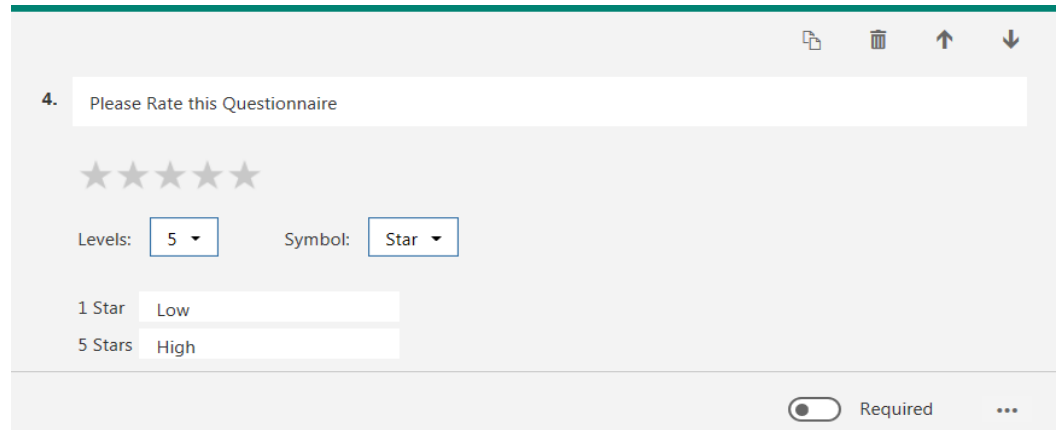
- Add your question to the text box
- Add the answer choices to the radio button options
- You can add many extra answer options to the question by selecting 'Add option'
- To provide the end user an opportunity to enter their own individual option you can select 'Add Other Option'. This inserts an 'Other' Textbox which the user can select and fill in an answer for themselves

- You can allow for multiple answers to be provided by selecting the 'Multiple answers' swipe button as well as setting the question to be a 'Required' button which enforces the end users to provide an answer to the question before moving to the next question or completing the form

II. TEXT

- Enter the question into the question textbox
- You can add a video or image as described earlier
- A slide button option is available for this type of question called 'Long answer' this enables the text box which the end user will enter their answer in to accept multiple lines of text within the answer text box

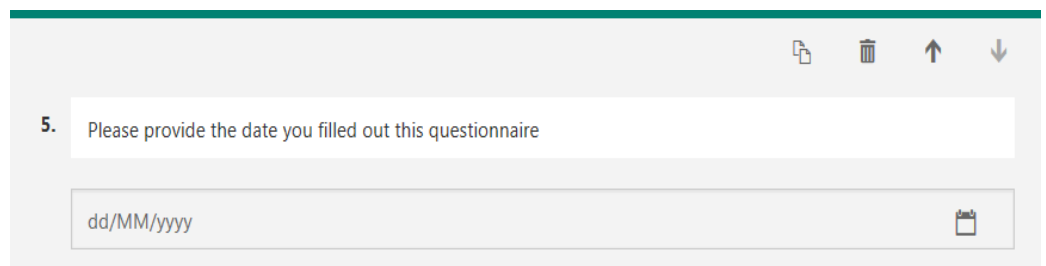
III. Rating



The screenshot shows a configuration interface for a rating question. At the top right, there are icons for copy, delete, move up, and move down. The question text is "4. Please Rate this Questionnaire". Below the text are five grey stars. There are two dropdown menus: "Levels:" set to "5" and "Symbol:" set to "Star". Below these are two input fields: "1 Star" with the value "Low" and "5 Stars" with the value "High". At the bottom right, there is a "Required" toggle switch which is currently turned on, and a three-dot menu icon.

- Enter the question into the question textbox
- You can add a video or image as described earlier
- You can select the levels of choice of either 5 or 10 with also selecting the symbol to be stars or numbers
- You also have the choice of adding a label to the lowest and highest options to provide a visual description of measurement rating to the end user

IV. Date

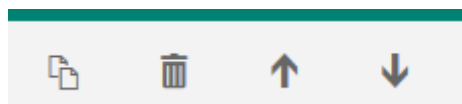


The screenshot shows a configuration interface for a date question. At the top right, there are icons for copy, delete, move up, and move down. The question text is "5. Please provide the date you filled out this questionnaire". Below the text is a date input field with the placeholder text "dd/MM/yyyy" and a calendar icon on the right.

- Enter the question into the question textbox. Please note that the only response that can be provided by the end user is by selecting a date from the given calendar which will be displayed once the form is in a live state

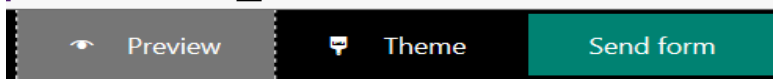
G. All questions have the 'Required' slide button which you can decide if any, some or all of the questions are required to be completed by the end user before being submitted

H. Each question also has some operational choices for the survey author of the form as follows

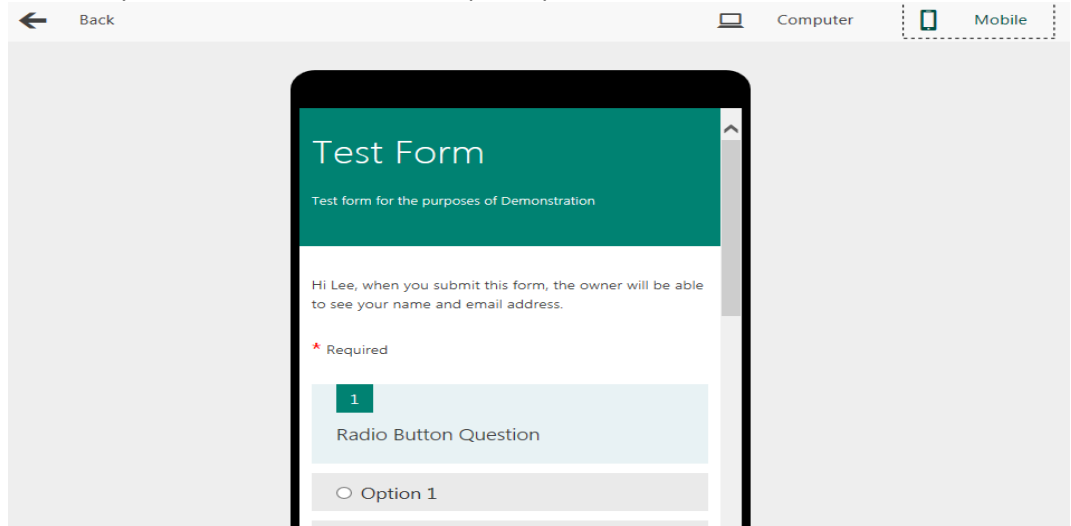


- Copy Question
- Delete Question
- Move question up a place in the form
- Move question down a place in the form

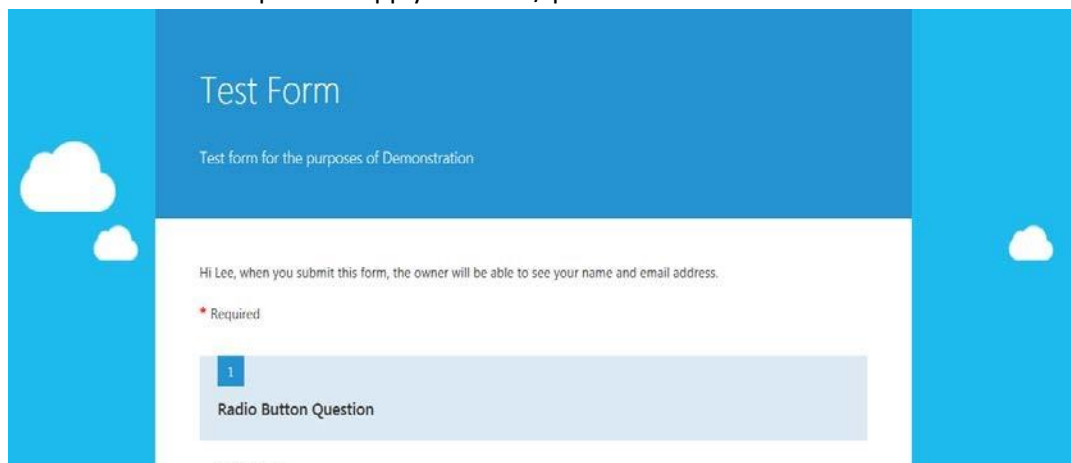
Previewing & Editing your questionnaire / survey (Preview | Theme | Send form)



- A. Preview mode enables the survey author to view the form as the end user will eventually view it either from a desktop computer or mobile device



- B. Theme enables the option to apply a colour / pictorial theme to the form



- C. Send Form provides four different methods to distribute the completed form



- Copy and paste the link
- Email the link
- Download and send a QR code
 - A QR code being a collection of black and white squares which typically stores URLs which is read by smart devices
- Embed into a webpage

➤ At the bottom of the 'send form' section is an option to 'See all settings'

See all settings

Who can fill out this form

- Only people in my organization
 - Record the names of responders
 - One response per person
- Anyone with a link (sign-in not required)

- The survey author can enforce that only those within the organisation can complete the form including enforcing only one response per end user or the survey author can allow any end user who has been sent the link to complete the form

Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions

- Options for the responses are as follows
 - Accept responses
 - Setting a start date
 - Setting an end date
 - Shuffle the questions

Options for quiz

- Display the correct answers after responders submit the form
- Show question points to responders

- For quiz related questions:
 - Display the correct answers of each question when the form has been submitted
 - Display the question cumulative points to the end users

Responses

Questions
Responses 1

- There are three different methods of viewing the responses of a form
 - Summary
 - Individual
 - Excel

A. Summary

3
Responses

00:17
Average time to complete

Active
Status

...

- Provides a breakdown of how many responses have been received, the average time to complete and the current status of the form
- Following the three dots in the bottom right of the summary provides the option to delete a response or print the summary
- Under the summary each question is displayed with a visual breakdown of the answers collected for each question

1. Radio Button Question



- For each question a details section is available providing a breakdown of each end user who answered the question and their response

1. Radio Button Question

3 Responses

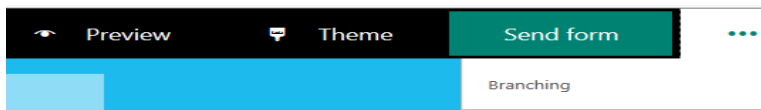
ID	Name	Responses
1	L [redacted]	Option 1
2	L	Option 2
3	L [redacted]	Option 1

- B. Individual provides the breakdown of each individual end user's response, with the answers provided by them

- C. Open in Excel provides a table of various columns of each end user who responded to the form such as name, answers, submit date and start date

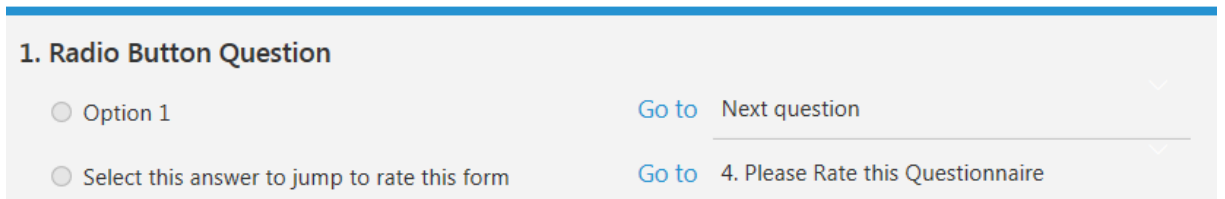
Start Date	Submit Date	Responder	Responded	Radio Button Question	Quiz Question	Text box Question	Please Rate this Question	Please provide the date you filled out this question
03/01/2017 15:22	03/01/2017 15:22	1	L	Option 1	Option 1	Text box answer	4	03/01/2017
03/01/2017 15:29	03/01/2017 15:29	1	L	Option 2	Option 2	The second answer	2	03/01/2017
03/01/2017 15:29	03/01/2017 15:29	1	L	Option 1	Option 1	the third answer	5	03/01/2017

Branching

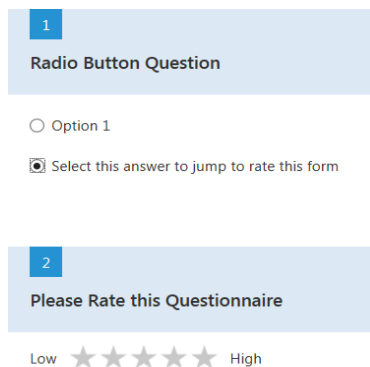


Branching options can be accessed by selecting the three dots to the right of the send form button and selecting 'Branching'

Branching options



Through branching you are able to set the form to jump to certain questions / parts of the form depending on the answer provided by the end user. As in the example above if the end user selects the second option the branching system will automatically navigate the end user to question four of the form. To the survey author of the form as in the example the navigation is going to question 4 but to the end user once they are navigated it will appear as question two as in the example below



Branching will automatically ignore any 'Required' setting assigned to a skipped question