Quickstart Guide to Microsoft Forms

THE MCGRAW CENTER FOR TEACHING AND LEARNING

Microsoft Forms is online software for creating surveys, quizzes, and polls, available within Princeton's Office 365 Suite. Quickly build online forms with an intuitive builder and see the results as they come in. Forms can be shared within Office 365 Groups giving multiple people the ability to edit, modify, and view results. Results can be exported to Excel for analysis or viewed within Microsoft Forms

Create a Form

Sign into the 365 Portal (https://portal.microsoftonline.com) with your Princeton credentials. If you are faculty or staff and use Microsoft Outlook online mail, you can also simply log in to the Outlook email client. After having logged in, look for the waffle icon (app launcher) in the upper left-hand corner of the screen. This will display a list of applications available within the Office 365 Suite.

Select Forms from the menu that appears.

Choose **New Form** from the drop down menu

Enter a **title** for your form. You may also enter an optional description and image. Click **Add Question** to add a new question to the form. The following common question types are available: Choice (multiple choice), Text (freeform text responses), Rating (out of 5 by default), and Date. By clicking the downward pointing arrow to the right, several more options become available: Ranking, Likert, File upload, and Net Promoter Score® (a question type specifically suited to gauging customer satisfaction). At the bottom of this list, you will also find the option to add a new **section**.
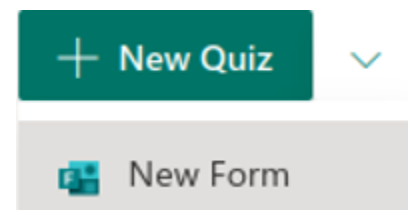
Adding any of the question types to your survey is easy and intuitive. If it is unclear what a button might do, you can place your cursor over the button to get a description. A button that looks like three consecutive dots will give you more options.

The entire Form/survey also has **settings** that can be accessed by clicking the three dots near the top of the screen to the right, next to the Preview, Theme, and Share buttons. Settings include the ability to set start and end dates and to get email notification when results are submitted.

Branching

A very useful feature of Microsoft Forms is the ability to do branching. Branching allows respondents to be directed to other questions based on their answers. The questions that are "branched to" become visible if the respondent selects the appropriate question response.

Share

Click the Share button in the upper right-hand corner of the screen to get options for publishing / sharing your form. The options include Link, QR Code, Embed, or Email. You can also select who should be able to access your form.

View Responses and Export

Just above the area in which you have been creating questions, you should see a tab labeled **Responses**, followed by the number of responses that have been received. Select this tab to get more information about your respondents including:

- The average time taken to complete the form
- Whether the form is currently active (available).
- Both visual and statistical data on responses to individual questions.

You will also find options for printing the results and for exporting as an Excel spreadsheet (.xlsx file).