

# Microsoft Forms – how to use Quizzes

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## What is Forms on Microsoft 365?

You can use Forms to create polls, surveys, quizzes, and tests for co-workers, service users, etc. You can make sophisticated polls with multiple choices, text answers, dates, branching questions, ratings, and request images in their answers.

You can access responses in real time with detailed analysis and export results to Excel.

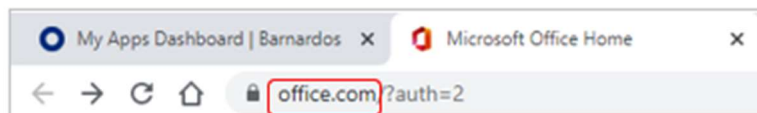
**Note:** when sending quizzes to Service Users, please ensure:

- ✓ that the data you collect is necessary
- ✓ you are clear on what it will be used for
- ✓ you are abiding by our Data Protection policy

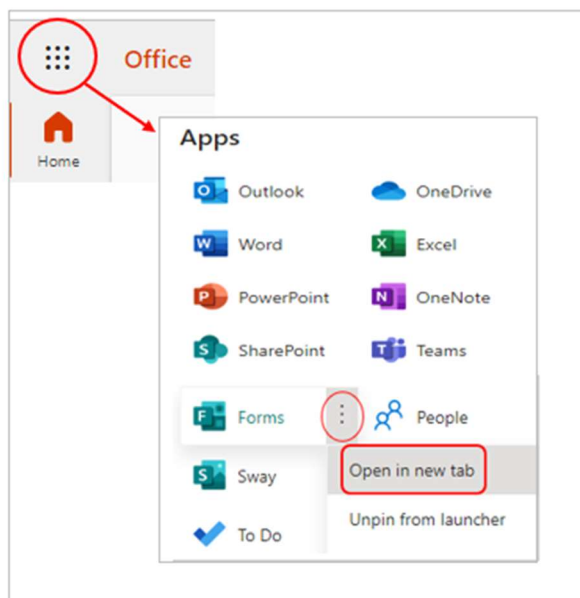
## Where do I find the Forms App?

You can open Forms using the Forms online app itself OR by using OneDrive.

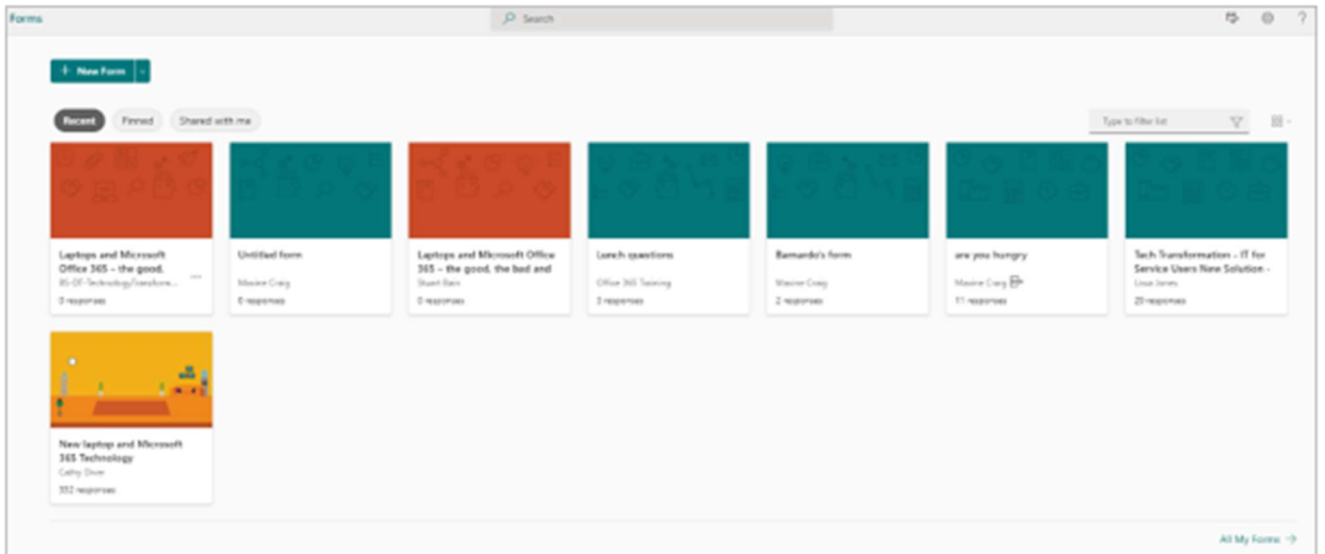
- 1) Open Microsoft Forms using office.com



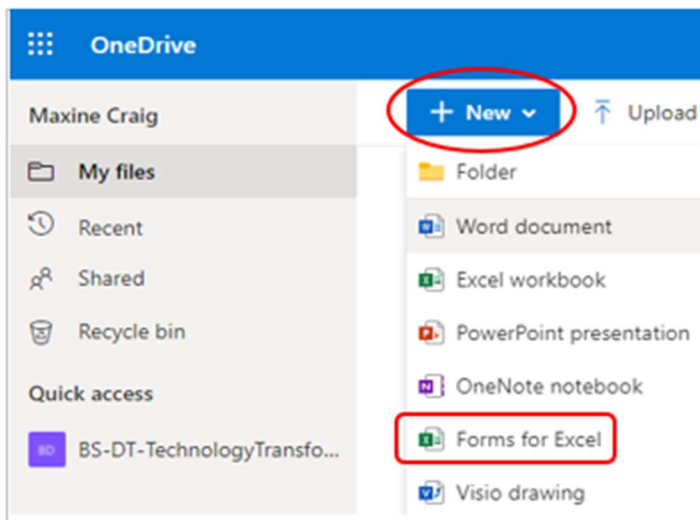
When you get your Office 365 landing page, go into the App Launcher in top left (the nine dots) and choose Forms from the list of apps that opens. You can right click or go into the ellipsis to choose 'open in a new tab.'



The Forms app will open on its home page. It will display any forms or quizzes that you have recently looked at or have had shared with you. All quizzes are saved automatically for you.



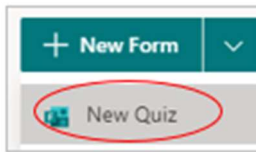
2) In **OneDrive online** (via Office.com), click onto the New button and choose Forms for Excel.



This will open a new blank form in a web browser tab. Everything from here on is the same as when you use the Forms app.

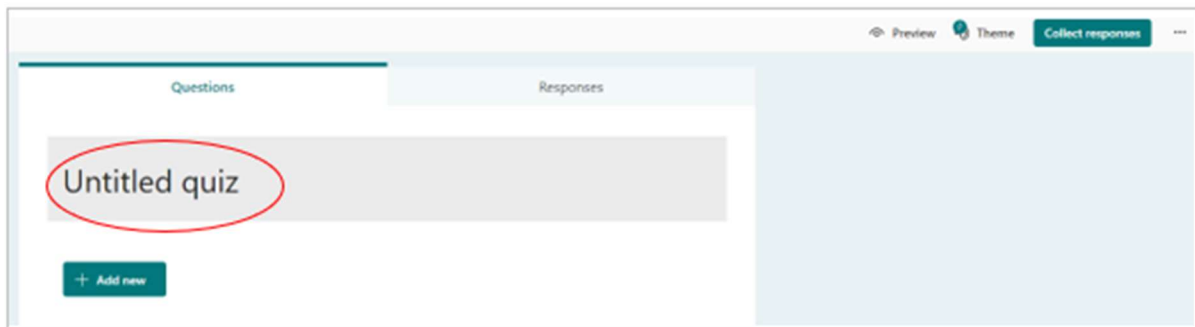
## New Quiz

To set up a new quiz, select the drop-down arrow next to New Form and select New Quiz. Your quiz is saved automatically while you create it.

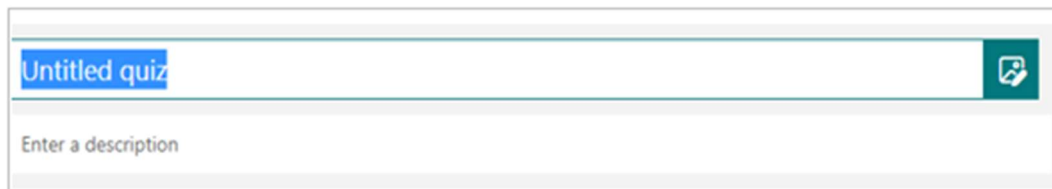


When you press New Quiz, a blank untitled quiz will open in a new browser tab.

Enter a name for your quiz.

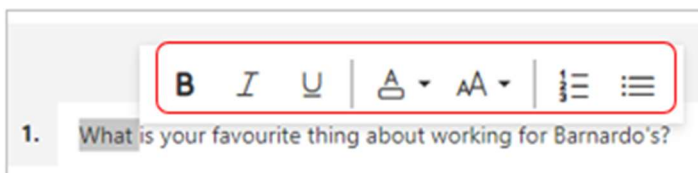


If you want to add a description to the title, click into the Title field and a sub-heading will open.



A title can contain up to 90 characters, a description can have up to 1,000 characters.

**Tip:** You can also format your question text. Highlight a word(s) in your title or questions, and then choose: **Bold**, *Italic*, Underline, Font colour, Font size, Numbering, or Bullets.



## Add your questions

Select 'Add new' to add a new question to your quiz. You will see options for choice, text, rating and date, plus a dropdown arrow showing other commands



Choose what format of question/answer you want to add.

- **Choice:** you set options for respondents to choose.
- **Text:** you allow respondents to type in an answer.
- **Rating:** you ask respondents to rate something with stars or numbers.
- **Date:** you ask respondents to give you a date in their answer.

You can have a mix of these in one quiz. For example:

**Questions** Responses

1. Where was Thomas Barnardo born?

England

Spain

Ireland ✓

Scotland

2. What is the name of the current US President?

Correct answers: Joe Biden, Joseph Biden

3. How do you feel the public rates Barnardo's as a charity?

1 2 3 4 5 6 7 8 9 10

4. What is the date on which you are taking this test?

**Choice**

**Text**

**Rating**

**Date**

Note that the quiz title and every question have an 'Insert media' icon where you can insert an image or video with the question or header, as well as icons to delete, copy or move the question up/down the list

4. how many days a week do you work (as per contract)?

Copy Delete Down Up Insert media

## Choice



Click onto Choice and a multiple choice-type question will appear for you to start setting up your quiz.

A screenshot of the Microsoft Forms 'Choice' question editor. At the top, there's a '1. Question' label and a text input field. Below it are three options: 'Option 1', 'Option 2', and 'Option 3'. Each option has a small teal circle with a white checkmark to its left. To the right of 'Option 2', there is a small taskbar containing a speech bubble icon and a trash bin icon. Below the options is a '+ Add option' button. At the bottom, there is a 'Points: 0' field (circled in red), and two toggle switches: 'Multiple answers' (which is turned off) and 'Required' (which is turned on). There are also some navigation icons at the top right of the editor.

You can set a toggle across to make a question mandatory or allow multiple answers for a question.

For a Choice question on a quiz, a small taskbar appears next to every option:



The speech bubble lets you display a message to respondents who select that option. If you need to delete the question, use the bin icon.

There is a small tick bubble to the left of every option - use this to set the correct answer.

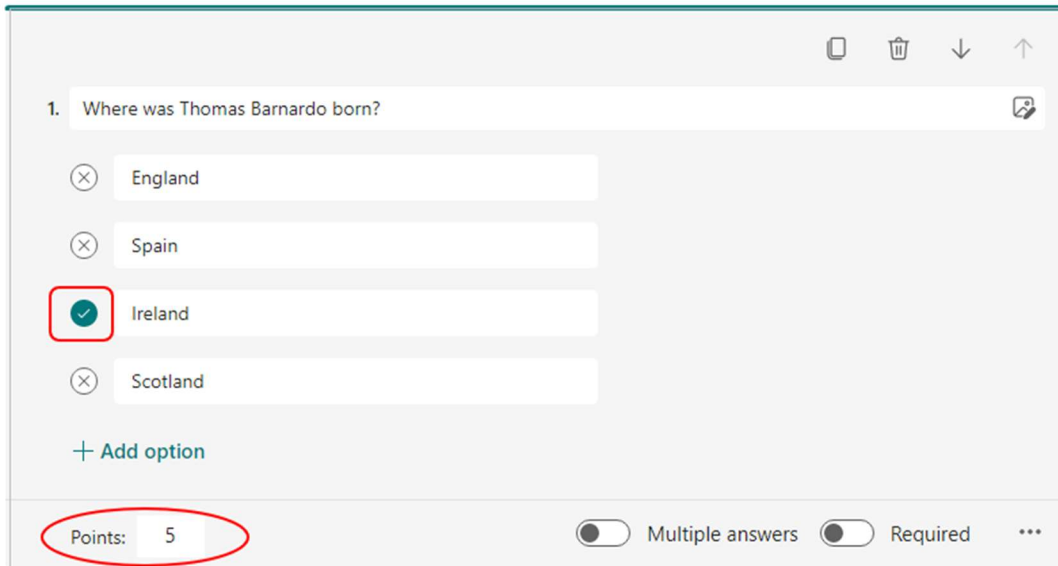
A screenshot of a choice question in Microsoft Forms. The question is 'Spain' or 'Ireland'. The 'Spain' option has a small teal circle with a white 'X' to its left. The 'Ireland' option has a small teal circle with a white checkmark to its left. To the right of the 'Ireland' option, there is a small taskbar containing a speech bubble icon and a trash bin icon.

You can keep adding options as you need - you can have up to 60 to appear as separate options. Any more will get grouped as 'Other'. For so many options, it is best to convert to drop-down.

Choose 'Add Other option' to cover replies that don't fit within your chosen options.

When creating a Choice quiz, remember to:

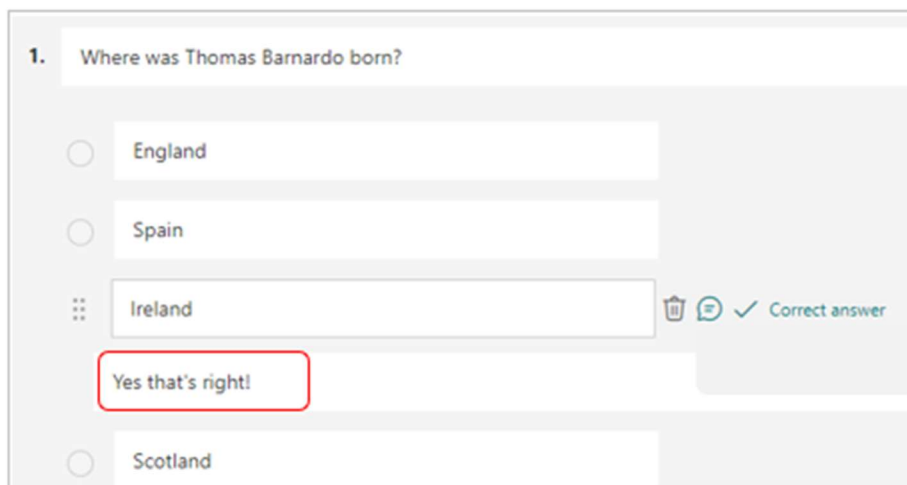
1. Make sure you select the **'Correct Answer'** tick next to the correct answer(s).
2. Add a number in the **'Points'** box to assign a point value for a correct answer.



The screenshot shows the Microsoft Forms quiz editor interface. At the top, there are icons for mobile view, delete, and navigation. The question is "1. Where was Thomas Barnardo born?". Below the question are four radio button options: "England", "Spain", "Ireland", and "Scotland". The "Ireland" option is selected, indicated by a green checkmark in a circle. Below the options is a "+ Add option" link. At the bottom of the editor, there is a "Points:" field with the value "5" entered, which is circled in red. To the right of the points field are two toggle switches: "Multiple answers" (turned off) and "Required" (turned on), followed by a three-dot menu icon.

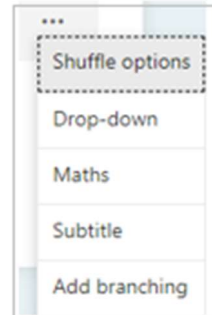
Optional:

3. Select the **'Message'** speech bubble icon next to any answer if you want to customise a message for it. Respondents will see the message when they've selected that answer.



The screenshot shows the Microsoft Forms quiz as it appears to respondents. The question is "1. Where was Thomas Barnardo born?". There are four radio button options: "England", "Spain", "Ireland", and "Scotland". The "Ireland" option is selected. To the right of the "Ireland" option, there are icons for deleting the option, a speech bubble (message), and a checkmark labeled "Correct answer". Below the "Ireland" option, a custom message "Yes that's right!" is displayed in a red-bordered box. The "Scotland" option is also visible below the message.

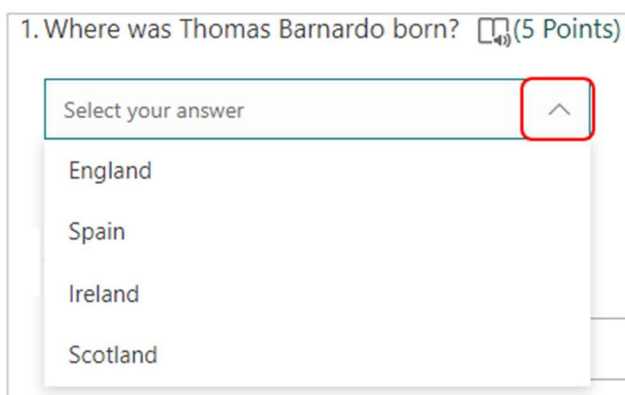
In the ellipsis of a Choice question, you can shuffle options, convert to drop-down, convert to a maths quiz, add a subtitle, or add branching.



### Drop-down

Use this setting if you have a lot of options to list (e.g., over 5).

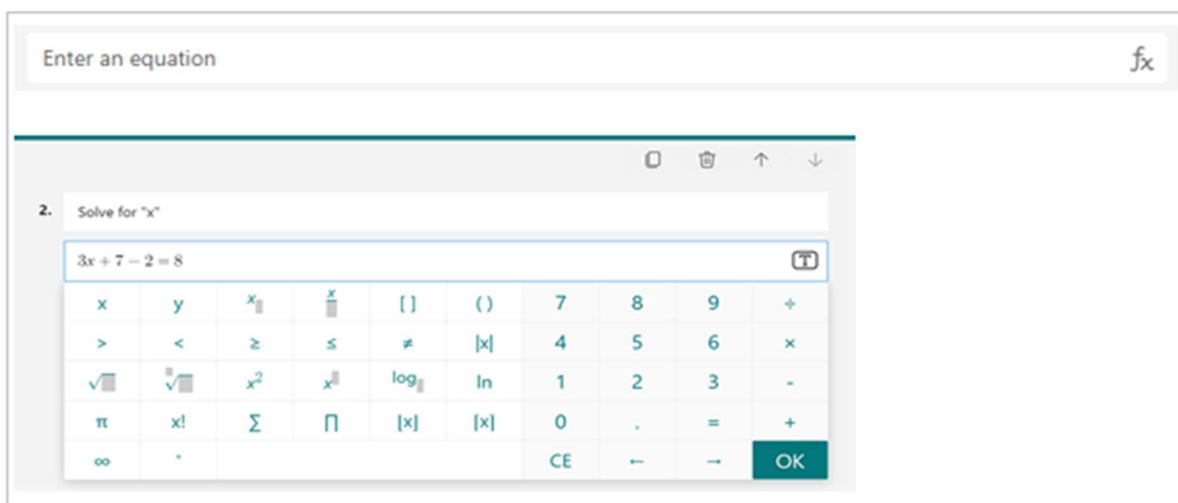
It changes the question from displaying the options to having a drop-down box for respondents to select their choice.



### Maths

This lets you display maths formulas.

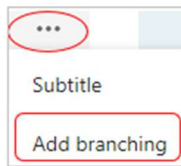
Select 'Enter an equation' to trigger various math symbols and formula options to use in your quiz.





## Add branching

Every type of Forms question (choice, text, rating, and date) has an ellipsis which includes an 'Add branching' option. This is true whether you have chosen to create a form or a quiz.



Use this when you want take respondents to different questions depending on their answer.

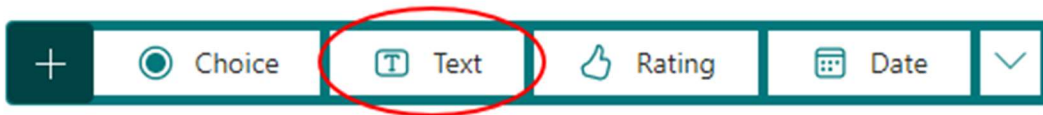
For example, if you are asking something like “Where was Thomas Barnardo born?”, when the person chooses Ireland, you could send them to a bonus point question “In which city?” But when the reply is wrong, they would skip that ‘which city’ question and either go to another question or to the end of the quiz.

When you click onto ‘Add branching’ for any of the question types, Forms will add ‘Go to’ branching options against your answer fields. Default is 'Next'.

The drop-down arrow options will always include 'Next' and 'End of the form'; the rest will depend on how many other questions you have in your quiz.

There is no ‘Save’ button in branching, just use the back arrow once you have set the choices.

## Text



Click onto Text and a new question will appear for you to set up. This type allows people to input their answer in text (up to 4,000 characters).

A screenshot of a Microsoft Form question editor. The question is '3. What is the name of the current US President?'. Below the question is a text input field with the placeholder 'Enter your answer'. Underneath the input field is a section labeled 'Correct answers:' with a '+ Add answer' button. At the bottom of the editor, there is a 'Points:' field with the value '0' (circled in red), and two toggle switches: 'Long answer' (turned off) and 'Required' (turned off). There are also icons for copy, delete, and move at the top right.

You can switch to allow a longer answer box which displays all of the typed text for the respondent. You can also use the Required toggle to make the question mandatory.

When creating a Text quiz, remember to:

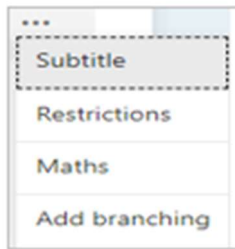
1. Make sure you type in the correct answer(s) using the '+ Add answer' function.

A screenshot of a Microsoft Form question editor. The question is '2. What is the name of the current US President?'. Below the question is a text input field with the placeholder 'Enter your answer'. Underneath the input field is a section labeled 'Correct answers:' containing three input fields with the text 'Joe Biden ✓', 'Joseph Biden ✓', and 'Jo Biden ✓'. To the right of these fields is a '+ Add answer' button. At the bottom of the editor, there is a 'Points:' field with the value '2' (circled in red), and two toggle switches: 'Long answer' (turned off) and 'Required' (turned on). There are also icons for copy, delete, and move at the top right.

2. Add a number in the 'Points' box to assign a point value for a correct answer.

A close-up screenshot of the 'Points:' field in the Microsoft Form editor. The field contains the number '2' and is circled in red. To the right of the field are two toggle switches: 'Long answer' (turned off) and 'Required' (turned on), along with a three-dot menu icon.

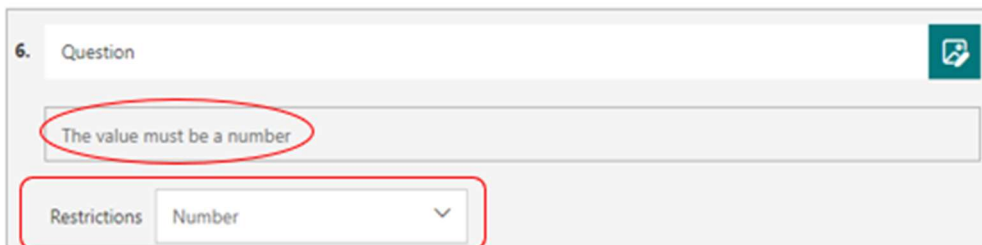
In the ellipsis of a Text question, you can add a subtitle, set restrictions on the reply, include maths, or add branching.



### Restrictions

Use Restrictions if you want the answers to be input as a number.

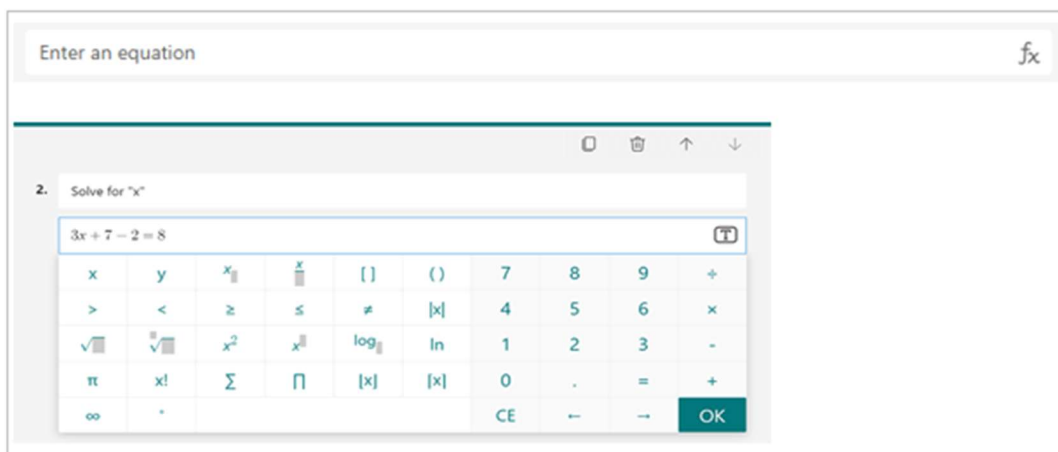
If you choose Restrictions, the answer box changes to 'the value must be a number'. You then use the dropdown arrow to set the number limit, e.g., greater than, equal to, less than, between, not between, not equal to).



### Maths

This lets you display maths formulas.

Select 'Enter an equation' to trigger various math symbols and formula options to use in your quiz.



### Add branching

For full details of how to use branching, go to page 9.

## Rating



Whilst it is more unusual to have a rating-type question in a quiz, use this if you are asking for people to rate something (e.g., how you rate this quiz).

You can set levels up to 10 and choose either Star or Number for ratings.

A screenshot of a question editor interface. At the top, a text box contains the number '6.' followed by a blue 'Question' placeholder. Below this are five star icons. Underneath the stars are two dropdown menus: 'Levels: 5' and 'Symbol: Star'. At the bottom right, there is a 'Required' toggle switch (currently turned off) and a three-dot menu icon, both enclosed in a red rectangular box.

Use the Required toggle to make a question mandatory.

Two examples of rating question configurations. The top example shows a row of ten star icons, followed by 'Levels: 10' and 'Symbol: ☆ Star', with red circles around the dropdown arrows. The bottom example shows a row of ten radio buttons numbered 1 to 10, followed by 'Levels: 10' and 'Symbol: ① Number', also with red circles around the dropdown arrows.

The respondent sees a rating question like this:

A screenshot of a respondent's view of a rating question. The question text is '3. How do you feel the public rates Barnardo's as a charity?'. Below the text is a horizontal row of ten radio buttons, each with a number above it: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.

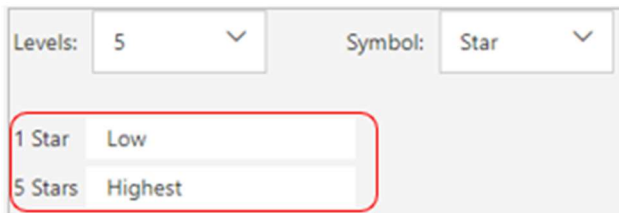
In the ellipsis, you can add a subtitle, a label or add branching.



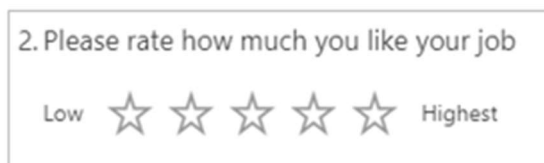
#### Label

For a rating question you may want to let people know what the numbers/number of stars mean. For example, is 1 poor or excellent, is 5 average or maximum?

When you switch on Label, two label boxes appear for the lowest and highest numbers or number of stars. You can label the ratings however you feel is best.



For a rating question with labels, the respondent sees something like this:



#### Add branching

For full details of how to use branching, go to page 9.

## Date



Use this if you want your replies to be in date form.

**Important:** a date-type question does not have the facility for you to put what the correct answer is!

Therefore, it is best avoided as a quiz question (use Choice or Text instead) and used only for things like date of the test, date of birth, etc.

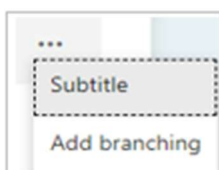
A screenshot of a Microsoft Form editor. At the top right are icons for copy, delete, down arrow, and up arrow. Below is a question box labeled '5. Question' with a question mark icon. The question text is 'Please input date (dd/MM/yyyy)' and is enclosed in a red box. At the bottom right of the question box is a 'Required' toggle switch, which is currently turned off, and a three-dot menu icon.

Use the toggle to make a question mandatory.

A respondent will see this:

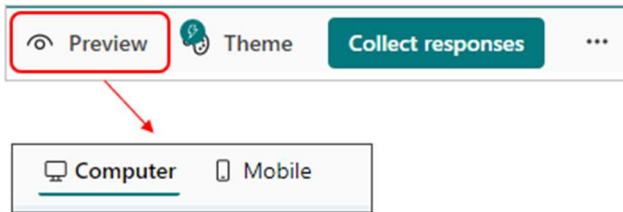
A screenshot of a respondent's view of a question. The question is '2. When did you start your current role?'. Below the question is a text input field with the placeholder text 'Please input date (dd/MM/yyyy)' and a calendar icon on the right.

In the ellipsis you can add a subtitle or add branching. See page 9 for full details of branching.



## Preview your quiz

1. Select Preview (top right) to see how your quiz will look on a computer or mobile.



2. To test out your quiz, answer the questions in Preview mode, and then select Submit. You will find your submission in Responses.

Hi, Maxine. When you submit this form, the owner will see your name and email address.

1. Where was Thomas Barnardo born?

England

Spain

Ireland

Scotland

2. What is the name of the current US President?

3. How do you feel the public rates Barnardo's as a charity?

1 2 3 4 5 6 7 8 9 10

4. What is the date on which you are taking this test?

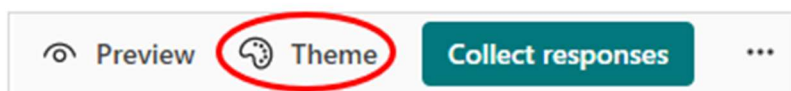
3. To keep editing your quiz, select 'Back'.

## Pictures and videos

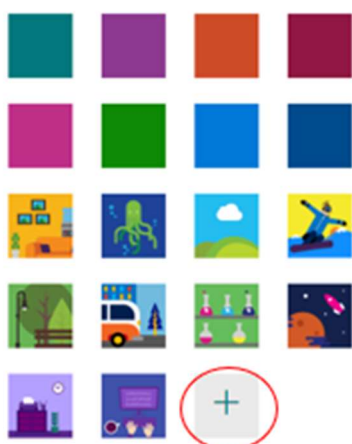
### Change your quiz theme

To give your quiz some visual appeal, you can apply a theme, add your own background image, or customise the background colour.

1. Select 'Theme' to choose a colour or background image.



2. A sidebar will open for you to choose a colour or background image.

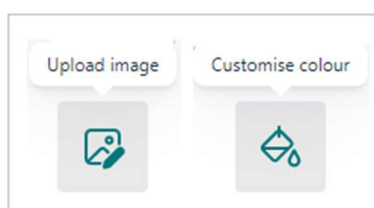


**Note:** Because Microsoft apps are intuitive, depending on your quiz content and name you may be presented with 'Theme ideas' that the system thinks may help. If you don't want to use any of the theme ideas, scroll to the bottom of the Theme pane to choose other colours and background images.

### Background image and colour

Click onto the plus sign to customise your theme yourself.

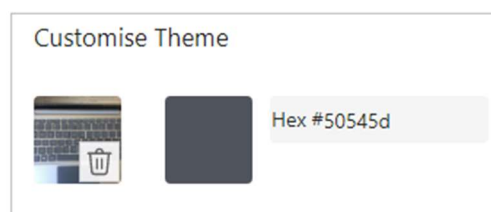
You can upload a background image or customise the background colour.



#### Upload image

This will open for you to choose an image stored on your OneDrive or from your laptop/PC (via File Explorer area).

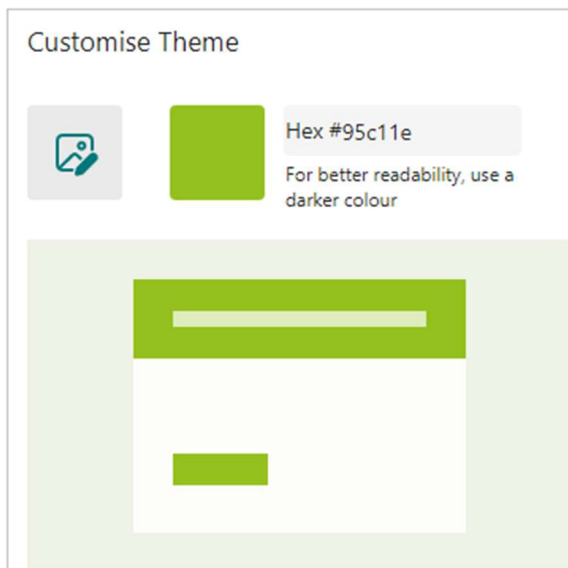
Once uploaded, you get the chance to delete it if you change your mind, using the bin icon.





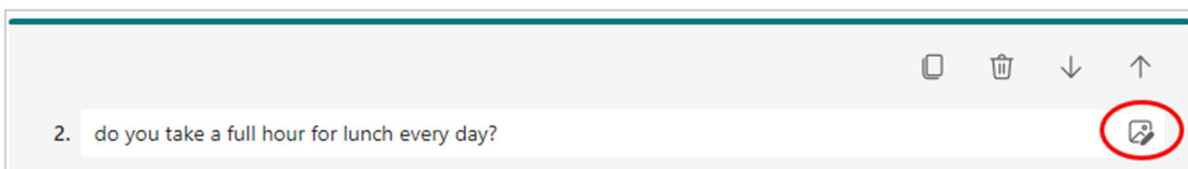
## Customise colour

To customise background colour, you will need to add the Hex value of the colour you want to use. For reference, the Barnardo's corporate green is 95c11e.



## Add a picture to a question

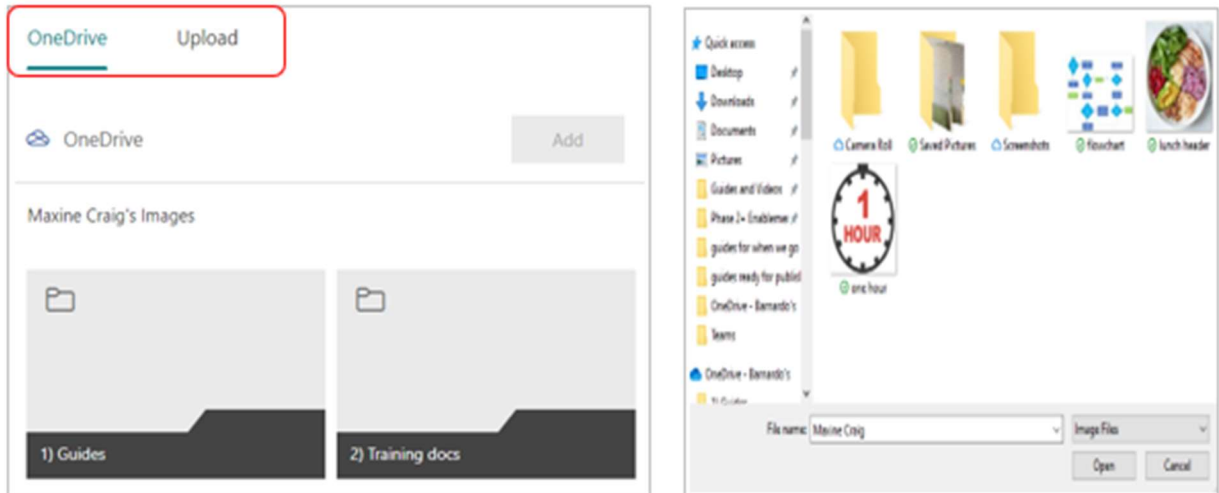
1. Select the question to which you want to add a picture.
2. Select Insert media icon on the right side of the question.



3. In the Insert media pane that opens on the right, select Image.



- Click on OneDrive to find a picture in any OneDrive folder, then Add. Or click on Upload to find an image on your computer/device (e.g., Pictures folder) and select Open.



- The image will appear to the right of your question.



### Change the size of your picture

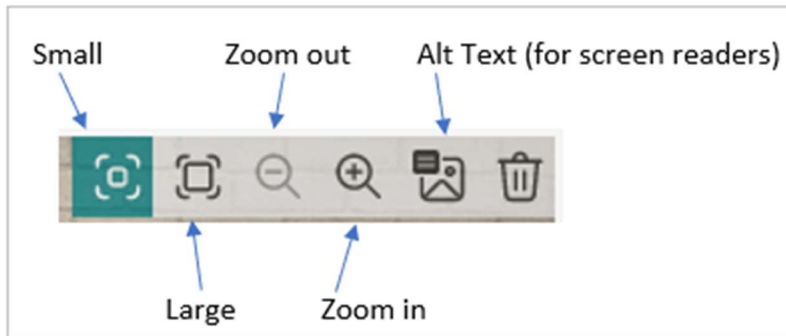
Once you add a picture to a question in quiz, you can adjust the size by making it larger, making it smaller, or zooming in to focus on one part of it. You can also add alternative text to images for screen readers to narrate.

- Click onto the pencil icon on your image to reach the zoom and resizing tools.



- Select **Edit** to view the picture editing options.

3. By default, the picture displays as Small (the icon on the very left) . To enlarge it, select Large (second from left).



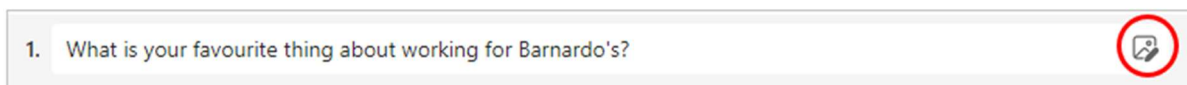
### Zoom in or out on a picture

To zoom in on a specific area of the picture, select Zoom In to adjust it, and then click and drag or tap and drag to centre it where you want.

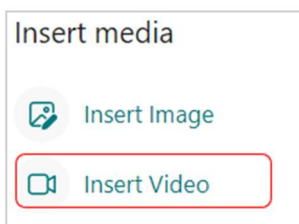
To zoom out, select Zoom Out , and then click and drag or tap and drag to centre it where you want.

### Add a video to a question

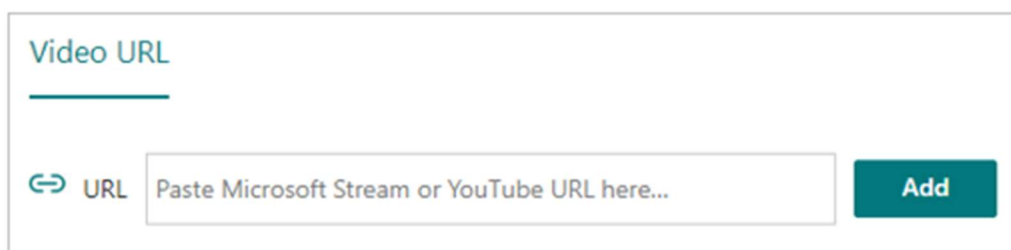
1. Select the question to which you want to add a video.
2. Select Insert Media on the right side of the question.



3. In the 'Insert Media' pane, select Video.

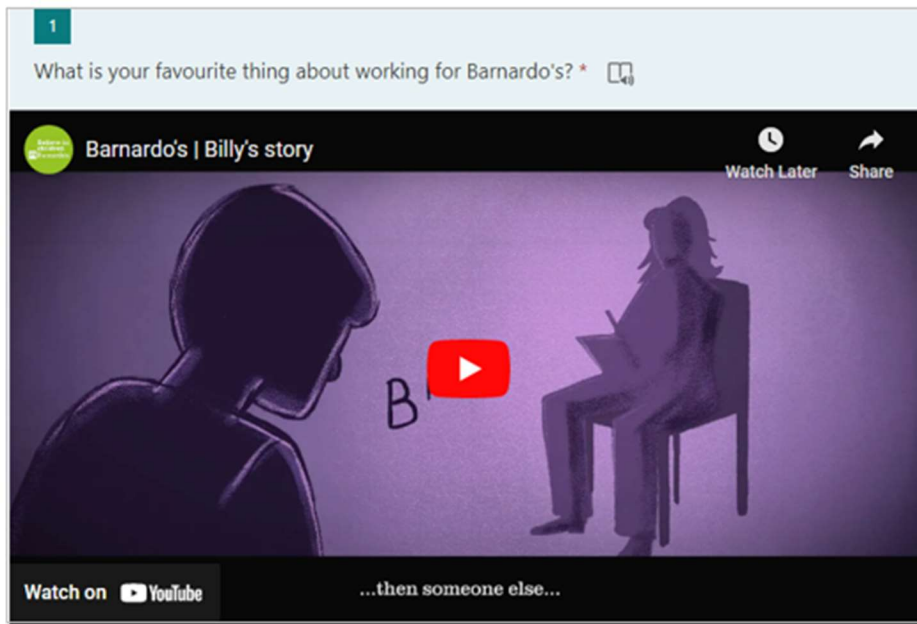


4. Enter the URL for the YouTube video you want to use, and then select Add.



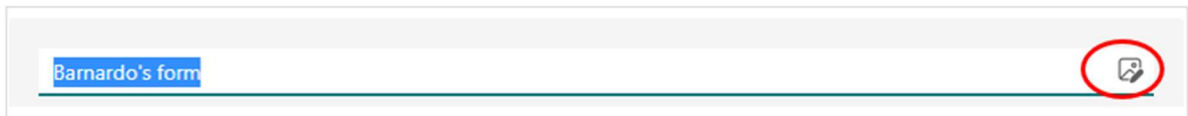
**Note:** You can only add videos hosted on YouTube or Microsoft Stream to a quiz question. You'll see an error message if you try to use a video that isn't hosted on either platform.

5. Your video will appear under the question.

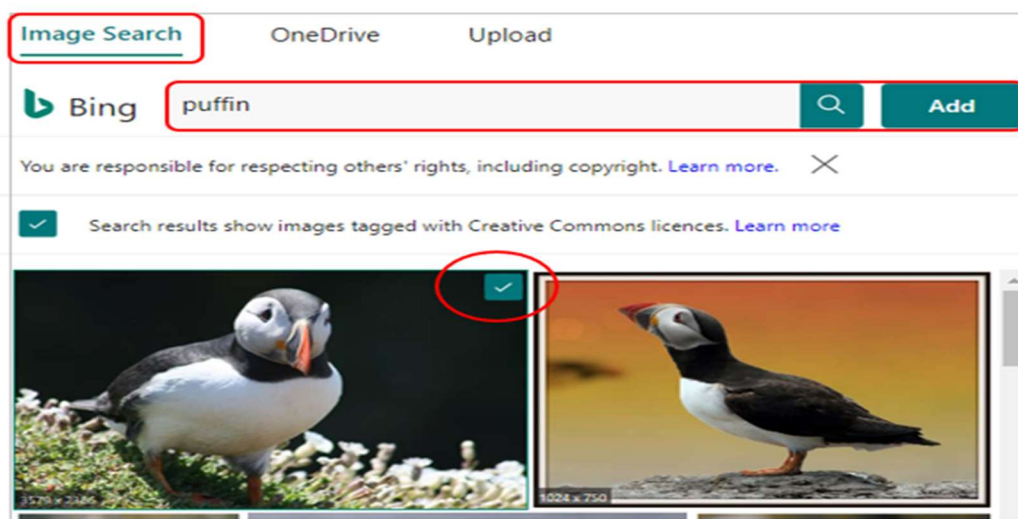


Add a picture or logo to your quiz header

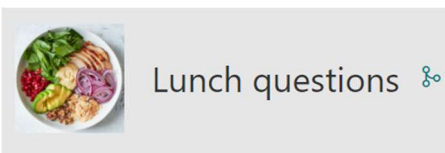
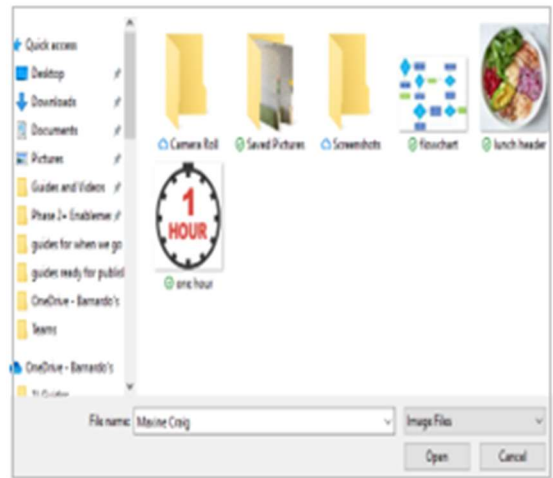
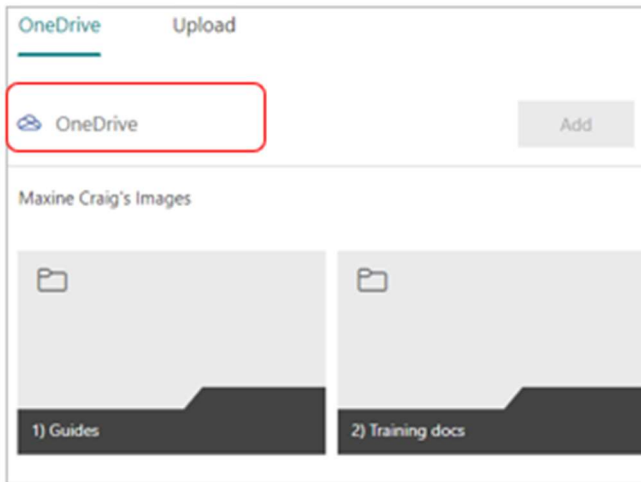
1. Select Insert Image icon on the right of the header.



2. A pane will open on the right of the screen.
3. If you have the option for Bing image search, type into the search field what you want an image of. Click on the one you want and click Add.



4. Or click on OneDrive to find a picture in any OneDrive folder, then Add.
5. Or click on Upload to find an image on your device (e.g., Pictures folder) and select Open.

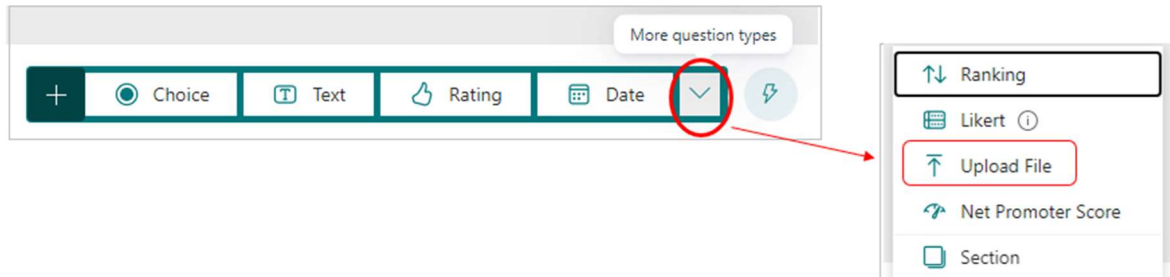


6. The image will appear in your quiz header to the left of your title.

## Add questions that allow for file uploads

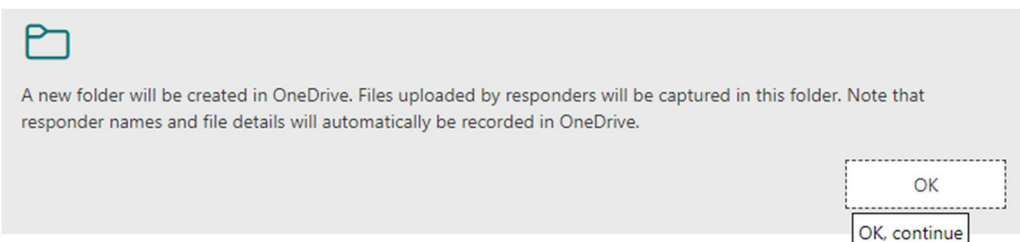
Some of your quiz questions may require your respondents to upload/attach files to their answers. You can add a type of question to your quiz that allows for file uploads.

1. Click on 'Add New' to start your question.
2. In the dropdown arrow of that question, select 'File upload'.

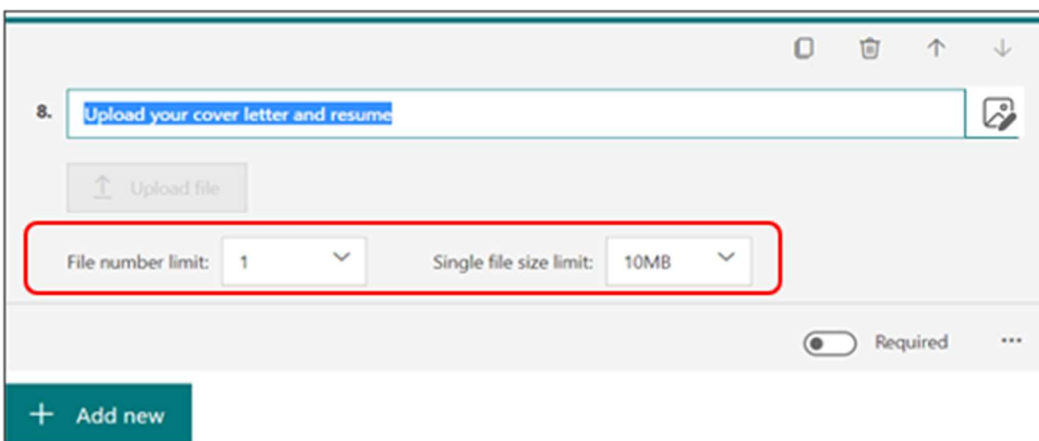


3. If this is the first time you have used this type of question, you will see the following message telling you that a new folder will be created in your OneDrive into which the uploaded files will be captured.

Select Ok to continue



4. Enter the text you want to display for the question.



**Note:** The 'Upload file' button is inactive for you as the quiz creator. It will be active for your respondents.

- Select the 'File number limit' drop-down list to select the maximum number of files you'll allow to be uploaded to the question.

**Note:** A maximum of 10 files is allowed to be uploaded per question.

- Select the 'Single file size limit' drop-down list to select the maximum file size you want per question

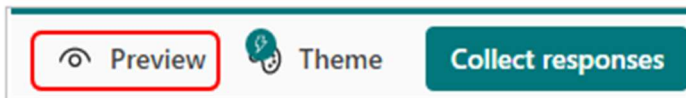
**Note:** choose maximum of 10MB, 100MB, or 1GB.

- As with all questions, switch the 'Required' toggle to the right if you want this question to be mandatory.
- Use the ellipsis to select which file types you want respondents to be able to upload. Choose from Word, Excel, PPT (PowerPoint), PDF, Image, Video and Audio. (see Notes below for full details)

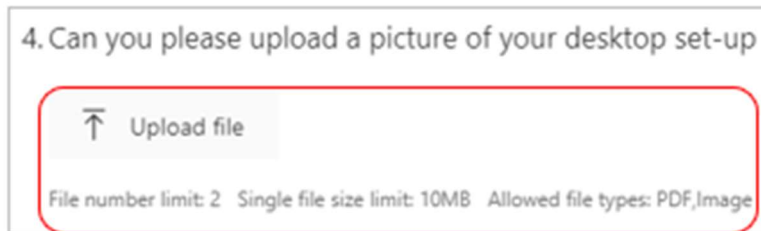
- Use the tick boxes to choose from Word, Excel, PPT (PowerPoint), PDF, Image, Video and Audio.

File Name	File formats accepted
Word	.doc, .dot, .wbk, .docx, .docm, .dotx, .dotm, .docb
Excel	.xls, .xlt, .xlm, .xlsx, .xlsm, .xltx, .xltx
PPT (PowerPoint)	.ppt, .pot, .pps, .pptx, .pptm, .potx, .potm, .ppam, .ppsx, .ppsm, .sldx, .sldm
Image	.jpg, .jpeg, .png, .gif, .bmp, .tiff, .psd, .thm, .yuv, .ai, .drw, .eps, .ps, .svg, .3dm, .max
Video	.avi, .mp4, .mov, .wmv, .asf, .3g2, .3gp, .asx, .flv, .mpg, .rm, .swf, .vob
Audio	.mp3, .aif, .iff, .m3u, .m4a, .mid, .mpa, .ra, .wav, .wma

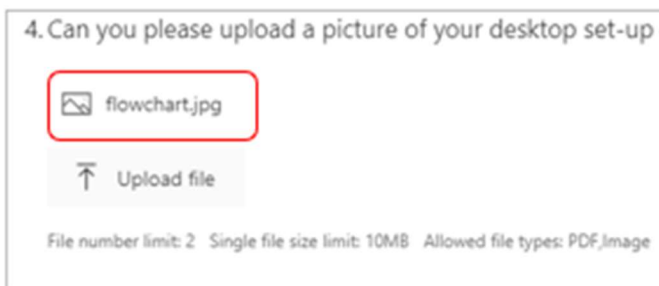
10. Select 'Preview' to see how your question will appear to your respondents.



11. The 'Upload file' button will be active and ready for respondents to interact with, and they are also informed of permitted file number, type, and size.



12. When respondents successfully upload files, they'll see their file(s) represented in their answer, as with the flowchart jpg below:





Find and review the files uploaded for your question

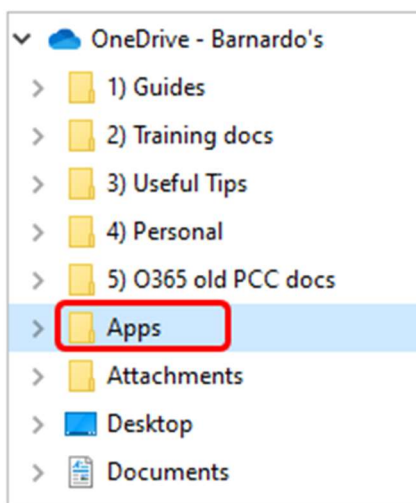
When respondents upload files for your quiz question, those files are automatically stored in your OneDrive 'Apps' folder.

You can find the uploaded files in three ways:

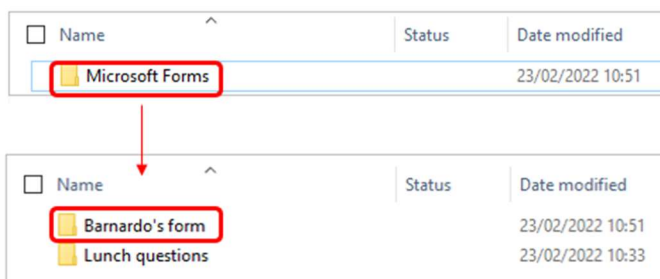
- A. OneDrive desktop app
- B. OneDrive online app
- C. Responses tab on your form in Forms app

#### A. Using OneDrive desktop:

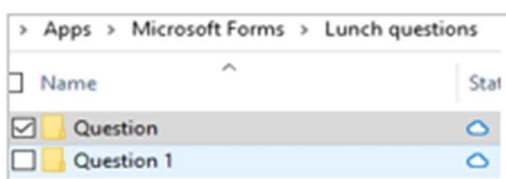
1. Go to OneDrive in your File Explorer and then choose the 'Apps' folder.



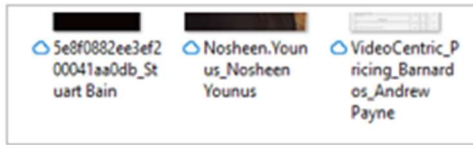
2. Select the 'Microsoft Forms' sub-folder (this may be the only folder in Apps), then select the file folder matching the name of your quiz.



3. Select the folder of the question that has the uploaded files.



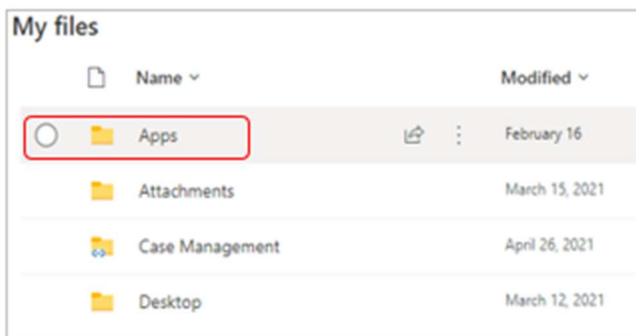
- You'll see the files that respondents have uploaded to that question. The files come through with the name of the file and of the person who uploaded it.



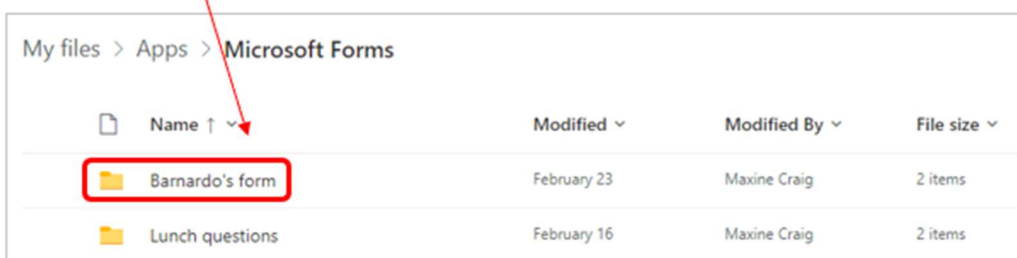
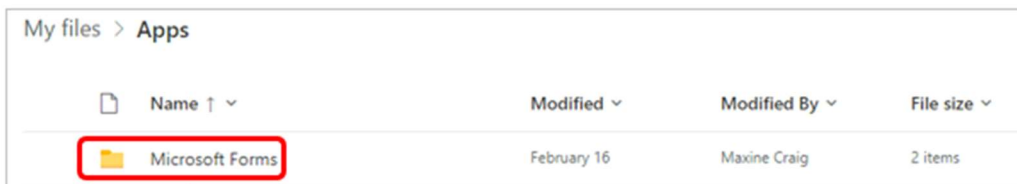
**Note:** the name of the file is dependent on what it was previously stored as!

**B. Using OneDrive online:** logged into [www.office.com](http://www.office.com)

- Select the Apps folder in My Files.



- Select the 'Microsoft Forms' sub-folder (this may be the only folder in Apps), then select the file folder matching the name of your form.



- Select the folder of the question that has requested the uploaded files.

My files > Apps > Microsoft Forms > Barnardo's form

Name ↑	Modified ↓	Modified By ↓	File size ↓
Question	February 23	Maxine Craig	1 item
Question 1	About an hour ago	Maxine Craig	0 items

4. You'll see the files that respondents have uploaded to that question.

My files > Apps > Microsoft Forms > Lunch questions > Question

Name ↓	Modified ↓	Modified By ↓
5e8f0882ee3ef200041aa0db_Stuart Bain.png	February 16	Stuart Bain
Nosheen.Younus_Nosheen Younus.jpg	February 16	Nosheen Younus
VideoCentric_Pricing_Barnardos_Andrew Pa...	February 16	Andrew Payne (D&T)

**C. Using the Response tab:**

1. Click onto the Response tab of your quiz. You will see the response info for all your questions.

Questions

Responses **3**

## Lunch questions

3

Responses

02:11

Average time to complete

Active

Status

[View results](#)

 [Open in Excel](#) ...

1. what is your favourite lunch?

[More Details](#)

<input type="radio"/> sandwich	0
<input type="radio"/> soup	2
<input type="radio"/> salad	0
<input type="radio"/> Other	1



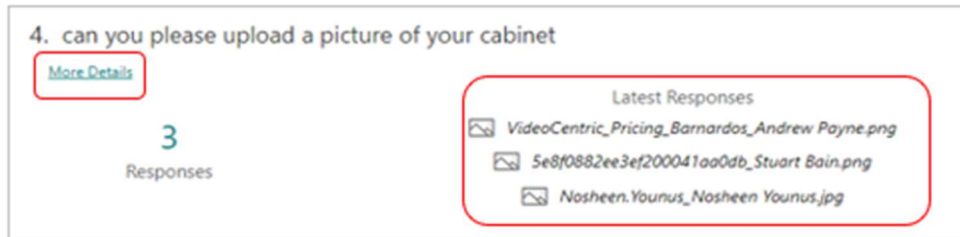
2. do you take a full hour for lunch every day?

[More Details](#)

<input type="radio"/> Yes	0
<input type="radio"/> No	2
<input type="radio"/> At least once a week	1



- Go to the question for which you requested uploading files. You will see how many responses there have so far been:



- Click onto the 'More Details' link underneath the question.
- This will open that question with the files in Responses column as links.

ID ↑	Name	Responses
1	Nosheen Younus	Nosheen.Younus_Nosheen Younus.jpg
2	Stuart Bain	5e8f0882ee3ef200041aa0db_Stuart Bain.png
3	Andrew Payne	VideoCentric_Pricing_Barnardos_Andrew.Payne.png

- You then have the option to:

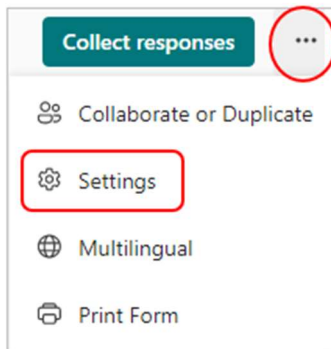
- open individual files in your web browser by clicking onto the file name, or
- click onto View in Folder to see them in the relevant OneDrive folder.

**Note:** when you use the 'View in Folder' button, the folder will open in the **web version** of OneDrive on a new browser tab.

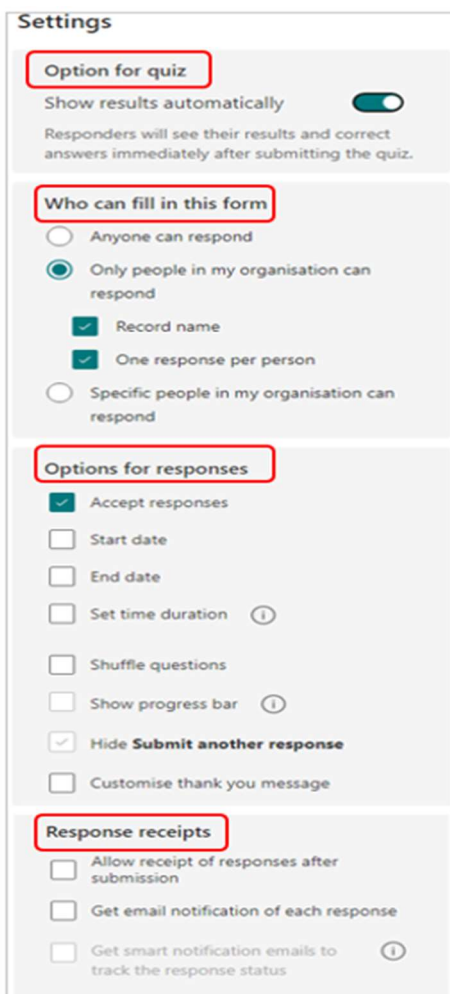
## Settings for Quizzes

You can use settings to specify deadlines, identify quiz respondents, display correct answers for quizzes, and set other preferences.

To reach settings, click on the ellipsis (3 dots) in top right of your quiz.



You will then see the settings options including who can fill in the quiz, whether you record their name, a start and end date, option to shuffle the questions, a thank you message, and response receipts. For quizzes, you will be able to toggle on or off the 'show results automatically' button

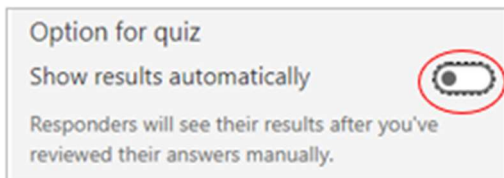


## Option for quiz

The default setting of 'Show results automatically' allows respondents see the results of each question when they submit their quiz answers.

They see green tick marks next to each correct answer and red message text displayed next to incorrect answers.

Switch off this toggle setting if you don't want to display correct and incorrect information next to each quiz question.



## Who can fill out this form

- ❖ Anyone can respond = anyone inside or outside of Barnardo's can submit responses to your quiz.

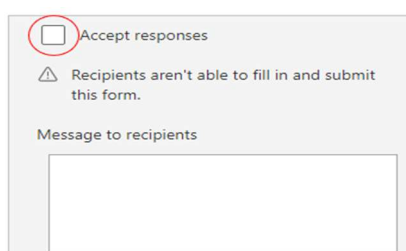
***Important:*** if you select this option, **names of respondents are NOT recorded.**

- ❖ Only people in my organisation can respond = only people that work for Barnardo's will be able to respond to your quiz.
  - Record name - Keep track of people that have responded.
  - One response per person - Limit responses to only one per person. This will prevent individuals from filling out a quiz multiple times.
- ❖ Specific people in my organisation can respond = only people or groups at Barnardo's that you specify here can respond to your quiz.

**Notes:** the 'Specific people in my organisation can respond' option allows you to designate a total of up to 100 individual or group names. Of the 100 limit, you can designate up to 20 groups (each group can contain up to 1,000 individuals). For example, you can collect responses from 80 individuals and 20 groups for a total of 100.

## Options for responses

- **Accept responses** - If this setting is unticked, you turn off the ability to collect any additional responses. If you turn this off, you can also customise the default message that respondents see when trying to submit their response.



- **Start date and End date** – You can specify an exact date and time when you want to start and stop collecting responses. You can also set a time duration during which respondents can fill in the form/quiz. Their answers are auto submitted when the timer is up.

The screenshot shows three settings, each with a checked checkbox:

- Start date:** 29/09/2022 (with a calendar icon) and 13:00 (with a drop-down arrow).
- End date:** 29/09/2022 (with a calendar icon) and 13:15 (with a drop-down arrow).
- Set time duration:** 30 minutes (with an information icon).

Click Start date, then click the date text box and select a date from the calendar control. Select a specific hour from the drop-down list of hour increments. Do the same for End date.

- **Shuffle questions** - When this is unticked (default setting), questions are displayed to respondents in the same order you created them.

When this option is ticked, the order of questions displayed will be randomly shuffled. Each respondent sees the questions in a different sequence.

The screenshot shows the 'Shuffle questions' setting with three radio button options:

- Shuffle questions
- All questions
- Lock questions

- **All questions** - Shuffles the order of all questions in the quiz.
- **Lock questions** - Shuffles the order of all questions except for those you designate (e.g., questions 3-5).

The screenshot shows the 'Lock questions' setting with a blue circle icon and a range selector:

Lock questions

1 — 4

- **Show progress bar** - Respondents will see a visual indicator of their progress while completing a quiz.
- **Customise thank you message** – lets you display a thank you note upon completion of your quiz. Click in the text box to create a customised message.

The screenshot shows the 'Customise thank you message' setting with a checked checkbox and a text box containing the message:

Customise thank you message

Your response was submitted. Thank you

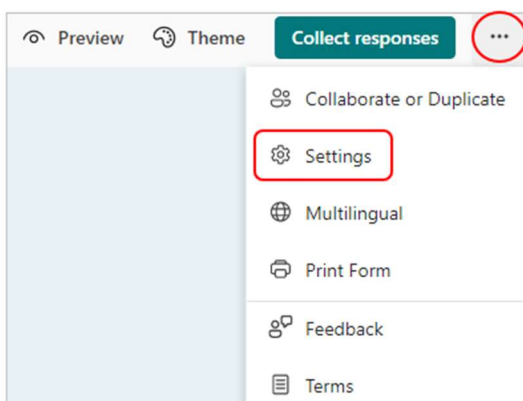


## Response Receipts

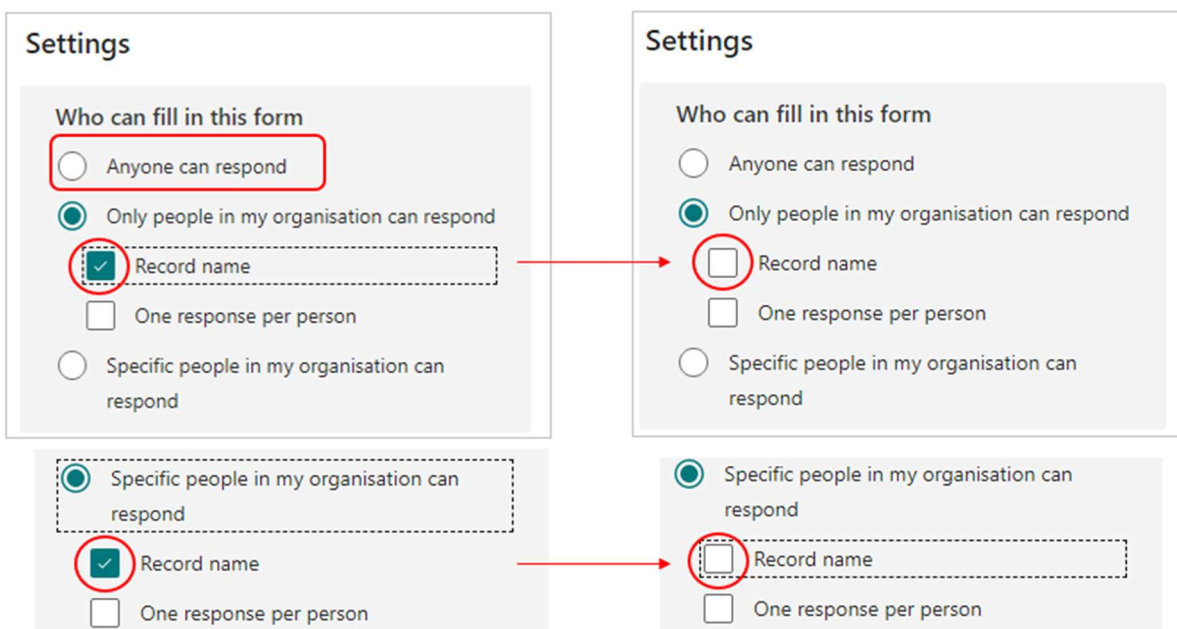
- **Allow receipt of responses after submission** - After completing the quiz, respondents will have the option to save or print a PDF of the quiz with their answers on the “Thank You” page. Note that selecting this setting still allows internal respondents to ask for an email receipt of their quiz.
- **Get email notification of each response** - Get notified by email each time a response is submitted.

## Set up your quiz to not record names

To make your quiz anonymous, open the Settings pane which you can find within the ellipsis in top right.



In Settings under ‘Who can fill in this form’, select one of the following:



- ❖ Anyone can respond (because this option will NOT record names)
- ❖ Only people in my organisation can respond
  - ✓ but make sure you untick the 'Record Name' box, so names are not recorded with responses

- ❖ Specific people in my organisation can respond
  - ✓ but make sure you untick the 'Record Name' box, so names are not recorded with responses

### Can people still be identified?

When you create your quiz and untick the 'Record name' setting, you want to collect responses that don't contain any personally identifiable information from your respondents.

However, there are still ways in which people could be unintentionally identified.

Here are a few examples of different scenarios that could go against your intention of not recording identifiable information, even with the 'Record name' setting unticked:

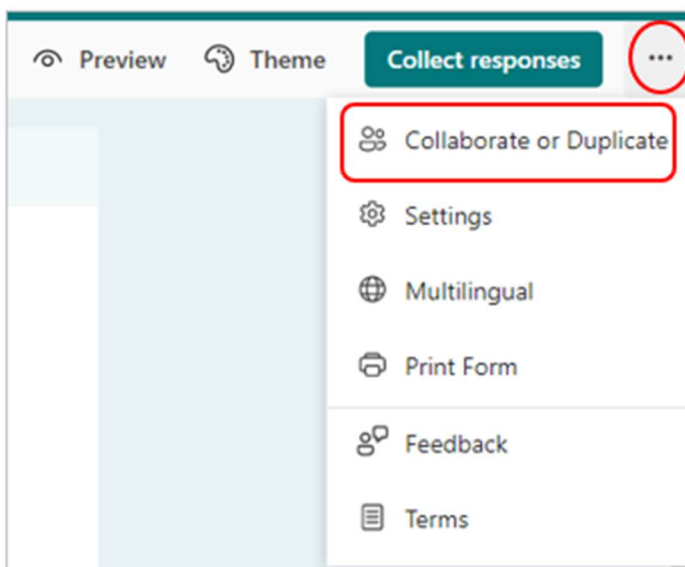
- If a question(s) asks for personally identifiable information (such as a name) and your respondents provide it, names will be recorded.
- If you send out your quiz to only a few specific people, you might be able to match them with their responses depending on what questions are asked and how they're answered.

### Share a quiz with co-authors to collaborate

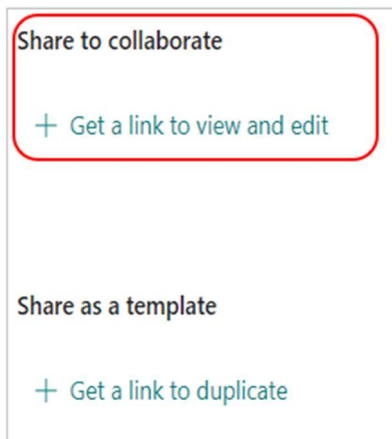
When you invite others to collaborate on your quiz, your co-authors can help add content, analyse responses, and share your quiz with others.

**Note:** if you are part of an MS365 group on Teams or SharePoint, you can set up group forms – see pages 27-30 for full details.

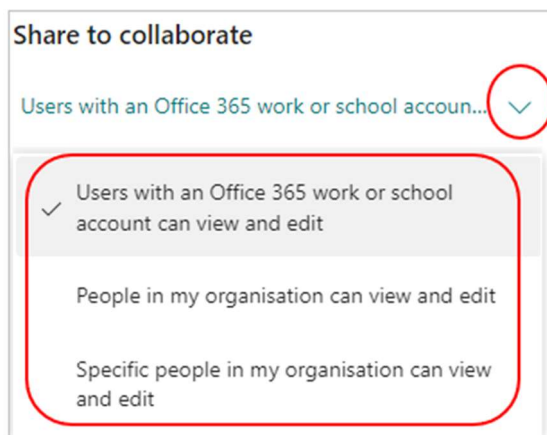
1. Select the ellipsis in top right and choose 'Collaborate or Duplicate'



2. Under 'Share to collaborate', select 'Get a link to view and edit'.



3. Using the dropdown arrow, select one of the collaboration permissions options to assign co-authoring rights to view and edit.



- **Users with an Office 365 work or school account can view and edit** - Anyone with an Office 365 work or school account, inside or outside of Barnardo's.
- **People in my organisation can view and edit** - Anyone in Barnardo's.
- **Specific people in my organisation can view and edit** - Only people or groups in Barnardo's that you name here.

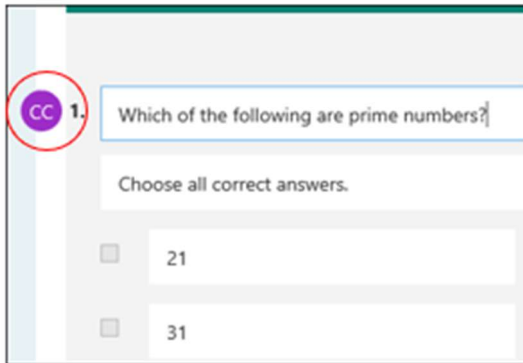
**Note:** You can designate up to 100 co-authors on a single quiz, and this can be a mix of individuals or groups. A group (no matter how many people) counts as one co-author.

4. Select Copy. You can now paste this link wherever your co-authors can access it, such as in an email or Teams chat.

**Note:** Anyone you've specified as a co-author that has access to the collaborate link of your quiz will be able to view and edit both questions and response data.

When you share a quiz to collaborate, you still remain the owner and it remains in your Forms portal, but your co-authors can view and edit it through the link you shared with them. At the top of the quiz, you can see the initials of each person currently making edits.

You'll also see display icons with initials of people or groups next to each section currently being edited.



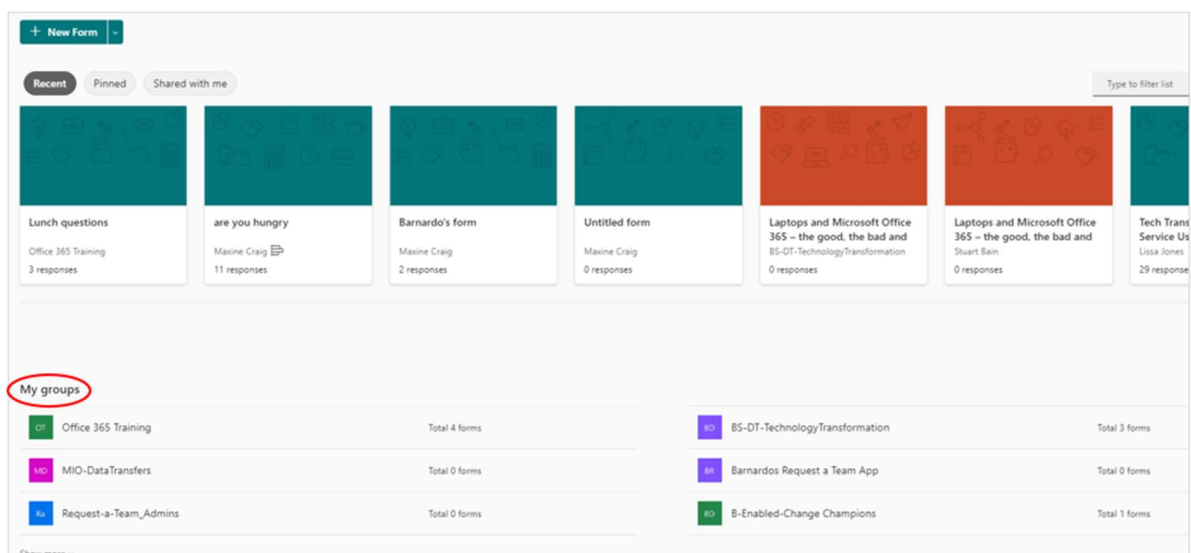
**Note:** Co-authors are not able to modify permission levels of collaboration. As the quiz owner, you're the only one who can select a different permission setting.

## Group forms

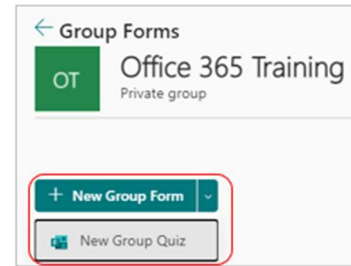
If you are part of a Microsoft 365 group, e.g. a member/owner of a team on Teams or part of a SharePoint site, you can set up what is called a 'group form' for a quiz that can be accessed and managed by all members of that group.

You can also transfer a quiz you have already created.

1. On Forms landing page, scroll down to the My Groups section.



2. Select the group for which you want to create a new quiz.
3. Select the dropdown arrow on New Group Form and choose New Group Quiz



4. Then follow the normal processes to create your quiz.

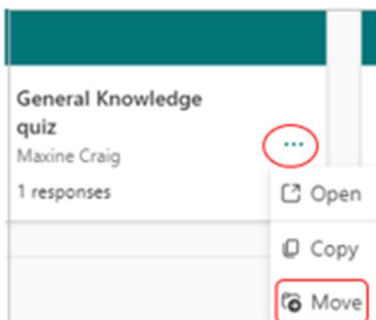
Your group colleagues can now access the quiz which will have its responses stored in the SharePoint site of the group, the ability to share the quiz in your group's Team channel, etc.

### Move a quiz to a Microsoft 365 group

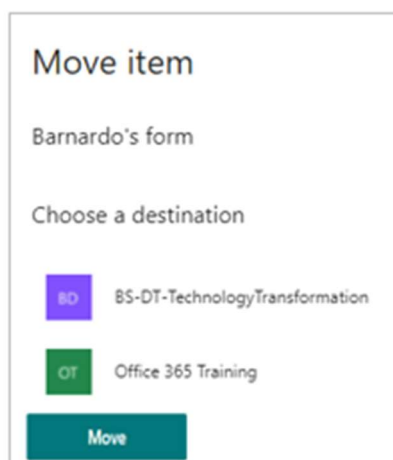
If you've already created a quiz and are the only owner, you can move it to a group so everyone in that group becomes an owner of the quiz.

Group co-authors can help add content, analyse responses, and share the quiz with others.

1. Click on the ellipsis of the quiz and choose 'Move'.



2. A sidebar will open for you to choose which group/team you want to move it into. Click on the Move button.



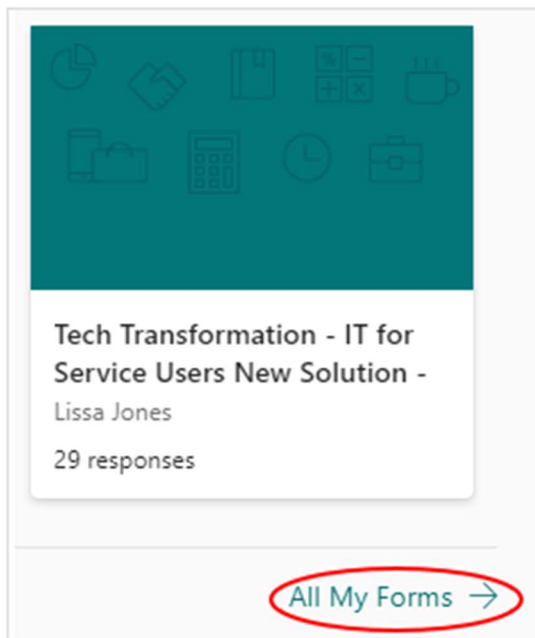
3. To see the form/quiz in the group for which you moved it to, then scroll down to the bottom of your Forms home page to see 'My groups'. This list shows all the groups you belong to, and the forms owned within those groups.

Your newly moved form/quiz will inherit all the features of a group form or group quiz, such as its responses being stored on the group SharePoint site.

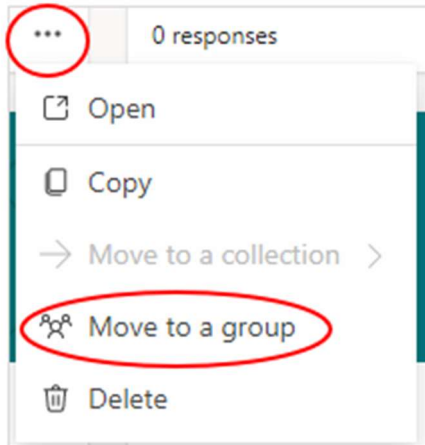
4. Under the name of the form or quiz title, a new Excel workbook will be created in the Documents folder of the SharePoint site page and include all previously captured responses. Any new responses will be synced to this new Excel workbook.

**Important:** Don't move the Excel workbook to another location. New responses coming in won't sync with an Excel workbook that has been moved.

5. To see all of your forms and quizzes, select 'All My Forms'.



6. You can also move a form/quiz to a group from this page. On the form/quiz you want to move, select the ellipsis in the bottom right corner and then choose 'Move to a group'.



7. On the sidebar, choose the group you want to move your form to, then select Move.

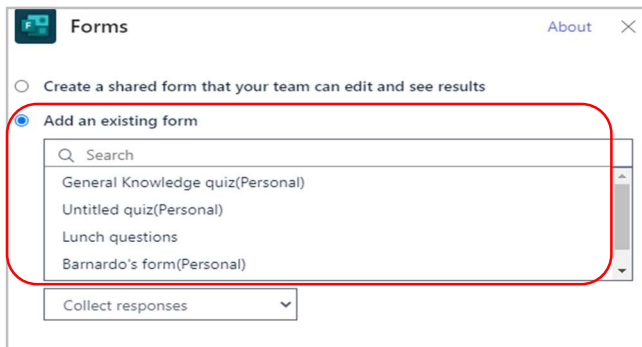
## FAQs for group forms and quizzes

### Will the link to your original quiz work after it has been moved to a group?

Yes, the link pointing to the original quiz will still work after the quiz has been moved to a group. The answer of a respondent who uses an old link (to the original quiz) will be captured in the Excel workbook stored on the group SharePoint in Microsoft 365 page.

### How do you share a quiz in your group's Teams channel?

After you've moved the quiz to a group, you can add the quiz as a tab along the top. Use the 'Add an existing form' option and choose the name of the quiz you want to share.



The forms/quizzes you have not moved to a group will have (Personal) after the name.

### Can you perform the reverse and transfer ownership of a group form to yourself?

The ownership of a form/quiz can be transferred from an individual to a group, but not the other way around.

### Can you transfer a shared quiz to a group?

You can only transfer ownership of a quiz to a group you belong to if you're the original owner of that quiz. You may not transfer the ownership of quiz that is shared with you.

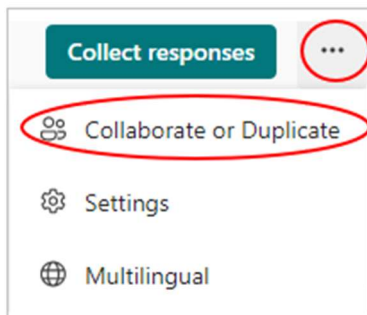
**How do you download responses to an Excel file when you have transferred ownership of your quiz to a group?**

When you click on “Open in Excel” in the Responses tab, a workbook with your responses will open in Excel Online. You can also find this Excel workbook in the Document folder of your group’s SharePoint site.

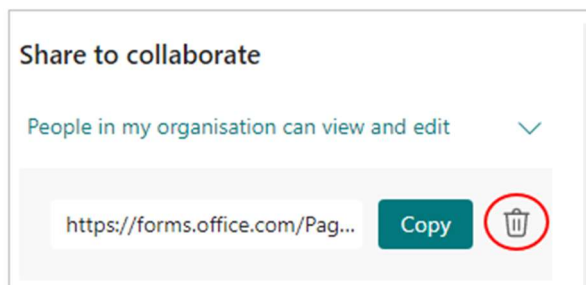


## Stop sharing a quiz

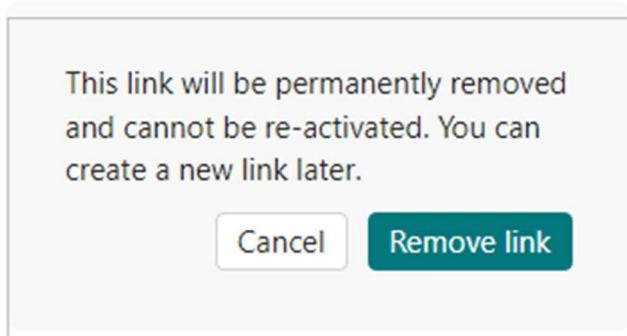
1. Select the ellipsis in top right of the form/quiz.
2. Choose 'collaborate or Duplicate'



3. Select the bin icon button next to the text box that displays the quiz link.



4. Select "Remove link" to permanently remove the collaborate link. Select Cancel if you change your mind and don't want to remove the collaborate link.

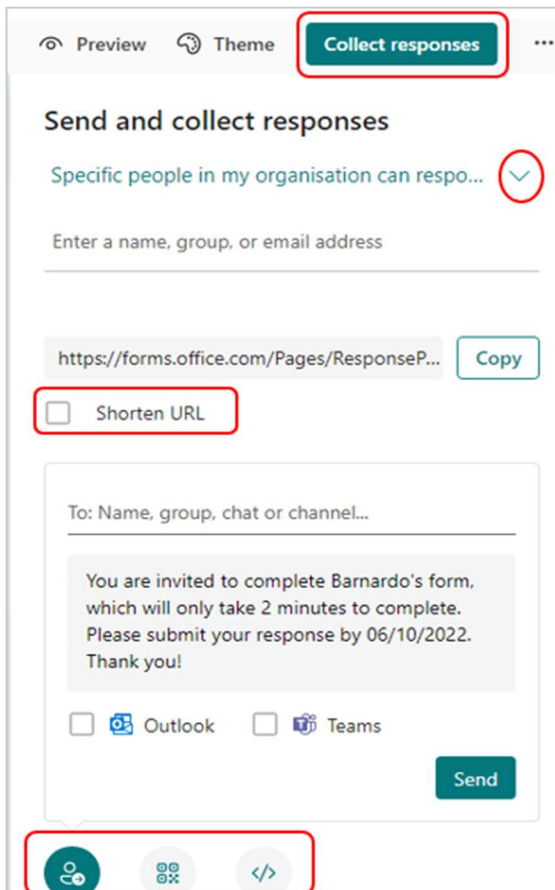


Once you've removed the collaborate link, it's unusable for anyone that tries to click or tap on it. You can't recreate the same collaborate link and will need to get a new, unique one to share with others.

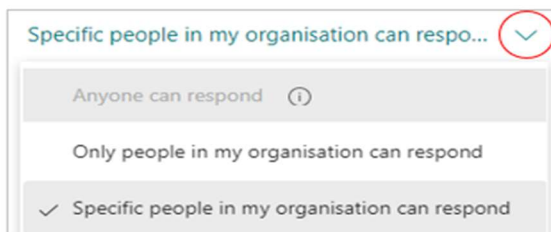
## Send a quiz to collect responses

With Microsoft Forms, you can send your quiz to people and collect their responses in a few different ways, depending upon your needs.

1. Open the quiz for which you want to collect responses.
2. Select the 'Collect responses' button to access the 'Send and collect responses' section.

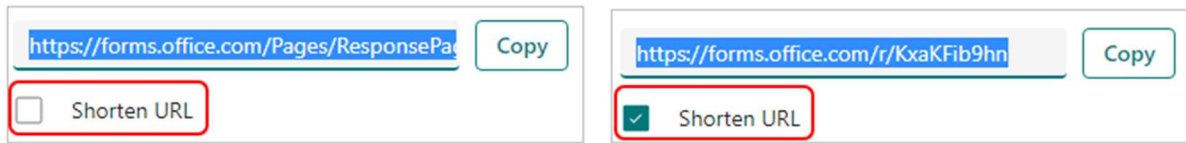


3. Select the drop-down list and choose from whom you want to collect responses. *Note that the 'Anyone can respond' option is greyed out at Barnardo's.*



- **Anyone can respond** - Anyone inside or outside of Barnardo's can submit responses to your quiz.
- **Only people in my organisation can respond** - Only people signed in with a Barnardo's account can submit responses to your quiz.
- **Specific people in my organisation can respond** - Only people or groups at Barnardo's that you specify here can respond to your quiz.

4. Tick the 'Shorten URL' box if you want a shorter URL than what's provided.

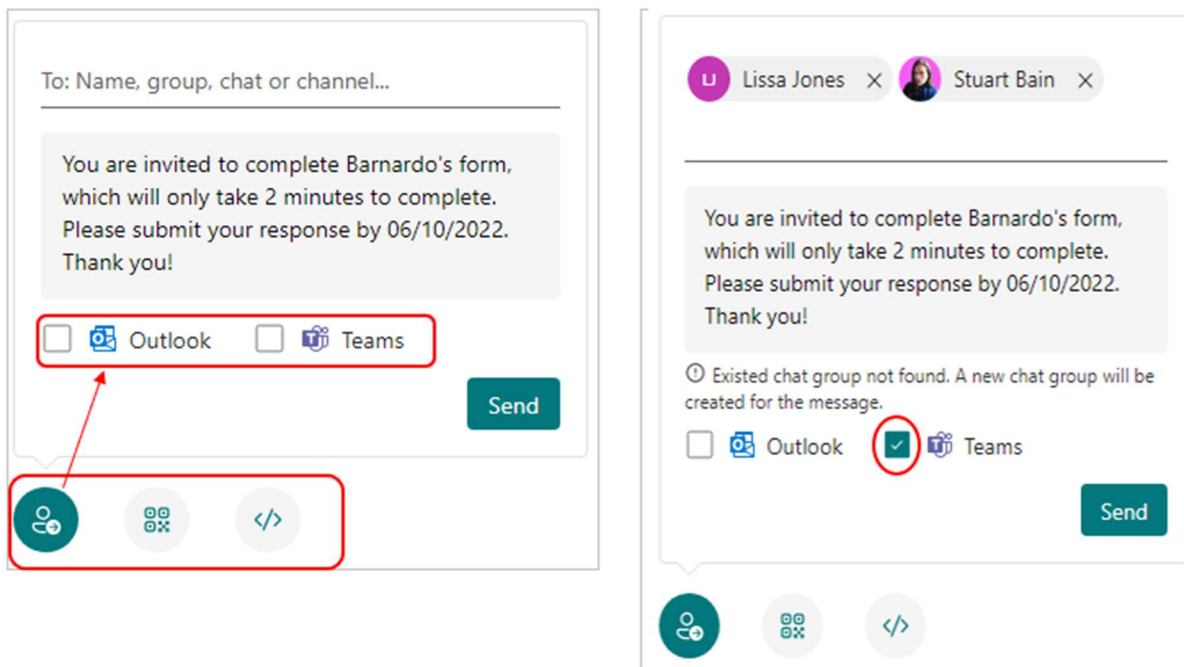


5. Choose how you want to ask for responses. Choose either Invitation by Outlook or Teams, QR code, or Embed.

**A) Invitation** - input the names, group, chat or channel of those you want to complete the form/quiz.

Tick Outlook or Teams - if you choose Teams, a chat will be created if none exists for those people.

6. Press Send

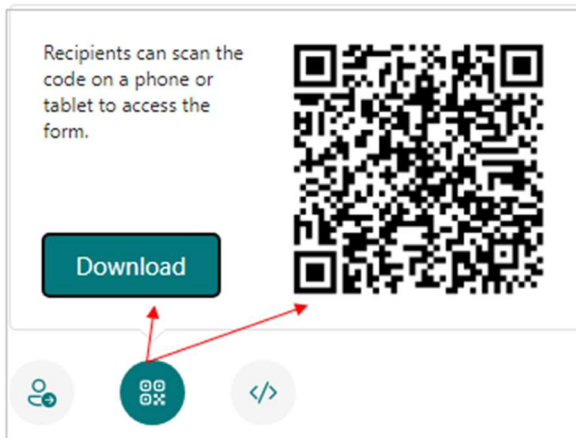


**Tip:** Anyone who receives the form link through email will be able to forward your email to other people who can potentially complete your form.

However, if your form is set to 'Only people in my organisation can respond' or 'Specific people in my organisation can respond', that means only those people can view and respond to your form (regardless of if the email has been forwarded to them).

**Note:** If you have selected 'Specific people in my organisation can respond', those names will pre-populate in the "Bcc" line of your email as long as your respondent list is fewer than 1,200 characters long. Modify your email as needed before sending, e.g. move them into the To field in needed.

**B) QR code:** select the QR code button, then click or tap the Download button which will download your QR code as a .png file. Insert the .png where your intended audience can scan it with a QR code scanner, e.g., mobile, to access your form.



**C) Embed:** select the Embed button, and then click or tap Copy. Paste this embed code into a web page or a document.

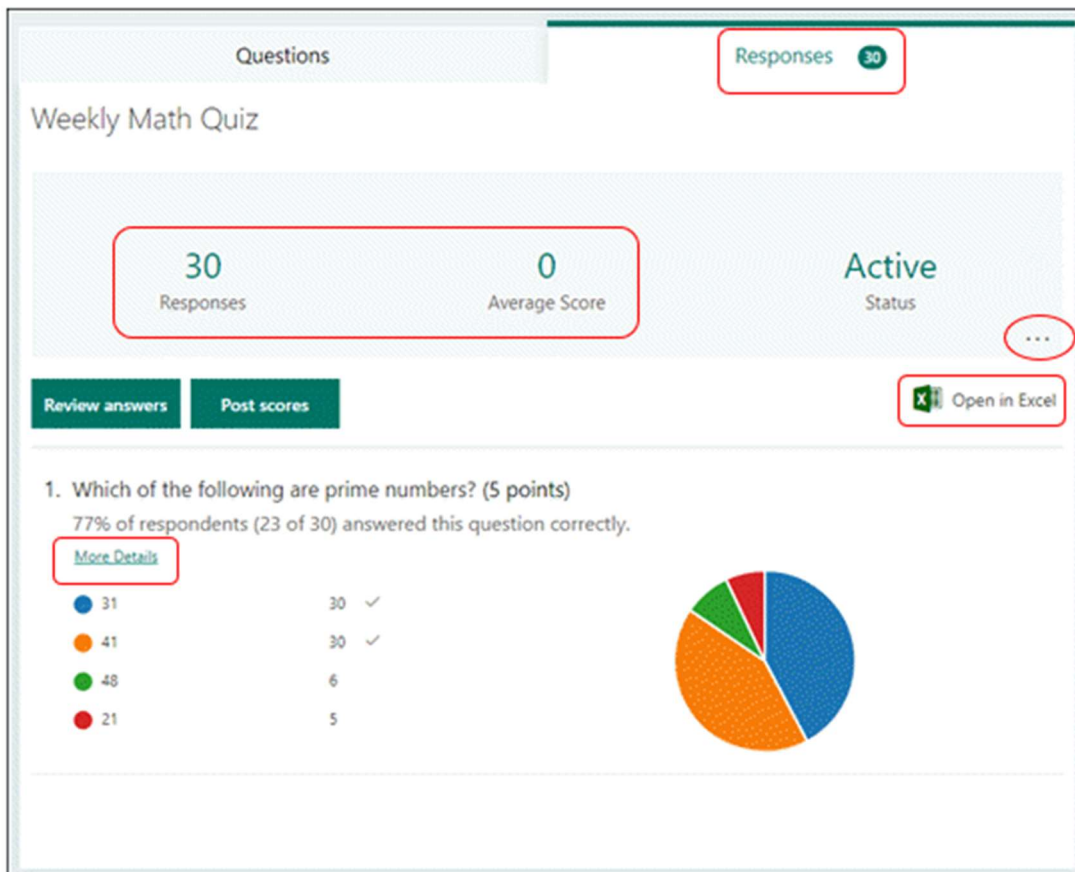


## Check and share your quiz results

Microsoft Forms includes real-time analysis that provide response summary information and individual results for quizzes. You can export the results to Excel for more in-depth analysis, as well as delete or print a summary of responses.

View response summary information for your quiz

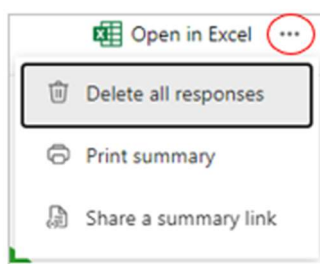
Open the quiz for which you want to review the results, and then select the Responses tab.



Across the top, you'll see real-time summary information about your quiz, such as number of responses and average score.

Next to each question, you'll see the number of responses and a pie chart that shows the range of responses across all of the possible answers.

You can select the ellipsis to delete all responses, print a summary, or get a summary link to share with others.



## View details for each question

Select the 'More Details' link under individual questions.

1. Where was Thomas Barnardo born? (5 points)  
100% of respondents (2 of 2) answered this question correctly.

[More Details](#)

1. Where was Thomas Barnardo born?

2 Responses

ID ↑	Name	Result	Responses
1	Maxine Craig	✓	Ireland
2	John Murphy	✓	Ireland

**Tip:** Select the column headers to sort the response results.

## Review answers for each question

Select the 'Review Answers' button to provide points and feedback.



On the **People** tab you can see individual details for each respondent, such as the time it took to complete your quiz, number of points earned, and the answers they selected.

People Questions

Respondent

1 Maxine Craig 00:17 Time to complete 7/7 Points

✓ Correct 5/5 Points 5 / 5 pts Auto-graded

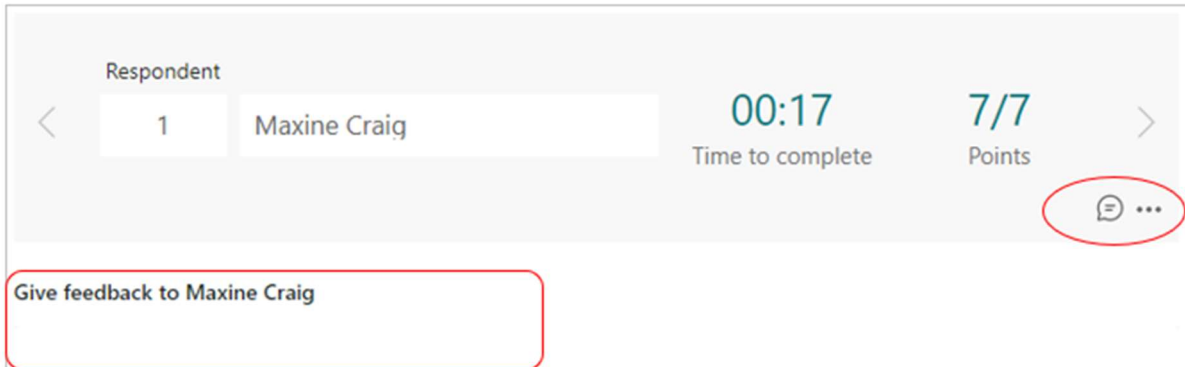
1. Where was Thomas Barnardo born?

- England
- Spain
- Ireland ✓
- Scot land

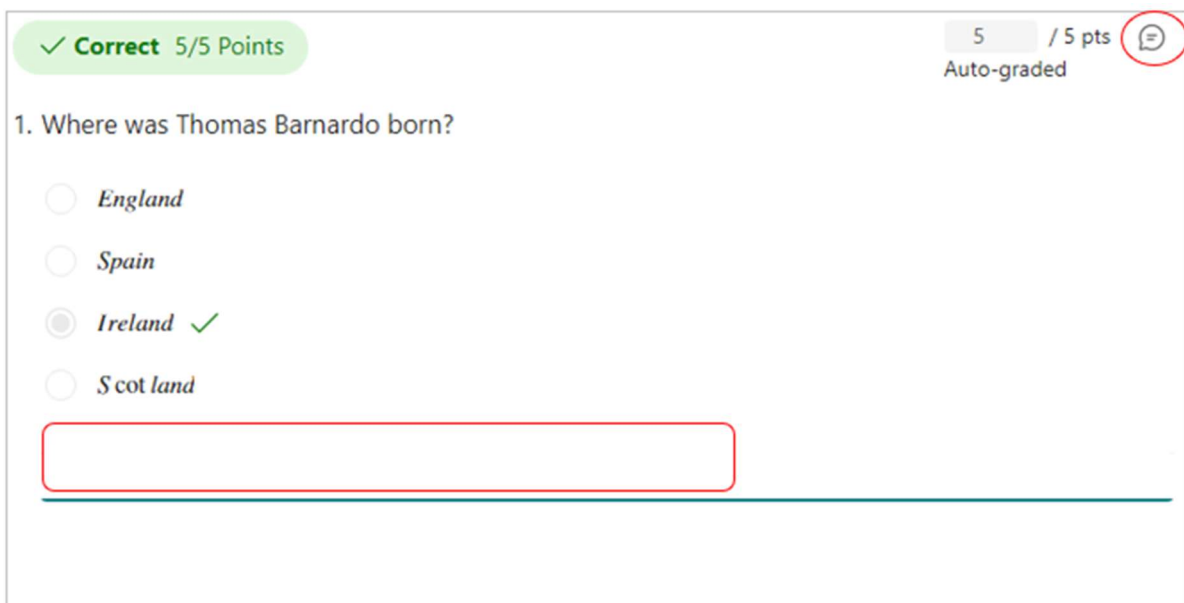
In this view, you can grade all questions for one respondent, then do the same for subsequent respondents.

Select the dropdown arrow next to a respondent's name to jump to the results of another respondent. You can also select the left and right arrows to toggle through the result details of the other respondents.

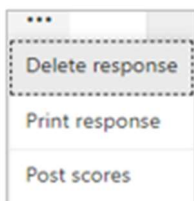
To provide general feedback for a respondent, select the feedback icon and type in the text box.



To provide feedback for a particular question, select the feedback icon to the right of points, and then type in the text box.



You can also select the ellipsis and choose whether to delete response, print response, or post scores for a particular individual.



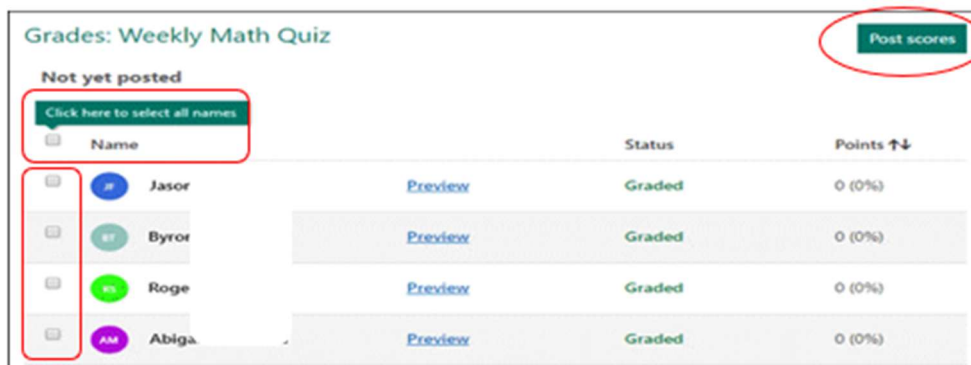
**Note:** Deleting a response cannot be undone.

## Post scores

When you're ready to share your feedback and points to respondents, select 'Post scores' in the Responses tab.



For each person, you can see the status of their quiz and number of points earned. If you want to post the scores of all respondents, tick the box at the top of the Name column. To post individual scores, tick the box to the left of each respondent's name.



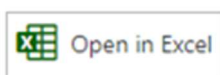
Press the green 'Post Scores' button.

Once you post scores, you can go back to your quiz to review your results and feedback. Respondents can view their scores and feedback by opening the quiz.

**Tip:** If a respondent goes back into a quiz after submitting, they'll be able to see their previous responses. If you want them to retake the quiz without seeing their responses, you can create a copy of the original quiz.

## View your quiz results in Excel

You can easily view all of the response data for your quiz in Microsoft Excel. Select 'Open in Excel' on the Responses tab to capture a snapshot of your current response data in a workbook.



### Notes:

If you've created your quiz in Excel for the web, your Excel workbook is automatically stored in OneDrive and contains a live data connection to your quiz. Any new response data in your quiz will be reflected in your workbook.

If you've created your quiz in OneDrive, your Excel workbook is automatically stored in OneDrive and contains a live data connection to your quiz. Any new response data will be reflected in your workbook. If you've created your quiz in Microsoft Forms, an offline Excel workbook will open that has no connection to your quiz.



In your Excel workbook, details of each question in your quiz are represented in columns and each response is shown in a row. The first five columns display respondent ID, start and completion times for each response, and the name and email address of each respondent (unless anonymous).

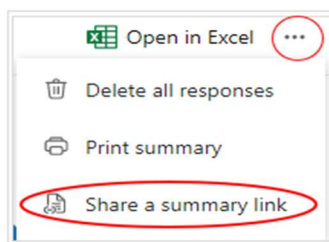
The subsequent columns display total points, quiz feedback, grade posted time, quiz questions, points for individual questions, and feedback for individual questions.

	A	B	C	D	E	F	G
1	ID	Start time	Completion time	Email	Name	Total points	Quiz feedback
2	1	11/13/2019 3:30 PM	11/13/2019 4:30 PM	Jar		80	Nice
3	2	11/13/2019 3:30 PM	11/13/2019 4:27 PM	By		90	Great
4	3	11/13/2019 3:30 PM	11/13/2019 4:25 PM	Ro		85	Good
5	4	11/13/2019 3:30 PM	11/13/2019 4:30 PM	At		100	Perfect
6	6	11/13/2019 3:30 PM	11/13/2019 4:24 PM	Sha		85	Good

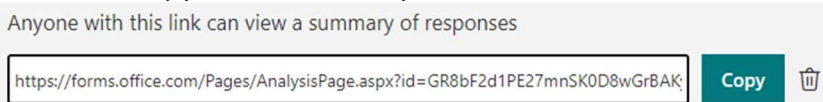
**Note:** Any changes you make to the quiz data in Excel won't change the content of your quiz.

Share results with others

Select the Responses tab and in the ellipsis, choose 'Share a summary link'.



Select the Copy button next to your link.



When you paste this link, anyone that has the link will be able to view a summary of responses for your quiz.

If you're collaborating on a quiz with specific people in your organisation, only you as the quiz owner can create a summary link if one doesn't yet exist. Co-authors can still copy and share your summary link but can't create one themselves. In the other collaboration modes, co-authors can create new summary links.

**Note:** if you share your quiz responses using anyone in your organisation, and then decide to share with only specific people in your organisation, any summary sharing link that already exists can still be accessed by anyone inside or outside of your organisation.

You can delete an existing summary link to disable it, which will reduce access to the response data. You can then create a new summary link if you want to share it with a new audience, but this new summary link will still be accessible by anyone who gets a hold of it.