

A QUICK GUIDE TO

Created by @miss_aird

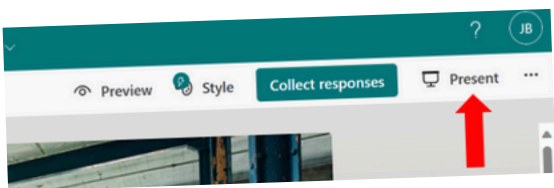
MICROSOFT FORMS

WHAT IS MICROSOFT FORMS?



Microsoft Forms simplifies assessment for educators. It allows them to create quizzes, surveys, and polls, track student progress, and collect feedback. The tool is mobile-friendly to support learning and assessments in the classroom.

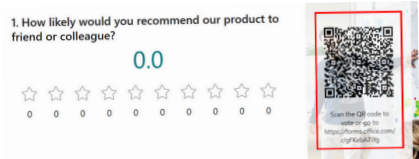
PRESENT LIVE



Click on the "present" icon located in the top right corner and you will enter the interactive present mode.

Once in present mode, a QR code and a shorter URL linked to the survey will be displayed on the right side of your form/quiz for students to use to complete the form/quiz.

In present mode when new responses come in the result will dynamically update to reflect the latest information on the question.

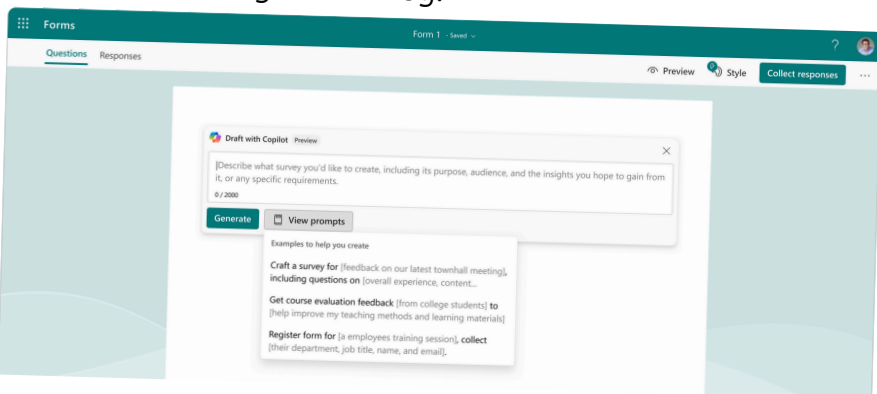


CREATE QUIZZES WITH COPILOT

With a Copilot for M365 license you can generate a complete survey on Forms based on your purpose and objective, including the title, description, questions, and options.



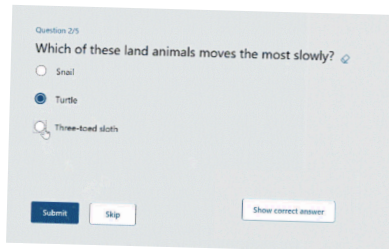
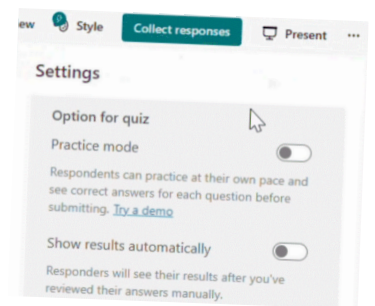
1. Create a new form from scratch.
2. Copilot will prompt you to describe what you want to create. You can provide a description in your own words or view prompts to help you get started.
3. Select Generate to submit your request.
4. Copilot will suggest or draft title, questions and answers.
5. You can refine or add more details.
6. Once you've finished creating the survey content, Copilot will also recommend related themes to polish the visuals of your survey.



PRACTICE MODE

In practice mode, questions will be displayed one at a time. Students will promptly receive feedback after answering each question, indicating whether their answer is right or wrong.

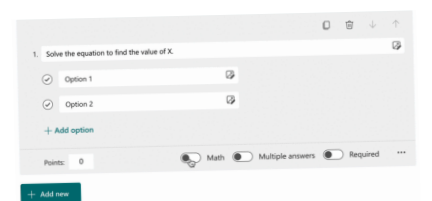
Practice mode is only available for quizzes. You can turn it on in the "..." icon in the upper-right corner. Once you distribute the quiz recipients will automatically enter practice mode.



If students provide an incorrect answer, they will be given the opportunity to reconsider and make another attempt until they arrive at the correct one.

CREATE MATH QUIZZES

If creating math quizzes and you want to see if students can solve an equation, turn on the math toggle switch.



Type your question and then the equation using the math symbol keyboard.

Forms automatically takes the equation and generates the correct answer and sample non-answers. Just select Add all and your question is done.

