Glow
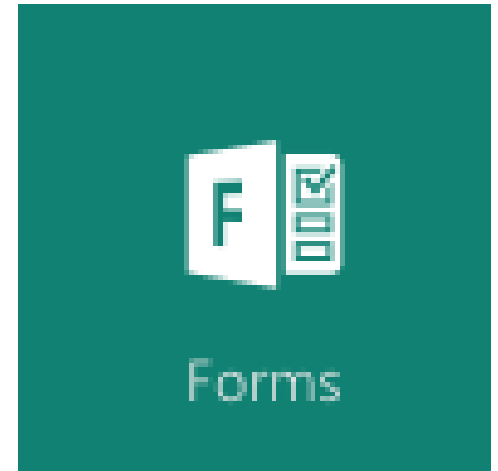
Microsoft Forms

What is Microsoft Forms?

- Microsoft Forms gives users the ability to create custom surveys, polls, questionnaires and quizzes

- These can be shared with staff, pupils, or people outside of Glow with a link, which they can access via computer, tablet or phone

- The responses are collated, can be seen in 'real time' and when completed, the creator can analyse the results of collected data
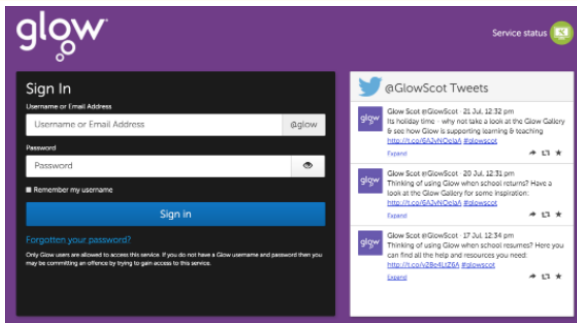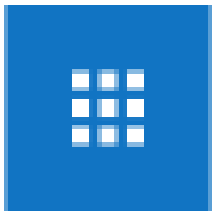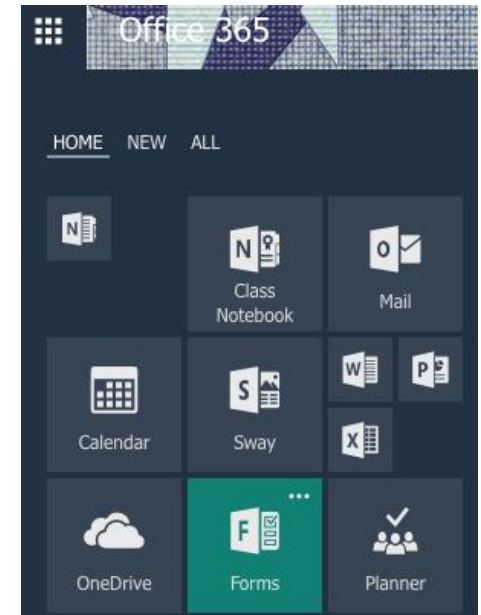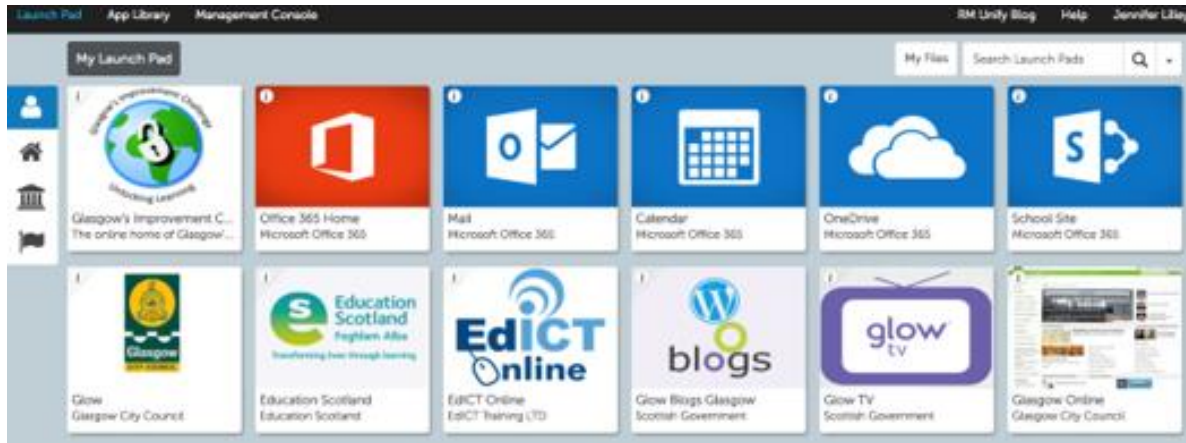
Benefits

- Easy to use, edit and to fill in

- Can be embedded into any other web page, for example on a school website

- Can be completed anonymously, if needed, to allow for honest answers

- The collected data is secure and accessible only to the creator(s) and those they share it with
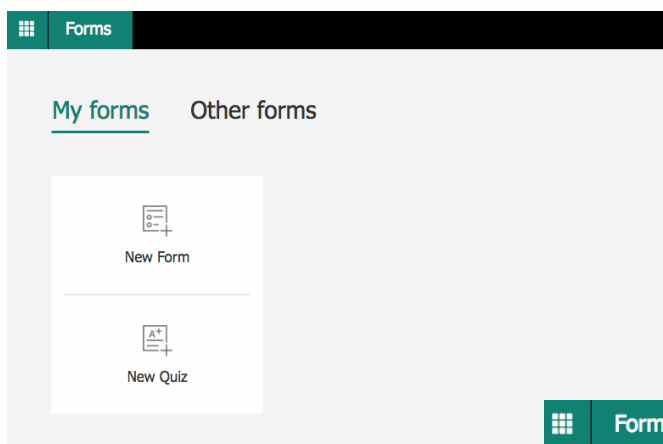
Getting started

1. Log in to Glow and open any Office 365 shortcut

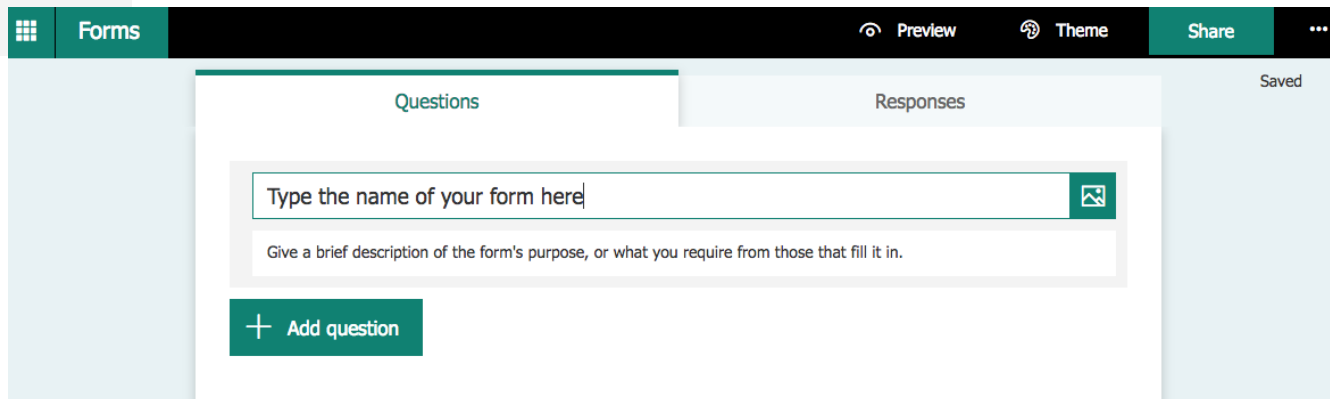2. From the 'waffle' navigate to **Forms**

Getting started

3. Select 'new form' to create a survey or questionnaire, or 'new quiz' (useful for assessment).

4. Choose a name for your form, and give a brief description.

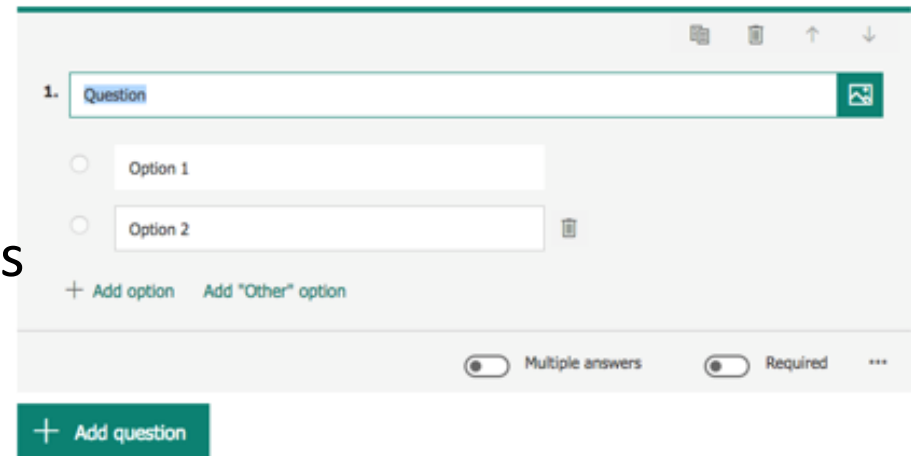5. Select 'Add question' to add your first and subsequent questions.

6. Choose the type of question:

- Choice

Use this for multiple choice questions e.g. where the answer is Yes/No or where you wish the responder to choose all the answers that apply (make sure to click 'multiple answers' to allow this).

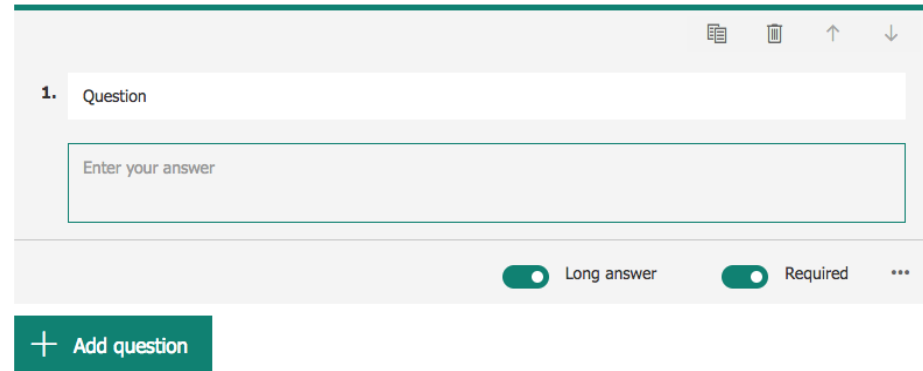When you create a question you can also insert a picture or video.
You can add a number of options, or use 'other' option.
By clicking 'required' the responder must answer the question before submitting.

- Text

  Use this for questions you would like a written answer to. The response box can be made bigger.

- Rating

  Use this for questions where the answer is on a scale of 1-5 / 1-10 or for a 'star' rating out of 5 or 10. Remember to identify your scale. Click on the ellipses to add labels.

| + | ⊙ Choice | Abc Text | 👍 Rating | 📅 Date | ⋯ |
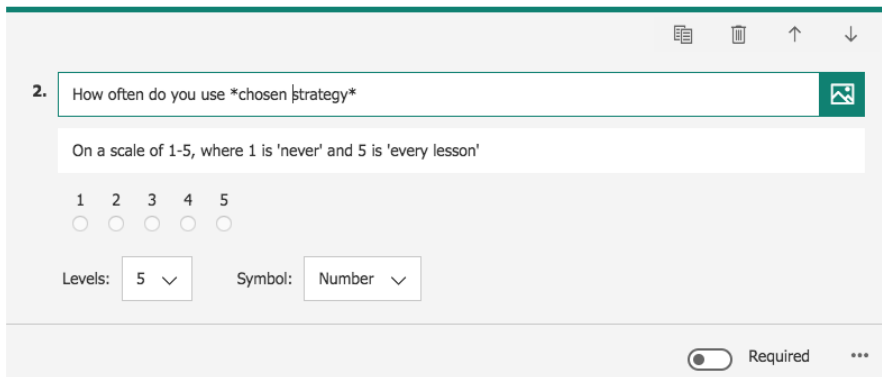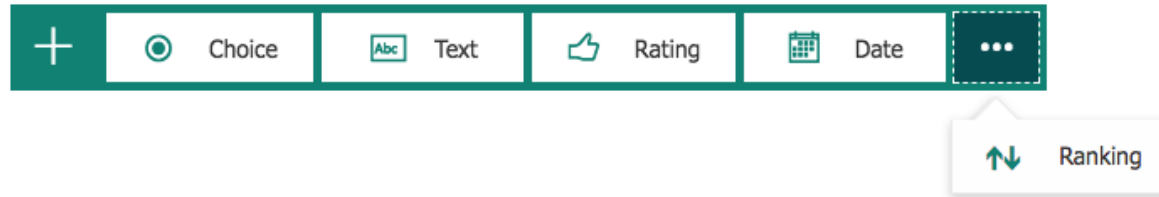
↑↓ Ranking

- Date

For questions that have a date as an answer. Note: m/d/yyyy format.

1. Place these in order of importance, from most important (top) to least important (bottom)

Option 1

Option 2

Option 3

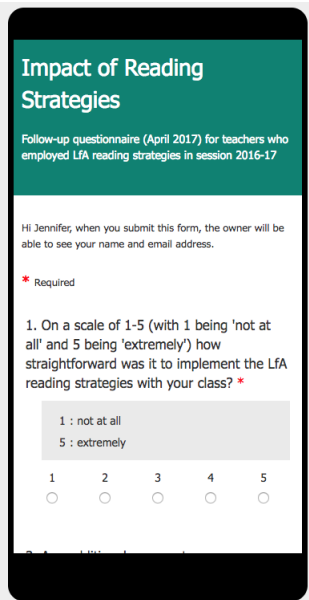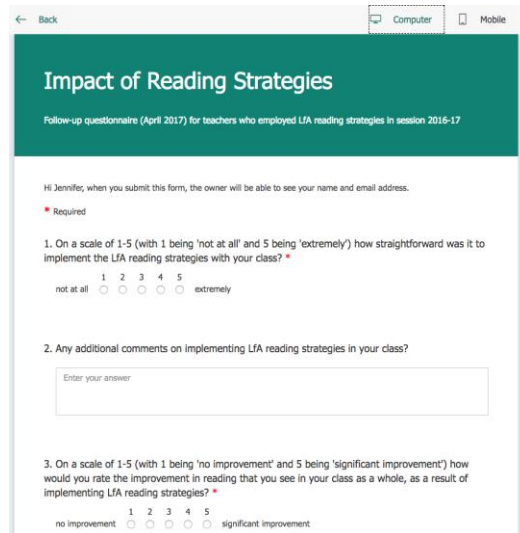+ Add option

- Ranking

Select the ellipses to choose this option. Use this for pre-chosen answers that you'd like the responder to rank.

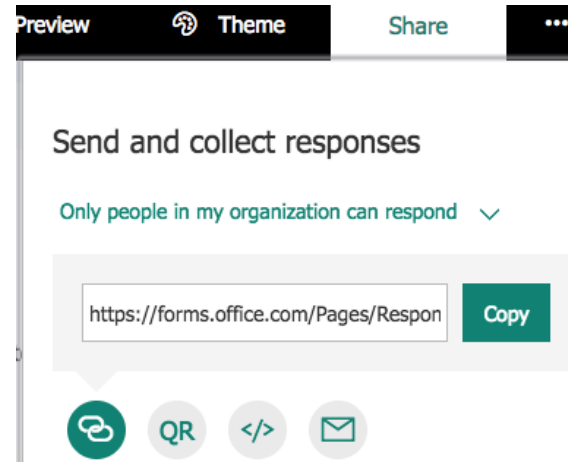# When you have finished setting your questions, you can preview it before sharing:

Preview: mobile / tablet

Preview: computer

Select **share** to get a link – copy and paste it where you need it, create a QR code, get an 'embed' code, or send by email.

Tips

- When using a *rating* question, it's best to use a 1-5 scale for responses, rather than 1-10. Don't forget to label each end.

> 1. On a scale of 1-5 (with 1 being 'not at all' and 5 being 'extremely') how straightforward was it to implement the LfA reading strategies with your class? *
>
>   1   2   3   4   5
> not at all ◯ ◯ ◯ ◯ ◯ extremely

- If you'd like the responder to give more information, follow up a question with a *text* question.

> 2. Any additional comments on implementing LfA reading strategies in your class?
>
> Enter your answer

Tips

- When giving a *choice* question, if it is difficult to include all of the options, use the 'add other' option. This will allow responders to choose 'other' and type in their own response.

5. What further development of the LfA reading strategies programme would you like to see or participate in? *
(Select all that apply)

☐ Extend the strategies to home/family learning

☐ Contribute to working group to assist with planning for and monitoring progress

☐ Contribute materials based on the LfA lesson materials

☐ Other

Tips

- If you want to make your responses anonymous, open your form and click the ellipses at the top. Choose **settings**. Uncheck the 'record name' box.

If you'd like to share the form with those not on Glow, choose 'anyone with the link can respond'. You can also add an 'end' date.

Analysing data

You have your responses. Now, what to do with your data?
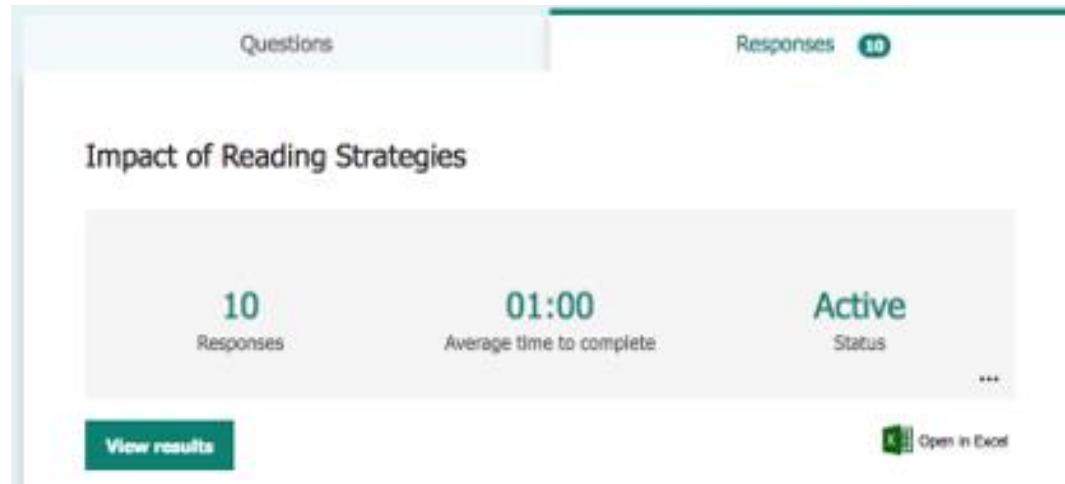
Return to your form and click on the **Responses** tab. This will update in real time. You can see how many people have responded so far, and if you select **View results** you can see each individual response.

Analysing data

1. On a scale of 1-5 (with 1 being 'not at all' and 5 being 'extremely') how straightforward was it to implement the LfA reading strategies with your class?

More Details

10

Responses

4.1 4.10 Average Rating

2. Any additional comments on implementing LfA reading strategies in your class?

More Details

2

Responses

Latest Responses

"I worked with a stage partner to implement different strategies over the course of t..."

"My pupils were struggling at first as I tried to introduce too much too soon. Howev..."

5. What further development of the LfA reading strategies programme would you like to see or participate in?

More Details

- ● Extend the strategies to home...   3
- ● Contribute to working group t...   4
- ● Contribute materials based on...   3
- ● Other   1

based on the LfA lesson materials: 3 (27%)

Scrolling down, you can view each question, how many responses it had, and a collation of the responses. Select **more details** to see individual responses.

Analysing data

The data you collect can be used to:

- Provide individual quotes from *text* question responses, or gather together similar answers

- Give relevant percentages, e.g. *50% of responders found Strategy A to be most effective*

- Show results in a visual form, e.g. graphs or charts – these should always be labelled clearly and be used along with descriptive statements identifying their relevance