Quick Guide to: Forms Quizzes
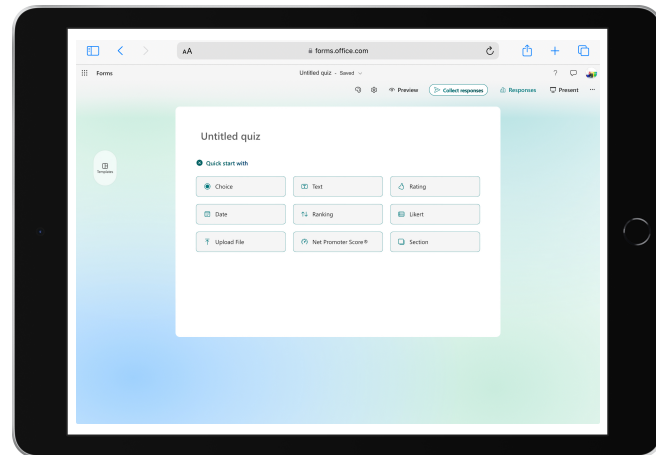

Sign in to Glow and then use the waffle in the top right (the 9 dots) to change to Forms

Choose "New Quiz"

You get lots of choices for the types of questions that you can choose from. You can even organise your quiz into sections!

You can add a range of questions - they don't all need to be the same type. "Upload" is great for drawing tasks, "text" is great for short answers, "multiple choice" great for quick response and marking
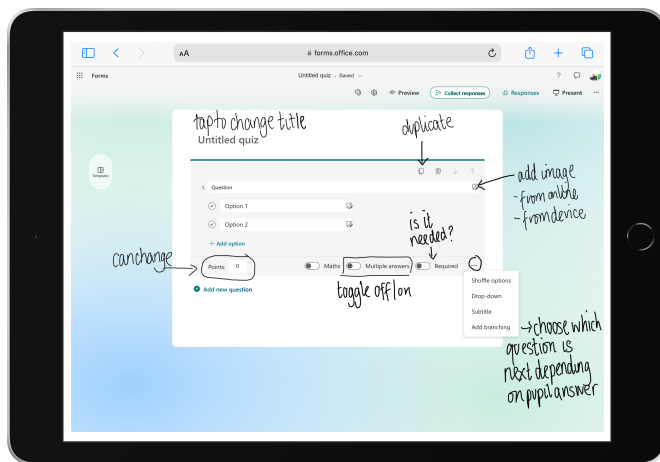

All questions
You can add an image, duplicate, add points, make a question required, make it shuffle each time.
Branching is a great tool as you can choose which question is next depending on particular response.

Multiple Choice questions
- you can type in question / answers or
- You can copy in from another document *e.g. multiple choice from an SQA paper, copy all 4 options and paste into the first box, forms will sort out*
- You can make multiple answers correct
- Great for self-marking

Text questions
- can change to long answer if needed
- if short answer responses, can add possible responses pupils may have to enable self-marking

Collect responses
- Select the collect responses button near top right
- Can copy link to add to Showbie / Teams / OneNote etc
- Can generate a QR code to have displayed
- Can type a message to share or have nothing

Share with colleagues
- Select the three dots top right
- Two options:
    - Collaborate to work on the form together
    - Duplicate to use the same form but collect responses separately

Learn more on this Microsoft Learns course