

SERVICE NAME

FORMS

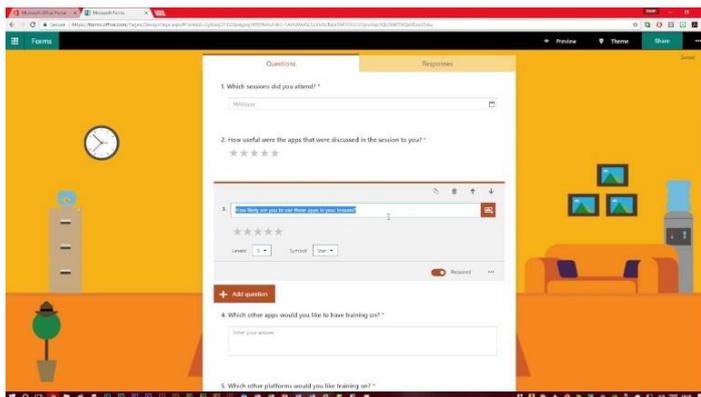


SERVICE DESCRIPTION

Microsoft Forms enables you to create surveys, quizzes, and polls, easily see results in real time as they come in and share them out to the people that matter. When you create a quiz or form, you can invite others to respond to it using any web browser and even mobile devices without the need for a Forms licence.

You can create a quiz with questions that are required to be completed, display question hints, and even display students' points and feedback after they complete the quiz, which makes for a more interactive learning experience for your students.

As results are submitted, you can use built-in analytics to evaluate responses and when linked with Flow these analytics can kick off other actions. Form data, such as quiz results, can be easily exported to Excel or SharePoint (via Flow) for additional analysis or grading. This can be thought of as a comparable version of the free MailChimp account or Lime Survey.



LEARNLINK ADMINISTRATION

What happens when you turn Forms on?

- Enables staff and students to create and manage Forms, publish externally and view results

USE CASE - STAFF

Staff could use a Form to collect information from incoming students such as course, subject selection, event or excursion information which then can be collated ahead of the school term. This can then be collated and stored as an Excel file in another service (i.e. Teams/OneDrive/SharePoint) for further analysis or record keeping purposes.

A teacher could insert a graded quiz into the OneNote for Classroom notebook as an optional pop quiz for students which can then be graded directly in Forms, or the quiz could equally be displayed in Teams as another Tab

USE CASE – STUDENTS

Students could use this service to collect information via a simple quiz or use a graded quiz to test each other in a study group.

RISK CONSIDERATIONS

Personal information including credit card details or other financial information can be easily collected in a non-secure manner. Forms cannot be edited by external users (guests) however students/staff can publish a form as a survey (for example) that can collect external information.

SCHOOL RESPONSIBILITY

Requesting access to manage this service within the school environment means the school takes on responsibility for ensuring the users of this service within their site are trained appropriately, the service is used within standard Department for Education policies.

RESOURCES

Getting Started:

- <https://support.office.com/en-us/article/sign-in-to-microsoft-forms-620daa7a-3e03-4013-8f92-5cce86210ef6>

Frequently Asked Questions:

- <https://support.office.com/en-us/article/frequently-asked-questions-about-microsoft-forms-495c4242-6102-40a0-add8-df05ed6af61c>

How to Create a Form:

- <https://support.office.com/en-us/article/create-a-form-with-microsoft-forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d>

How to Create a Quiz:

- <https://support.office.com/en-us/article/create-a-quiz-with-microsoft-forms-a082a018-24a1-48c1-b176-4b3616cdc83d>

Insert a Form into OneNote:

- <https://support.office.com/en-us/article/insert-a-form-or-quiz-into-onenote-online-0a96a3a7-5e36-4eda-abc6-99417911f0bc>

Microsoft Education Channel:

- https://www.youtube.com/channel/UCG_FV4WjnZqtm6sux2g069Q