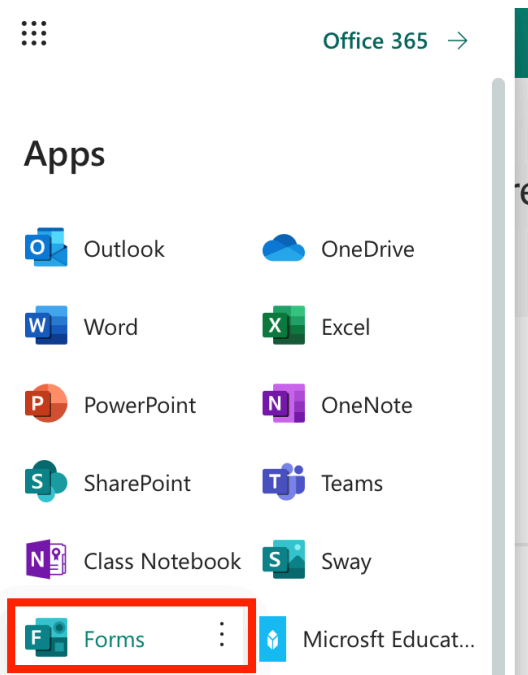
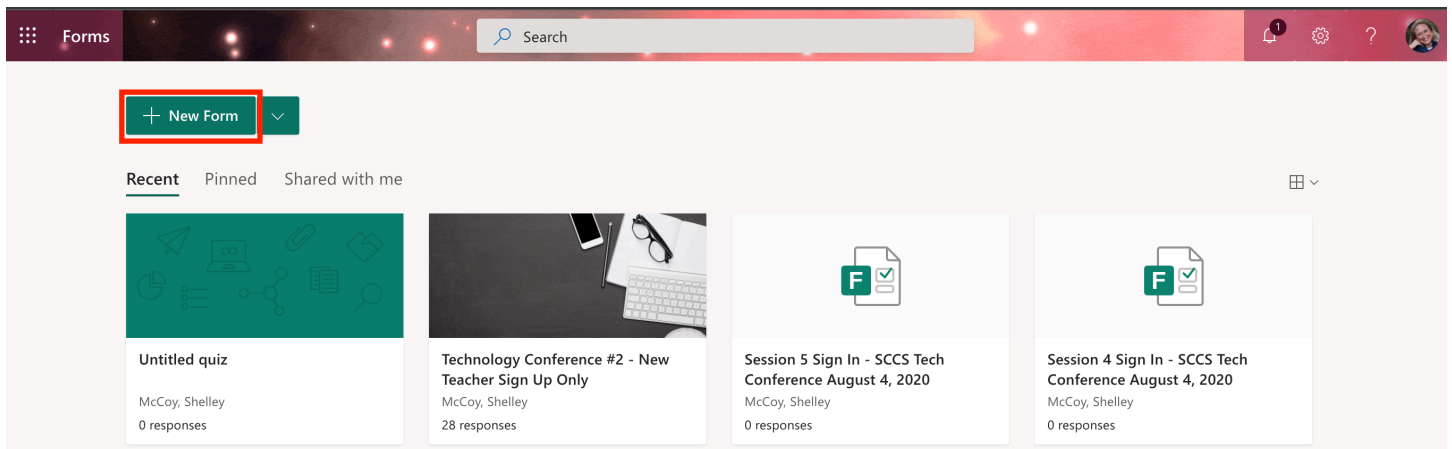


# USING MICROSOFT FORMS TO CREATE A SURVEY

1. *Open Microsoft Office 365 and select Forms. You can also access Forms from the “waffle” in the online version of your email. The survey automatically saves as you create it.*

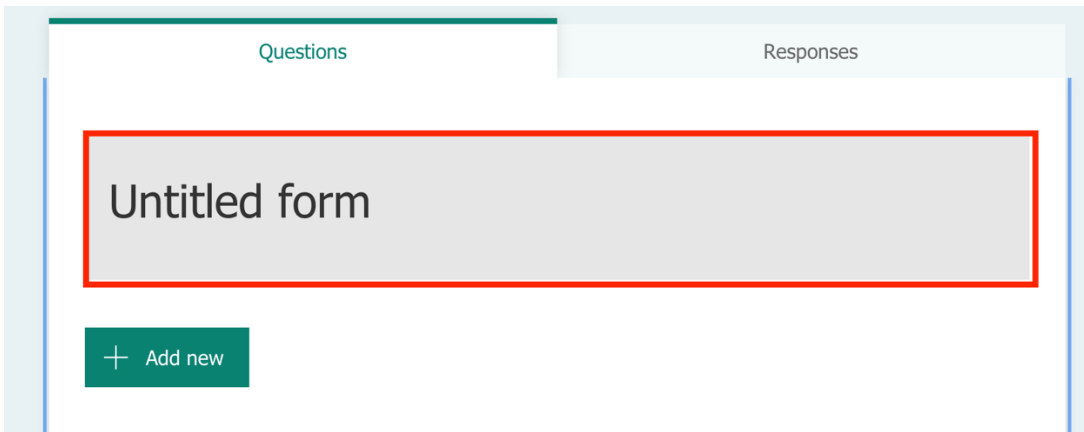


2. *When Forms opens, select “New Form” to create a survey. (“New Quiz” allows for a grade to be applied for tests and quizzes.)*

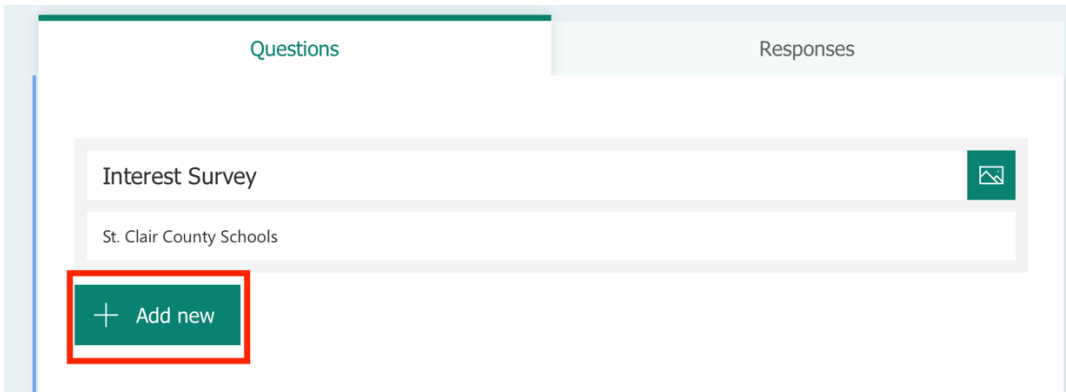


3. *Anywhere you hover over a section that turns gray, you can click on it and edit.*

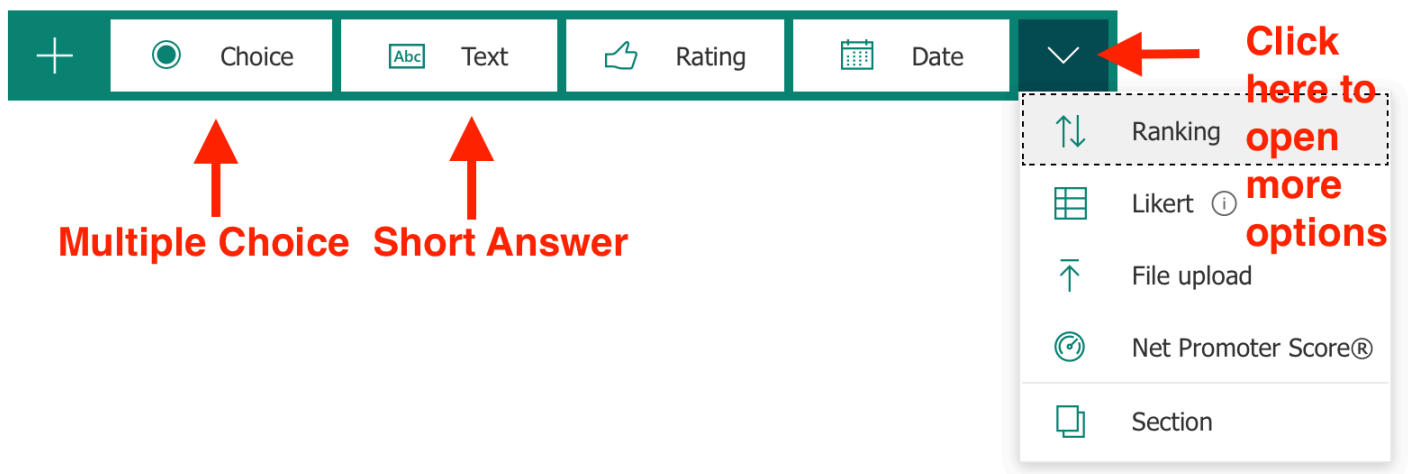
4. Click on the Untitled Form and name your survey.



5. After typing in the name and description (if desired), click on the button +Add new.



6. This gives you options of what type of question you want to create.



7. After selecting the type of question, input the question/answers. (This is an example of a multiple choice.)

1. **Question** Type your question here.

Option 1 Type your answer options in these boxes.

Option 2

+ Add option Add "Other" option

**Click this to add additional option choices.**

**Click here if you want to allow multiple answers.**

**If it is required to select an answer, click on this toggle.**

Multiple answers  Required ...

8. Click + Add new to each time you need to create another question.

Questions Responses

Interest Survey

St. Clair County Schools

+ Add new

9. When you have finished creating your questions and are ready to share the survey with others, click on the share button in the top right corner for your options.

Forms Interest Survey - Saved

Preview Theme **Share** ...

Questions Responses

Interest Survey

St. Clair County Schools

Send and collect responses

Only people in my organization can respond

<https://forms.office.com/Pages/Respon> Copy

Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit

1. How many children are in your home?

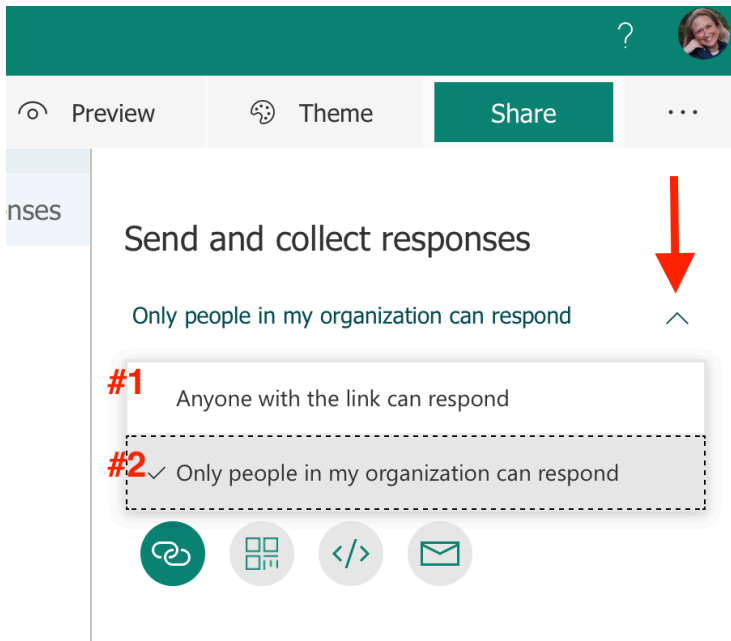
1-2

3-4

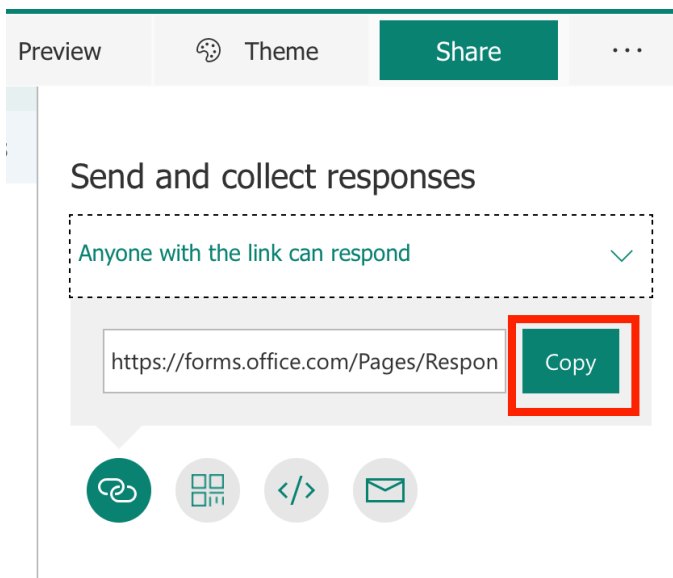
5+

+ Add option Add "Other" option

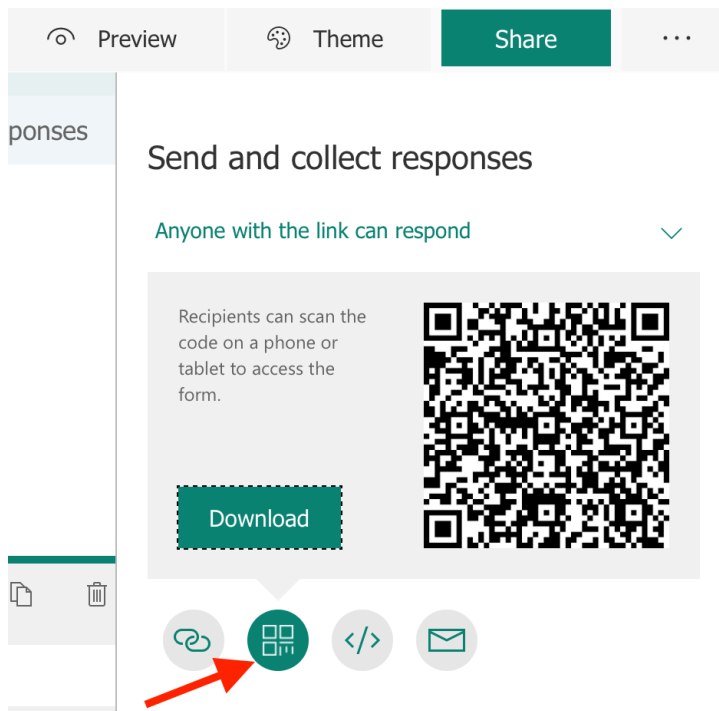
10. Click on the drop-down arrow to select who will have access to complete the survey.
  - a. Select #1 for anyone to take the survey using the shared link or QR code.
  - b. Select #2 for folks with a sccboe.org email only to take the survey using the shared link or QR code.



11. After the access is set, click on the "Copy" button to copy the link and paste it into emails, social media, websites, etc.

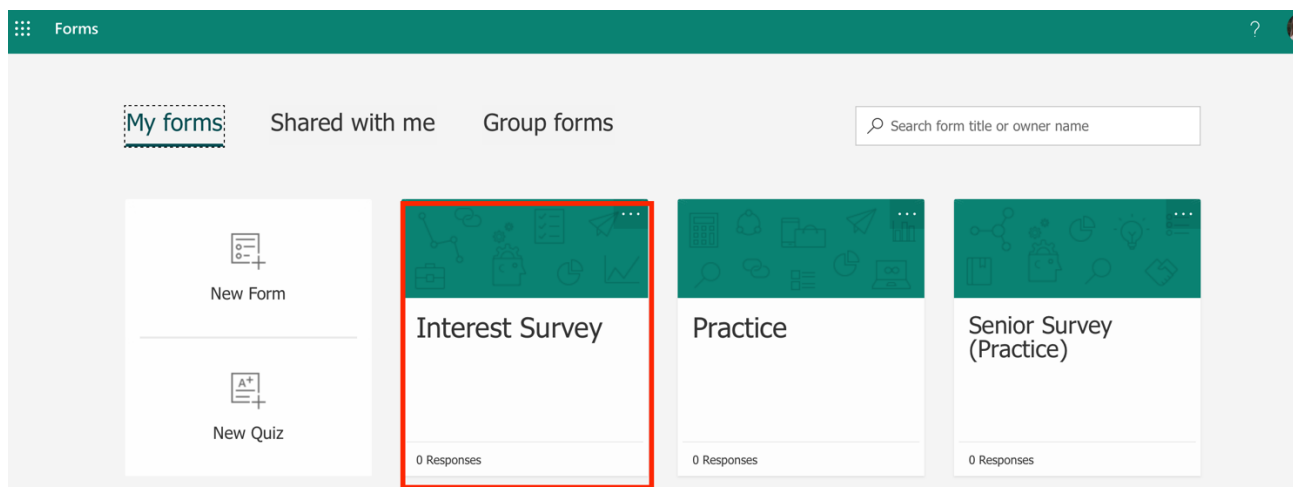


12. If you would like to provide a QR code to access the survey, click on the button with the squares and download the QR code. You can then copy and paste the code onto documents, social media, websites, etc.

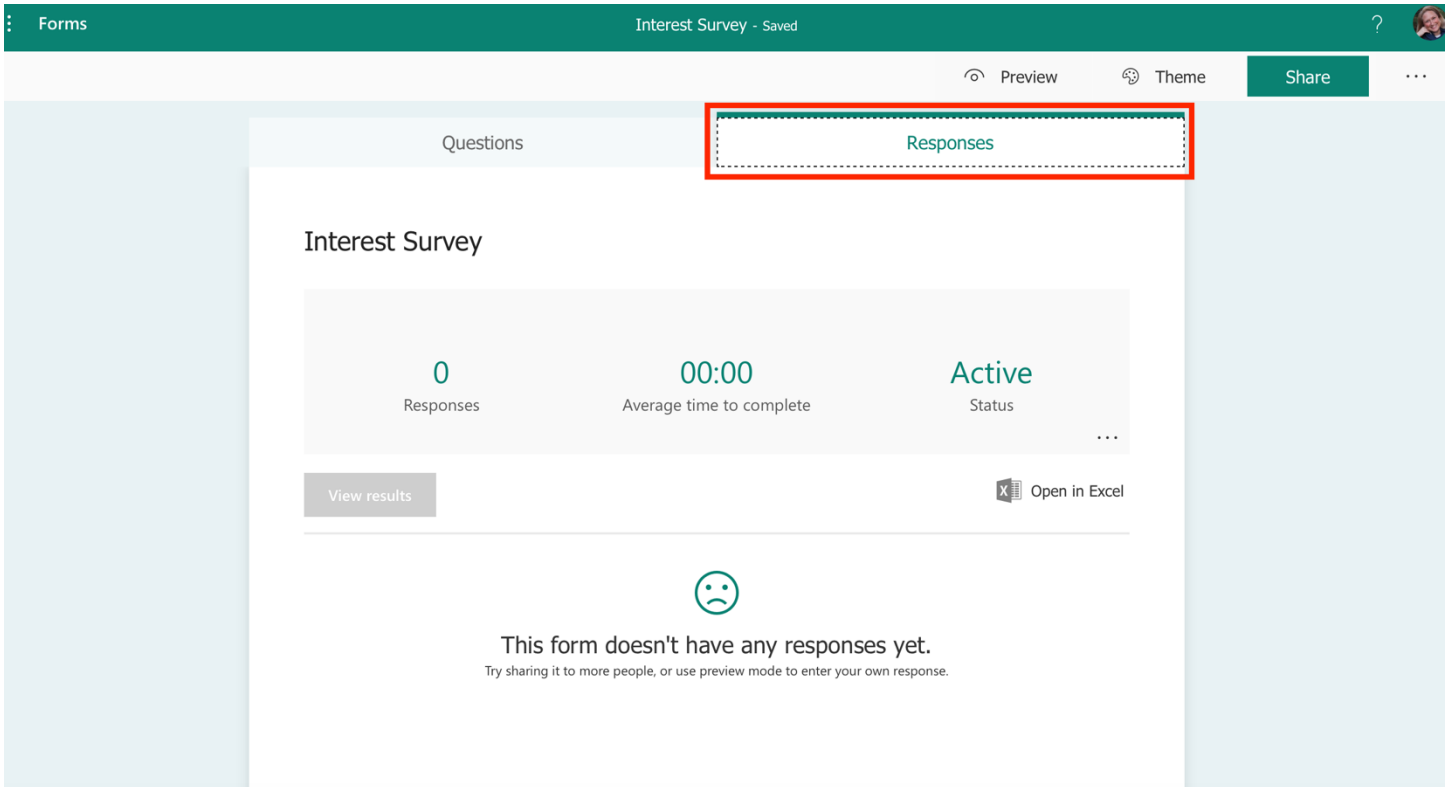


AFTER SURVEYS HAVE BEEN TAKEN . . .

1. Open Forms to view the results by clicking on your Form.



2. Once your Form opens, click on the Responses tab.



3. After people have taken the survey, you will be able to see an overview of the answers to each question.
4. To see individual responses, click on the View Results button that will be active once surveys have been taken.
  - a. You can also click on "Open in Excel" to view results in a spreadsheet and easily save responses for sorting data.

