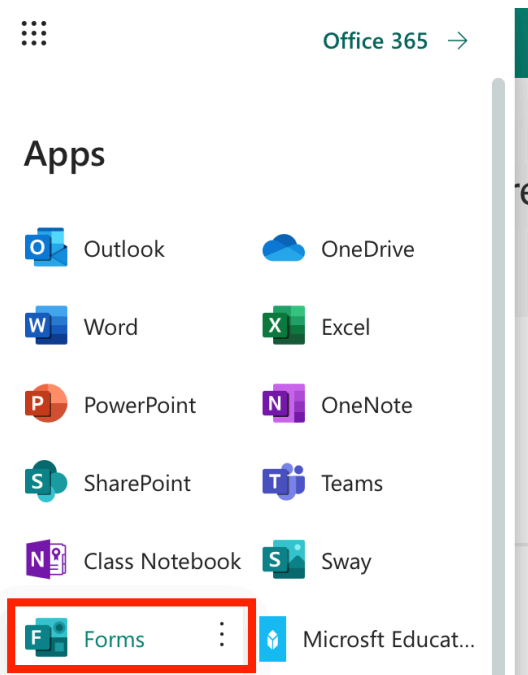
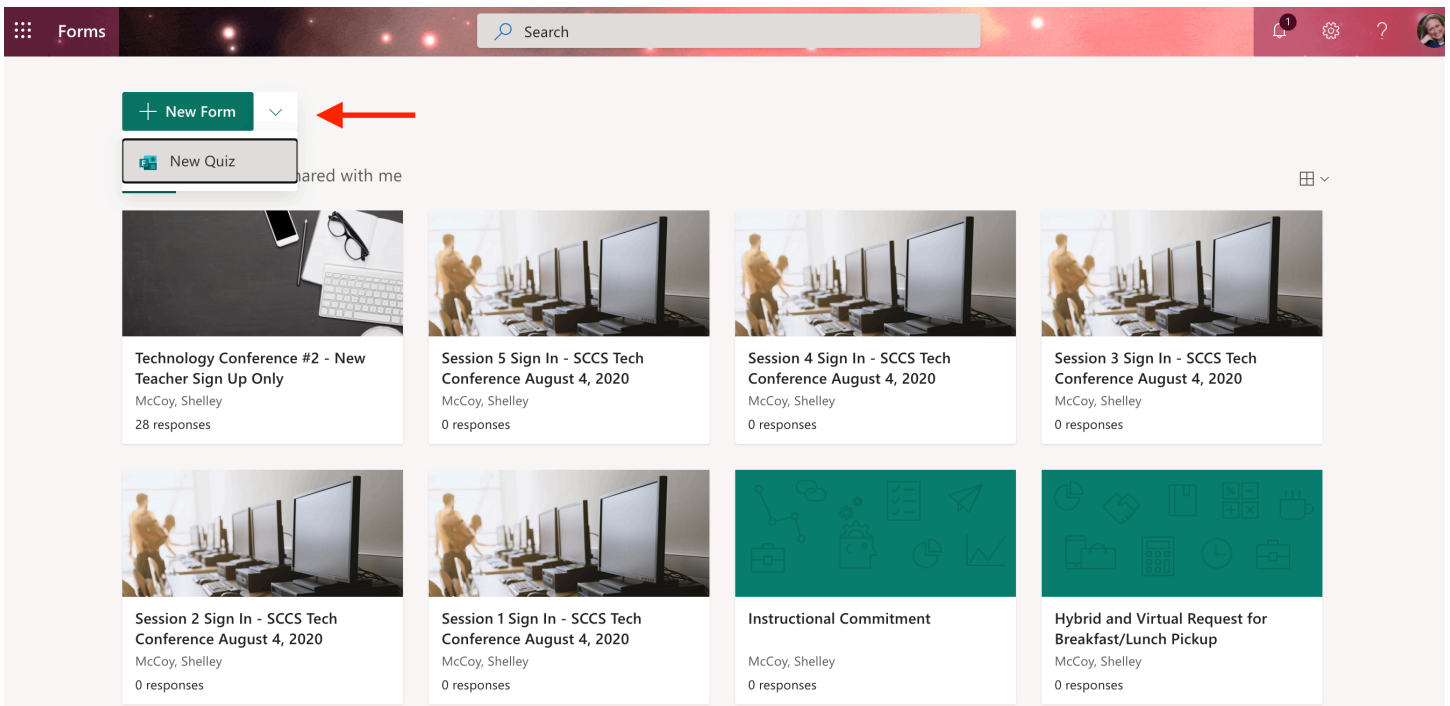


USING MICROSOFT FORMS TO CREATE A QUIZ/TEST

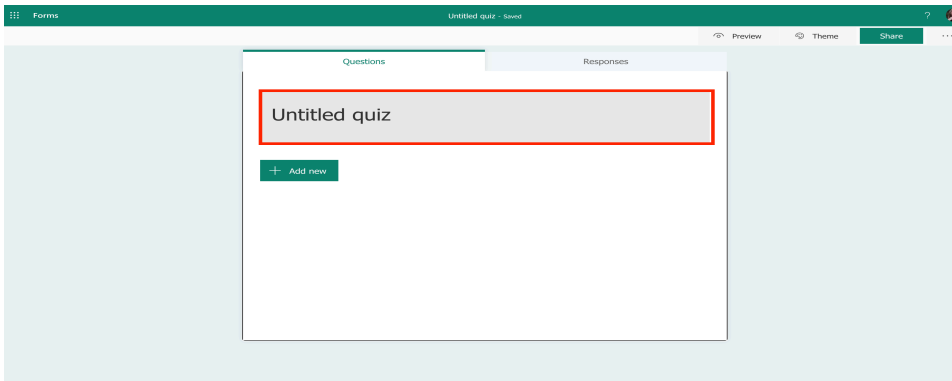
1. Open Microsoft Office 365 and select Forms. You can also access Forms from the “waffle” in the online version of your email. The quiz/test automatically saves as you create it.



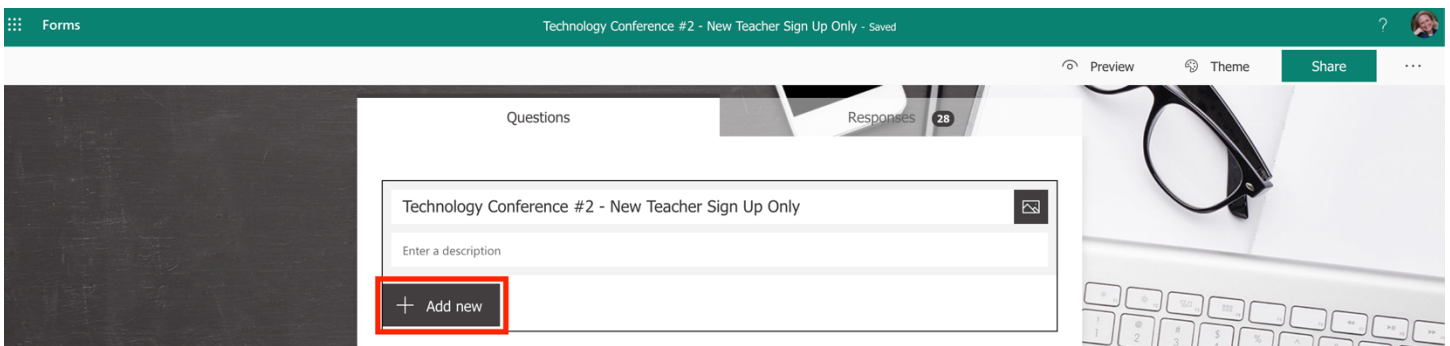
2. When Forms opens, select “New Quiz” to create a quiz/test. (“New Quiz” allows for a grade to be applied for tests and quizzes. “New Form” does not allow for a grade to be applied – best for surveys.)



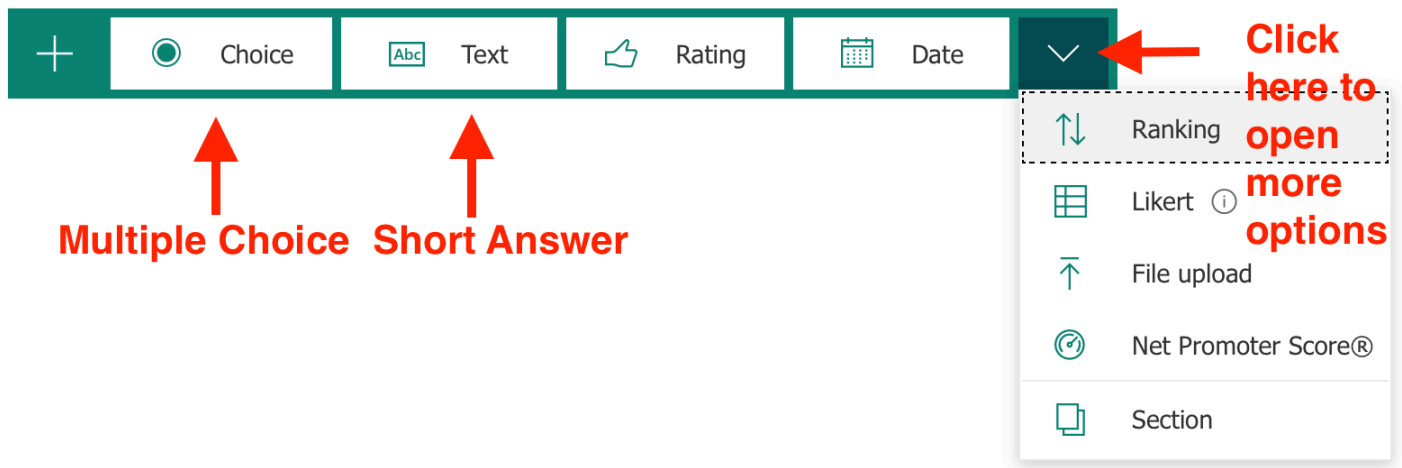
3. Anywhere you hover over a section that turns gray, you can click on it and edit.
4. Click on the Untitled Form and name the quiz/test.



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. Multiple Choice will be automatically graded.
8. Short Answer will attempt to automatically grade, but the student has to enter it EXACTLY as you enter it – capitalization, spacing etc.. You can easily go back into responses and add points back in if the answer is correct, but not entered EXACTLY as you entered it.

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

The screenshot shows a question editor for a multiple-choice question. The question text is "Type your question here." Below it are two options: "Option 1" and "Option 2". A red arrow points to the "Option 2" input field with the text "Type answer options in these boxes." Another red arrow points to a checkmark icon with the text "Click the check to mark the correct answer." A third red arrow points to the "Add option" button with the text "Click this to add additional answers." A fourth red arrow points to the "Points" field, which contains the number "2", with the text "Click here to assign points." The interface also includes a "Multiple answers" toggle (off) and a "Required" toggle (on). A green "Add new" button is at the bottom left.

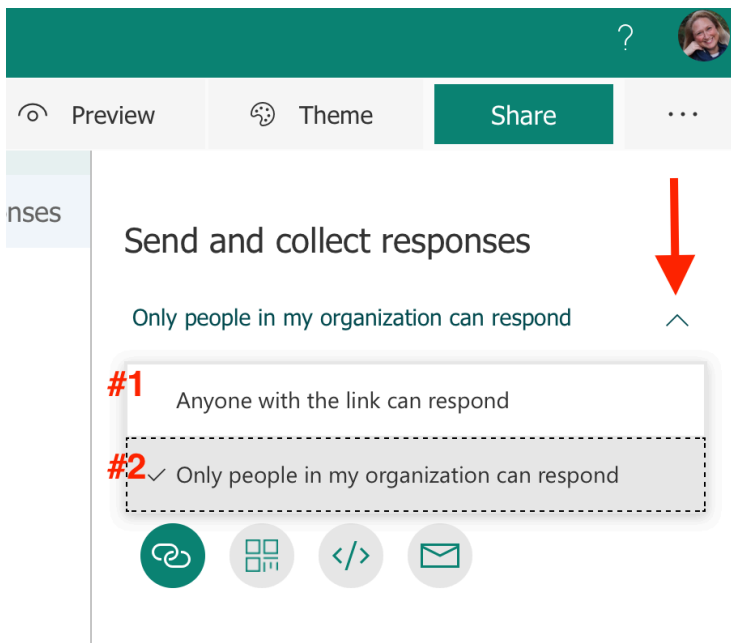
10. Click + Add new to each time you need to create another question.

The screenshot shows the "Questions" tab of a survey editor. The survey title is "Interest Survey" and the organization is "St. Clair County Schools". A green "Add new" button is highlighted with a red box.

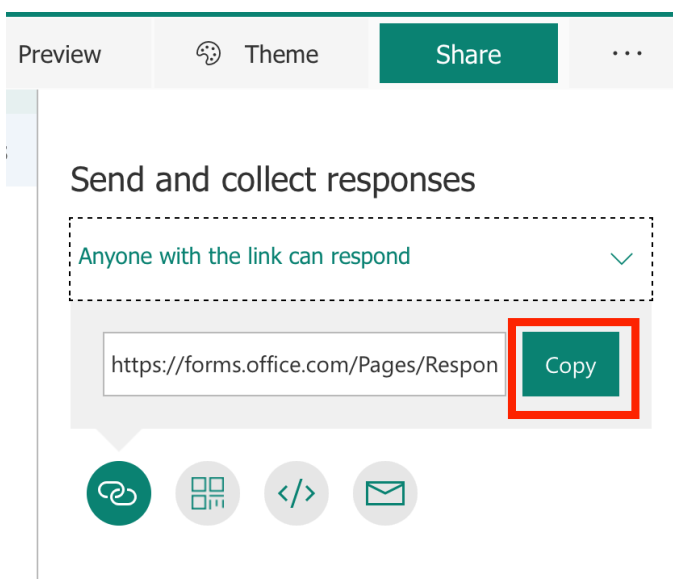
11. When you have finished creating your questions and are ready to share the quiz/test with others, click on the share button in the top right corner for your options.

The screenshot shows the "Share" options for a survey. The survey title is "Interest Survey" and the organization is "St. Clair County Schools". The "Share" button is highlighted with a red box. The "Share" options include: "Send and collect responses" (with a link to "https://forms.office.com/Pages/Respon" and a "Copy" button), "Share as a template" (with a link to "Get a link to duplicate"), and "Share to collaborate" (with a link to "Get a link to view and edit").

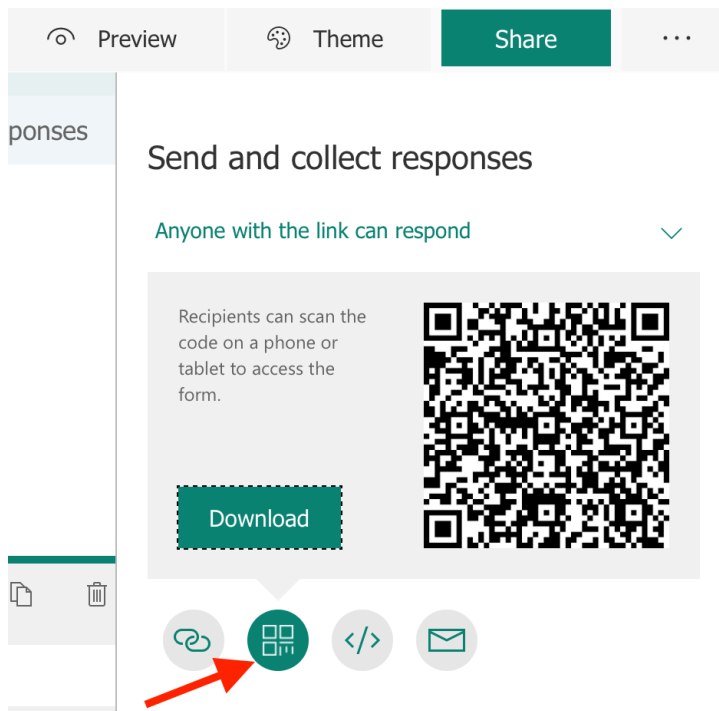
12. Click on the drop-down arrow to select who will have access to complete the quiz/test.
- a. Select #1 for anyone to take the survey using the shared link or QR code.
 - b. Select #2 for folks with a sccboe.org email only to take the survey using the shared link or QR code.



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

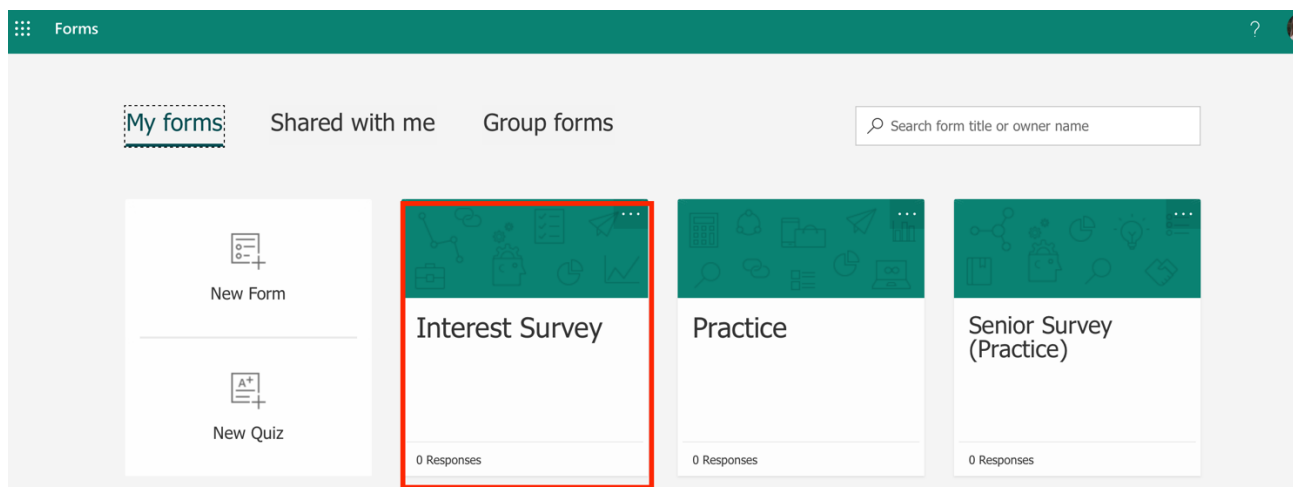


14. If you would like to provide a QR code to access the quiz/test, click on the button with the squares and download the QR code. You can then copy and paste the code onto documents, social media, websites, etc.

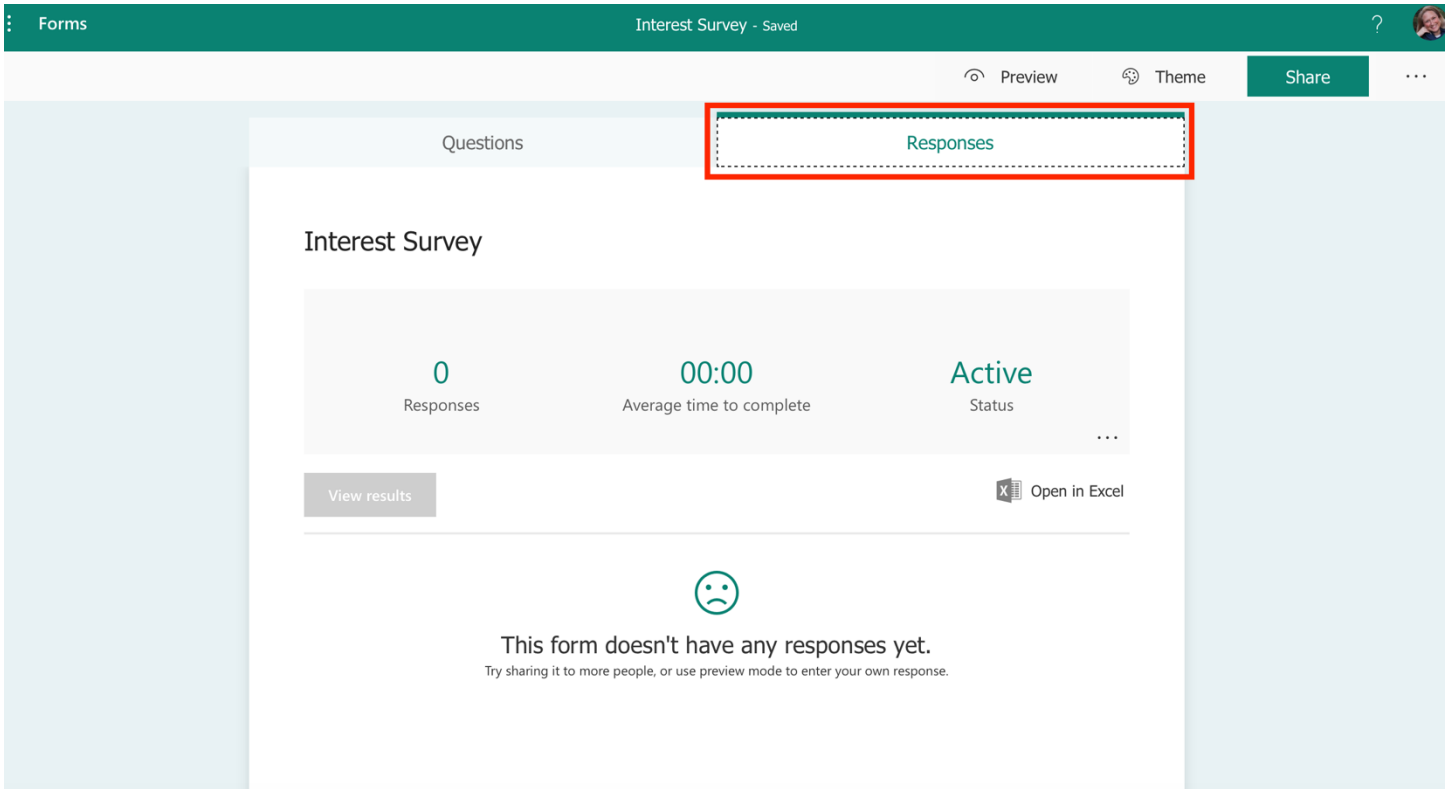


AFTER THE QUIZ/TEST HAS BEEN TAKEN . . .

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 quiz/test, 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 quizzes/tests 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.

