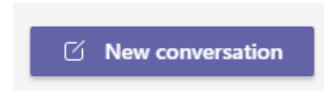




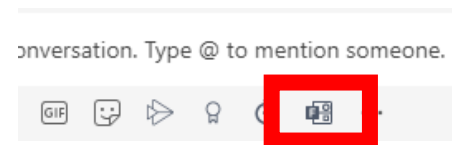
# Office 365 Resources

## Teams Forms Polls and Quizzes

1. Forms can be used within a Class Team to easily deliver polls to gather formative information. It can also be used in conjunction with Assignments. To launch a **Forms poll** (not available in private channels), first click **New conversation** in the Posts tab of a channel.



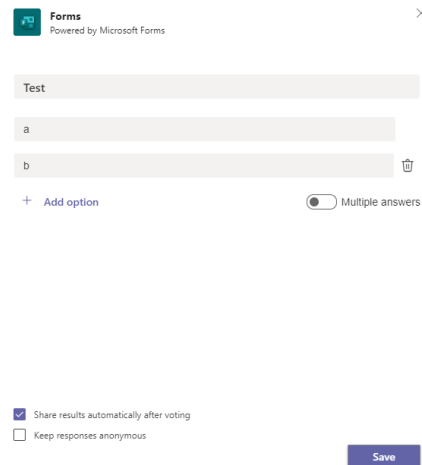
2. Next, click the Forms icon in the toolbar.



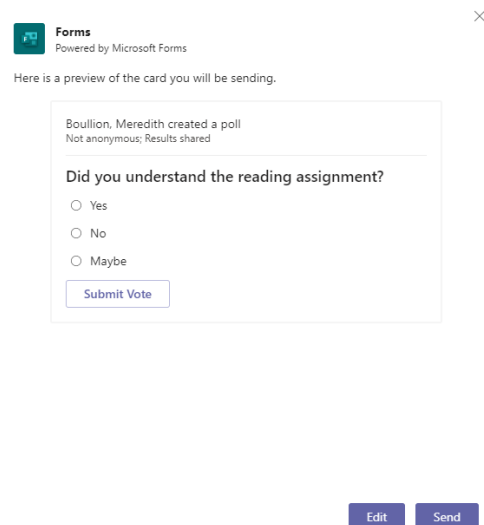
3. A new window will open where you can enter a Question and response options.

There can be multiple answers, and teachers can opt to share results automatically after voting or keep responses anonymous.

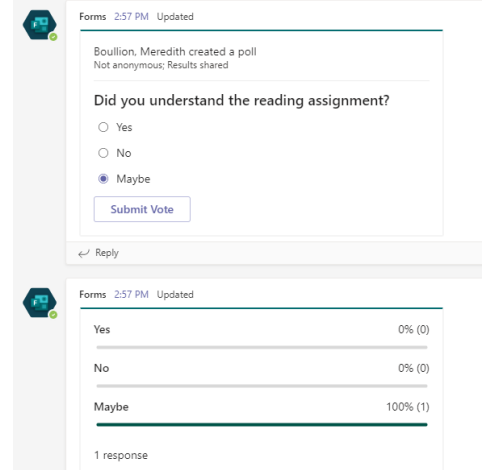
The poll will be shared as a card in the channel for all in the Team.



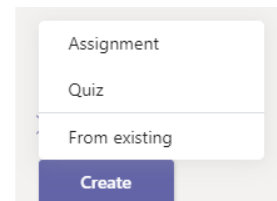
4. Once it is saved, a preview is available to either edit or send.



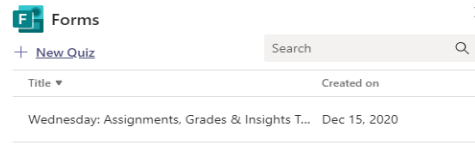
4. Once sent, it is available in the channel. Results will appear below if set to do so.



5. To use a **Forms Quiz** as an Assignment, click the **Assignments** tab in the General channel and click **Create** to select **Quiz**.



6. A new window will open to display your Forms Quizzes already created. You also have the option to create a New Quiz.



7. Once selected or created, a *New assignment* frame will open to edit the title, instructions, and due date information. When finished, click **Assign**.

