Using Microsoft Forms

How to create a simple form:
1. Select the **New Form** option and add a title and optional description to your Form.
2. To add your first question, click the **+ Add New** button.
3. Choose the type of question you would like to ask:
   a) **Choice** – enter the question and the possible options. If other is selected, a text box will allow further information to be added.
   b) **Text** – you can enable long answers (unlimited characters) or default to short (4000 characters).
   c) **Rating** – you can define the number of levels and symbol used.
   d) **Date**
4. Branching can be added for each question.
5. Share the Form with your target audience and wait for the responses to come in.
6. View responses via the **Responses** tab. These can then be:
   • reviewed in summary
   • viewed in detail by respondent using the **View Results** button
   • downloaded to Excel.

For more guidance take a look at this curated LinkedIn Learning course.

Where can I find MS Forms?
Microsoft forms are part of the Microsoft Office 365 functionality and can be accessed via the OneDrive App Launcher.

What can I do with MS Forms?
There are 2 key areas of functionality – forms and quizzes. They can all be shared in a number of ways:
• with anyone – responses will always be anonymous
• with anyone within the University
• with selected people.

Great for:
• Gathering feedback
• Submitting requests
• Quizzes/assessments

Not so great for:
• Forms requiring complex workflow

What can I find MS Forms?
Microsoft forms are part of the Microsoft Office 365 functionality and can be accessed via the OneDrive App Launcher.

Uploaded documents will be stored in a OneDrive folder belonging to the form owner: My Files>Apps>Microsoft Forms>[Form Name]
(Note: this is only available when sharing within University CRSid account holders).

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