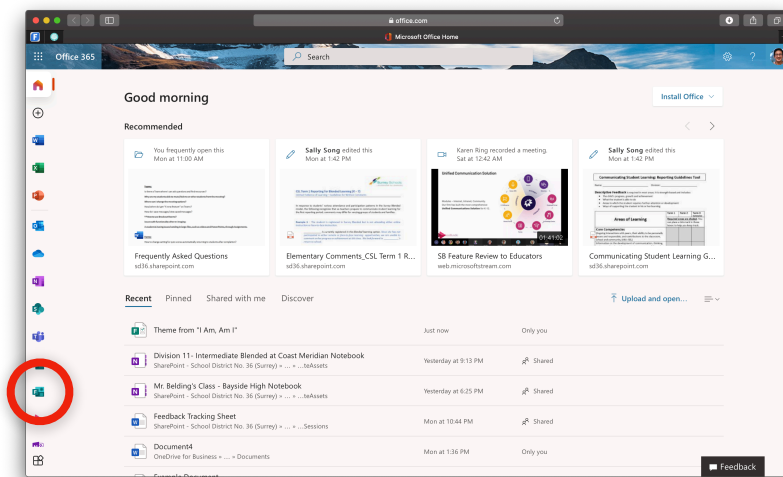


Creating a Quiz with Microsoft Forms

Create, distribute and collect evidence of learning using Microsoft Forms. Like Forms, Microsoft Quizzes provides a variety of ways to assess student learning. Quizzes provides additional functions, specifically the ability to mark responses and provide feedback on each question. Formative assessment strategies such as entry/exit slips, quick writes, polls, check-ins, and self-assessments are quick and easy to integrate into blended classes.

Creating a Microsoft Forms Quiz

1. Access Microsoft Forms via the Office 365 home page (<http://surreyschoolsone.ca/o>).



2. Click the "New Quiz" button



3. Enter a title and description (i.e. instructions for students. Remind them of the location of any materials or rubrics that will support them with the task).

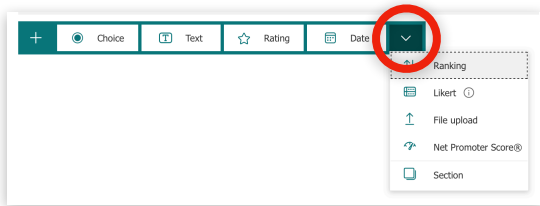
Untitled quiz

Enter a description

+ Add new

4. Click the "Add New" button

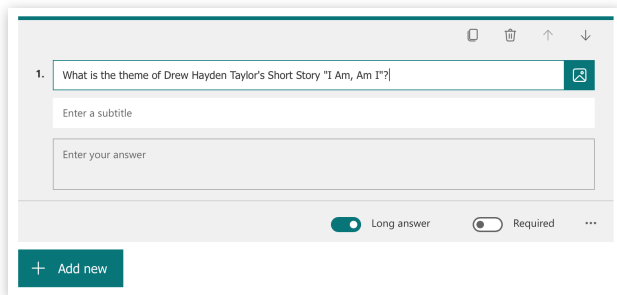
5. Select the response format for the question (Note: once you select the format, you cannot edit/change it; you will need to delete the question and create a new one). Click the arrow to see more format options.



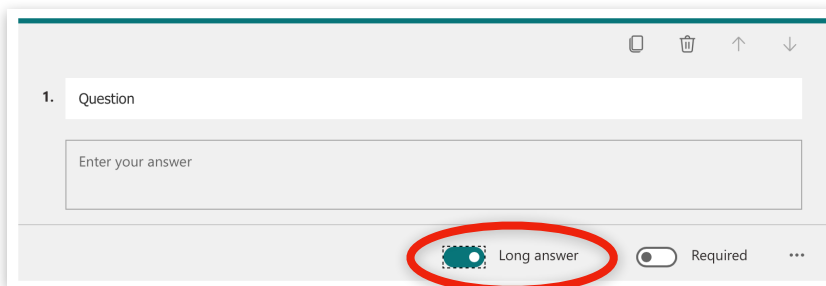
Did you know...

you can add a "File upload" button? You can ask students to upload a document to correspond with their Forms responses

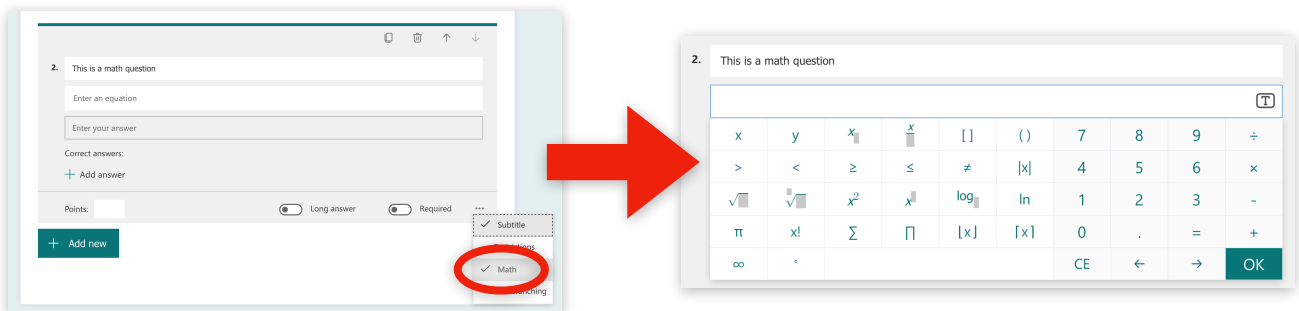
6. Write the question.



7. Use the "Long answer" toggle switch to provide students the opportunity to provide an in-depth response.



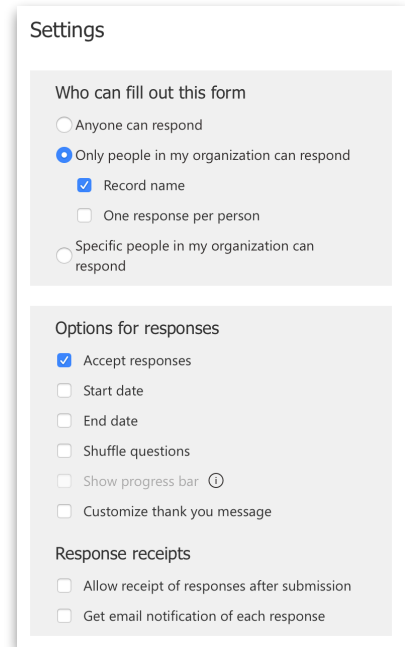
8. To access the Math keyboard, click on the ellipsis and select "Math"



9. Share your Quiz.

Sharing a Microsoft Forms Quiz

1. Review your settings by clicking on the ellipsis and then clicking on Settings.
 - Who can fill out this form: Determine if the responses will be anonymous or recorded.
 - “Anyone can respond”: The form will be completely public and can be viewed and filled out by anyone.
 - “Only people in my organization can respond”: Anyone in SD36 can view and fill out the form. Check the “Record name” checkbox if you want to know who filled out each form.
 - “Specific people in my organization can respond”: Only specific people will be able to view and fill out the form.
 - Options for responses
 - Use these checkboxes to turn on certain features.
 - Response receipts
 - Turn on email notifications for each response if you like.



Settings

Who can fill out this form

- Anyone can respond
- Only people in my organization can respond
 - Record name
 - One response per person
- Specific people in my organization can respond

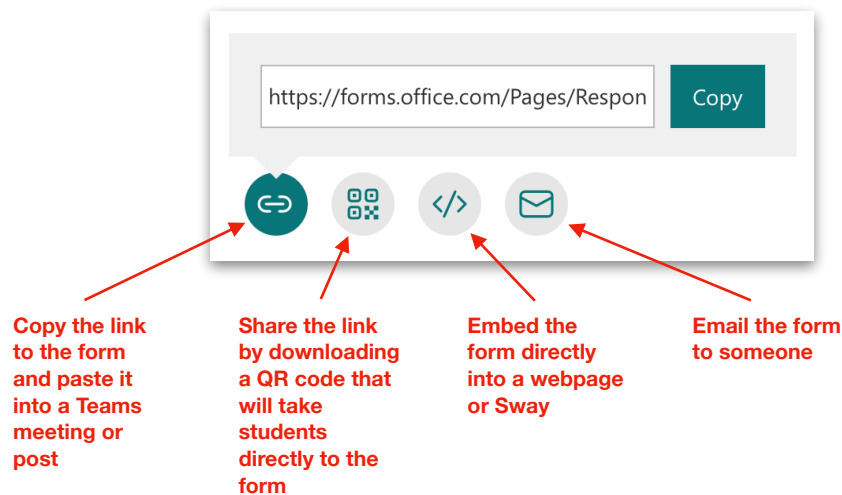
Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions
- Show progress bar ⓘ
- Customize thank you message

Response receipts

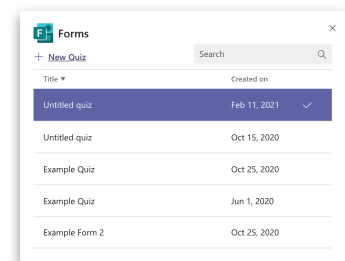
- Allow receipt of responses after submission
- Get email notification of each response

2. Share your quiz with your students. There are several options for sharing:



Sharing a Microsoft Forms Quiz using Teams Assignments

1. Click the purple “Create” button, then choose “Quiz.”
2. Choose the quiz that you want to assign. Click the “Next” button.
3. Fill in the rest of the details for the assignment.
4. Click the “Assign” button.

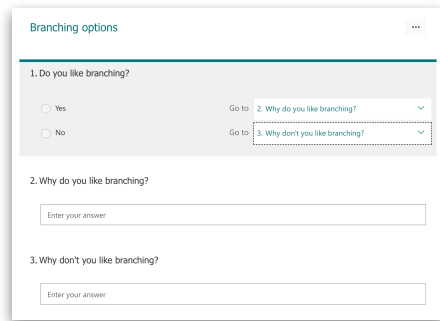


Using the Marking Feature


1. Step One: select the correct answer(s) [insert visual of marking options]
2. Step Two:

Other Features

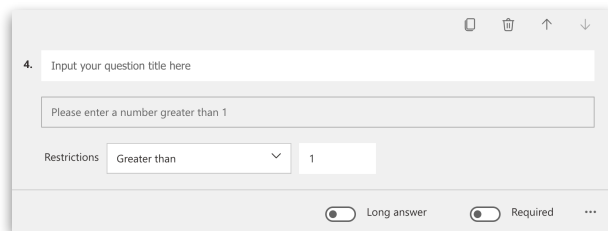
Branching: Allows you to determine if students skip questions or are directed to specific questions in relation to the response they have given.



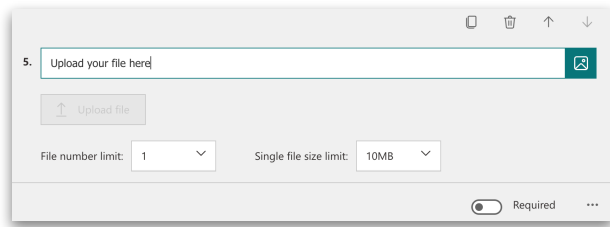
Subtitle: Click on the ellipsis (in the bottom right corner of the question), then click on “Subtitle” to include additional information, instructions, scaffolds or prompting language.



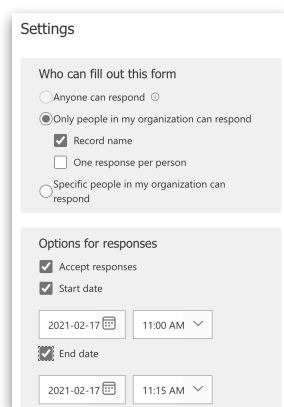
Restrictions: Click on the ellipsis (in the bottom right corner of the question), then click on “Restrictions” to require a certain type of numeric value to be entered.



Attaching a File: Click the green “Add New” button, then click the arrow and choose “File Upload”. This form item will allow students to upload a supporting document or video file that will be stored in your class team’s SharePoint storage.



Start and End Date: Click on the ellipsis in the top right corner of the form, then click on “Settings” to limit the amount of time for completing the quiz.



Frequently Asked Questions

Can I change the format of a question?

No. You can edit the wording of a question, but if you want to change the response type, you will need to delete the question and create a new one.

Why can't I see the names on responses?

Check your settings before sending out the form. Click the ellipsis in the top right corner of the form, then click on “Settings.” For “Who can fill out this form,” choose “Only people in my organization can respond” and check the “Record name” checkbox to see the names of respondents.