

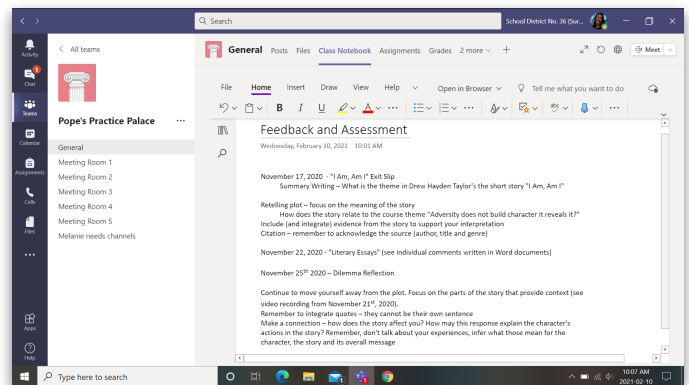
Gathering Evidence and Providing Feedback

Assessment is an integral part of the learning cycle. It is an opportunity for "teachers and students [to] gather evidence of learning from products, observations and conversations" (Surrey Schools, *Priority Practices*). Formative assessment that is timely and in relation to the learning goals provides students with opportunities to monitor their own progress and take action during the learning process. Microsoft Forms and Quizzes provide an opportunity to quickly gather and assess evidence of learning. In a blended classroom, there are a variety of ways teachers can provide feedback using Microsoft Forms and Quizzes. An essential question when gathering evidence and offering feedback in a blended classroom is:

How will you use the information gathered to inform student's growth and instruction?

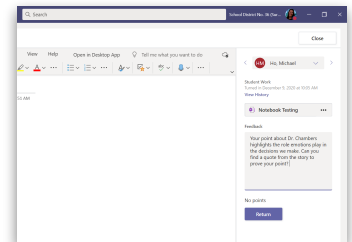
Whole Class Debrief

1. Review students' responses, making note of trends, points of interest or specific skills to target
2. Provide feedback to the students individually or as a whole group (debrief in a class meeting - provide a summary of your observations and feedback)
3. Keep a record of group feedback (aligned with curricular competencies and skill development) for students to reference throughout the course



Individualized Feedback

- a) one-on-one conferences
- b) Teams Chat or email message
- c) Assignment - use the comments field
- d) Quiz - comments field for each question assigned [insert visual]

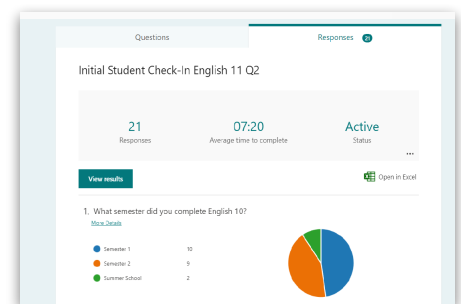


Reviewing Student Responses

Once students have completed the activity, teachers can assess student responses in two ways:

#1 Reviewing Responses within Forms

1. Access Microsoft Forms via the Office 365 home page (<http://surreyschoolsone.ca/o>)
2. Select the appropriate Form. Then select responses. Forms will generate a summary of the students responses as well as list text responses.



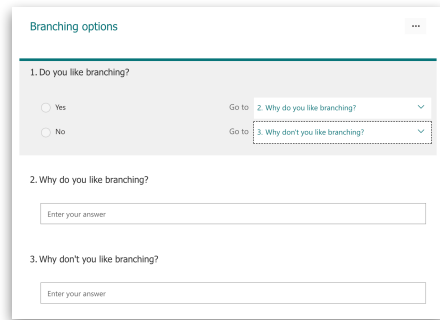
#2 Exporting Responses as an Excel Spreadsheet

Forms will quickly export all the responses as an excel spreadsheet. It includes all types of answers whether ratings, numerical, or written responses for each respondent.

1. Access Forms after responses have been made, and open Form.
2. Click on Responses tab of the Form.
3. Click on the Open Excel icon just below the summary information. [insert visual]
4. The excel spreadsheet will download, usually to the bottom of the screen, and can be opened in Excel.

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.



The screenshot shows a dialog box titled "Branching options" with a close button (three dots) in the top right corner. It contains three questions:

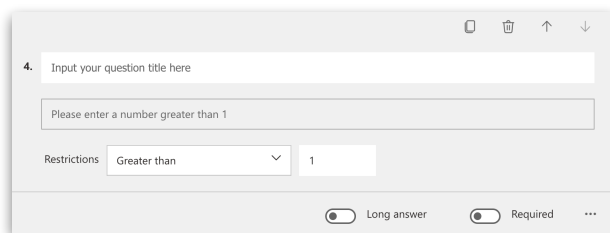
1. Do you like branching?
Options: Yes, No.
Go to: 2. Why do you like branching? (selected), 3. Why don't you like branching?
2. Why do you like branching?
Input field: Enter your answer
3. Why don't you like branching?
Input field: Enter your answer

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.



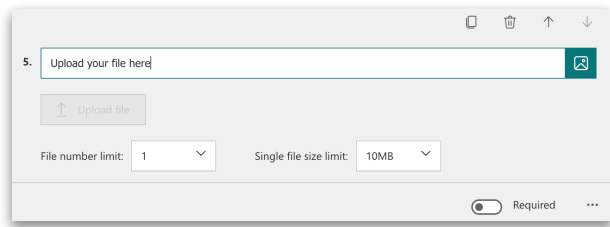
The screenshot shows a question editor interface with a question title "4. Input your question title here". Below the title is a subtitle input field labeled "Enter a subtitle" and an answer input field labeled "Enter your answer". At the bottom, there are two toggle switches: "Long answer" (disabled) and "Required" (disabled), followed by an ellipsis menu button.

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.

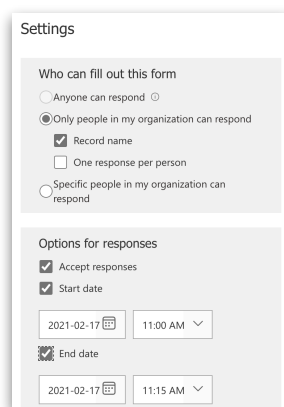


The screenshot shows a question editor interface with a question title "4. Input your question title here". Below the title is a subtitle input field labeled "Please enter a number greater than 1" and an answer input field. Below the answer field, there is a "Restrictions" section with a dropdown menu set to "Greater than" and a text input field containing the number "1". At the bottom, there are two toggle switches: "Long answer" (disabled) and "Required" (disabled), followed by an ellipsis menu button.

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.