

# Microsoft Forms

Forms is a web-based application that allows you to create surveys, quizzes and polls, and easily see results as they come in. When you create a form, you can invite others to respond to it using any web browser, even on mobile devices. Once results are submitted you can use built-in analytics to evaluate responses.

- [How to Access Microsoft Forms](#)
- [How to Add Questions to a Form](#)
- [How to Share a Form](#)
- [View Form Responses](#)

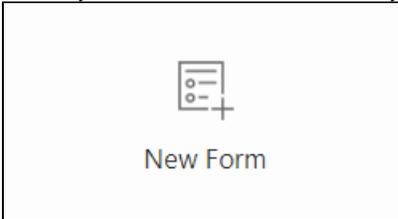
## Step-by-step guide

### How to Access Microsoft Forms

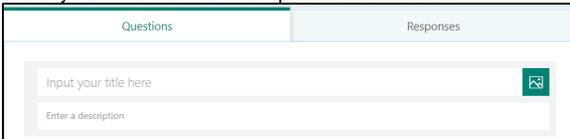
1. First, [login to the Office 365 Portal](#)
2. Find the **Forms** icon, either on the main screen or in the waffle menu at the top left of the page.
3. Click the **Forms** icon to open the application.



4. Under My Forms, click **New Form** to create your form.



5. Name your form and enter an optional subtitle for it.



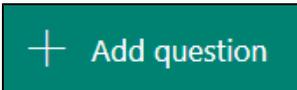
- a. You can add a custom photo to your form, such as a logo, by clicking the media icon to the right of the title box.



Your form is saved automatically while you are creating it. You can leave and come back to edit the form at any time.

### How to Add Questions to a Form

1. Click **Add Question** to add a new question in the form.



2. You can choose between **Choice**, **Text**, **Rating** or **Date** questions.



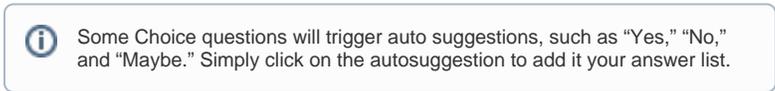
#### Related articles:

- [Online Storage Options for University Students/Faculty /Staff](#)
- [Best Practices for Securely Storing University Data](#)
- [How to Log In to OneDrive for Business](#)
- [How to Store Files in OneDrive for Business](#)
- [How to Install OneDrive for Business on your Desktop](#)

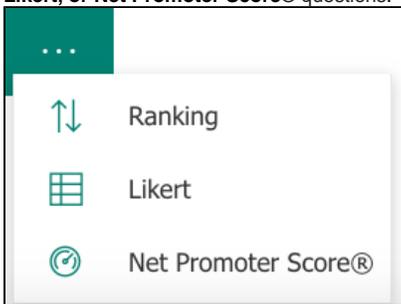
- a. The Choice option is for multiple choice questions. Enter your question followed by the answer choices.
- b. You can add more choices by clicking **Add Option**. You can also click **Add "Other" option** to add a choice that displays the text "Other."



- c. Click the ellipses button (...) and then click **Shuffle options** to shuffle the choices.



- d. **Text** questions allow respondents to typer their own answer to your question. Select the **Long Answer** option at the bottom of the question if you want a larger text box displayed.
- e. **Rating** questions allow respondents to choose between a five to ten rating, symbolized by either numbers or stars, in response to your question.
- f. **Date** questions allow respondents to choose a calendar date as their answer to your question.
- g. The ellipsis button (...) at the end of the question types allows you to select **Ranking, Likert, or Net Promoter Score®** questions.



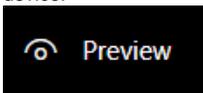
- i. **Ranking** questions allow respondents to rank the given answers in a specific order.
- ii. **Likert** questions provide respondents with a choice of five or more response types to allow individuals to express how much they agree or disagree with a particular statement.
- iii. **Net Promoter Score®** questions allow respondents to choose between a zero to ten rating in response to your question. This type of question is often used to rate a customer experience or a level of satisfaction.

- 3. Click **Add Question** to add more questions.

- 4. To change the order of the questions, click the **Up or Down arrows** to the right of the question.

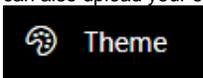


- 5. Click **Preview** at the top of the page to see how your form will look on a computer or mobile device.



- a. You can submit a response to your form in the Preview mode to make sure everything is set up correctly.

- 6. To change the theme click the **color wheel** at the top of the page and choose the theme. You can also upload your own photo to apply as the form background.



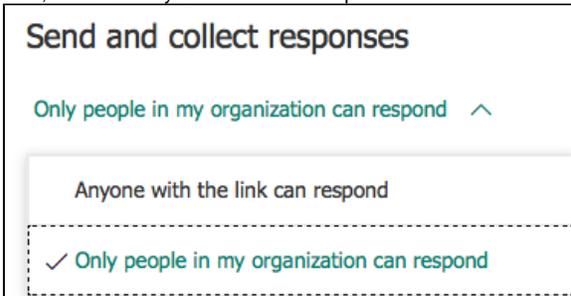
 To practice creating an Office 365 form, please click [here](#). Do not share the Example Form.

## How to Share a Form

1. To share your form, click **Share** at the top of the page.

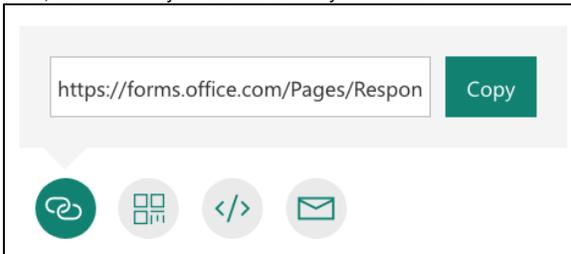


2. First, choose who you would like to respond to the link.



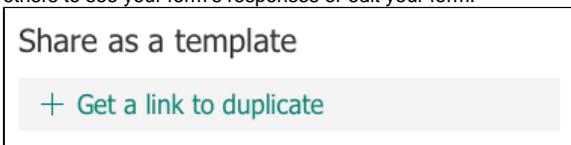
- a. If you choose **Anyone with the link can respond**, all submissions will be anonymous and anyone who receives the link will be able to respond. We recommend creating a question that asks for the respondent's name/email if this information is important.
- b. If you choose **Only people in my organization can respond**, only users with a Missouri State email address can fill out the form. They will be prompted to login to Office 365 prior to viewing the form, and their names and email addresses will be recorded for you.

3. Next, choose how you want to share your form.

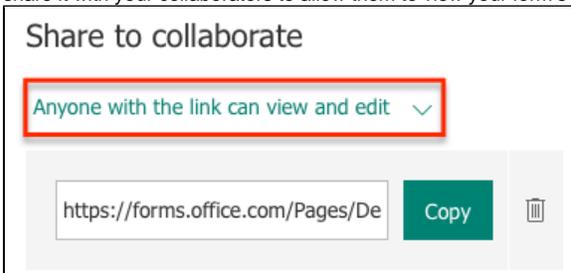


- a. The first option is to **copy a URL** link that you can then paste into an email or on a website for respondents to access the form.
- b. The second option creates a **scannable QR code** that you can download and include on a number of documents or sites. Respondents would scan the QR code with an appropriate QR scanner application on their smartphones to access the form.
- c. The third option produces an **HTML embed code** that you can copy and paste into an HTML editor, such as the one on Blackboard Learn's [text editor](#).
- d. The final option opens the email application on your computer so you can **send the form via email**.

4. If you want to share your form as a template for other to use, click **Get a link to duplicate**. You can then copy the link and share via email or place the link on a website; this does not allow others to see your form's responses or edit your form.



5. If you want to share and allow others to collaborate on your form click **Get a link to view and edit**. Choose the permission level for those accessing the link: either anyone with the link can view and edit your form or only those with a Missouri State email address. Copy the link and share it with your collaborators to allow them to view your form's responses and edit the form.



## View Form Responses

1. To view responses, click the **Responses** tab at the top of your form.



2. Next to each question, you will see the number of responses and a chart of the response's breakdown.
3. To view details for each question, click **Details** link to see more for each question such as the name of each responder and his or her answers for each question.
4. To check response data for each question, click **View results** to see individual details for each responder.
5. To analyze your form results in Excel, click the **Open in Excel** under the Responses tab.



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For questions or comments, contact the Computer Services Help Desk  
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417-836-5891