O365 – Forms
A User guide to creating surveys
Microsoft forms is a new surveying tool which is a part of UWTSD’s office 365 education subscription. Forms provides the opportunity for a survey author to quickly and easily create individually customised surveys, questionnaires, quizzes and so on.

There are various formats and question structures available to choose from to create your individual form. After creation the survey author is then able to distribute the form in an easy manner being as simple as sending an email. Users who are invited to complete the given questionnaire, survey etc. can do so with ease on desktop computers, laptops and mobile devices. Once the results start to roll in, the survey author is then able to use the simple built – in analytic tools within Forms to analyse the results and construct them into reports such as Excel tables.

Although there are other surveying tools available (Google, Survey Monkey etc.) Microsoft Forms is the standard for UWTSD as all data is held securely within the universities Office 365 tenancy.

This document has been created in mind for new users wishing to start to explore a new and easy way to create questionnaires, surveys and so on by the use of O365 Forms from their O365 UWTSD education subscription.

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Creating a Questionnaire / Survey

A. Navigate to ‘My Apps | O365’ from the dashboard of MyDay

B. Select ‘Forms’

C. Select ‘New Form’

D. Enter a title and description for the new Form

E. Select ‘Add question’

F. From selecting ‘Add question’ you are then provided with 4 separate options of question to add to your form

| Choice | Text | Rating | Date |
I. Choice

- Add your question to the text box
- Add the answer choices to the radio button options
- You can add many extra answer options to the question by selecting ‘Add option’
- To provide the end user an opportunity to enter their own individual option you can select ‘Add Other Option’. This inserts an ‘Other’ Textbox which the user can select and fill in an answer for them selves

II. TEXT

- Enter the question into the question textbox
- You can add a video or image as described earlier
- A slide button option is available for this type of question called ‘Long answer’ this enables the text box which the end user will enter their answer in to accept multiple lines of text within the answer text box
III. Rating

4. Please Rate this Questionnaire

- Enter the question into the question textbox
- You can add a video or image as described earlier
- You can select the levels of choice of either 5 or 10 with also selecting the symbol to be stars or numbers
- You also have the choice of adding a label to the lowest and highest options to provide a visual description of measurement rating to the end user

IV. Date

5. Please provide the date you filled out this questionnaire

- Enter the question into the question textbox. Please note that the only response that can be provided by the end user is by selecting a date from the given calendar which will be displayed once the form is in a live state

G. All questions have the ‘Required’ slide button which you can decide if any, some or all of the questions are required to be completed by the end user before being submitted

H. Each question also has some operational choices for the survey author of the form as follows

- Copy Question
- Delete Question
- Move question up a place in the form
- Move question down a place in the form
A. Preview mode enables the survey author to view the form as the end user will eventually view it either from a desktop computer or mobile device.

B. Theme enables the option to apply a colour / pictorial theme to the form.

C. Send Form provides four different methods to distribute the completed form:
   - Copy and paste the link
   - Email the link
   - Download and send a QR code
     - A QR code being a collection of black and white squares which typically stores URLs which is read by smart devices
   - Embed into a webpage
At the bottom of the ‘send form’ section is an option to ‘See all settings’.

- The survey author can enforce that only those within the organisation can complete the form including enforcing only one response per end user or the survey author can allow any end user who has been sent the link to complete the form.

- Options for the responses are as follows:
  - Accept responses
  - Setting a start date
  - Setting an end date
  - Shuffle the questions

- For quiz related questions:
  - Display the correct answers of each question when the form has been submitted
  - Display the question cumulative points to the end users
There are three different methods of viewing the responses of a form:

- **Summary**
  - Provides a breakdown of how many responses have been received, the average time to complete and the current status of the form.
  - Following the three dots in the bottom right of the summary provides the option to delete a response or print the summary.
  - Under the summary each question is displayed with a visual breakdown of the answers collected for each question.

- **Individual**
  - Provides the breakdown of each individual end user’s response, with the answers provided by them.

- **Open in Excel**
  - Provides a table of various columns of each end user who responded to the form such as name, answers, submit date and start date.
Branching

Branching options can be accessed by selecting the three dots to the right of the send form button and selecting ‘Branching’

Through branching you are able to set the form to jump to certain questions / parts of the form depending on the answer provided by the end user. As in the example above if the end user selects the second option the branching system will automatically navigate the end user to question four of the form. To the survey author of the form as in the example the navigation is going to question 4 but to the end user once they are navigated it will appear as question two as in the example below

Branching will automatically ignore any ‘Required’ setting assigned to a skipped question