"How to" for Microsoft Forms

Go to https://forms.office.com

It should automatically sign you in if you are logged in on your MGA computer.
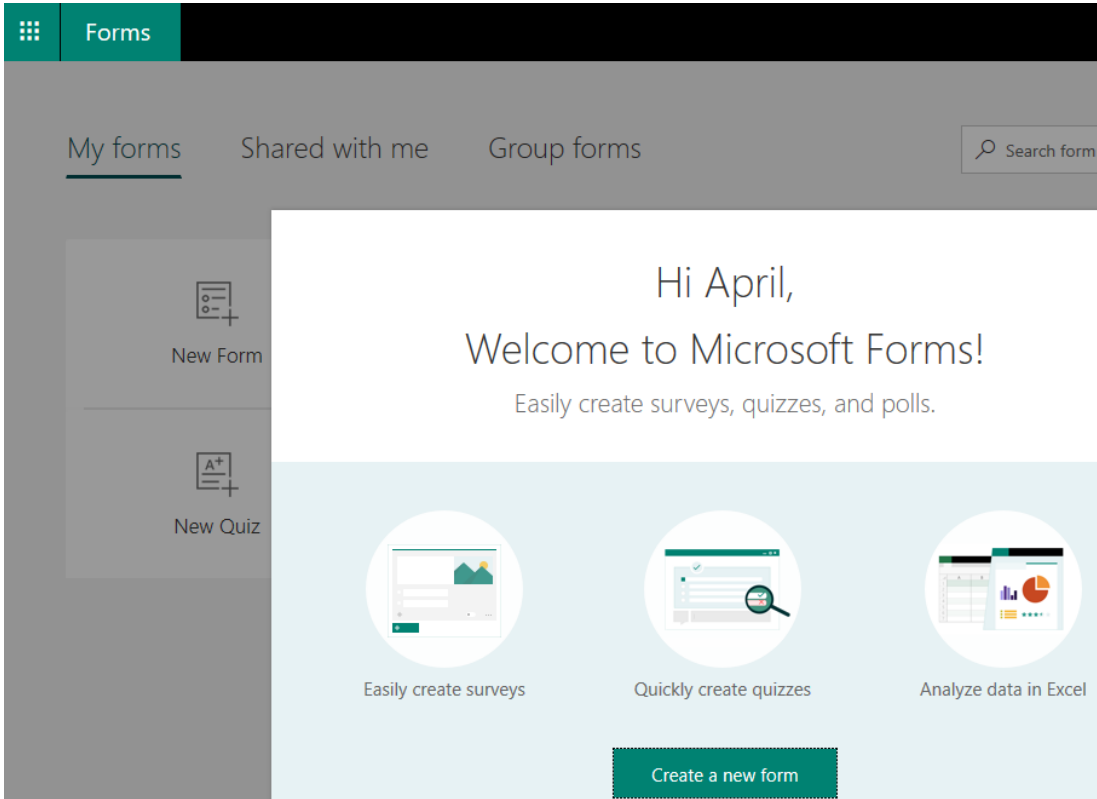
These links below give a "How to Use Microsoft Forms" (creating a form, editing with different types of questions or scales, creating questions based on answer, etc.).
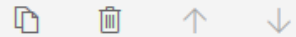
https://support.office.com/en-us/article/Create-a-form-with-Microsoft-Forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d

https://docs.microsoft.com/en-us/forms-pro/create-survey

Untitled form

| + | ⦿ Choice | Abc Text | 👍 Rating | 📅 Date | ⌄ |

Surveys are Awesome!

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1. **What is a Survey?**   🖼

⦿ Data Collection

⦿ Important

+ Add option   Add "Other" option

⬤ Multiple answers   ⬤ Required   ...

+ Add new

Emailing your finished Microsoft Form

https://docs.microsoft.com/en-us/forms-pro/send-survey

First, make sure you set up your settings for who can respond and/or how they can respond. Click on the three horizontal dots at the top right corner beside "share". Then click on "settings".
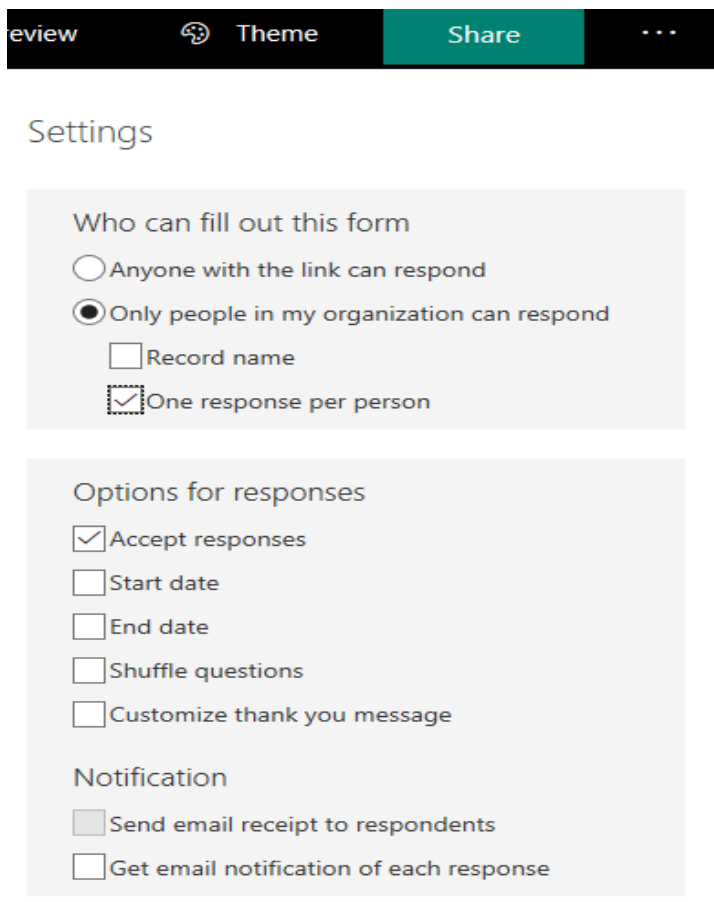
A few notes in regards to the settings:
 "Anyone with the link can respond" – means anyone who has access to the link can respond (MGA student and non-MGA students).
"Only people in my organization can respond" – means only MGA students who are logged into the MGA email can respond to the survey.
        "Record name" – does just that and lets the students know prior to submission that their name and email will be recorded. If you wish to keep this anonymous, don't check this box.
        "One response per person" – only one MGA student can respond to the survey.

You can also set a start and end date for the form responses. This is done under the "settings" as well.

To send the form out, you can copy and paste the link to your MGA email and distribute that way OR you can click on the "SHARE" button at the top right corner.

If you want to make the survey link shorter, you can use Bitly
https://bitly.com/a/sign_in?rd=/Bj94iz7Dbn9/bitlinks/2k01Wwu# if you want. Not required, but it is an option.

To View Your Responses

Click on "Responses" at the top of the Microsoft Form.

The survey itself will keep up with the responses. You can test the survey before you send it out and your response will show up (you can also delete your response so it won't count overall). The responses will automatically do a chart/count for you as people complete their survey.

To export into Excel, click on the green "Open in Excel" link on the Microsoft Form.