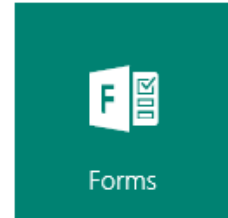


Forms



Microsoft Forms is a new part of Office 365 Education that allows teachers and students to quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. When you create a form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses.

Getting Started is easy!

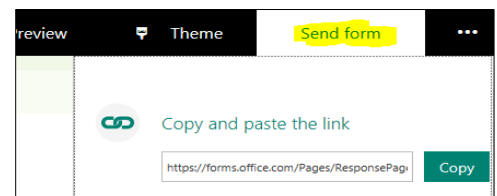
Step 1: Sign in to Office 365. Go to the waffle and select the form app or go to <https://forms.office.com>

Step 2: When you add a question, it will give you these choices:

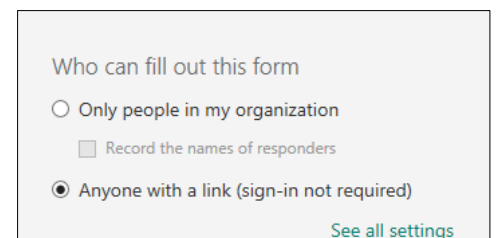


Go ahead and add some questions.

Step 3: When you are ready to send the form, click the button in the upper right hand corner. You will have the option to send the form through a link, a QR code, or embed in a web site.



At the bottom of this screen, you will see that you also have the option to send the form to people in CB or outside of CB.



Step 4: Check your form results. Microsoft Forms includes rich, real-time analytics that provide summary information as well as individual student results for quizzes, surveys, and other types of forms. You can export the results to Microsoft Excel for more in-depth analysis or grading.

- In Microsoft Forms, open the form for which you want to review the results, and then click **Responses**.
- Across the top, you'll see summary information data about your quiz or form such as number of responses, average time it took for responders to complete your form, and form's current status.