# Helpsheet – How to use Microsoft forms

## Accessing Microsoft Forms

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| 1. Visit 365.lincoln.ac.uk |  |
| 1. Use your University Credentials to sign in. If you are already in the university network this should be done automatically. |  |
| 1. Click on Microsoft forms |  |

## Creating a New Form/Quiz

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| 1. Click create new form/quiz   (The process for both will be the same) |  |
| 1. Give a title to your form by clicking in the title box. |  |
| 1. Click description to add information about the form. |  |
| 1. Click add question and choose type:  * Choice (choose one or multiple options) * Text field (users input their own answer) * Rating (How well liked it is) * Date (Choose a date) * Ranking (Allow students to create an order for their favourite options) * Likert (Give statements with several options for each statement) |  |
| 1. Add as many questions as you would like. |  |
| 1. You can always see how your form looks by using the preview button. |  |

## Sharing a Form/Quiz

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| 1. Once you’re happy with the form you can share it to a wider network to gather data. |  | |
| 1. There are now several options to support you with sharing your form. |  | You can choose who will receive your form. |
| Click copy to share this link with students/academics for them to complete the form. |
| You can also send the form as a QR code, HTML Embedded form or via an email |
| You can share this form as a template to be used by another person. |
| If you would like to collaborate creating a form with other people  You can click this link here. This will send them an copy you can both edit together. |

## Viewing responses

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| 1. Go to the forms homepage. Find the survey you sent out. You can see how many responses you have received. Click on the form. |  |
| 1. At the top of the page click responses. |  |
| 1. You will now be shown answers to all of your questions |  |
| 1. You can export the data to excel by clicking |  |