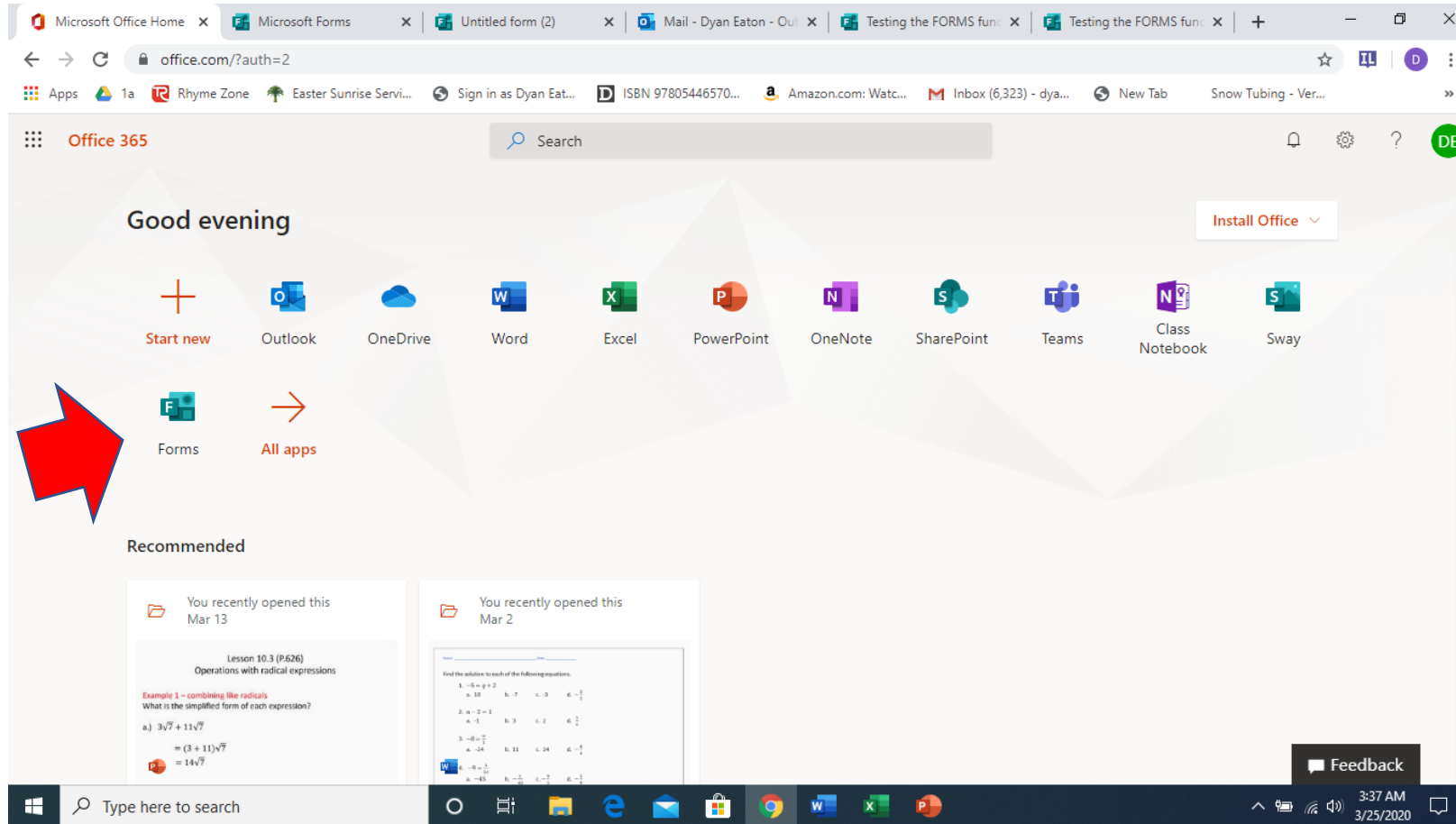


Using Microsoft Office Forms to
make a free response
assignment

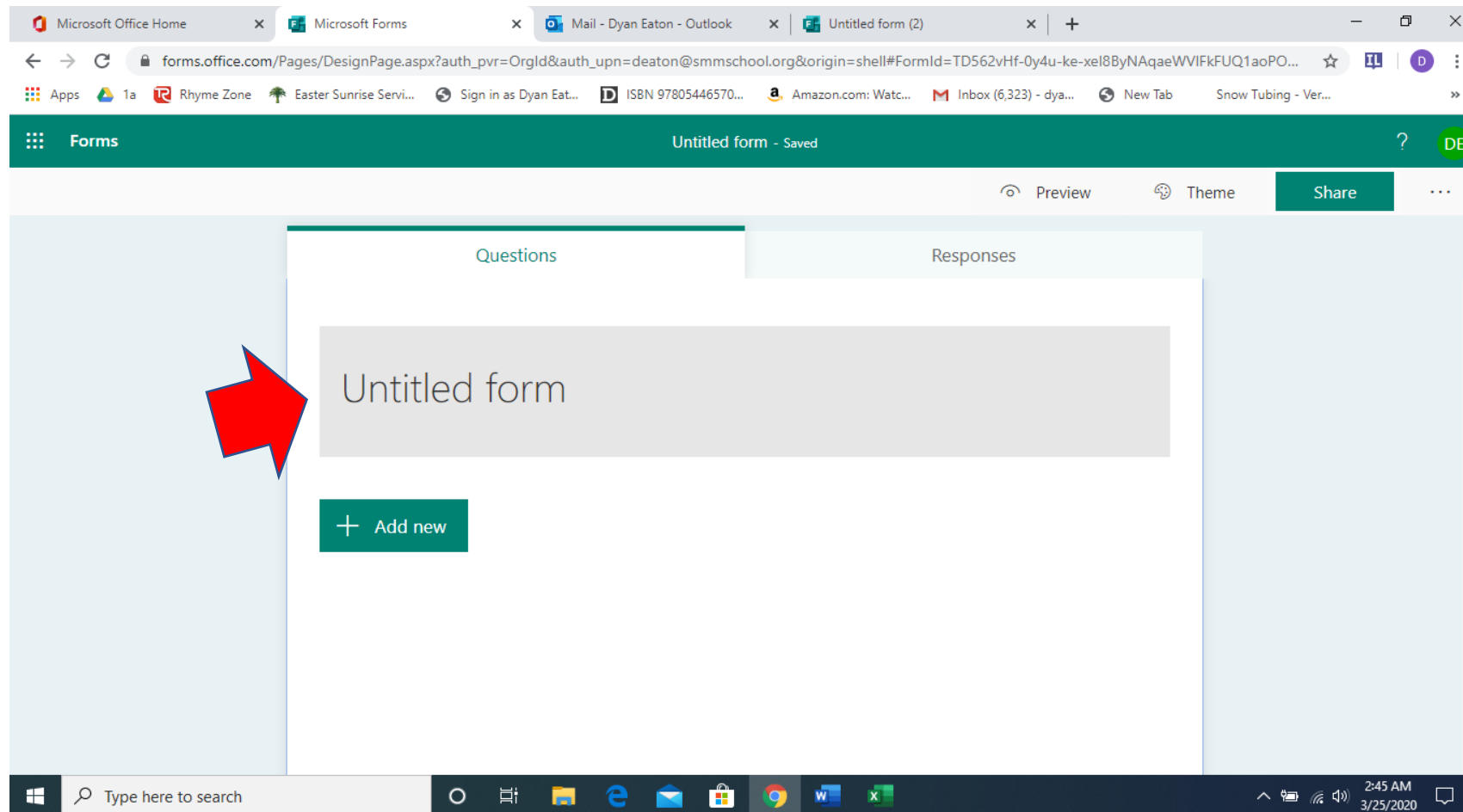
1. Click on the “Forms” button from the Office 365 main screen.



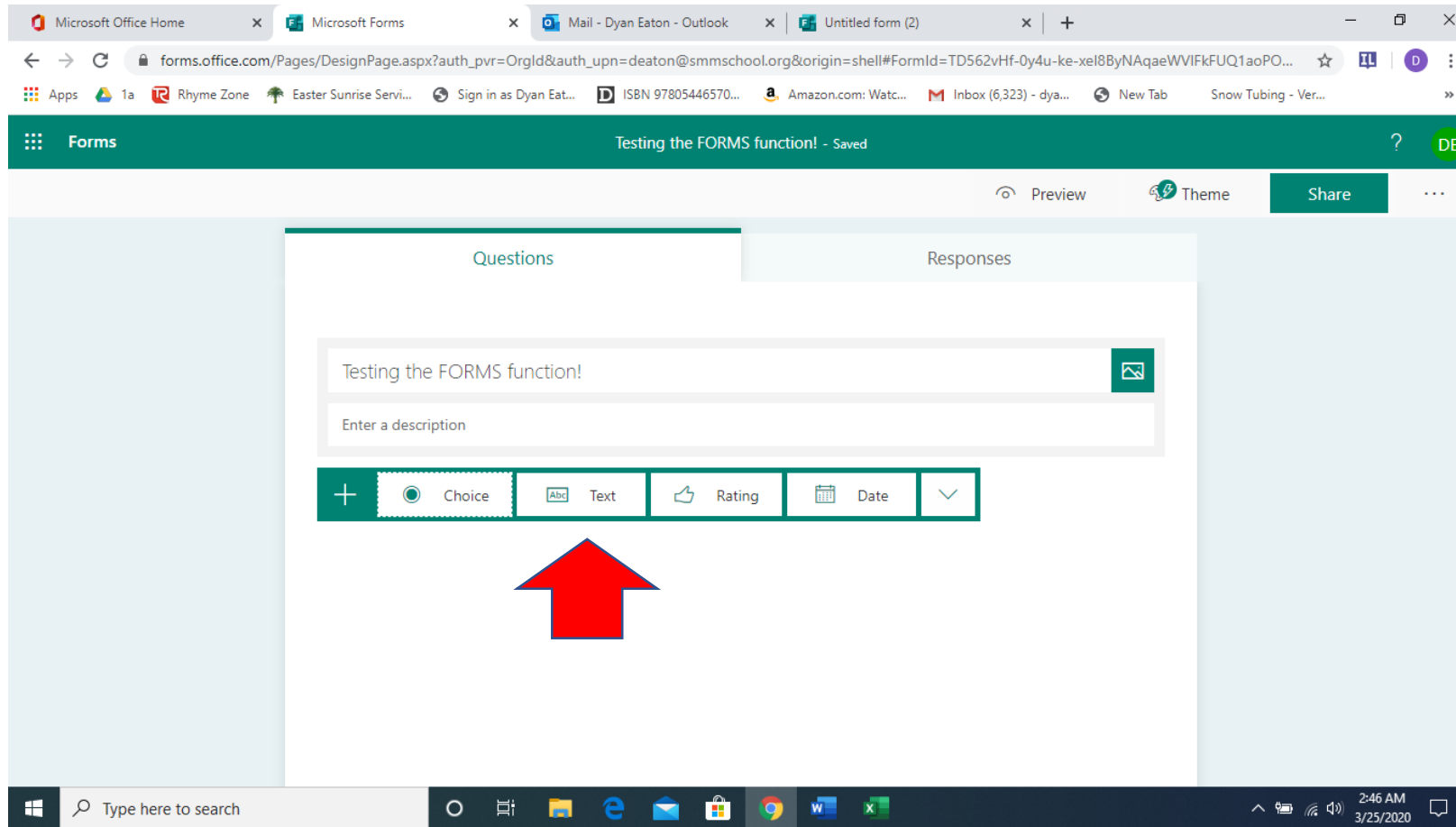
2. Click on New Form

The screenshot shows a web browser window with the Microsoft Forms application open. The address bar displays the URL: `forms.office.com/Pages/DesignPage.aspx?auth_pvr=OrgId&auth_upn=deaton@smmschool.org&origin=shell`. The browser's tab bar shows several open tabs: Microsoft Office Home, Microsoft Forms, Mail - Dyan Eaton - Outlook, and Untitled form (2). The Microsoft Forms interface features a dark green header with the word "Forms" and a user profile icon labeled "DE". Below the header, there are three navigation tabs: "My forms" (which is underlined), "Shared with me", and "Group forms". To the right of these tabs is a search bar with the placeholder text "Search form title or owner name". The main content area displays two options: "New Form" and "New Quiz". A large red arrow points to the "New Form" button. To the right of these options is a card for a form titled "Course 1 Statistics Quiz" with "0 Responses". The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time is 2:44 AM on 3/25/2020.

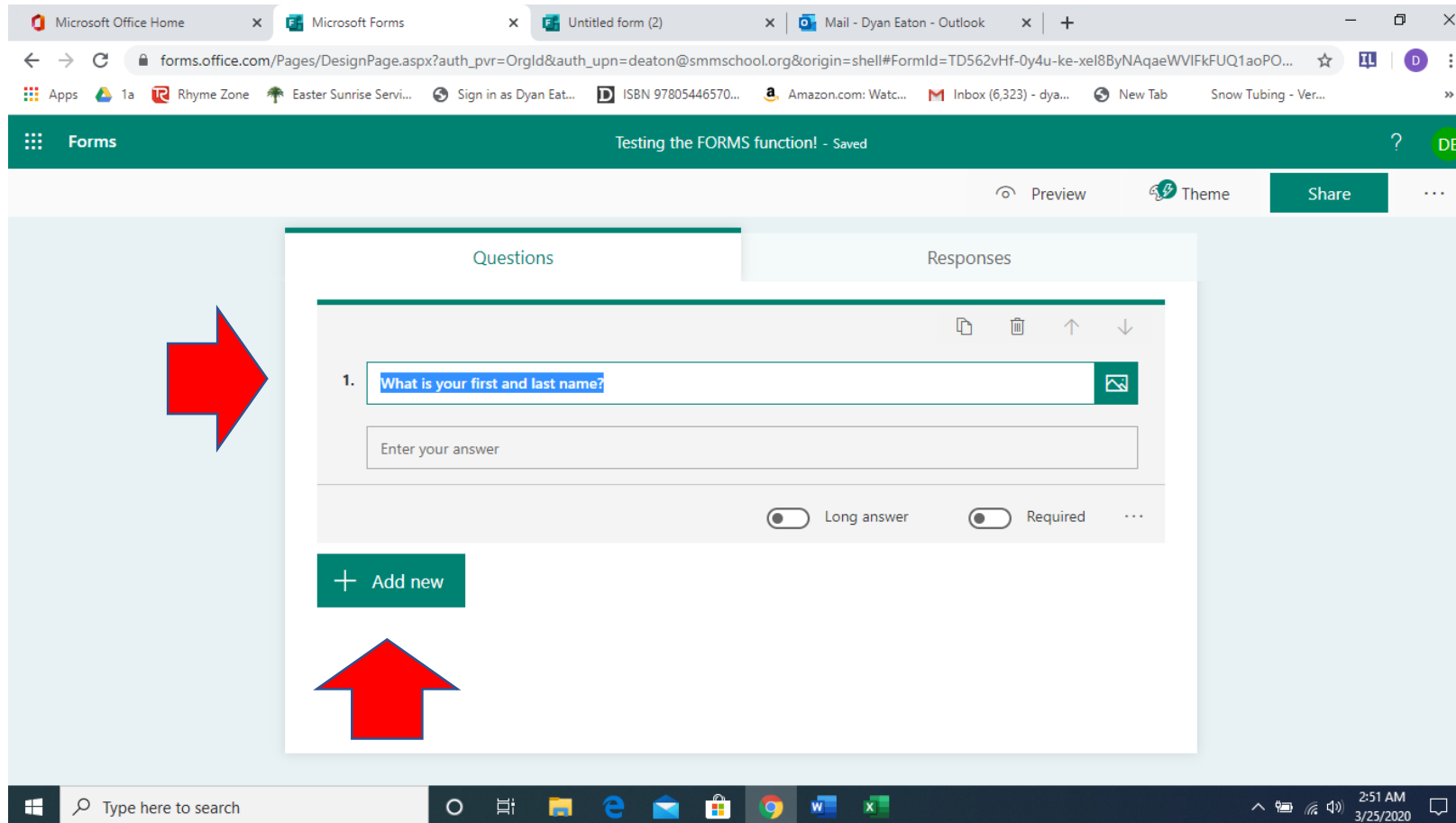
3. To name your new form click on the region “Untitled form”. This will allow you to change the name of your form. I chose to name my form “Testing the FORMS function. To enter your first question click on the region “ + Add new”



4. After you have clicked on the “ + Add new” region you will be given choices on the format that you want your questions to be designed as. I chose “text” because I want the answers to be free response.



5. After clicking on “text” the program will begin with question one. Since I will be sending this to multiple students via a weblink I chose to have the first question be their name. *You may opt to have the first question ask for their name in the format last name, first name so when you get all the data back you will have your students in alphabetical order.* After you enter your question. You can continue to add questions by clicking the “ + Add new” region.



The screenshot displays the Microsoft Forms editor interface. The browser address bar shows the URL: forms.office.com/Pages/DesignPage.aspx?auth_pvr=OrgId&auth_upn=deaton@smmschool.org&origin=shell#FormId=TD562vHF-0y4u-ke-xel8ByNAqaeWVIFkFUQ1aoPO... The page title is "Testing the FORMS function! - Saved". The main content area is divided into "Questions" and "Responses" tabs. Under the "Questions" tab, a single question is visible: "1. What is your first and last name?". Below the question text is an input field with the placeholder "Enter your answer". To the right of the question text is an image icon. Below the input field are two toggle switches: "Long answer" (disabled) and "Required" (disabled). At the bottom of the question editor is a green button with a plus sign and the text "+ Add new". A large red arrow points from the left towards the question text, and another large red arrow points from the bottom towards the "+ Add new" button. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, with the system tray displaying the time as 2:51 AM on 3/25/2020.

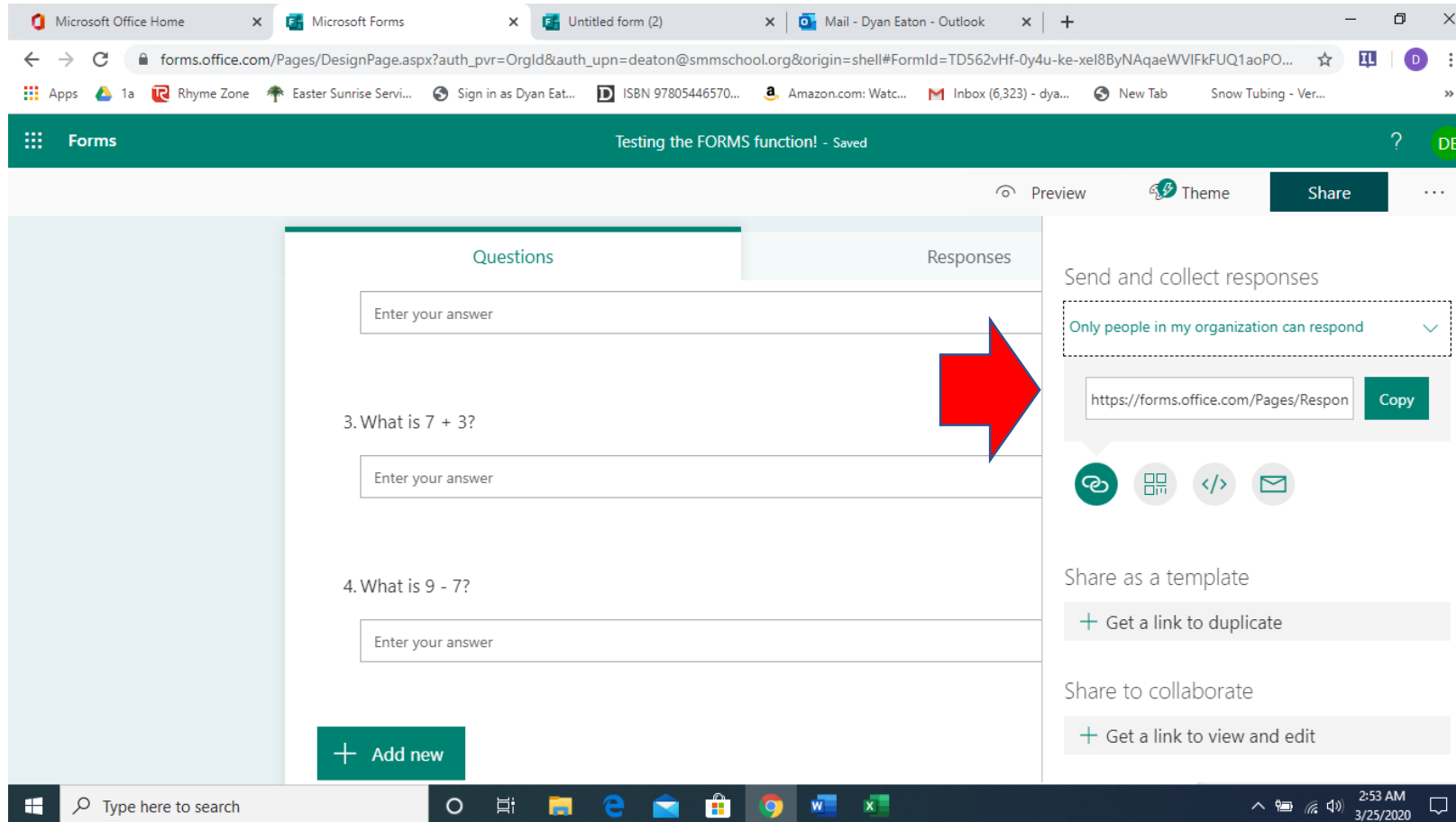
6. When you have finished entering all of your questions you can click on the “Share” button on the top of the screen.

The screenshot shows a web browser window with several tabs open, including "Microsoft Office Home", "Microsoft Forms", "Untitled form (2)", and "Mail - Dyan Eaton - Outlook". The address bar shows the URL: forms.office.com/Pages/DesignPage.aspx?auth_pvr=Orgld&auth_upn=deaton@smmschool.org&origin=shell#FormId=TD562vHf-0y4u-ke-xel8ByNAqaeWVIFkFUQ1aoPO... The page title is "Forms" and the subtitle is "Testing the FORMS function! - Saved". The user's initials "DE" are visible in the top right corner. The main content area is divided into two tabs: "Questions" and "Responses". The "Questions" tab is active and shows three questions, each with an "Enter your answer" input field:

- 3. What is 7 + 3?
- 4. What is 9 - 7?

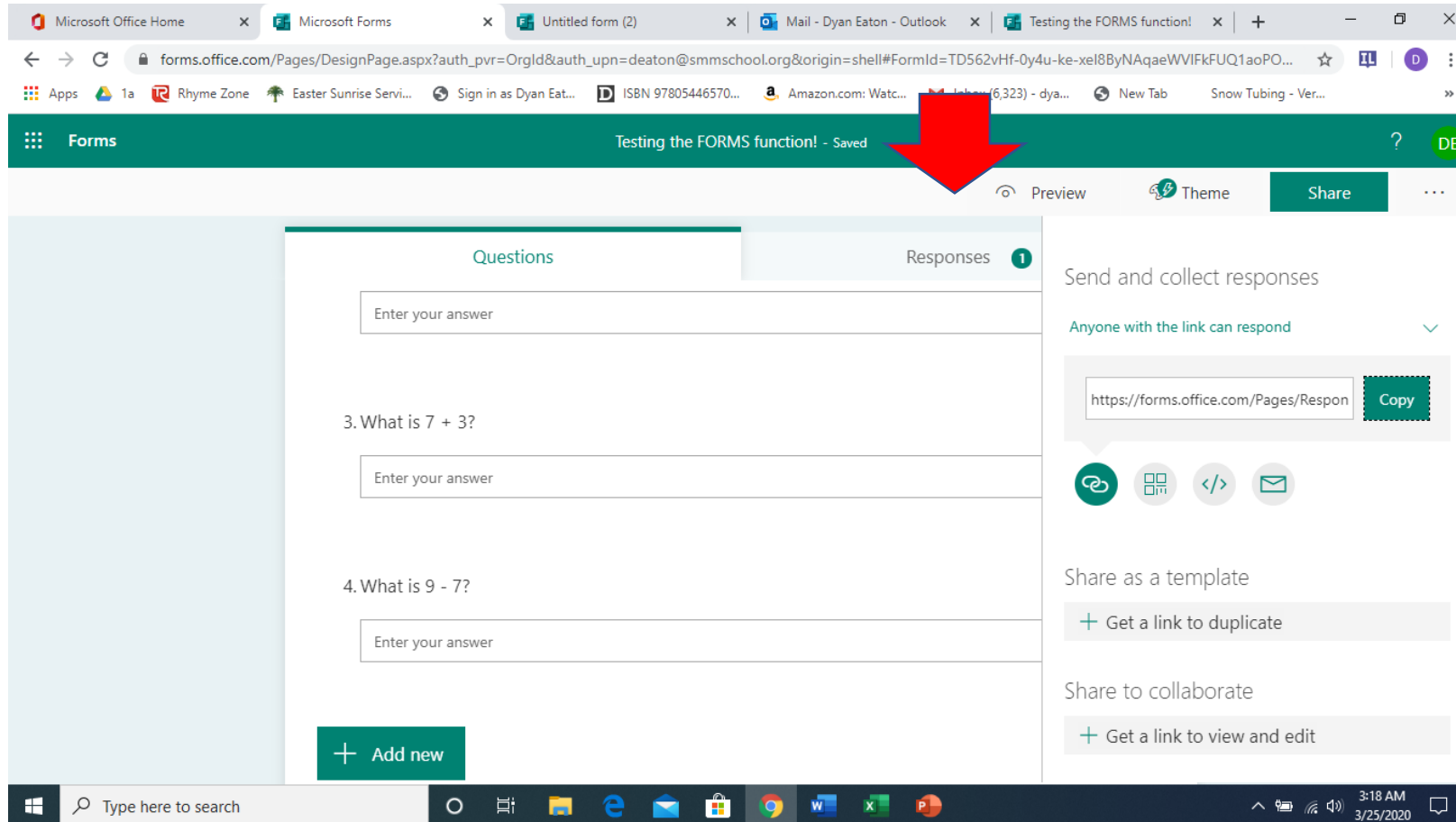
At the bottom of the "Questions" tab, there is a green button with a plus sign and the text "Add new". On the right side of the page, there is a green "Share" button. A large red arrow points upwards towards the "Share" button. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray in the bottom right corner shows the time as 2:53 AM on 3/25/2020.

7. After you click the “Share” button several new fields are shown. The first field allows you to select the groups of people you want to share the form with. By selecting “Anyone with the link can respond” you will be able to provide the link below this prompt to enter their answers. A link is create and you can either send this link by email or copy it and put it in RenWeb for students to use.



The screenshot shows the Microsoft Forms interface in a web browser. The browser tabs include 'Microsoft Office Home', 'Microsoft Forms', 'Untitled form (2)', and 'Mail - Dyan Eaton - Outlook'. The address bar shows the URL: `forms.office.com/Pages/DesignPage.aspx?auth_pvr=Orgld&auth_upn=deaton@smmschool.org&origin=shell#FormId=TD562vHF-0y4u-ke-xel8ByNAqaeWVIFkFUQ1aoPO...`. The page title is 'Testing the FORMS function! - Saved'. The main content area is divided into 'Questions' and 'Responses' tabs. The 'Questions' tab is active, showing three questions: 'Enter your answer', '3. What is 7 + 3?', and '4. What is 9 - 7?'. Each question has an 'Enter your answer' input field. A red arrow points from the 'Responses' tab to the 'Share' button. The 'Share' button is highlighted in green. To the right of the 'Share' button, a panel titled 'Send and collect responses' is visible. This panel contains a dropdown menu with the selected option 'Only people in my organization can respond'. Below the dropdown is a text input field containing the URL `https://forms.office.com/Pages/Respon` and a green 'Copy' button. Below the URL field are four icons: a link icon, a grid icon, a code icon, and an email icon. Below the icons are two sections: 'Share as a template' with a '+ Get a link to duplicate' button, and 'Share to collaborate' with a '+ Get a link to view and edit' button. A red arrow points from the right side of the screen towards the 'Send and collect responses' panel. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray shows the time as 2:53 AM on 3/25/2020.

8. Once someone submits their answers you will get a notification on your Forms screen.



The screenshot displays the Microsoft Forms web interface. The browser's address bar shows the URL: `forms.office.com/Pages/DesignPage.aspx?auth_pvr=OrgId&auth_upn=deaton@smmschool.org&origin=shell#FormId=TD562vHF-0y4u-ke-xeI8ByNAqaeWVIFkFUQ1aoPO...`. The page title is "Testing the FORMS function! - Saved". The interface is divided into two main sections: "Questions" and "Responses".

The "Questions" section contains three text-based questions, each with an "Enter your answer" input field:

- Question 1: "Enter your answer" (input field)
- Question 3: "3. What is 7 + 3?" (input field)
- Question 4: "4. What is 9 - 7?" (input field)

The "Responses" section is currently empty, indicated by a "1" next to the "Responses" tab. A red arrow points to the "Responses" tab. On the right side, there is a "Send and collect responses" panel with the following options:

- Anyone with the link can respond (dropdown menu)
- Share link: `https://forms.office.com/Pages/Respon` (with a "Copy" button)
- Share as a template (with a "+ Get a link to duplicate" button)
- Share to collaborate (with a "+ Get a link to view and edit" button)

The bottom of the screen shows the Windows taskbar with the search bar and various application icons. The system tray on the right indicates the time is 3:18 AM on 3/25/2020.

9. When you click on that tab your form results are shown. If you click on the “Open in Excel” button all the answers that have been submitted will download into Excel.

The screenshot shows a web browser window with the Microsoft Forms interface. The browser tabs include 'Microsoft Office Home', 'Microsoft Forms', 'Untitled form (2)', 'Mail - Dyan Eaton - Outlook', and 'Testing the FORMS function!'. The address bar shows the URL: forms.office.com/Pages/DesignPage.aspx?auth_pvr=OrgId&auth_upn=deaton@smmschool.org&origin=shell#Analysis=true&FormId=TD562vHF-0y4u-ke-xel8ByNAqaeW... The page title is 'Forms' and the form name is 'Testing the FORMS function! - Saved'. The interface has a green header with 'Forms' and a user profile 'DE'. Below the header, there are buttons for 'Preview', 'Theme', and 'Share'. The main content area is divided into two tabs: 'Questions' and 'Responses' (which is selected and highlighted with a dashed border). The 'Responses' tab shows a summary card with '1 Responses', '00:10 Average time to complete', and 'Active Status'. Below the summary card, there is a 'View results' button and an 'Open in Excel' button with a red arrow pointing to it. The form question is '1. What is your first and last name?' with a 'More Details' link. Below the question, it shows '1 Responses' and 'Latest Responses: "Dyan Eaton"'. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray shows the time as 3:19 AM on 3/25/2020.

11. To grade I went to each column and used the filter button. I unmarked the correct answer so only incorrect answers would be shown and then I highlighted them red. After I did that for each column I could see how many questions each student answered incorrectly.

The screenshot shows an Excel spreadsheet with the following data:

ID	Start time	Completion time	Email	Name	What is your first a	What is 2 + 3?	What is 7 + 3?	What is 9 - 7?
1	3/25/20 3:18:12	3/25/20 3:18:22	anonymous	Dyan Eaton	Dyan Eaton	5	10	2
2	3/25/20 3:23:06	3/25/20 3:23:24	anonymous	Parker Holmes	Parker Holmes	7	10	2
3	3/25/20 3:23:29	3/25/20 3:23:38	anonymous	Kaley Holmes	Kaley Holmes	2	2	2

The spreadsheet interface includes the following elements:

- File Name: Testing the FORMS function!(1-3) - Excel
- Search: Search
- User: Dyan Eaton DE
- AutoSave: Off
- Home Tab: Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Ideas, Sensitivity
- Formulas Tab: Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format
- Review Tab: Sort & Filter, Find & Select, Ideas, Sensitivity
- View Tab: Share, Comments
- Sheet Name: Sheet1
- System Tray: 3:24 AM, 3/25/2020