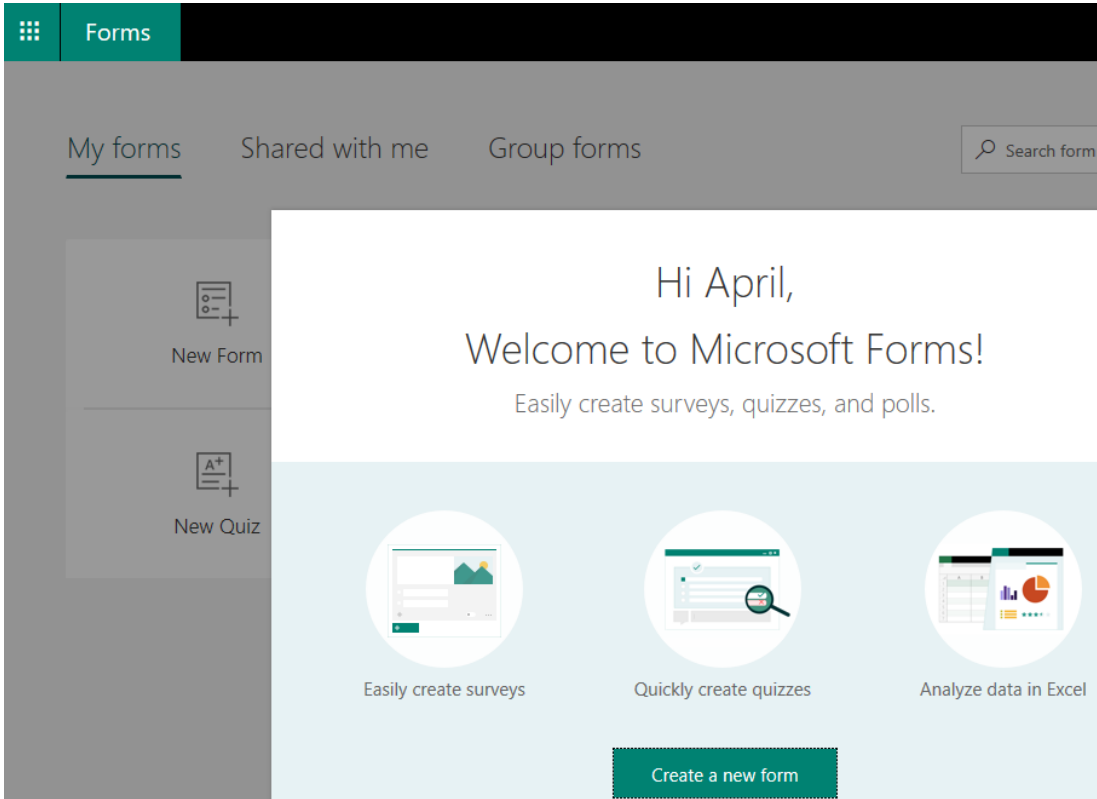


# “How to” for Microsoft Forms

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.).

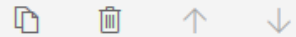
<https://support.office.com/en-us/article/Create-a-form-with-Microsoft-Forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d>

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

# Untitled form

+ Choice Text Rating Date

## Surveys are Awesome!



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:

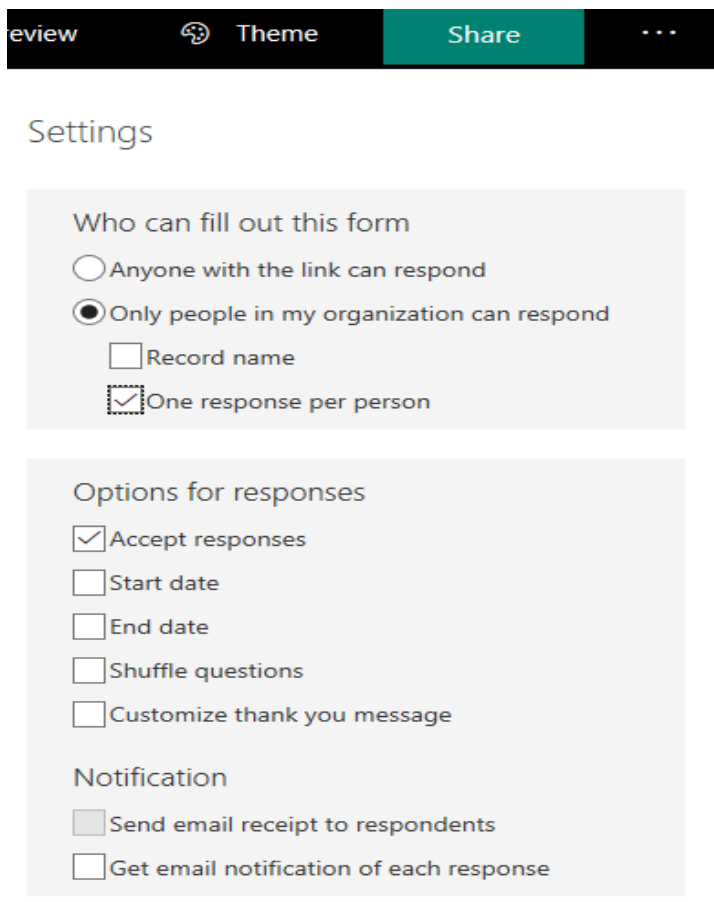
“Anyone with the link can respond” – means anyone who has access to the link can respond (MGA student and non-MGA students).

“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.



The screenshot shows the top navigation bar of a Microsoft Form with buttons for 'Review', 'Theme', 'Share', and a three-dot menu. Below the navigation bar is the 'Settings' section, which is divided into three main categories:

- Who can fill out this form:**
  - Anyone with the link can respond
  - Only people in my organization can respond
    - Record name
    - One response per person
- Options for responses:**
  - Accept responses
  - Start date
  - End date
  - Shuffle questions
  - Customize thank you message
- Notification:**
  - Send email receipt to respondents
  - Get email notification of each response

**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#](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.



Surveys are Awesome!

1 Responses      00:02 Average time to complete      Active Status

[View results](#)      Open in Excel

1. What is a Survey?

[More Details](#)

- Data Collection 0
- Important 1



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