



Session 15

Tool Time Tuesday

Office 365 Forms: Surveys, Quizzes, and Forms





Hello!



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EndNote Basics Online Class

July 16; 10:00am

Register here:

<https://mdanderson.libcal.com/calendar/education/endnotex9>





Black Lives Matter eBook Collection

This collection will be used as a resource for learning more about the Black Lives Matter movement, the history of racism in the United States, and actions we can take moving forward. <https://mdanderson.overdrive.com/>



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Black Lives Matter - Read, Listen, Learn, Grow

SEE ALL

AVAILABLE	WAIT LIST	AVAILABLE	WAIT LIST	WAIT LIST	WAIT LIST
<p>ANGIE THOMAS THE HATE U GIVE NATIONAL BOOK AWARD WINNER</p>	<p>“A MESSAGE FOR ALL PEOPLE INTERESTED IN RACIAL JUSTICE.” —MELANIE KRAMER WHITE FRAGILITY WHY IT'S SO HARD FOR WHITE PEOPLE TO TALK ABOUT RACISM ROBIN DIANGELO FOREWORD BY MICHAEL ERIC DYSON</p>	<p>FOREWORD BY ROBIN DIANGELO me and white supremacy Combat Racism, Change the World, and Become a Good Ancestor LAYLA F. SAAD</p>	<p>BY NEW YORK TIMES BESTSELLER TREVOR NOAH BORN A CRIME LAWYER, COMEDIAN, AND HUMAN RIGHTS ACTIVIST</p>	<p>NEW YORK TIMES BESTSELLER HOW TO BE AN ANTIRACIST IBRAM X. KENDI</p>	<p>#1 NEW YORK TIMES BESTSELLER Ta-NEHISI COATES BETWEEN THE WORLD AND ME “This is required reading.” —Tom Morrison</p>
<p>The Hate U Give by Angie Thomas EBOOK</p>	<p>White Fragility by Robin DiAngelo EBOOK</p>	<p>Me and White Sup... by Layla F. Saad EBOOK</p>	<p>Born a Crime by Trevor Noah EBOOK</p>	<p>How to Be an Antir... by Ibram X. Kendi EBOOK</p>	<p>Between the Worl... by Ta-Nehisi Coates EBOOK</p>



Forms

Office 365 Forms





What are Office 365 Forms?

- Login to Office 365 at office.com or forms.office.com
- Create quizzes, surveys, polls and view the results.
 - Forms are used to collect feedback, organize staff events, conduct surveys, get signups.
 - Quizzes are used assess student learning. A student can take a quiz and get a score instantly.



Create a Form

- Go to forms.office.com → “New Form”
- Enter a title, description.
 - Optional: Add an image to the form header and/or change the theme of the form to make it look snazzier.
- Click “Add New” to add a question.
 - Choice – multiple choice question
 - Text – short answer format
 - Rating – this is a star or number rating
 - Likert – Likert scale
 - File Upload – ask respondents to upload a file



Forms



Design your form

Forms

Tool Time Tuesday Topics - Saved

Preview Theme Share

Questions Responses 4

2. Would you like to be notified about future sessions?

Suggested options: Add all Maybe

Yes

No

+ Add option Add "Other" option

Multiple answers Required

+ Add new

Duplicate your question

Add an image

Allow for multiple correct answers

Make the question required

Forms will suggest options



Form settings

Tool Time Tuesday Topics - Saved

Preview Theme Share

Questions

Choose your settings before sending out the form

Choose who can respond and how many times

Choose a start and end date; create a thank you

Select notification options

Settings

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

2. Would you like to be notified about future sessions?

Suggested options: [Add all](#) [Maybe](#)

- Yes
- No

+ Add option Add "Other" option

Multiple Required



Create a Quiz

- Go to forms.office.com → “New Quiz”
- Enter a title, description.
 - Optional: Add an image to the quiz header and/or change the theme of the quiz to make it look snazzier.
- Click “Add New” to add a question. Choose the correct answer by selecting the checkbox next to the answer.
 - Choice – multiple choice question
 - Text – is a text based question
 - Rating – this is a star or number rating
 - Likert
 - File Upload
- You can choose to make the fields required. This requires the student to enter an answer.
- Edit your question at any point by clicking on the question again.



Design Your Quiz

The screenshot shows a quiz editor interface with a dark green header. The header contains a menu icon, the text "Forms", "Test Quiz - Saved", a search icon, "Theme", a "Share" button, and a help icon. Below the header, there are two tabs: "Questions" and "Responses". The "Questions" tab is active, showing a question editor for a multiple-choice question: "1. What was M.D. Anderson's middle name?". The question has a subtitle field and three options: "Donald", "Denver", and "Dunaway". The "Dunaway" option is marked as the correct answer. Below the options, there is a "Points" field set to "5", a "Multiple answers" toggle (disabled), and a "Required" toggle (enabled). A "Shuffle options" dropdown menu is open, showing options: "Shuffle options" (checked), "Drop-down", "Math", "Subtitle" (checked), and "Add Branching".

Annotations with red arrows point to various features:

- Duplicate your question**: Points to the duplicate icon in the question editor toolbar.
- Shuffle the answer options**: Points to the "Shuffle options" dropdown menu.
- Add a score for the correct answer**: Points to the "Points" field.
- Allow for more than one correct answer**: Points to the "Multiple answers" toggle.
- Make the question required**: Points to the "Required" toggle.
- Add branching**: Points to the "Add Branching" option in the dropdown menu.



Quiz Settings

Forms Untitled quiz - Saved ? G

Preview Theme Share

Questions Responses Settings

UNTITLED QUIZ

Section 1

Section

Section 1

Section

Enter a description

+ Add new

Option for quiz

Show results automatically

Responders will see their results and correct answers immediately after submitting the quiz.

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

Choose your settings before sharing the quiz

Adjust visibility of the results

Choose who can respond and how many times

Choose a start and end date; create a thank you

Select notification options



Add Branching Logic

- Branching logic is available for quizzes or forms
- Create all of your questions first.
- Choose the question/s you wish to branch from
- You can only add branching moving forward through your questions. In other words, you cannot branch question #4 to go back to question #3.

2. Would you like to be notified about future sess

Yes Go to ▼

No Go to ▼

3. Enter your email address

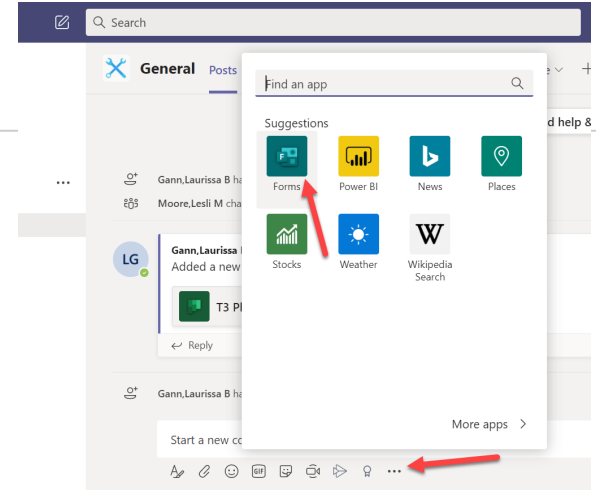
The screenshot shows a form with two radio button options for question 2. The 'Yes' option is selected and is linked to question 3. The 'No' option is unselected and is linked to the end of the form. Below this, question 3 is shown as a text input field with the placeholder text 'Enter your answer'.



Polls

Create a poll in Microsoft Teams or Outlook

- Adding polls to Outlook emails requires a download of the Office 365 apps from Office.com.
- Teams:
 - Open your team. Go to Posts, click on the ellipsis to choose “Forms”. Add your questions and options and choose next. Send when you’re ready to post.
- Outlook:
 - This depends on your version of Outlook. Some of us don’t have an updated version. We think this is connected to the server our Outlook is stored on.





Polls – Outlook Online

- Login at Office.com → go to Outlook → Create a New Email
- Click on the ellipsis → select Poll
- Create your poll → select “Insert poll into email”

The screenshot shows the Outlook Online interface. On the left, an email is being composed with fields for 'To', 'Cc', and 'Add a subject'. The body contains a 'Thanks, Lesli' and contact information for Lesli M. Moore. At the bottom, there is a rich text editor toolbar and a 'Send' button. On the right, a 'Poll' sidebar is open, showing a poll titled 'Favorite food' with three options: 'pickles', 'raisin', and 'bread'. Below the options is an 'Add option' button and a 'Multiple answers' toggle. At the bottom of the sidebar is a green 'Insert poll into email' button. Red arrows point to the ellipsis menu in the toolbar (labeled 'Select poll here'), the 'Ask your poll question' field in the poll sidebar, and the 'Insert poll into email' button.

The background of the slide features several tall, neat stacks of paper or documents. The papers are mostly off-white or light cream, with some stacks showing colored edges (yellow, green, blue, red). The stacks are arranged in a row, receding into the distance. The lighting is bright, creating soft shadows between the stacks. The overall scene suggests a large volume of printed or written material.

Alternative Tools





Qualtrics

Academic Analytics and Technology offers Qualtrics as a survey tool.

- Create account: <https://aat.mdanderson.edu/institutional-research/>
- It's more robust than Office 365 forms. The analysis tools are much more advanced.
- Classes are available on designing surveys through Study @ MD Anderson
- “Morning Coffee with Qualtrics” – Monday/Wednesday sessions through WebEx



Fun Quiz Tools

- [Kahoot](#) – Game based quizzing tool. Great for trivia questions.
- [EdPuzzle](#) – Watch a video (like a TED Talk) and follow-up with a quiz. Tracks student accountability and comprehension.
- [Poll Everywhere](#) – Interactive quizzing tool; shows live poll results; embeds in PowerPoint



Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>