

# Creating Assessments using Microsoft Forms

**Presented by:**

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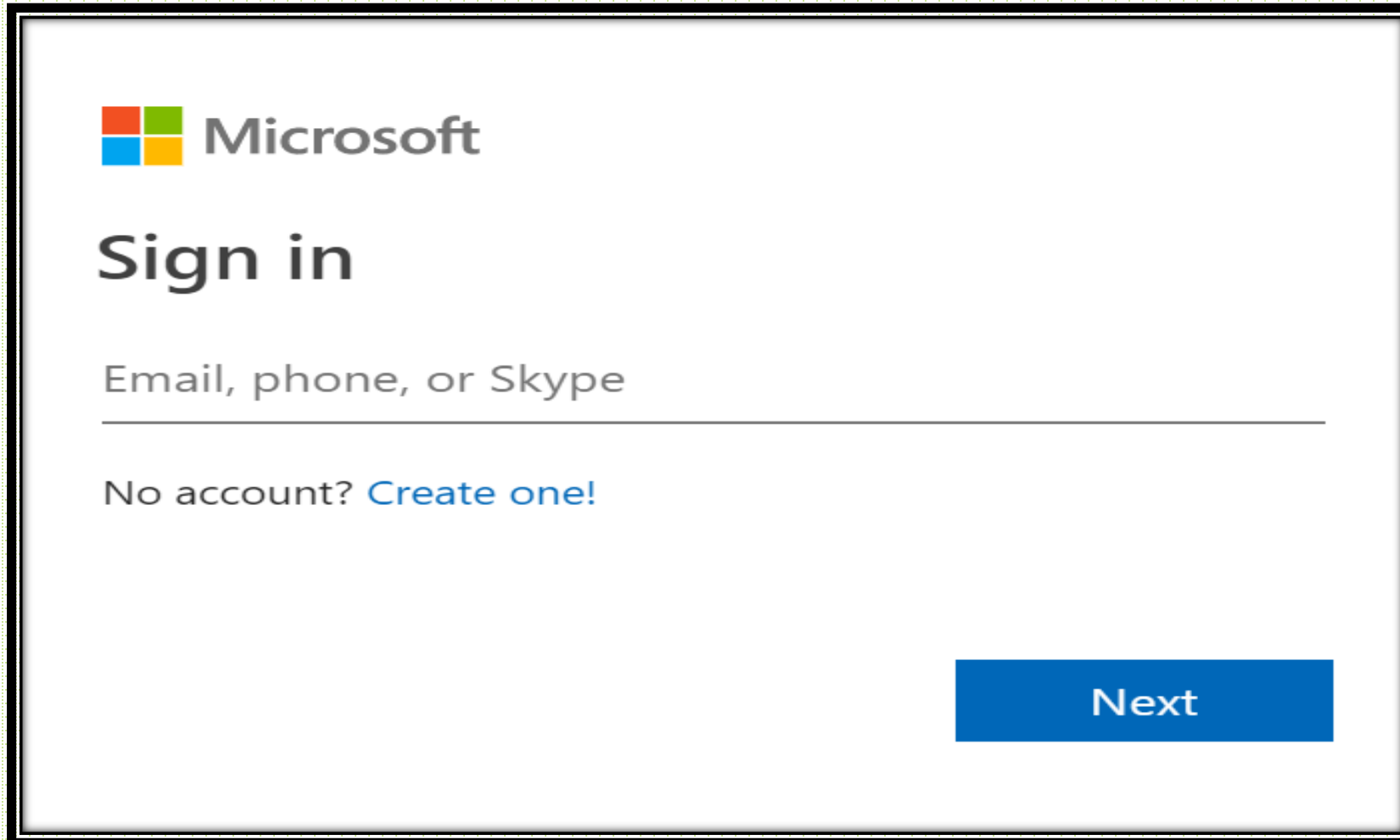
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# About Microsoft Forms

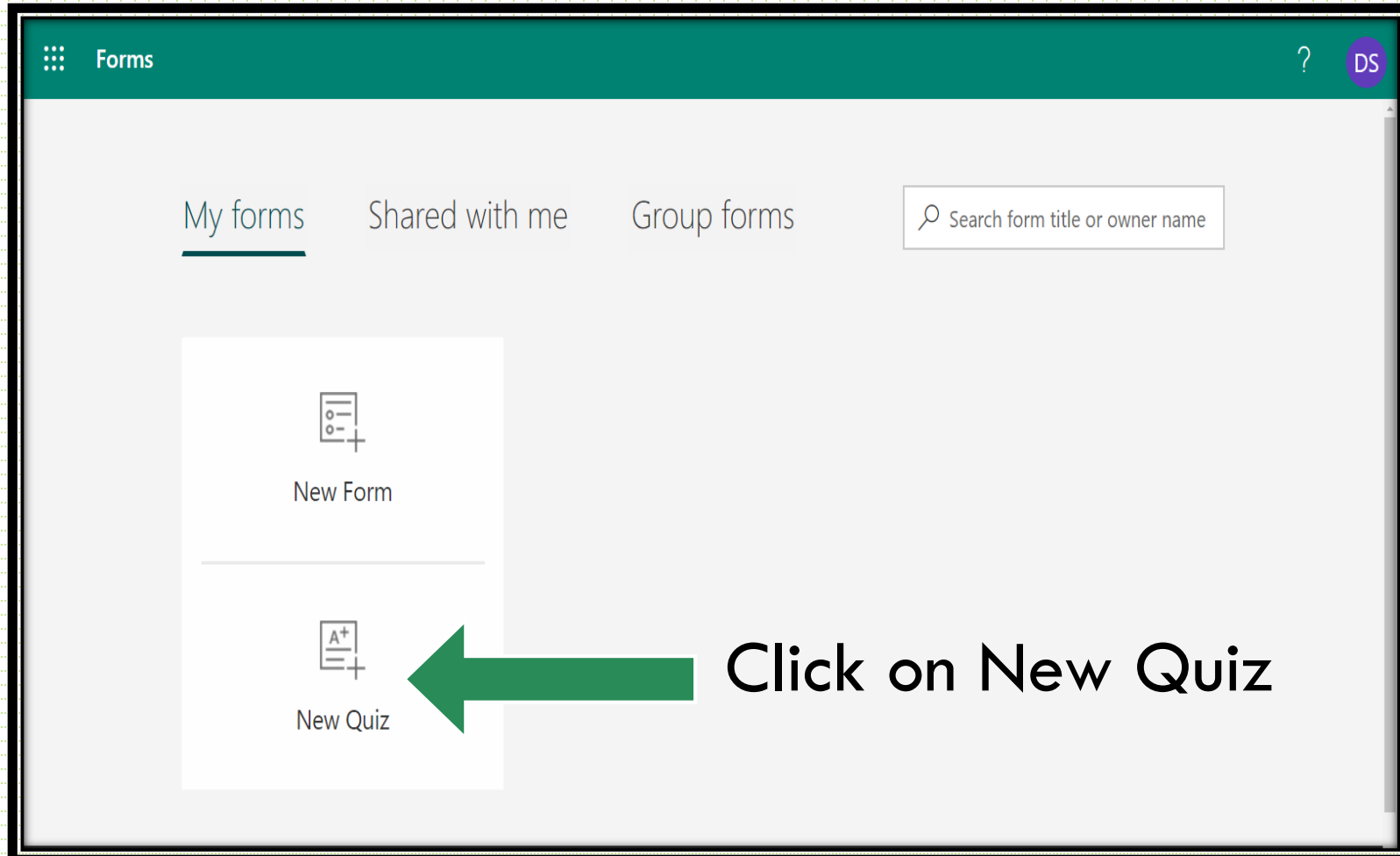
- ➡ Microsoft Forms is a tool that allows us to create Quizzes / Assignments that can be checked manually or Auto Graded.
- ➡ Log on to <https://forms.office.com> with your Microsoft Id and password. Select the type of question that is to be added.
- ➡ Set the rules, Preview your quiz and share the link with your students.
- ➡ After the conduct of exam, you automatically get responses.
- ➡ Microsoft Form also provides Detailed Reports so that teachers can analyse students' scores and responses.

# Login Screen

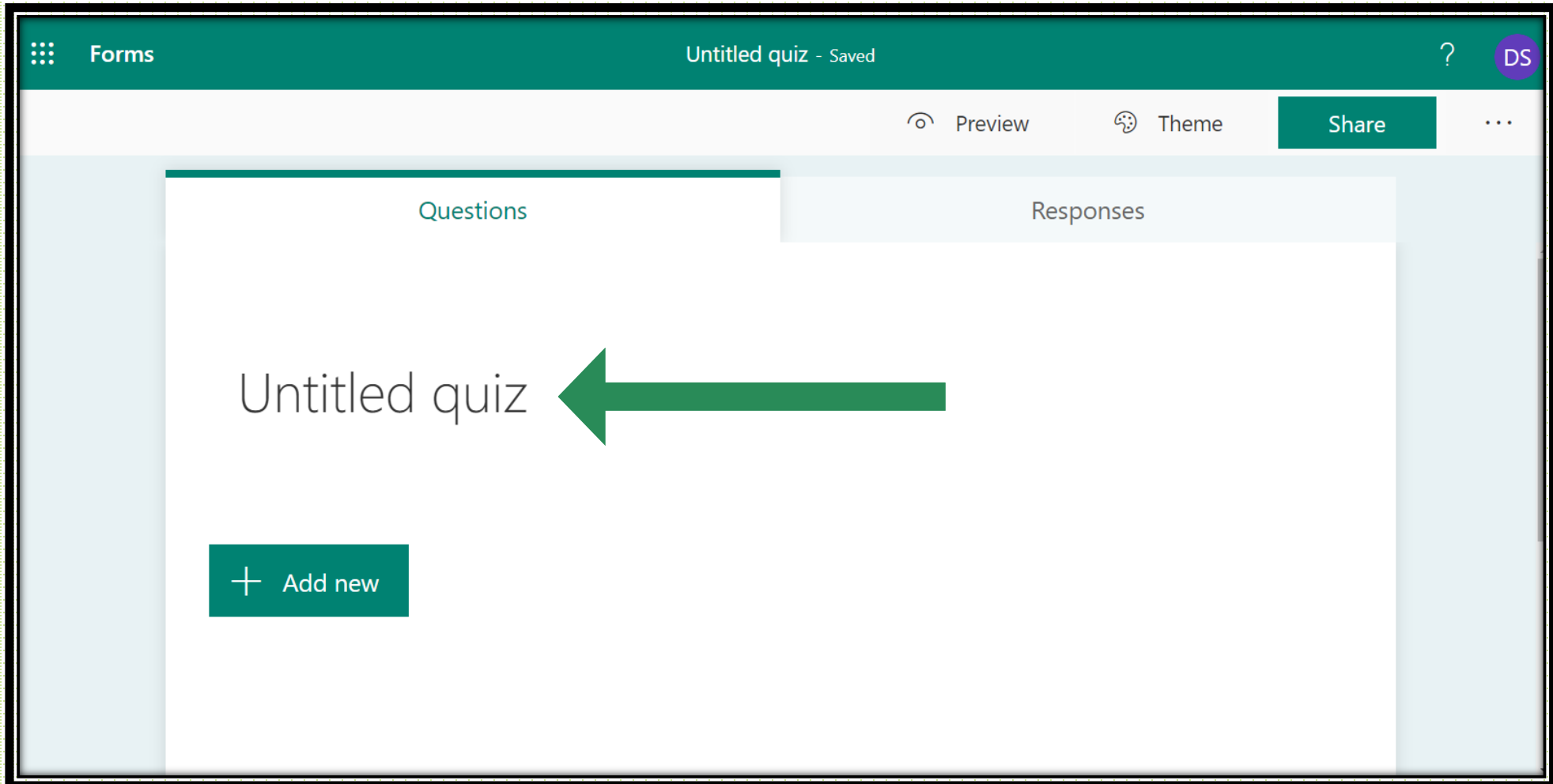


The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft" in a grey sans-serif font. Below the logo is the text "Sign in" in a large, bold, dark grey font. Underneath "Sign in" is a text input field with the placeholder text "Email, phone, or Skype" in a light grey font. A horizontal line is positioned below the input field. Below the line is the text "No account? [Create one!](#)" in a dark grey font, where "Create one!" is a blue hyperlink. At the bottom right of the screen is a blue rectangular button with the word "Next" in white text.

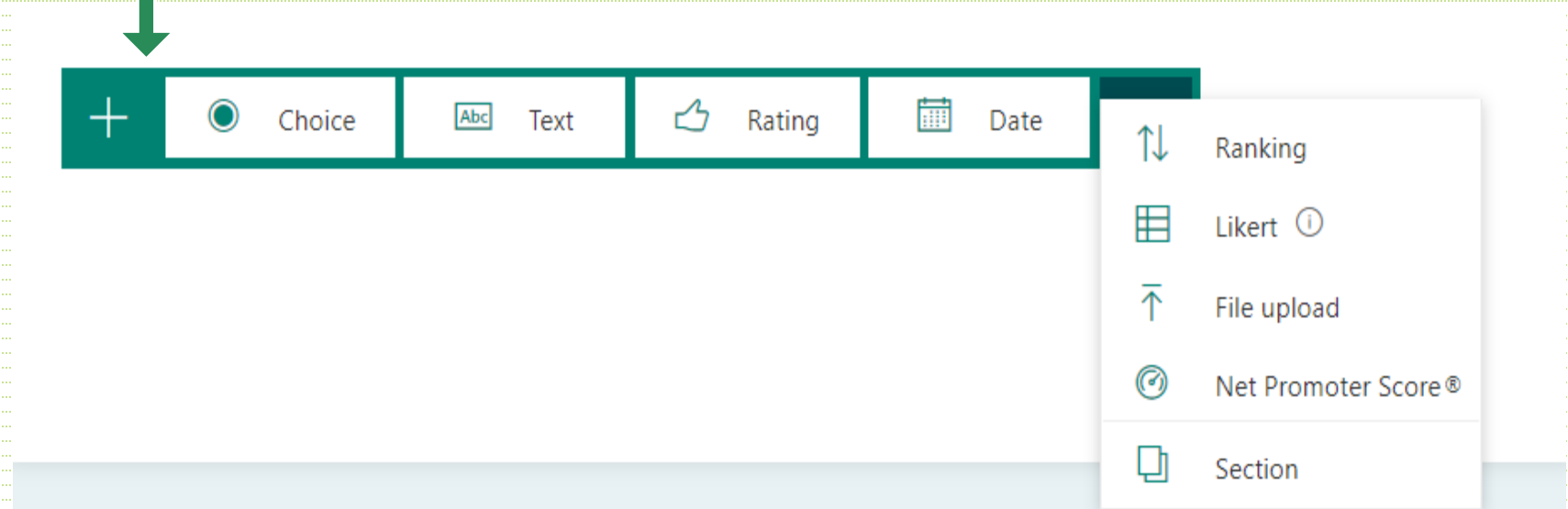
# Home Screen – in MS Forms



# Give Title & Description to your Quiz




Click on Add new button to add a Question and select the type of Question.



- Multiple Choice
- Short text
- Rating
- Date
- Ranking
- File upload

# Quiz – For the subject of Hindi/Sanskrit/Punjabi

- 👉 Open any Web Browser.
- 👉 Search for Google Input Tools
- 👉 Click on “On Chrome” → Download Chrome Extension Button → Add to Chrome → Add Extension.
- 👉  - This extension gets added to your browser window.
- 👉 Now while making your quiz, choose the language from the extensions and start typing.

# Settings

Settings

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

To give Start date and time

To shuffle the questions

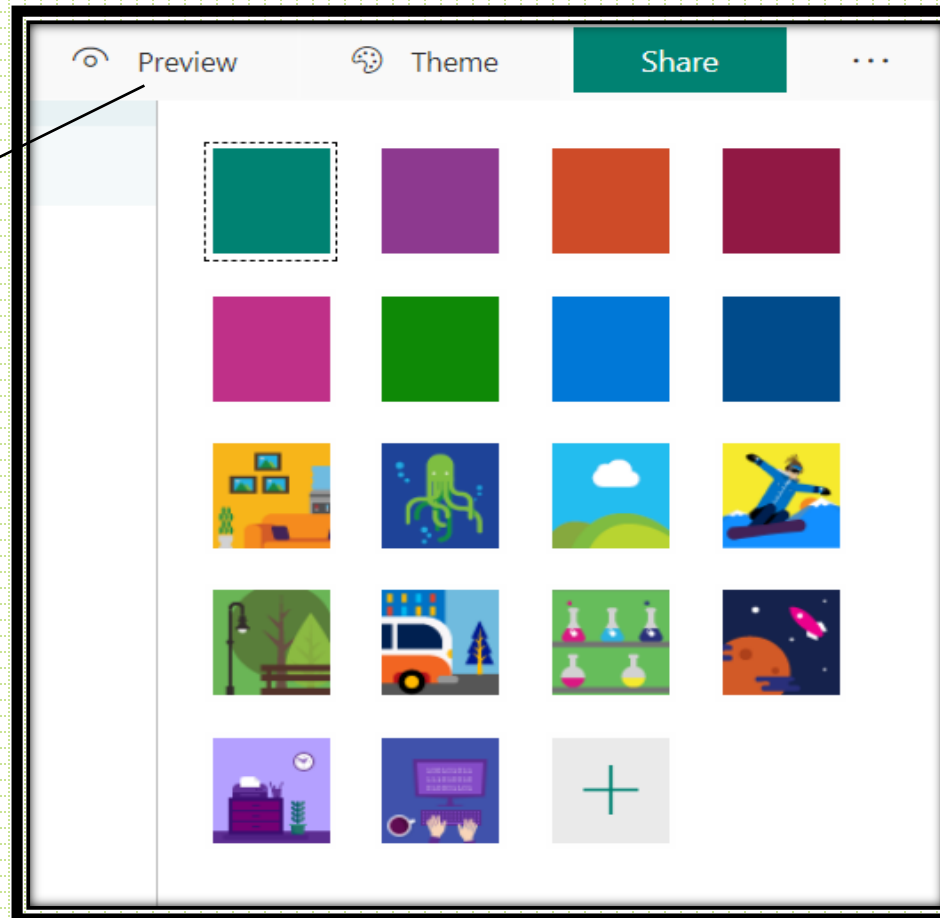
To give End date and time

To customize the thank you message.

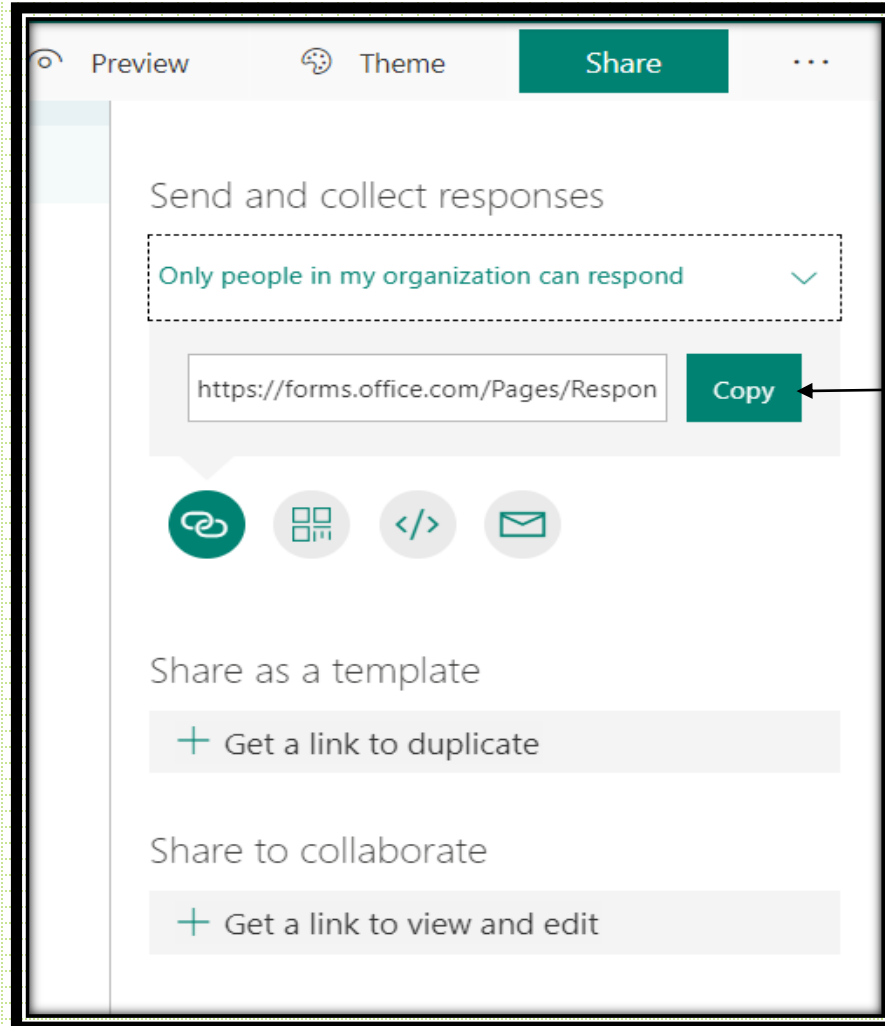


# Add Theme and check the Preview

To Preview the form



# Share the link



Copy this link  
and share it  
with your  
students

# Analysis

the sum of angles of a triangle is (1 point)

92% of respondents (12 of 13) answered this question correctly.

[More Details](#)

180	12	✓
360	1	
270	0	
90	0	




the sum of angles of a square is (1 point)

85% of respondents (11 of 13) answered this question correctly.

[More Details](#)

180	2	
360	11	✓
270	0	
90	0	





Lets start  
with  
the  
live Demo at

<http://forms.office.com/>

# Form, question, and response limits

	<b>Office 365 Education</b>	<b>Microsoft 365 Apps for business</b>	<b>Microsoft personal account (Hotmail, Live, or Outlook.com)</b>
How many forms can I create?	Up to 200	Up to 200	Up to 200
How many questions per form are allowed?	Up to 100	Up to 100	Up to 100
How many responses can a form receive?	Up to 50,000	Up to 50,000	Up to 200 for free accounts Up to 1,000 for paid accounts

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Thank You

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