



Self-grading quizzes with Microsoft Forms

All Office 365 Education users now have access to Microsoft Forms – a great new feature for creating surveys and quizzes. Anyone with an Office 365 Education account can create a Microsoft Form. Creators can choose to limit respondents to their school or make the form available to anyone. Forms can be viewed and completed on any computer, tablet or phone. This makes Microsoft Forms suitable to use with students, colleagues, parents and the wider community.

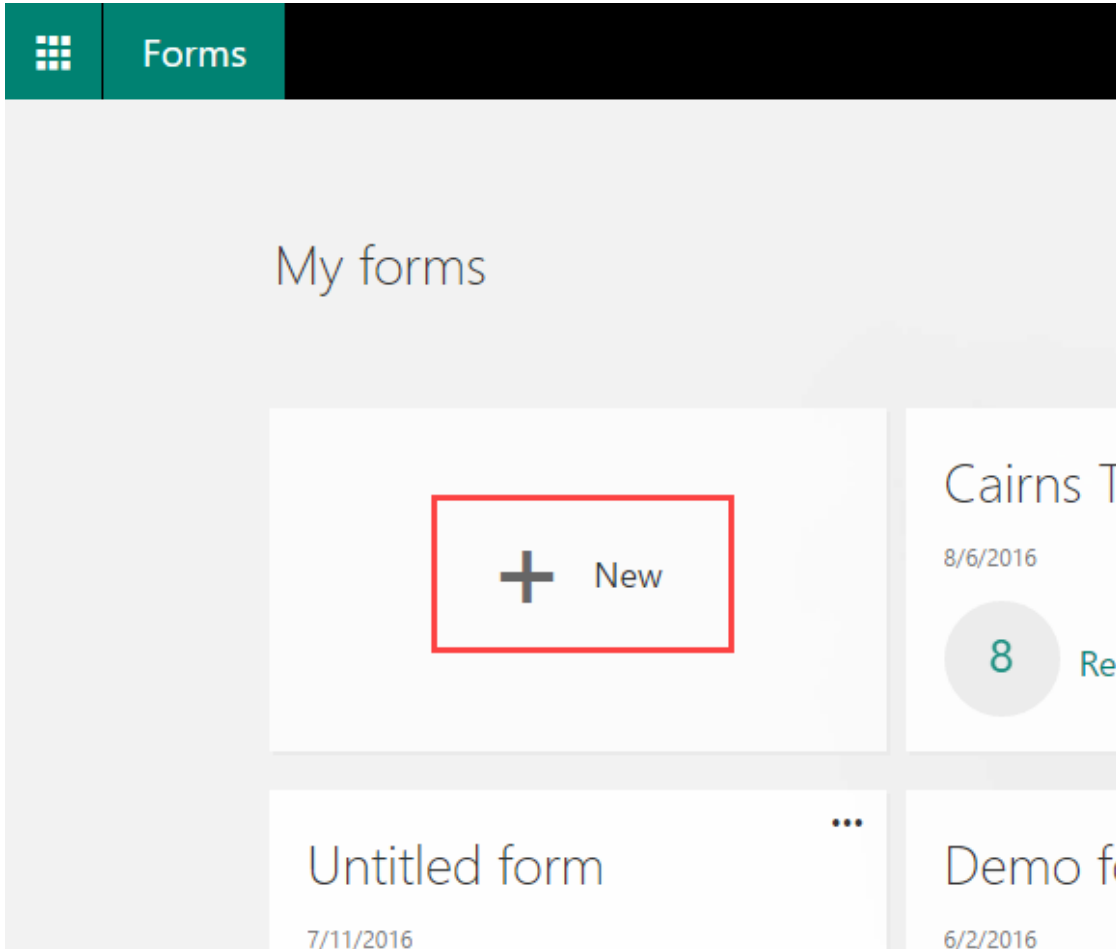
Microsoft Forms also has a powerful in-built quizzes feature which includes self-grading and automatic feedback. In this blog post, we'll show you how to setup a self-grading quiz to use with your students.

Topics Covered

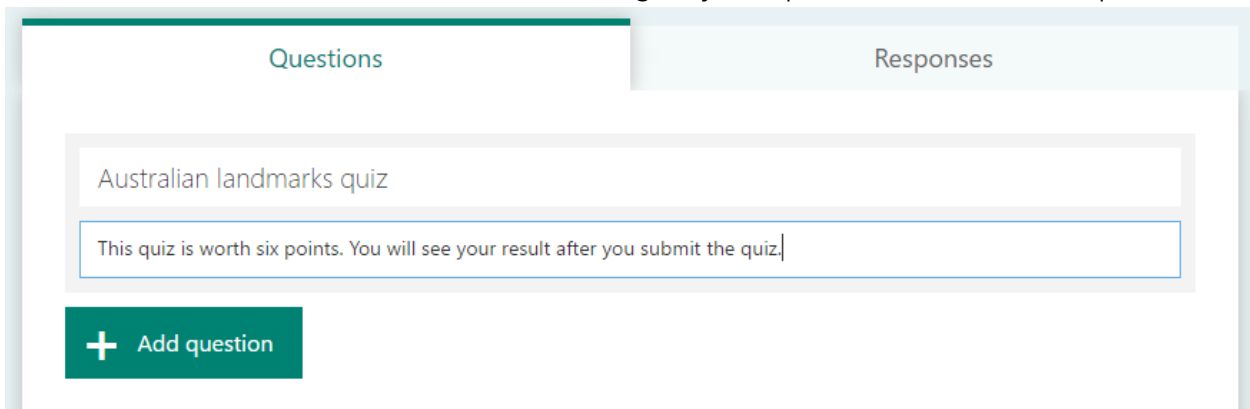
- [Create a quiz in Microsoft Forms](#)
- [Add questions to your Microsoft Form quiz](#)
- [Select a theme for your Microsoft Form](#)
- [Change your Microsoft Form's settings](#)
- [Preview your Microsoft Form quiz](#)
- [Share the Microsoft Form quiz with your students](#)
- See responses to a Microsoft Form quiz

Create a quiz in Microsoft Forms

1. Visit <http://forms.microsoft.com> and sign-in with your Office 365 Education account.
Note: Microsoft Forms is only available to education users.
2. Click New to open a new form.



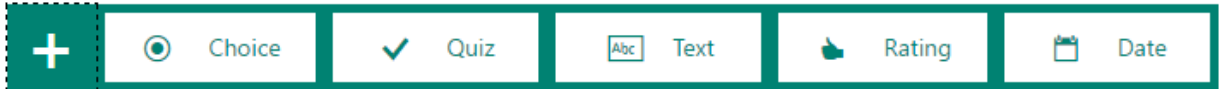
3. Click in the Untitled form section and give your quiz a name and description.



Add questions to your Microsoft Form quiz

- Click the Add question button and select the appropriate question type. Use the table below to help you choose.

Tip: Your quiz can include a mixture of self-grading and non-self-grading questions. Just remember that only the self-grading ones will be marked automatically!



Question type	Explanation	Self-grading?	Useful for
Choice	A multiple-choice (one answer) or check-box (multiple answers) question with no correct answer Tip: Toggle on the Multiple answers option to make this a check-box style question	No	Multiple-choice and check-box questions that are not part of the quiz (e.g. selecting class or teacher)
Quiz	A multiple-choice (one answer) or check-box (multiple answers) question with a correct answer(s) Tip: Toggle on the Multiple answers option to make this a check-box style question	Yes	Multiple choice and check-box quiz questions
Text	A short or long answer text box Tip: Toggle on the long answer option to give students a bigger box to type in.	No	Capturing student names, email addresses, feedback, explanations and text responses

Rating	A number or star rating out of five or ten	No	Capturing student feelings about a topic, performance, activity, teaching method etc.
Date	A date-picker box	No	Capturing date selections

5. Complete the question information as shown in the image below.
 Note: This assumes you are using a multiple-choice question. The options to select will be a bit different for other question types.

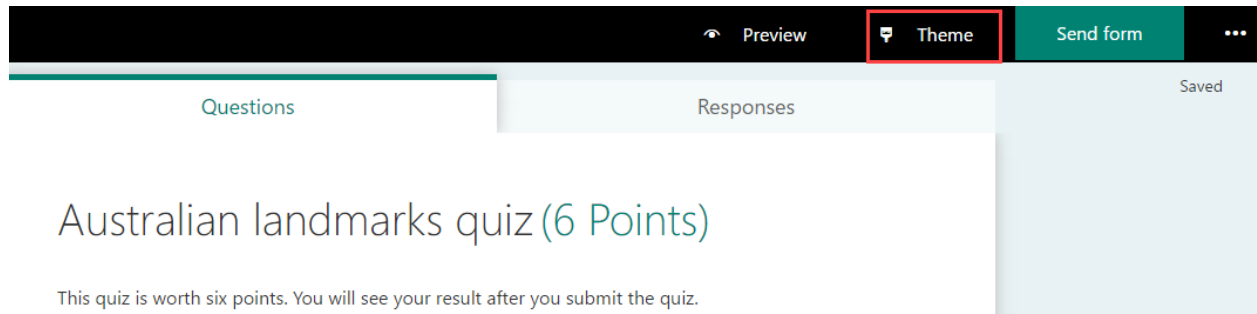
The image shows a question editor interface for a multiple-choice question. The question text is "3. In which city or town is Lake Burley Griffin located?". The options are Newcastle, Perth, Albury, and Canberra. The correct answer is Canberra. The interface includes a points field set to 1, a "Multiple answers" toggle (off), and a "Required" toggle (on). Callouts 1-6 point to the question text, answer options, feedback message, correct answer selection, points field, and the "Required" toggle respectively.

6. Repeat steps 4 and 5 for each question you want to add to your form.

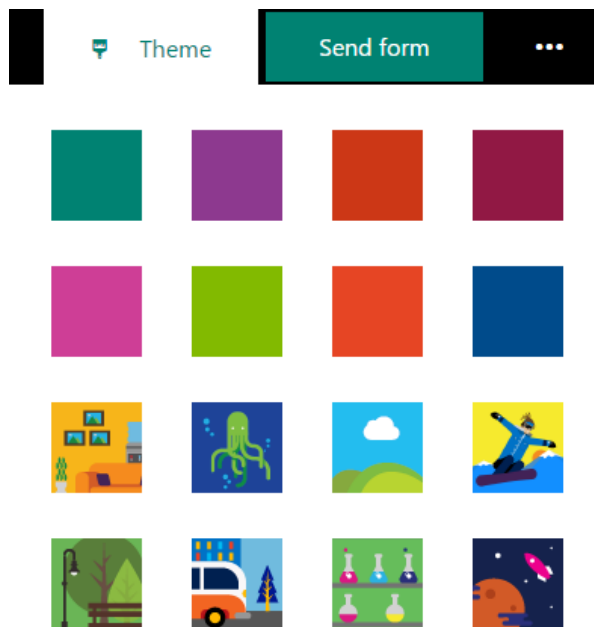
Select a theme for your Microsoft Form

A theme adds some colour and fun to your quiz!

7. Click the Theme button at the top of the screen.



8. Find a theme you like and click to select it. Click the Theme button again to close the themes pane.



Change your Microsoft Form's settings

9. Click the Send form button at the top of the screen.
10. Click the See all settings link at the bottom of the pane.



Copy and paste the link

`https://forms.office.com/Pages/ResponsePage`

Copy



Email the link



Download and send the QR code



Embed in a webpage

Who can fill out this form

- Only people in my organization
 - Record the names of responders
- Anyone with a link (sign-in not required)

See all settings

11. Choose the settings appropriate to your circumstances. Here are some tips to help you (follow only those relevant to you!):

- Want to make your quiz anonymous? De-select the Record the names of responders option
- Only want students to complete your quiz once? Select the Allow only one response per person option.
- Need your quiz accessible outside your school? Select the Anyone with a link option.
- Want to close your quiz at a specific date and time? Select the Apply deadline option and choose a date and time
- Want each student to see the questions in a different order? Select the Shuffle questions option. However, be aware that this will also shuffle questions like 'Name', 'Class', etc.
- Don't want students to see the correct answers? De-select the Display the correct answers after responders submit the form option.
- Want students to see how many points a question is worth? Select the Show question points to responders option.

[← Back](#)

Who can fill out this form

- Only people in my organization
 - Record the names of responders
 - Allow only one response per person
- Anyone with a link (sign-in not required)

Options for responses

- Accept responses
- Apply deadline
- Shuffle questions

Options for quiz

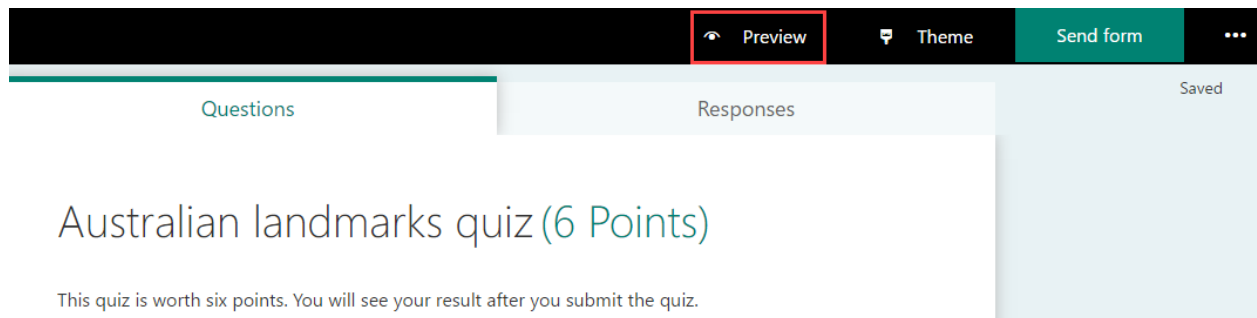
- Display the correct answers after responders submit the form
- Show question points to responders

12. Click Back when you have finished configuring your form settings.

Preview your Microsoft Form quiz

Now that your quiz is ready to go, it's time to check everything looks correct.

13. Click the Preview button at the top of the screen.



14. Use the Computer and Mobile buttons to see what your quiz will look like on different devices.

15. If you want to test the quiz, you can fill it in now.

16. Click the Back button when you are done previewing.

Share the Microsoft Form quiz with your students

The Send form button includes several ways you can share your quiz with your students. Use the image below to help you choose the best option.

The image shows the 'Send form' menu in Microsoft Forms. The menu is open, displaying four options: 'Copy and paste the link', 'Email the link', 'Download and send the QR code', and 'Embed in a webpage'. Each option is accompanied by a callout box explaining its use.

- Copy and paste the link:** This option shows a text input field with the URL `https://forms.office.com/Pages/ResponsePage` and a 'Copy' button. Callout boxes explain: 'Email the link to your students' and 'Paste this link into OneNote, your class website or LMS. You could also use `http://bit.ly` to create a short URL to put on your PowerPoint'.
- Email the link:** This option is represented by an envelope icon. Callout boxes explain: 'Email the link to your students' and 'Paste this code into a web page, blog or Sway to embed the form'.
- Download and send the QR code:** This option is represented by a QR code icon. Callout boxes explain: 'Generates a QR code which you could display on a PowerPoint or print out'.
- Embed in a webpage:** This option is represented by a code icon (`</>`). Callout boxes explain: 'Paste this code into a web page, blog or Sway to embed the form'.

See responses to a Microsoft Form quiz

- You can see your student's responses to your quiz on the Responses tab.
- The Summary section shows the average score and a graphical representation of all responses. These are both updated in real-time when each student submits their quiz.
- The Individual section displays each student's individual answers, their grade and the time taken to complete the quiz.
- You can also choose to download the responses into Microsoft Excel if you want to undertake deeper statistical analysis.

The screenshot shows the 'Responses' tab for a quiz titled 'Australian landmarks quiz'. At the top, there are two tabs: 'Questions' and 'Responses' (which is active). Below the title, there is a summary section with three key metrics: 2 Responses, 5 Average Score, and Active Status. A 'Details' menu icon is visible to the right of these metrics. Below the summary, there are four questions listed, each with its own response statistics and a 'Details' link.

Australian landmarks quiz [Open in Excel](#)

Summary Individual

2 Responses 5 Average Score Active Status

1. Your name

2 Responses Latest responses: "Samantha", "Adam" [Details](#)

2. Your email address

2 Responses Latest responses: "samantha@usingtechnologybetter.com" [Details](#)

3. In which city or town is Lake Burley Griffin located? (1 point)

100% of respondents (2 of 2) answered this question correctly.

Canberra	2	✓
Newcastle	0	
Perth	0	
Albury	0	

[Details](#)

4. Kangaroo Island is located off the mainland of which state? (1 point)

50% of respondents (1 of 2) answered this question correctly.

Tasmania	1	
South Australia	1	✓
Western Australia	0	
Queensland	0	

[Details](#)