



Microsoft Forms

Division of Learning and Teaching Support and Innovation



TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the Lək̓ʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.



AGENDA

- Demonstration
- *Bonus (for your reference): Highlight of features*
- Questions/contact us

DEMONSTRATION

- Three questions
- Please take out your electronic device and be ready to scan the QR code/open the question link



DEMONSTRATION LINKS



Scan the QR code to vote or go to <https://forms.office.com/r/KDueaR3vvL>



HIGHLIGHTS

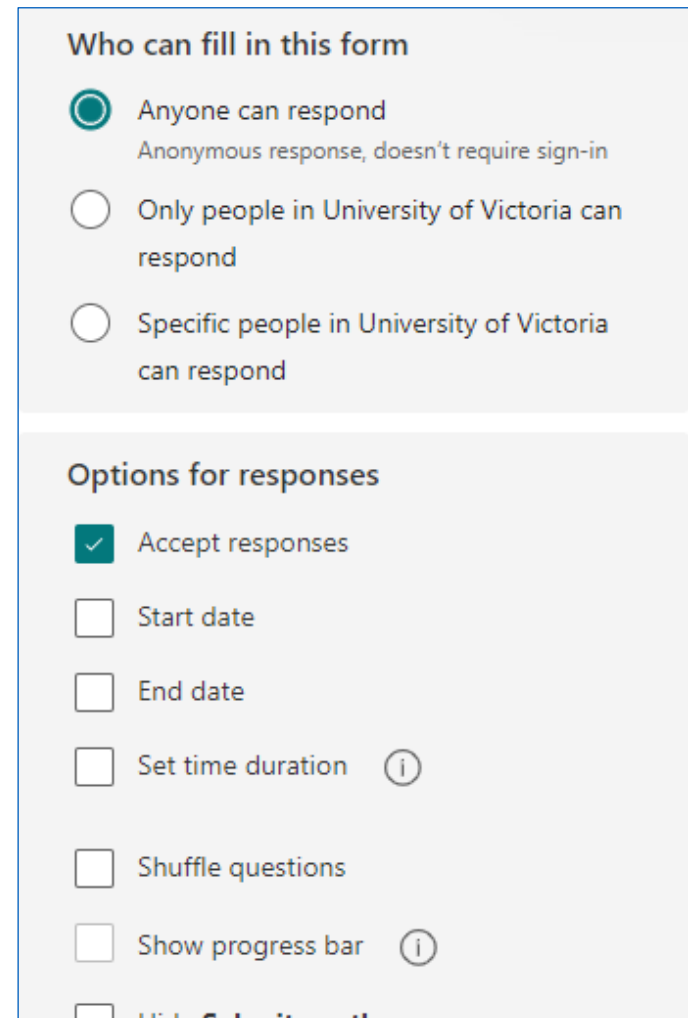
- Ease of usage:
 - Importing (Word/PDF)
 - Copying
 - Common question types
 - Templates
 - Uses Microsoft 365

The screenshot displays a user interface for creating forms and quizzes. At the top, there are three buttons: "New Quiz" (with a plus icon), "New Form" (with a plus icon), and "Quick import" (with a document icon). On the right side, there is a "Hide templates" button with a chevron icon. Below these buttons, the text "Explore templates" is visible on the left, and "View all" is on the right. The main area shows four template cards, each with a title and a representative image:

- Feedback and evaluation survey**: Image of a group of people sitting around a table, engaged in a discussion.
- Registration and application form**: Image of hands typing on a laptop keyboard, with a purple notebook and a blue folder nearby.
- Academic research and study**: Image of a young man with glasses and a red backpack looking at a book in a library.
- Quiz and assessment**: Image of a hand pointing to a document with a grid of bubbles, likely a quiz or assessment form.

HIGHLIGHTS

- Customization:
 - Form completion
 - Question feedback in Quizzes
 - Branching
 - Embedding/linking elsewhere
 - Start/end dates



Who can fill in this form

- Anyone can respond
Anonymous response, doesn't require sign-in
- Only people in University of Victoria can respond
- Specific people in University of Victoria can respond

Options for responses

- Accept responses
- Start date
- End date
- Set time duration ⓘ
- Shuffle questions
- Show progress bar ⓘ
- Hide Submission messages

SAMPLE QUIZ QUESTION CREATION

4. When is ETUG's 30th anniversary?

2013

2024

2026

2029

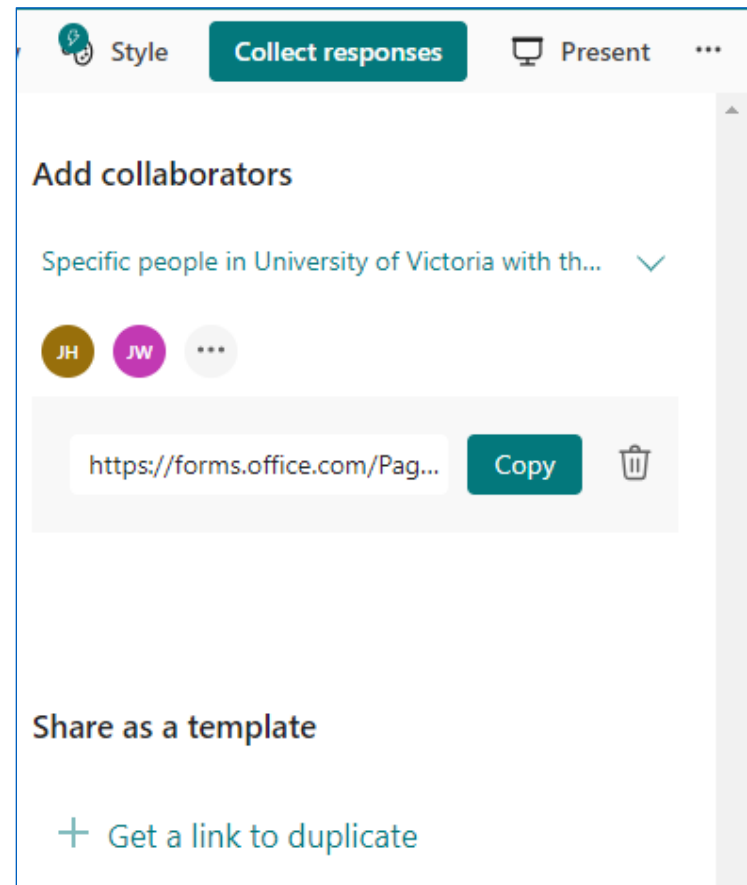
+ Add option

Points:

Maths Multiple answers Required ...

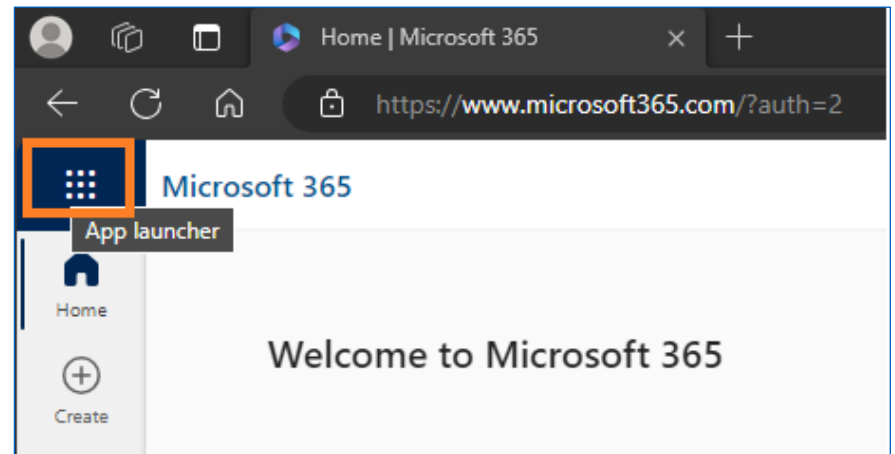
HIGHLIGHTS

- Collaboration
- Some built-in accessibility features



WHERE TO START WITH FORMS

1. [Log in here](#) with your institutional credentials.
2. In the top left corner, select the App Launcher (grid icon).
3. Select "Forms" from the list of apps.



THANK YOU! ANY QUESTIONS?

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