

# Compendium of Augmented Blended Teaching & Learning for Open Pedagogic Tools

Blended Learning Tool Evaluation – Microsoft Forms

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# Blended Learning Tool Evaluation – Microsoft Forms





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## Report Overview

This document describes *Microsoft Forms* as a tool to support blended learning. Following testing and evaluation, it discusses the functionalities and how the tool supports educators in their professional activities, namely:

- Professional Engagement
- Digital Resources
- Teaching & Learning
- Assessment
- Empowerment of Learners
- Facilitating Learners' Digital Competence



## 1. Introduction

Forms is a free tool from Microsoft that gives the user the possibility to create questionnaires, forms and polls. Through Forms it is possible to view the answers, analyse the data and export them to Excel.

Access Microsoft Forms through the following link:

<https://www.office.com/launch/forms?auth=2>

## 2. Testing and evaluation of the tool

To start Microsoft Forms you must use your Microsoft 365 school/work credentials or your personal Microsoft account (Hotmail, Live Outlook.com). Then, “New Questionnaire” or “New Form” is selected, depending on the intended goal (the questionnaire refers to the evaluation, while the form collects data) (Figure 1).

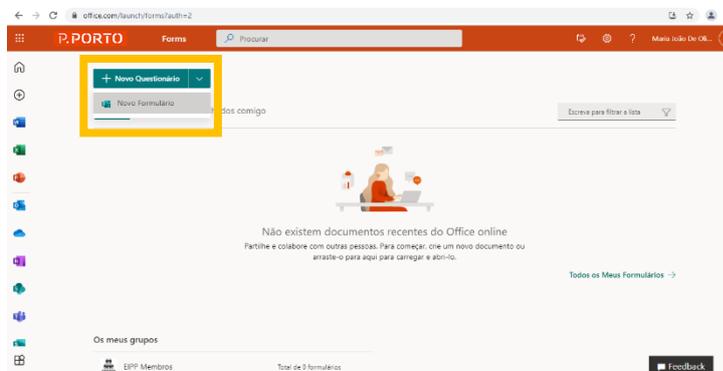


Figure 1: Start Forms

Enter a title and description for the form. Later, the type of question is chosen (multiple choice, text, classification, date, among others), as shown in Figure 2.

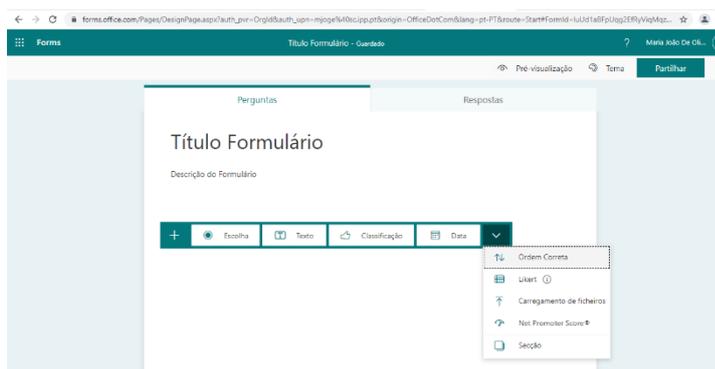


Figure 2: Create form

It is also possible to add sections to the form, allowing to separate questions by topic. For each section it is possible to define the title, description and questions (Figure 3).

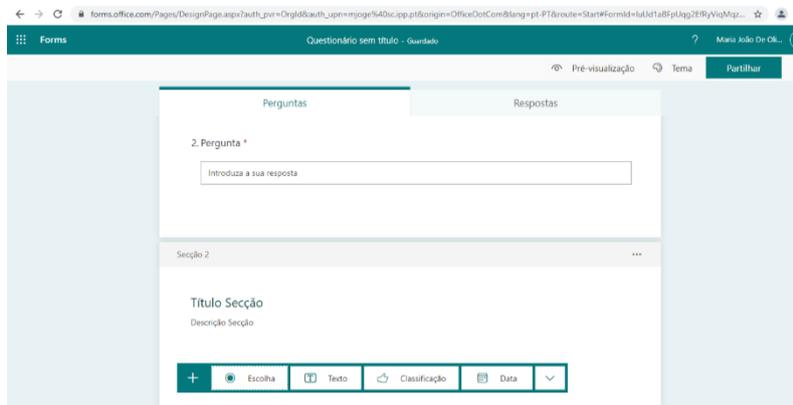


Figure 3: Insert sections on forms

After creating the form, it is possible to preview its appearance and test to see if it is what was desired. Later, it is shared through a link or QR code (Figure 4).

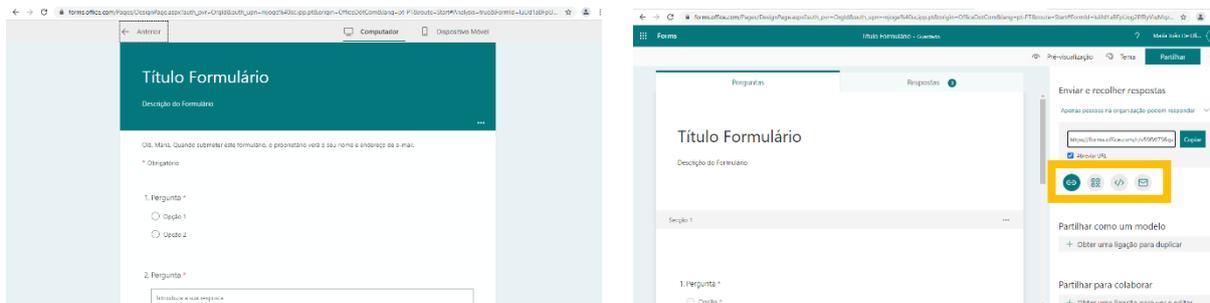


Figure 4: Form preview and sharing

In order to view the forms answers, this tool provides an overall summary, enables individual analysis and data export to Excel (Figure 5) as shown in the following images:

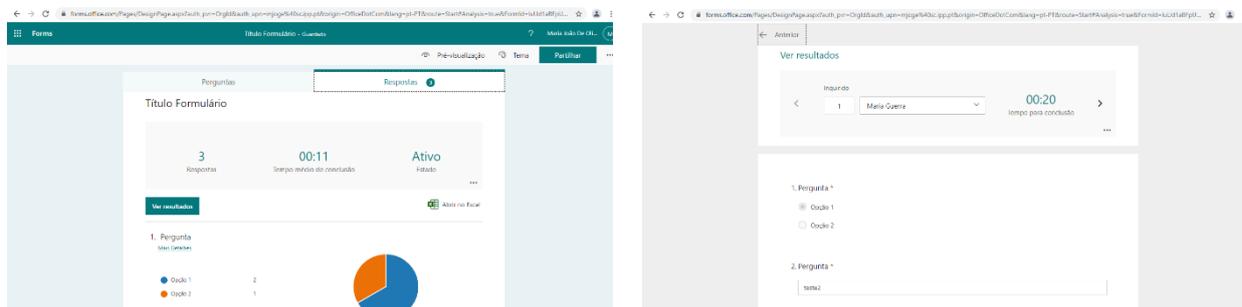


Figure 5: Viewing the answers



### 3. Functionalities supporting blended learning

#### 3.1 Supporting Professional Engagement

The tool is very intuitive and simple. Either in terms of creating a questionnaire and form or during the participation.

However, it is beneficial to use the description option (available in the form introduction, in the questions and in the sections) to clarify the participant and avoid filling out the form incorrectly.

#### 3.2 Supporting Digital Resources

*Microsoft* provides several online support and explanatory videos on the use of this tool, such as:

- Log in into *Microsoft Forms* (<https://support.microsoft.com/pt-pt/office/iniciar-sess%C3%A3o-no-microsoft-forms-620daa7a-3e03-4013-8f92-5cce86210ef6>);
- Create a form or questionnaire (<https://support.microsoft.com/pt-pt/office/criar-um-novo-formul%C3%A1rio-ou-question%C3%A1rio-3c39c220-e30e-401d-bb6f-c1861d5aea01>);
- Share (<https://support.microsoft.com/pt-pt/office/enviar-um-formul%C3%A1rio-e-recolher-respostas-381935d9-ba9c-429e-b8cb-2de6714a75a0>);
- View results (<https://support.microsoft.com/pt-pt/office/ver-resultados-do-seu-formul%C3%A1rio-22ea518c-b2f6-4824-bf8d-f14a6bba7d3c>);
- Add sections (<https://support.microsoft.com/pt-pt/office/adicionar-sec%C3%A7%C3%B5es-ao-seu-inqu%C3%A9rito-ou-question%C3%A1rio-f75b1ca4-bd9b-452c-a83e-38ff5a3b1446>);
- Redirect to certain questions (<https://support.microsoft.com/pt-pt/office/utilizar-a-l%C3%B3gica-de-ramifica%C3%A7%C3%A3o-no-seu-formul%C3%A1rio-0a092a1c-8fe4-441c-9fc6-cd0aad3b52b2>);
- Integration (<https://support.microsoft.com/pt-pt/office/integra%C3%A7%C3%A3o-fd5521ec-bd27-48ee-8aad-84ffe95c2a8b>);
- Formatting (<https://support.microsoft.com/pt-pt/office/formatar-499b87a2-7e82-44c5-8a3a-026df34982a0>);

#### 3.3 Supporting Teaching & Learning

*Microsoft Forms* enhances the formative and summative assessment of students and the implementation of gamification in the classroom, by providing immediate feedback, engaging questions and, consequently, funnier learning and detailed statistics of the answers.

The articles on academic google about the use of the platform in education:

Vrcelj, A., Hoic-Bozic, N., & Holenko Dlab, M. (2020). *Digital Tools and Platforms for Online Teaching Mathematics in Primary Schools*. The 11th International Conference on eLearning, Belgrade, Serbia. [https://degames.uniri.hr/wp-content/uploads/2020/09/eLearning\\_2020\\_Vrcelj\\_Hoic\\_Holenko.pdf](https://degames.uniri.hr/wp-content/uploads/2020/09/eLearning_2020_Vrcelj_Hoic_Holenko.pdf)

#### 3.4 Supporting Assessment

*Microsoft Forms* allows the operationalization of the online assessment, which may prioritize formative and continuous assessment, evaluating processes and interactions whenever possible. In



this context, gamification through the use of online platforms, to create interactive educational resources, seems to be the appropriate assessment strategy. Microsoft Forms is one of the tools that allows to take advantage of the potential of gamification in the classroom.

The article on academic google about the use of the platform in assessment:

Gonçalves, V. (2020). COVIDados a inovar e a reinventar o processo de ensino-aprendizagem com TIC. *Pedagogia Em Ação: Revista Eletrônica Do Curso de Pedagogia Da Pontifícia Universidade Católica de Minas Gerais*, 13(1), 43–53. <http://hdl.handle.net/10198/22481>

### 3.5 Supporting the Empowerment of Learners

Studies shows that students express positive attitudes towards the use of this tool, as it provides original learning experiences, increases levels of motivation and a sense of accomplishment tasks before or within the deadline.

Articles on the autonomy of students to use this tool:

Tran, T. T. T. (2020). Students' attitude towards doing while-reading comprehension exercises using Microsoft Forms. *Vietnam Journal of Education*, 4(2), 55–60. <https://doi.org/10.52296/vje.2020.20>

### 3.6 Facilitating Learners' Digital Competence

To use Forms the students only need to have technological skills from the user's point of view.

Article about student digital skills and *Forms*:

Cross, C. E., Robinson, C., & Todd, E. (2020). Development and Implementation of a Synchronous Online TBL Using Microsoft Forms. *Medical Science Educator*, 31(1), 11–13. <https://doi.org/10.1007/s40670-020-01133-6>

Summary of functionalities	
Functionality a	<ul style="list-style-type: none"> <li>• Create questionnaires, forms and surveys</li> </ul>
Functionality b	<ul style="list-style-type: none"> <li>• Share</li> </ul>
Functionality c	<ul style="list-style-type: none"> <li>• View data</li> </ul>
Functionality d	<ul style="list-style-type: none"> <li>• Survey tittle and description</li> </ul>
Functionality e	<ul style="list-style-type: none"> <li>• Separte questionnaire into sections</li> </ul>
Functionality f	<ul style="list-style-type: none"> <li>• Option to have mandatory questions</li> </ul>
Functionality g	<ul style="list-style-type: none"> <li>• Insert different types of questions (text; multiple choice; numbers; ranking, among others)</li> </ul>
Functionality h	<ul style="list-style-type: none"> <li>• Analyze data in Excel file</li> </ul>



Functionality i	<ul style="list-style-type: none"><li>Analyze data individually</li></ul>

#### 4. Tutorial Video and PowerPoint slides

The ACADIGIA resources for Microsoft Forms are available on the website [here](#).

*Microsoft* has developed an explanatory video on how the tool “Forms” works, which we can view through the following link: [https://www.youtube.com/watch?v=2B\\_Q2jY46pY](https://www.youtube.com/watch?v=2B_Q2jY46pY)