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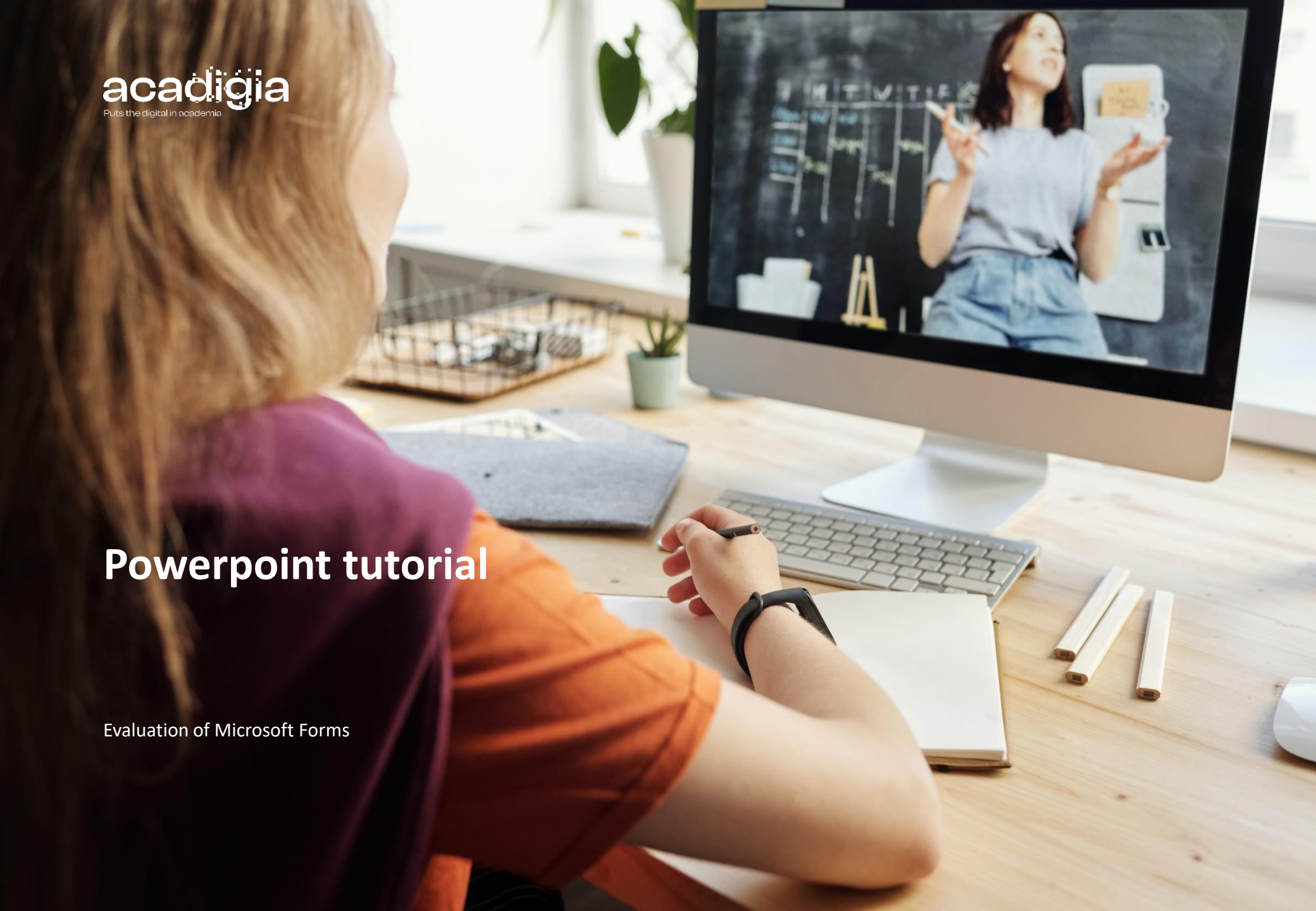
Puts the digital in academia



Powerpoint tutorial

Evaluation of Microsoft Forms

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What is Microsoft Forms?

- Forms is a free tool from Microsoft.
- It is possible to create questionnaires, forms and polls.
- It is possible to view the answers, analyse the data and export them to Excel.

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How to test ?

- 1. To start Microsoft Forms you must use your Microsoft 365 school/work credentials or your personal Microsoft account (Hotmail, Live Outlook.com).
- 2. Then, “New Questionnaire” or “New Form” is selected, depending on the intended goal (the questionnaire refers to the evaluation, while the form collects data).
- 3. After creating, it is possible to preview its appearance, test and share through a link or QR code.
- 4. To view the forms answers, this tool provides an overall summary, enables individual analysis and data export to Excel.

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1. Functionalities supporting Blended Learning

a. Supporting Professional Engagement

b. The tool is very intuitive and simple.

c. However, it is beneficial to use the description option to clarify the participant and avoid filling out the form/questionnaire incorrectly.

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2. Supporting Digital Resources

a. There are several online support, developed by Microsoft Forms, such as:

b. Log in into Microsoft Forms (read online support).

c. Create a form or questionnaire (read online support).

d. Share (read online support).

e. View results (read online support).

3. Supporting Teaching & Learning

a. Microsoft Forms enhances the formative and summative assessment of students and the implementation of gamification in the classroom.

b. Providing immediate feedback, engaging questions and, consequently, funnier learning and detailed statistics of the answers.

4. Supporting Assessment

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

b. Microsoft Forms is one of the tools that allows to take advantage of the potential of gamification in the classroom.

5. Supporting the Empowerment of Learners

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.

6. Facilitating Learners' Digital Competence

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

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Summary of functionalities

- Create questionnaires, forms and surveys
- Share
- View data
- Survey tittle and description
- Separate questionnaire into sections
- Option to have mandatory questions
- Insert different types of questions (text; multiple choice; numbers; ranking, among others
- Analyze data in Excel file
- Analyze data individually

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