

Office Forms



Digital surveys and worksheets in the classroom

What is Office Forms?

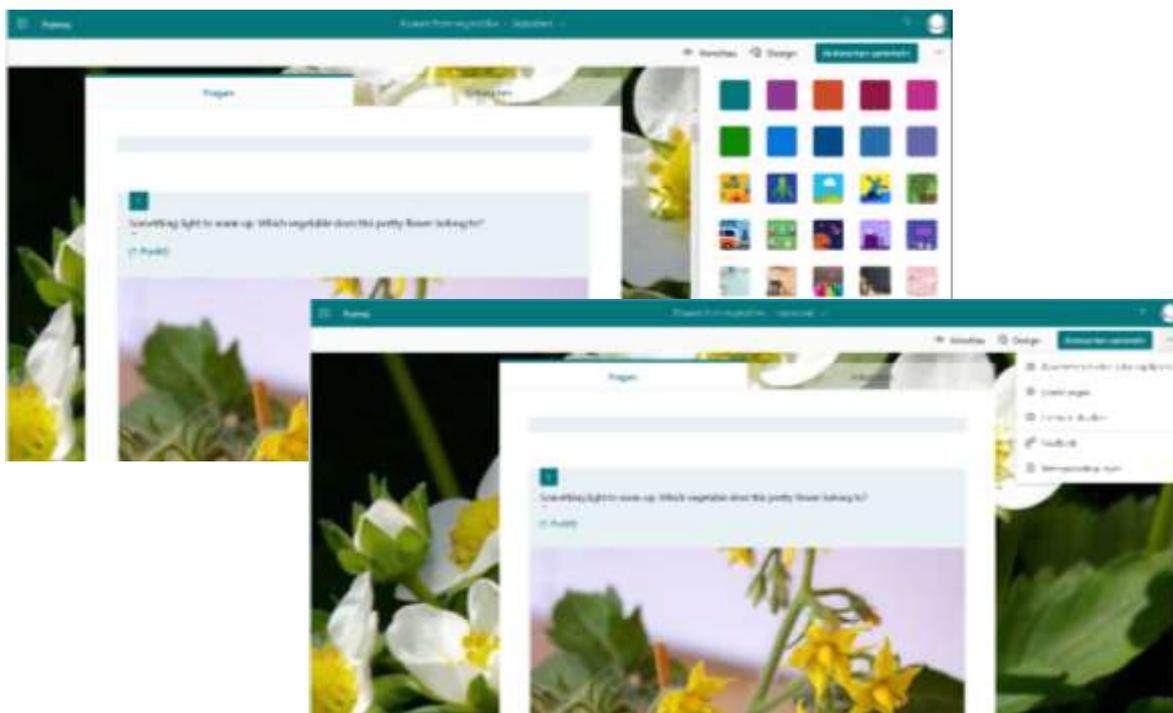
Forms is the ideal application for performance queries in education. With the help of Forms, teachers can quickly create attractive surveys, quizzes and worksheets and invite other people, learners, or students to do so. They can respond via the web browser or mobile, with real-time transmission of the responses ensuring that results are immediately displayed and can be evaluated.

Can the app be used for free?

Office Forms is part of Microsoft's Office 365 package. There are different prices for private use or the business variant.

Questionnaires in Forms can be customized

When creating a new document in Forms, the teacher can first determine the design, but also determine basic settings, including who may participate, whether the answer is anonymous or how often participation is allowed.





Including a selection of different question types

For the determination of each question, Forms offers different question-answer variants: In addition to the possibility of answering questions from a range of answer options or in writing, questions can also be asked that have to be answered with date, sorting, rating, or rank order. In addition to the simple worksheets for information retrieval, opinions, evaluations, or preferences can also be queried.

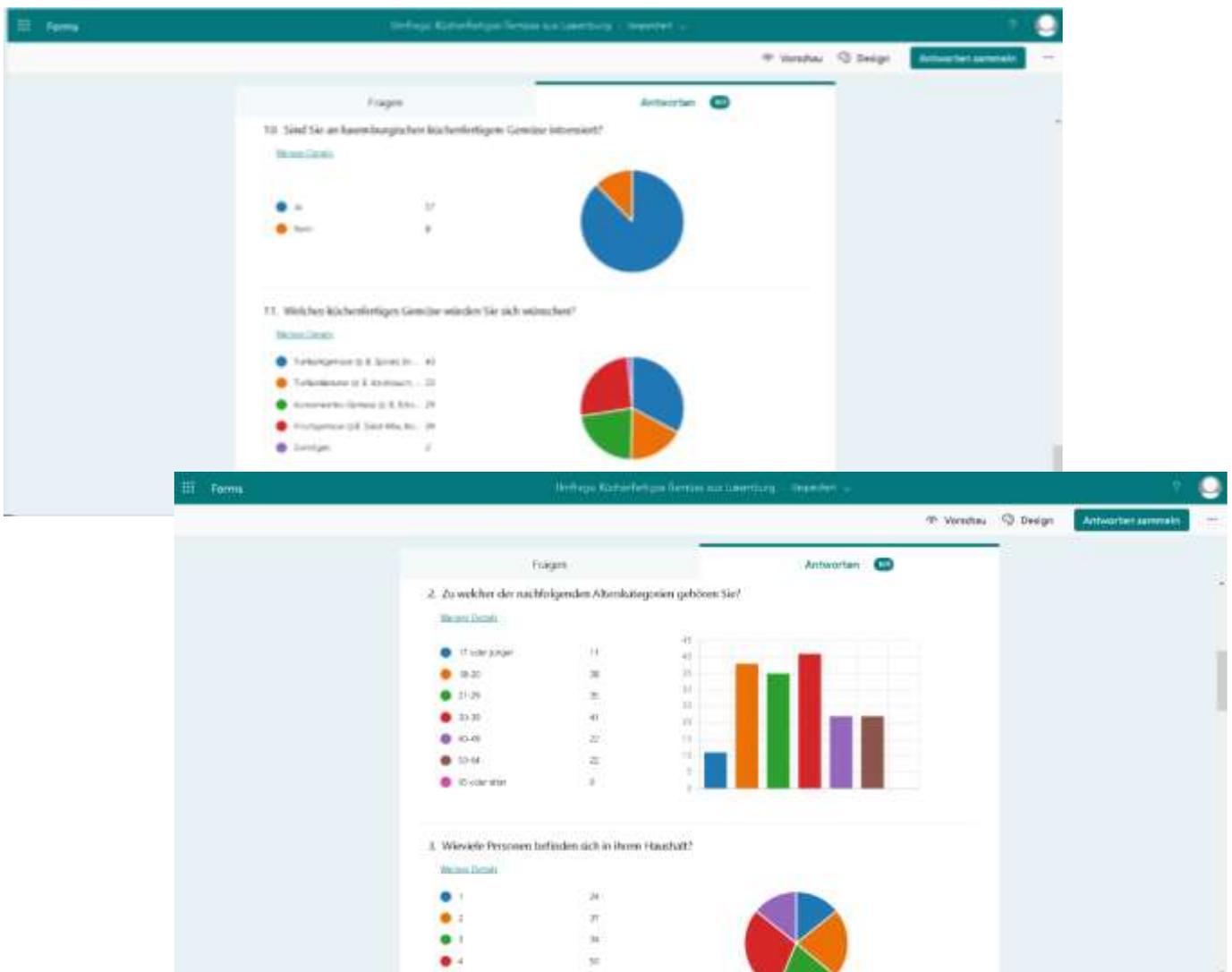
The screenshot displays a digital form editor interface. At the top, there are two tabs: 'Fragen' (Questions) and 'Antworten' (Answers). The 'Fragen' tab is active, showing a question editor. The question text is: 'Correct is: tomato. Tomatoes belong to the family of Solanaceae. The flower consists of 5 petals and are fused.' Below the text, there are two radio button options: 'Kartoffel' and 'Aubergine'. A '+ Option hinzufügen' (Add option) button is visible below the options. The question is worth 1 point, as indicated by 'Punkte: 1'. There are two toggle switches: 'Mehrere Antworten' (Multiple answers) is turned off, and 'Erforderlich' (Required) is turned on. A dropdown menu is open, showing various question types: 'Auswahl' (Selected), 'Text', 'Bewertung' (Rating), 'Datum' (Date), 'Rangfolge' (Ranking), 'Likert', 'Date hochladen' (Upload date), 'NPS (Net Promoter Score)', and 'Abschnitt' (Section). Below the question editor, a preview of the question is shown: '2. And which vegetable does this magnificent flower belong to? * (1 Punkt)'. The background of the form editor shows a blurred image of a flower.



An integrated analysis tool facilitates the evaluation

An analysis tool is integrated for the evaluation of the questionnaires, which summarizes all the answers and gives the teacher a direct overview. It is also possible to look at all the participants' solutions individually. Of course, this is of particular interest for queries that are not anonymous.

To keep track of the progress made by the learners, or to be able to effectively track their performance in the tests for later evaluation, Forms offers the possibility of transferring the evaluation results to Excel in tabular form.





Tips & tricks

1. Easily create quizzes or surveys for your lessons.
2. Use it to make your lessons more interactive.
3. View your students' responses to follow the learning process.
4. There are various functions to make the survey available: hyperlink, QR code, embedding in website or sending by e-mail.

