



Survey Students (and Others) Quickly and Easily

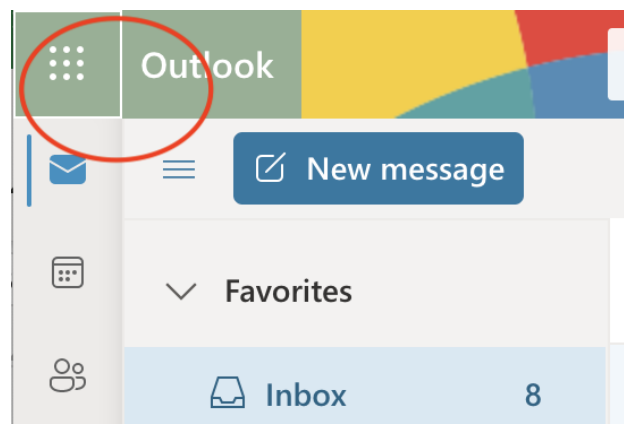
As we approach a new semester with a temporary return to remote instruction, we're yet again faced with looking for ways to connect with students meaningfully at the start of class. Many professors like to start with surveys, sometimes online, and sometimes with good old-fashioned index cards.

Microsoft Forms gives you a simple way to ask students about themselves and review their responses. Below, we'll cover where to find forms, how to create one, and how to share one with your students.

(Now, if you don't want to go through the instructions below and you just want to start by playing with an actual form, [**click this link**](#) and have at it. Come back here if you want to take a look at a step-by-step guide.)

Microsoft Forms is available through OneDrive. If you're unfamiliar with how to access OneDrive applications, you can start by just going to [**your Suffolk webmail page**](#).

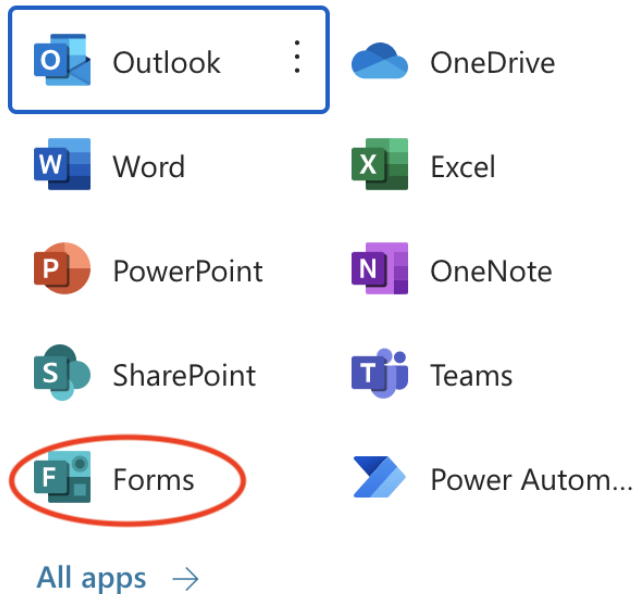
After logging in, look at the upper-left-hand corner of the screen and take note of this menu:



Click the encircled icon from above and view the menu that appears:

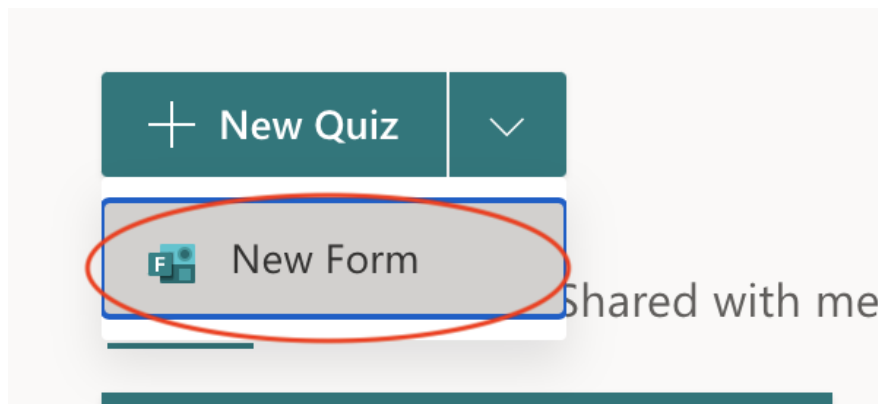


Apps

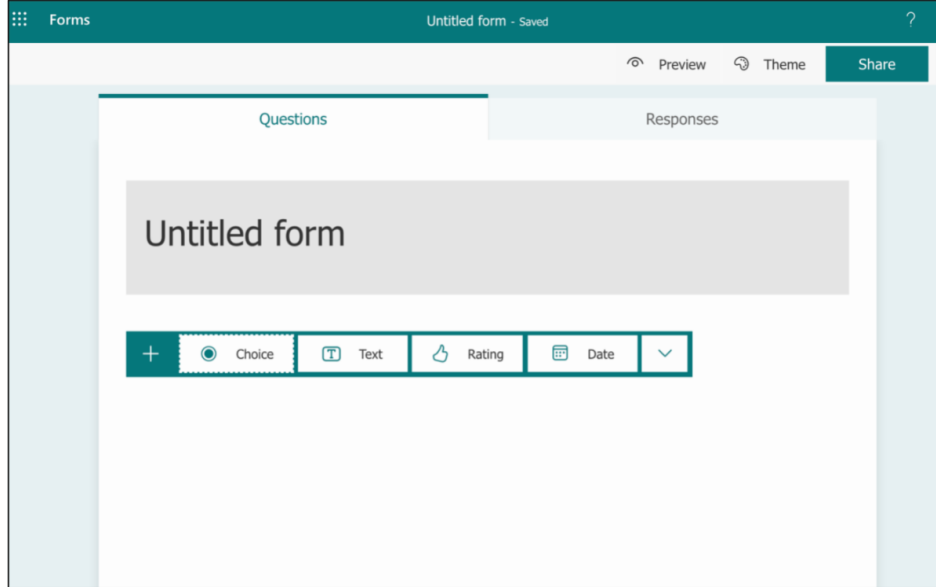


Note that all of these applications are available to you through OneDrive on your browser. Today, though, we'll just be looking at Forms, so click that one.

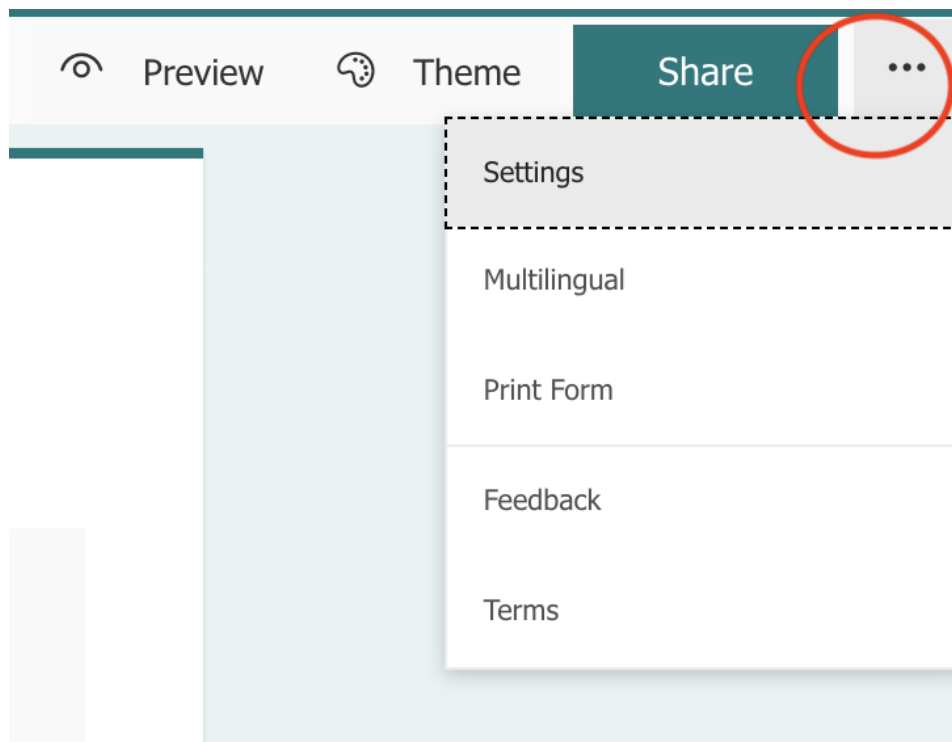
Once the new page loads, take a look again at the upper-left-hand corner of the page for the Forms menu. Clicking on the caret lets you toggle back and forth between “New Form” and “New Quiz.” Let's use “New Form” today since we're just looking to create a survey, and we don't need to mark possible answers as right or wrong:



Now you'll find yourself at an “Untitled Form” page. To change the title, click on the text and add in your own. To start adding questions, choose from among the several options presented and click the “+” sign to get going.



Now say you've finished setting up a nice survey and you want to tweak it a bit further. Click the "..." button next to "Share" in the upper-right corner of the same screen. Then hit "Settings."



Click "Settings" and consider the available options:

Settings

Who can fill out this form

Anyone can respond

Only people in my organization can respond

Record name

One response per person

Specific people in my organization can respond

Options for responses

Accept responses

Start date

End date

Shuffle questions

Show progress bar ⓘ

Customize thank you message

Response receipts

Allow receipt of responses after submission

Get email notification of each response

For example, if you wanted to do an anonymous survey, you could un-check the box to record the name.

When you're ready to share, go with your natural impulse and click the "Share" button. You can then copy and paste the link and send to students.

A few other items to note:

- You can modify the look of the survey with colors or images by clicking "Theme" next to share.
- Click "Preview" to see how the survey will look to recipients.
- When it's time to review responses, you can click the "Responses" tab. The default view on the webpage gives you an overview of all the responses. If you click "View results," you can check out individual ones. If you want to see all of the responses at once, click "Open in Excel."
- If you want to get the full experience that your students will get when they fill out a survey, **send some feedback our way here.**

If you have any questions, contact your law library liaison.

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