

## Using Microsoft Forms for Activities and Feedback

This resource offers sample activities and formative feedback forms created in Microsoft Forms that you can duplicate and customize for yourself. All forms are customizable, and most activities require small edits. [Instructions for how to duplicate and edit the forms](#) are provided at the end of this resource, if needed. [Instructions for how you can use Microsoft Forms as an interactive tool](#) in the classroom, or online, are also available.

### Activities

#### Introductory or opening activities

[Introductory Questionnaire](#) – Learn more about your students and their needs

[Expectations](#) - Share questions related to students' expectations at the beginning of the course that can facilitate the co-creation of community agreements for your learning environment

[How are you really feeling?](#) – A helpful check-in with your students as an opening activity

[This or that](#) – A fun opening activity or game

#### Developing content knowledge and skills

\*Note most of these activity forms require customization and small edits for your lesson/class. Alternatively, you may choose to project or display some content in class, on a slide or board, for students to interact with and respond to. In either case, small edits to the sample form you duplicate will be necessary.

[4321 Submission](#) – In reference to a reading/resource/lecture/lesson, etc., ask students to submit 4 key points, 3 key terms with definitions, 2 quotes with analysis on why they're significant, and 1 question about the content.

[Application card](#) - Ask students to identify one real world problem where the topic discussed in the class can be applied.

[Focused Listing](#) - Ask the students to list ideas related to the “focus”

[One Sentence Summary](#) - Ask students in one sentence to summarize, describe, sequence, compare and contrast, or show a problem solution to the main idea of a reading, lesson, concept, or outcome.

[Pro and Con Grid](#) - Students list pros/cons, benefits/costs, or advantages/disadvantages of an issue, question, or claim

[Problem Recognition Tasks](#) - Provide the students with a list of problems. Ask them to determine which method is used to solve the problem (without solving the problem)

[What's the Principle?](#) - Provide students with a problem and ask them to state the principle learned in the course that best applies to each problem.

[Error Analysis](#) - Students are asked to describe the error or the flaw in a given set of data, or solution to a problem or exercise.

[Fake News Assignment](#) - Students are asked to identify fake news, debunk fake news, and address fake news in this activity, which can be a warm-up to a larger activity or assessment involving organizing a fake news module, or a debate. Additional ideas are included in [A Guide to Alternative Assessments](#) (p. 18).

[Preparing Field Expert Interview](#) – In preparation for a field expert interview, students create interview questions.

[Word Journal](#) - Involves a 2-part response: first the student summarizes a short text in a single word and second the student explains the word choice.

[Content, Form, and Function Outlines](#) - In an outline form, students analyze the

“what” (content), “how” (form), and “why” (function) of a particular message (e.g. poem, newspaper story, billboard, critical essay, etc.)

## Formative Feedback Forms

[Glow and grows](#)

[Highlights and lowlights](#)

[Two stars and a wish](#)

[Strengths and suggestions](#)

[Most engaged and least engaged](#)

[Do again and do differently](#)

[Start, stop, continue](#)

[Keep, consider, add](#)

[Supported and hindered learning](#)

[Learning check-in](#)

[Crystal clear and muddiest moment](#)

## Instructions for duplicating and editing Microsoft Forms

When you click on any of the links for the Microsoft Form activities or formative feedback forms you will access a copy of the form that you can duplicate and customize for yourself. The page says “Duplicate this form to use as your own” at the top to the left of a dark green button that reads “Duplicate it” in white text. Below this is how the form will appear except with the “Submit” button greyed out since the duplicate form cannot be filled out. Then below the submit button is again the statement “Duplicate this form to use as your own. Duplicate it” with “Duplicate it” in bold and underlined. Selecting this text, or the button “Duplicate it” at the top will generate a copy of this form for you, saved in your own Microsoft Forms account.

This screenshot shows a Microsoft Form titled "What's the Principle?". At the top, there is a message: "Duplicate this form to use as your own." with a "Duplicate it" button. The form content includes a question: "1. Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]". Below the question is a text input field labeled "Enter your answer" and a "Submit" button. At the bottom of the form, there is another "Duplicate it" button.

After clicking “Duplicate it” a copy of the form is available that you can edit including adding new questions. For example, for the form “What’s the Principle?” when duplicated, the copy has the title “What’s the Principle? (Copy)”. The question states “Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)] with a box to “Enter your answer” and the option to “Add a new question” with a green circle with a white + inside at the bottom.

This screenshot shows the duplicated Microsoft Form titled "What's the Principle? (Copy)". The top navigation bar includes "Forms", "What's the Principle? (Copy) - Saved", and a user profile icon. Below the navigation bar are tabs for "Style", "Settings", "Preview", "Collect responses", "View responses", and "Present". The form content is identical to the first screenshot, but it includes a "Templates" button on the left and a "+ Add new question" button at the bottom.

To edit the title of a duplicate form all you do is click on the title. For example, the duplicate form with the title “What’s the Principle? (Copy)” when clicked is highlighted in blue to indicate it can be deleted entirely or edited in any way. To edit, click within the text where you want to add or change, and make the changes you

wish. You have the option to “Insert new question” indicated with a dark green circle with a white + inside. You can also edit the question.

To edit a question in a duplicate form all you do is click on the question text. For example, clicking the question “Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]” makes it highlighted in blue. To customize, you can replace [insert problem] in the question with the specific problem you wish students to engage with and then delete in the question “[or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]”. Alternatively, if it is easier to share the problem in class (on the board, via slides, etc.), then you can delete “Which principle from our course best applies to the following problem: [insert problem] [or” and “ (if you share the problem in class instead of here in the form)]” in the question. The default is a short answer, indicated by a rectangular box with “Enter your answer” in grey in that box, that will hold one line of text. Below the box, there are two toggle options, “Long answer”, and “Required” which are turned off indicated by a grey circle positioned to the left within an oval box. Clicking this oval box will enable the option. That is, the left option is to allow a “Long answer” where the box to enter the answer gets larger. The option to the right is “Required”, and if toggled on means participants in the survey must answer.

Forms What's the Principle? (Copy) - Saved

Style Settings Preview Collect responses View responses Present

### What's the Principle? (Copy)

1. Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]

Enter your answer

Long answer Required

Above the question and below the title of the form, you can copy the question, indicated by the “Copy question” icon that is a rectangle with an additional outline along the bottom left corner. You can use this option to duplicate the question in the form if you want to give additional options. For example, for “What’s the Principle?” you may have multiple problems you wish students to identify the principle for and create copies of the question in the form for each problem. **Important note:** Any additional questions that you add to the form must be completed together since individual questions/responses cannot be submitted separately. So, if you wish to engage with each problem one at a time, you will want to create separate forms for each question, instead of putting all questions into the same form.

Forms What's the Principle? (Copy) - Saved

Style Settings Preview Collect responses View responses Present

### What's the Principle? (Copy)

1. Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]

Enter your answer

Long answer Required

Alternatively, you can delete the sample problem altogether, by selecting the trashcan to the right of “Copy question” option, and then you can “Add new question” or you can simply “Add new question” below the

original question, which is indicated by a dark green circle with a white + inside and “Add new question” in green next to this icon. You may have specific course principles in mind that you wish students to choose from, so creating a choice question in addition, or alternatively, may be better for you. If you wish to delete the original question, but use some of the wording, be sure to select and copy the question text given before deleting the question and adding a choice question instead.

The screenshot shows the Microsoft Forms editor interface. At the top, the title is "What's the Principle? (Copy) - Saved". Below the title are buttons for "Style", "Settings", "Preview", "Collect responses", "View responses", and "Present". The main area contains a question titled "What's the Principle? (Copy)". The question text is "1. Which principle from our course best applies to the following problem: [insert problem] [or Which principle from our course best applies to the given problem, (if you share the problem in class instead of here in the form)]". The text is highlighted in blue. In the top right corner of the question editor, there is a trash can icon circled in blue. Below the question editor, there is a button labeled "+ Add new question" circled in blue.

Once you have finalized the form you wish to use and share with your students, there is a finalizing step that is **very important**. You must set up the form so that you can collect responses. Along the top toolbar, select the button “Collect responses” written in white with a green/blue background, which has a paper airplane icon, and is located third from the right at the top of the form, indicated with an arrow pointing up on the below screenshot.

The screenshot shows the top toolbar of the Microsoft Forms editor. The buttons are "Style", "Settings", "Preview", "Collect responses", "View responses", and "Present". The "Collect responses" button is highlighted with a blue arrow pointing up.

The “Send and collect responses” pop-up window appears. On the left side of this window is the settings for who can respond, which includes the options “Anyone can respond” which is not the default setting, as indicated by the white circle next to this option that you can click to turn on. It is a white circle, when not selected, and turns green when selected. The second option is the default

setting, indicated by the green circle next to “Only people in York University can respond” and in smaller grey font it is indicated that “Sign-in required to validate access within York University” and below this are two options you can choose from. The default setting, indicated by a green square with a white checkmark inside, next to the option “Record name” appears. Below is another setting you can choose, which is not default, as indicated by a white square next to the option “One response per person” which you would select if you want to limit responses by any one person. The final setting option, which is not default, as indicated by an open white circle next to the option “Specific people in York University can respond” which if selected would allow you to search and include only specific York University personnel with active yorku email addresses.

**Send and collect responses**

☐ Anyone can respond  
☒ Only people in York University can respond  
Sign-in required to validate access within York University  
☒ Record name  
☐ One response per person  
☐ Specific people in York University can respond

<https://forms.office.com/Pag...>
☐ Shorten URL
 [Copy link](#)

To: People name, Teams group or channel...

You are invited to take this:  
**What's the Principle?**  
 Hi! Would you mind taking 2 minutes to complete this form? It would be great if you can submit your response by May 6, 2025. Thank you!

[Start now](#)

[Add Teams Channel](#)  
 Add a Teams channel to inform your audience instantly about your latest form.

☒ Outlook
 ☐ Teams (Message only)

Invitation will be sent via Outlook

[Send](#)

If you do not edit the default settings for “Send and collect responses” then anyone you share this form with will need to sign-in using their Passport York credentials before they can access the activity, and their responses will not be anonymous; their name will be recorded with their responses. If you wish to use this activity as part of a participation grade, then this setting can help you to do so. You will need to give time for participants to sign-in before they can participate, and you may need to provide support.

If you wish to use this as an informal activity (not for participation grades), or to receive anonymous feedback, then you must adjust the default setting of “Send and collect responses” to “Anyone can respond” by selecting the white circle next to this top listed option, so the circle turns to green, and the small print in grey appears “Anonymous response, doesn’t require sign-in”



Once you have selected the appropriate settings for your use, you can “Shorten URL” by selecting the white square next to this option on the right side of the “Send and collect responses” pop-up window. When clicking on this option, the white square turns to green with a white checkmark inside, and the link for your form is shortened. Then you can click the button “Copy link” typed in green in a white box outlined in green next to the “Shorten URL” option. Once the link is copied you can paste it into a Zoom chat window, if you are engaging synchronously online via Zoom, or in eClass.

**Send and collect responses**

☒ Anyone can respond  
Anonymous response, doesn't require sign-in

☐ Only people in York University can respond

☐ Specific people in York University can respond

➡ <https://forms.office.com/r/sS ...> ☒ Shorten URL [Copy link](#)

To: People name, Teams group or channel...

You are invited to take this:  
**What's the Principle?**

Hi! Would you mind taking 2 minutes to complete this form? It would be great if you can submit your response by May 6, 2025. Thank you!

[Start now](#)

☒ Outlook ☐ Teams (Message only)

Invitation will be sent via Outlook

[Add Teams Channel](#)

Add a Teams channel to inform your audience instantly about your latest form.

☐ Feedback

[Send](#)

If you are wanting to use this as an in-person activity, you don't need the link and can instead present the form in class. The next section offers instructions and support for this.

## How to use Microsoft Forms as an Interactive Tool

From the [Faculty & Staff webpage](#) on the yorku.ca website (direct link: <https://www.yorku.ca/about/faculty-staff/>) select [Microsoft 365](#) from the right side Quick Links, Communication, which is the third link from the top. Sign-in with your Employee Passport York credentials.



## Faculty & Staff Resources and Services



### [YU Link](#)

York's hub for faculty and staff. This evolving site contains information, resources and documents specific to our internal community.



### [HR Self Serve](#)

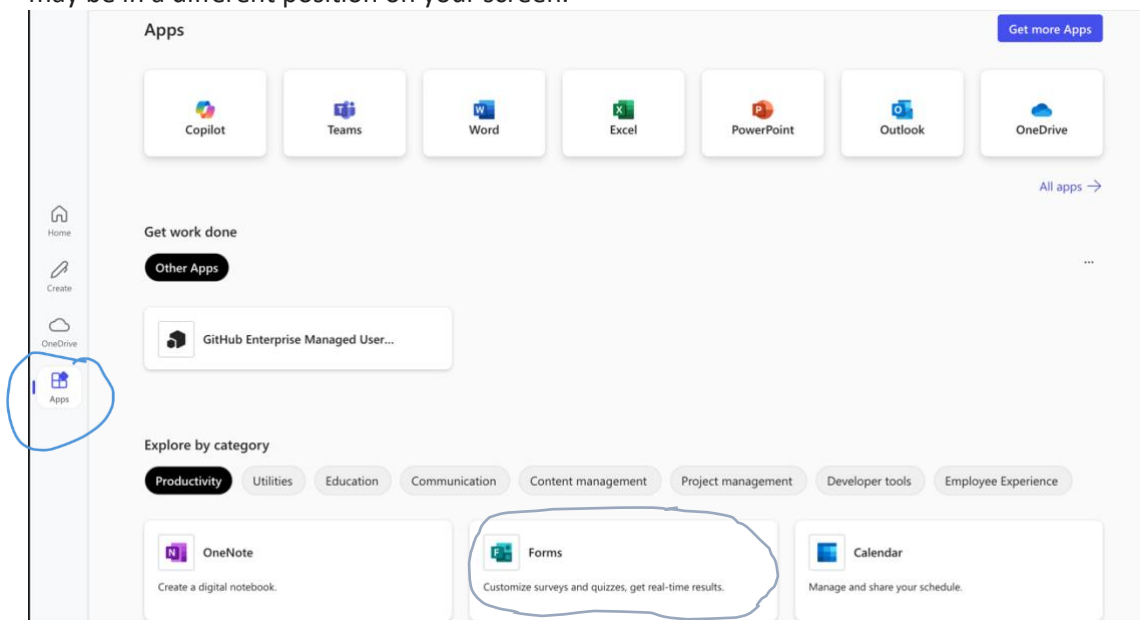
York's employee self-serve human resource management system.

## Quick Links

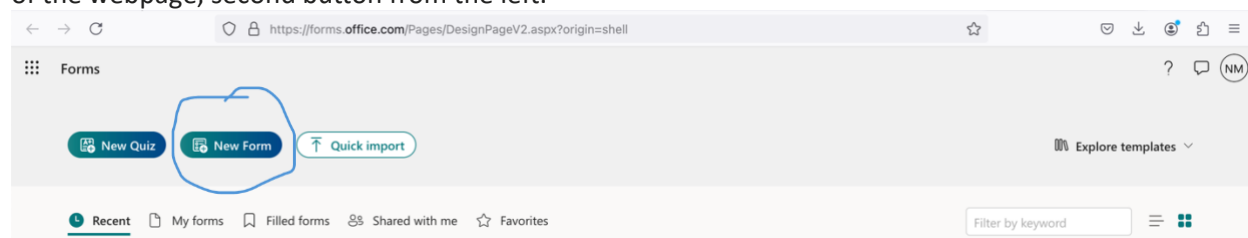
### Communication

[YFile](#) - Campus newsletter  
[York Atlas](#) - Email / Phone Directory  
[Microsoft 365](#) - Web Mail / Applications  
[Web Phone Manager](#) - Online Voicemail  
[Brand Website](#) - Using the brand  
[Digital Experience Hub](#) - your York website  
[Zoom Backgrounds](#) - Download latest  
[YU Magazine](#) - Read the latest issue  
[Alumni Engagement Toolkit](#) - Engage Alumni  
[Holiday Assets](#) - Zoom backgrounds, social & digital

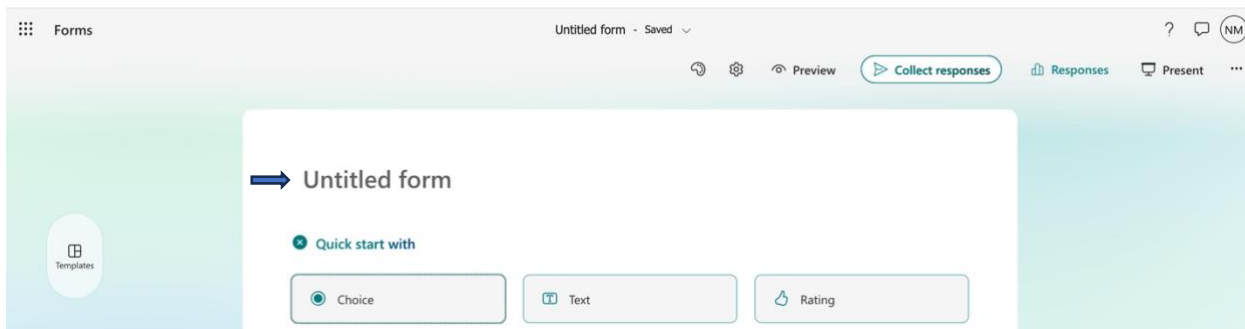
Select "Apps" which is the bottom button on the left side of the screen. This will provide a grid of the various apps available. Select the "Forms" app, which is the top button in the second column in the below image. It may be in a different position on your screen.



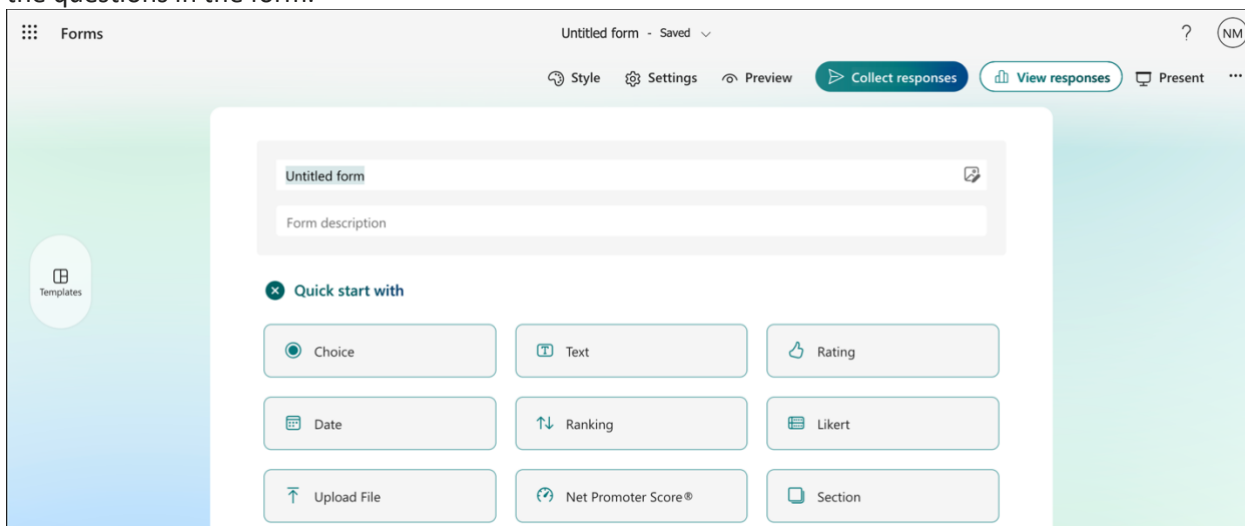
Once you select the Forms App, you can create a new form by selecting the "New Form" button at the top left of the webpage, second button from the left.



Provide a title for your form by typing into the area labeled as "Untitled form"



You may also write a description if you wish. Then, select the question formats you want to use, and create the questions in the form.

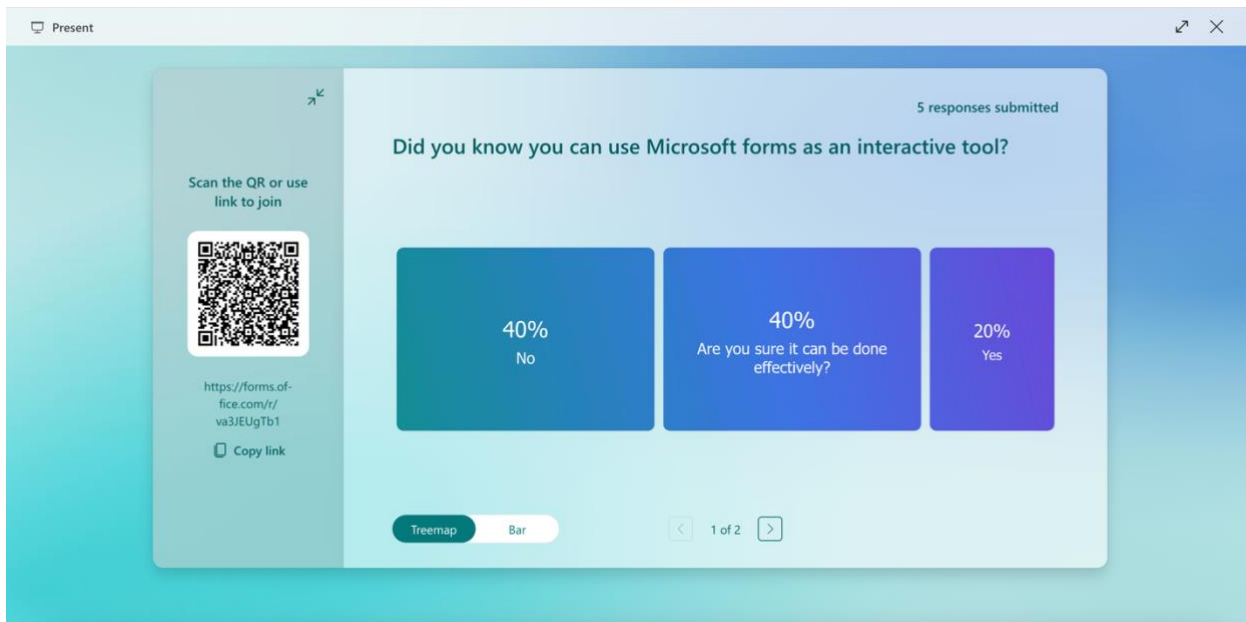


For example, we title a sample form “Using Microsoft Forms as an Interactive Tool” and choose a Choice question, where we type the question: “Did you know you can use Microsoft Forms as an interactive tool?” with options “Yes, No, Are you sure it can be done effectively?” We also select “Add new question” to add a text question: “What is your reaction to learning that Microsoft Forms can be used as an interactive tool? (Use any keywords you would like!)”

Once you have created your form, select “Present” which is the right most option at the top menu.

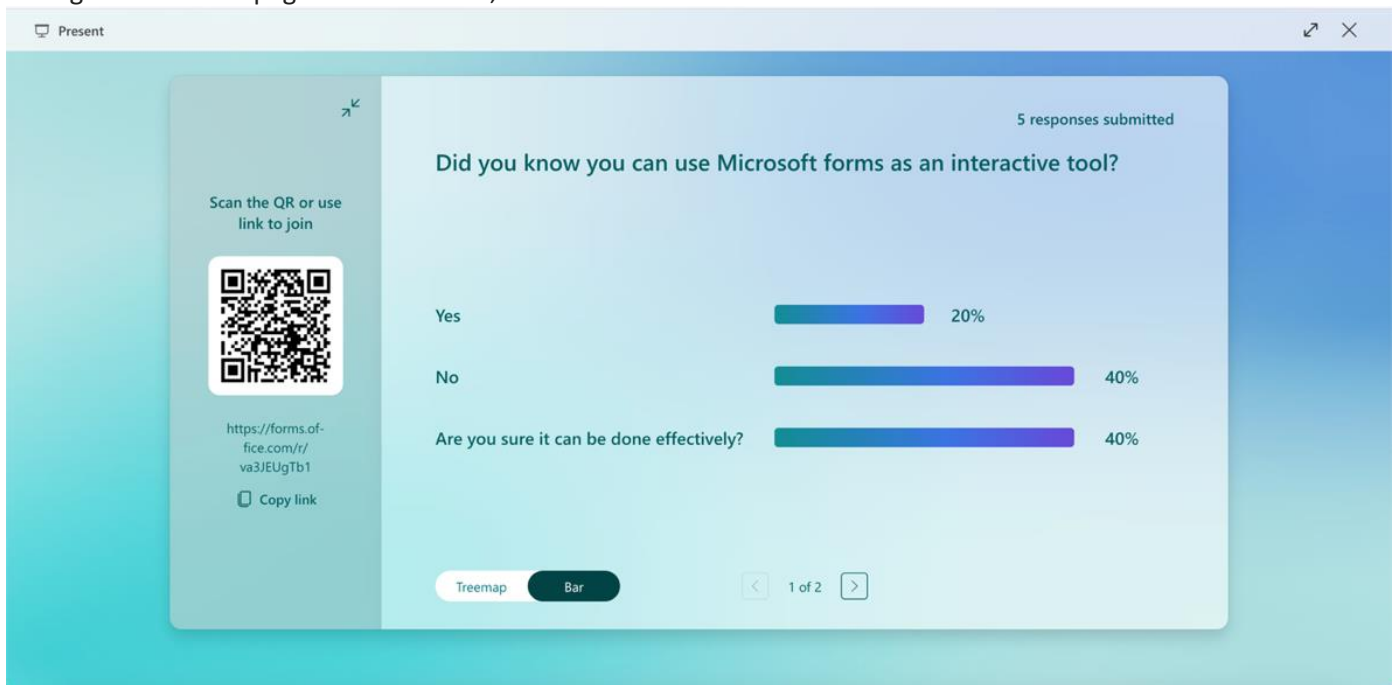
The first question that you created in the form will appear on the screen with a QR code on the left, as well as a link you can share. The icon with the label “Copy link” to the left of the icon, below the QR code and below the link address is how you can copy the link to share. As responses are populated, they will show up live on screen in the “Present” mode (indicated at the top left of the screen), and you can choose how you wish they are displayed. The default is “Treemap” indicated by a green button that says “Treemap” in white. This displays with percentages for each choice option, ordered left to right from higher to lower percentage, and the boxes for each option change size according to the percentage chosen, too.

For example, in our sample form, responses display as “40% No”, followed to the right by “40% Are you sure it can be done effectively?”, and then a smaller rectangle with “20% Yes”. You can also toggle to a bar graph display by selecting the white button with “Bar” written in green to the right of the green button with “Treemap” written in white in the bottom left corner of the “Treemap display” to the left of the QR code section.

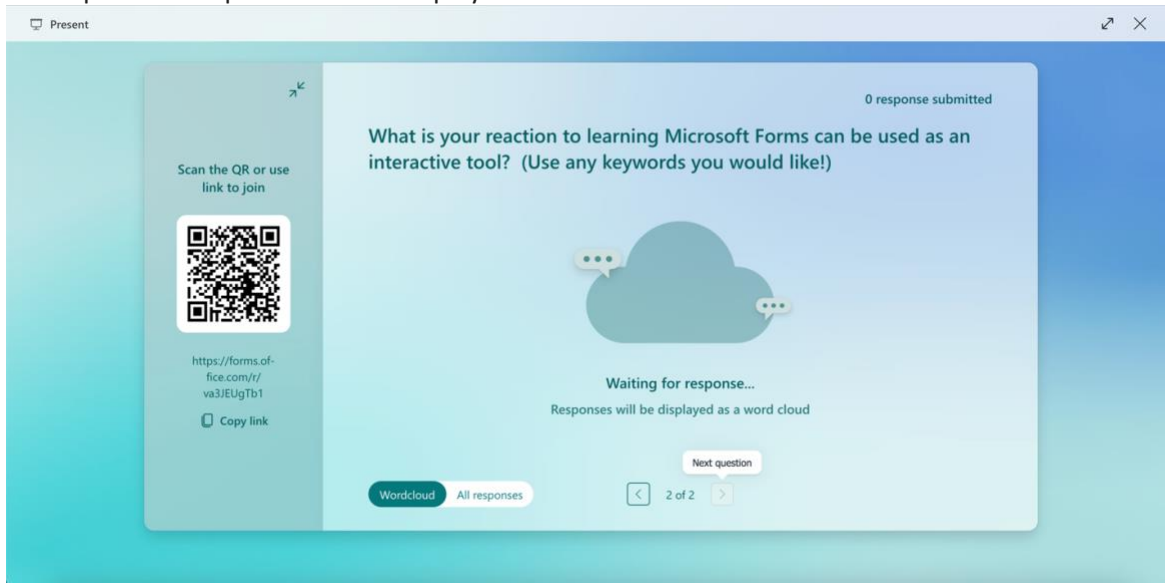


When selected, the white button labeled “Bar” in green changes to a dark green button labeled “Bar” in white. The display also changes where the order of the multiple-choice options are listed in the order you listed them, top to bottom, on the left, and multicolour bars indicating the percentage of responses, with the percentage listed to the right of the bar. For example, in our sample form, responses display as “Yes” with a multicolour bar half the size of the other bars below, with 20% indicated to the left of the bar; “No” followed by a multicoloured bar twice the length of the bar above, with 40% indicated to the left of the bar; “Are you sure it can be done effectively?” followed to the right by a multicoloured bar the same length as the bar above, and 40% indicated to the left of the bar.

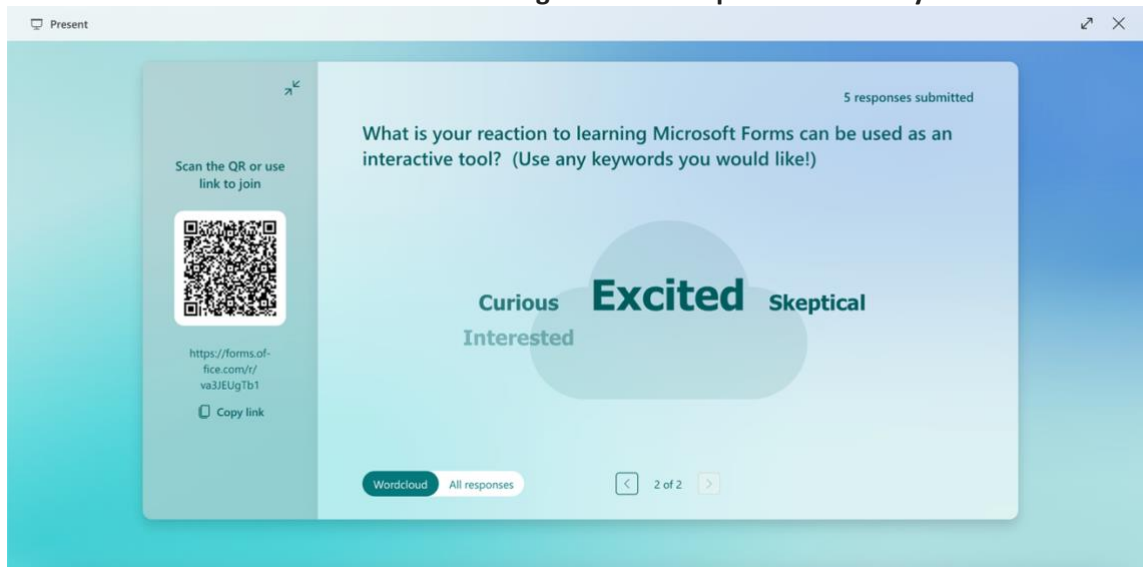
Whenever you are ready, you can advance to the next question in the form by selecting the arrow pointing to the right next to the page count of 1 of 2, which is located in the middle at the bottom of the screen.



A Wordcloud display is default for text questions in the form, which is indicated by a dark green button with “Wordcloud” appearing in white text in the button. The question is displayed at the top. For example, “What is your reaction to learning that Microsoft Forms can be used as an interactive tool? (Use any keywords you would like!)” Below the question is a light green cloud, with text bubbles surrounding the cloud with “Waiting for response... Responses will be displayed as a word cloud” written below.



Keywords will populate live on the screen, with common keywords made bigger the more often they are used in the responses. For example, responses like “Excited” appear larger and in the darkest green font as this keyword was used more than the others. Other responses include “Skeptical” and “Curious” in lighter green font, and “Interested” appearing in even lighter green font. **This can be problematic for accessibility reasons because the colour contrast is not dark enough. Please keep this in mind if you want to use this tool.**



Full sentences can be written in response to text questions, but the Wordcloud display will automatically choose keywords to display. You have the option to toggle to “All responses” to access the complete response. This option appears as a white button to the left of the Wordcloud button with “All responses” displayed in green text within the white button.