



LUMS

Information Systems  
and Technology

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# MICROSOFT FORMS



Microsoft Forms is a great program that allows you to create interactive forms, including surveys, quizzes, evaluations, etc. Once you have made the form, you can share it with others.

Sign in to Microsoft Forms via <https://forms.microsoft.com> by using your LUMS Email credentials.

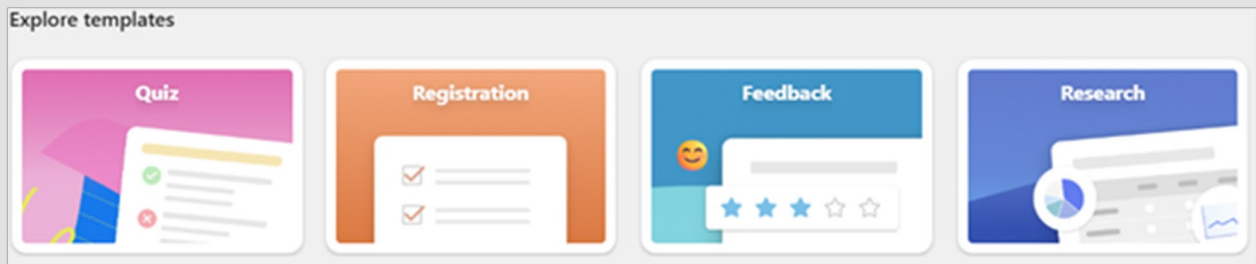
## Microsoft Forms

Collect better data and make better decisions.

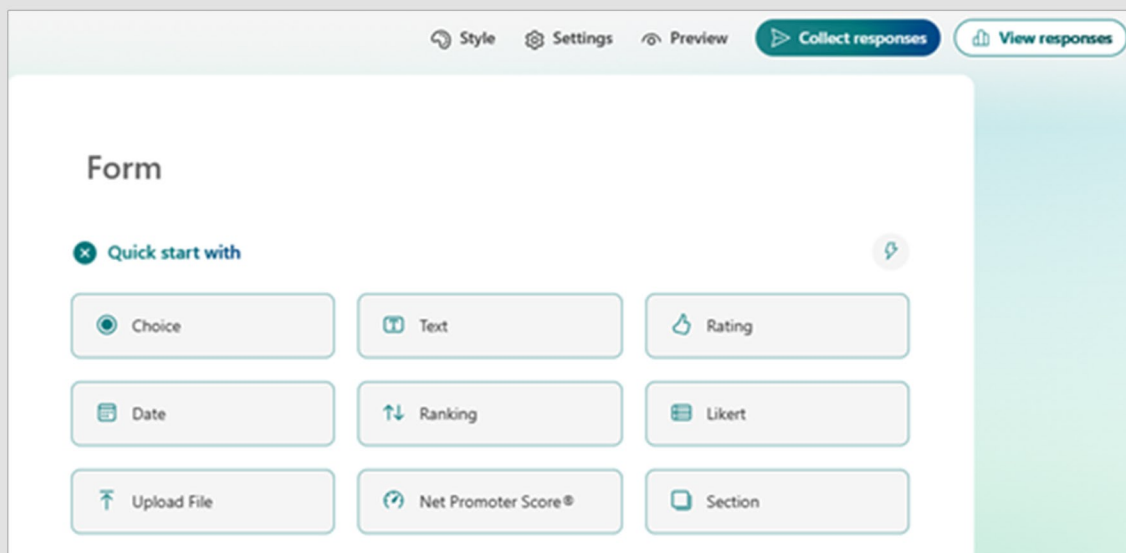
Sign in

Try for free

You can create **Quizzes, Registration, Feedback, and Research forms.**



In Microsoft Forms, you can choose different templates and styles. The "Settings" options control various aspects of your form, including who can access it, when responses can be submitted (start and end dates), whether to shuffle questions, send email notifications to respondents, and customize the thank you message.





## Key settings options in Microsoft Forms:

### Who can fill out this form

Choose whether anyone with the link or only people within your organization can respond.

Who can fill in this form

☐ Anyone can respond

☒ Only people in Higher Education Commission can respond

Sign-in required to validate access within Higher Education Commission

☒ Record name

☐ One response per person

☐ Specific people in Higher Education Commission can respond

### Options for responses:

**Accept responses:** Toggle on or off to allow responses to be submitted.

**Start date and End date:** Set a timeframe for when the form can be filled out.

**Shuffle questions:** Randomize the order of questions for each respondent.

Who can fill in this form

☐ Anyone can respond

☒ Only people in Higher Education Commission can respond

Sign-in required to validate access within Higher Education Commission

☒ Record name

☐ One response per person

☐ Specific people in Higher Education Commission can respond

## Notification Settings:

### Send email receipt to respondents:

Send a confirmation email after submission.

### Get email notification of each response:

Receive an email each time someone submits a response.

#### Response receipts

- ☐ Allow receipt of responses after submission
- ☐ Get email notification of each response
- ☐ Get smart notification emails to track the response status ⓘ

## Key points about the "Send and response" option:

**Accessing it:** Once you've created your form, click the "Share" button to access the "Send and response" settings.

**Audience selection:** You can choose whether anyone can respond, only people within your organization or specific individuals by email.

**Sharing methods:** Copy link: Generate a unique link to the form that can be pasted anywhere.

**Embed code:** Embed the form directly within a webpage.

**Email integration:** Send the form link directly through an email.

The screenshot shows the 'Send and collect responses' settings panel. On the left, there are three radio button options for audience selection: 'Anyone can respond', 'Only people in Higher Education Commission can respond' (which is selected), and 'Specific people in Higher Education Commission can respond'. Below the second option, it says 'Sign-in required to validate access within Higher Education Commission'. There are also two checkboxes: 'Record name' (checked) and 'One response per person' (unchecked). On the right, there is a URL field showing 'https://forms.office.com/Pag...' with a 'Shorten URL' checkbox and a 'Copy link' button. Below the URL, there are three icons: a group of people, a QR code, and a code icon. The QR code icon is highlighted, and a preview of the QR code is shown below it, labeled 'Untitled form'.

## Response viewing:

After sharing, you can access the "**Responses Overview**" tab within the form to view submitted answers and analyze results.

