

Quick Reference Guide (QRG) – Microsoft Forms assessments

Log in

To access or complete Forms assessments, log in with the appropriate NSW Education username:




Microsoft Forms username: [firstname.lastname#@det.nsw.edu.au](#)

Process

The terms in brackets, (teacher) or (students), indicate who is required to undertake the action.

Microsoft Forms

Distribute (teacher):

1. Open the provided **assessment hyperlink**
2. Select **Duplicate it** from the top right corner (a copy will open and save to your Microsoft Forms account)
3. Select the **More form settings** ellipsis, then **Settings**, to edit settings for student feedback, number of responses, etc. (**optional**)
4. Select **Collect responses** from the top right corner
5. Provide students with access to the assessment via one of the following ways:
 - a.  **Link**
Select the **Link icon**
Select **Copy link**, next to the created URL
Paste the link into your communication method of choice. For example, message in online classroom, email, etc.
 - b.  **Invitation**
Select the **Invitation icon** – a New Email window will open
Type in recipient emails or Teams profile names in the To: field
Amend message (optional)
Select method of communication – Outlook and/or Teams
Select **Send**
 - c.  **QR code**
Select the **QR code icon**
Select **Download**
Save the QR code graphic to your device
Attach or print the QR code graphic to your communication method of choice. For example, message in online classroom, email, poster in classroom, etc.
6. Select the **More form settings** ellipsis, then **Print Form**, changing the destination to your **printer** or **Microsoft Print to PDF** to print or download an offline copy of the assessment (**optional**)

Assess (students):

1. Select the provided URL link **OR** scan the provided QR code to open the assessment
2. Read the assessment instructions at the top of the page
3. Complete the assessment by answering all questions
4. Select **Submit** once complete
5. Select **View results** to view marked assessment and specific question feedback

Analyse (teacher):

1. Open the copy of the assessment saved in your Microsoft Forms account
2. Select the **Responses** tab
3. View student results in a variety of ways:
 - a. Scroll through the page to see an **overview** of compiled results with corresponding sector graphs against option selections for questions
 - b. Select **Open in Excel** to view all itemised student results (using the data to create additional graphs or filtered lists)
 - c. Select **Review answers** to view results by student (**People** tab) or assessment question (**Questions** tab)