

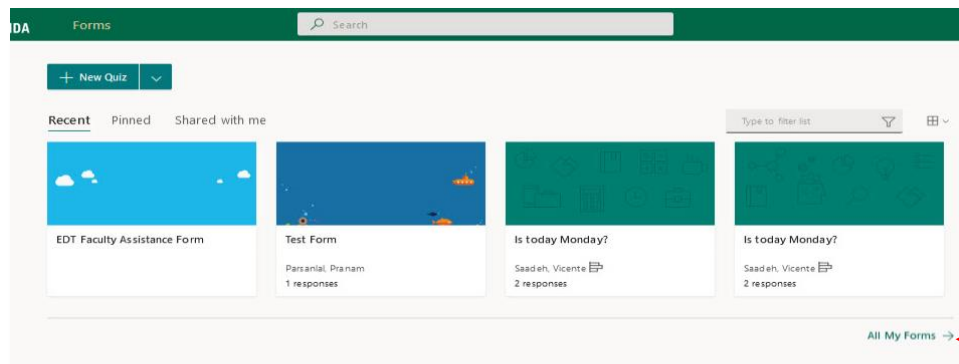
Creating Questions Using Microsoft Forms

Before creating your forms, it is best that you have a folder. This folder could be named by group (e.g. Faculty Council, GCPCC Committee, etc.) or topic. Once you have the group folder created, EDT suggests you have a folder for each meeting. So, if you have a monthly meeting where you will vote on motions, you should have a folder for the group, let's say Faculty Council then a folder for each month's meeting.

1. Open your Internet browser.
2. Access <https://www.office.com/apps>.

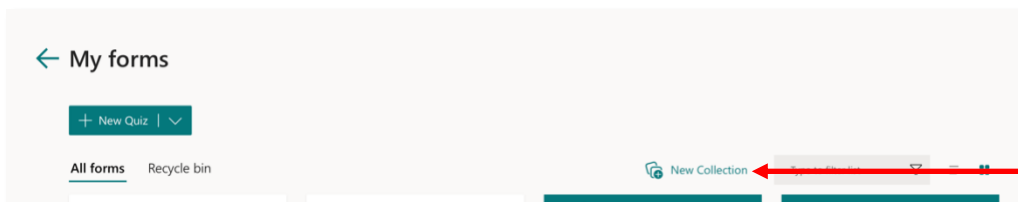
Note: You will need to be logged into your USF account in order to see all of your apps.

3. Click **Forms**.
4. Click **All My Forms**.



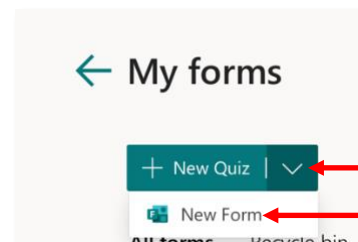
Step 4

5. Click **+New Collection**.



Step 5

6. Enter the name for the collection (i.e. folder) and click **Create**.
7. Click the folder to open it.
8. To add questions to the folder, click down arrow next to **+New Quiz**.
9. Choose **+ New Form** from the drop-down menu.
10. Type a name for the form. Example: AGACNP Motion 1/1/22.
11. Click **+ Add new**.



Step 8

Step 9

12. If you want a multiple-choice type question, click **Choice**.
13. Enter the question and answer choices. If you need more than the two choices provided, click **+ Add option**.
14. To share the form, click **Share**.
15. Click **Shorten URL**.
16. Click **Copy**.

