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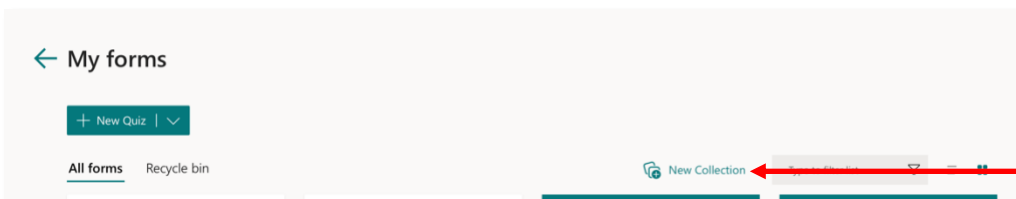
1. Open your Internet browser.
2. Access https://www.office.com/apps.

   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**.
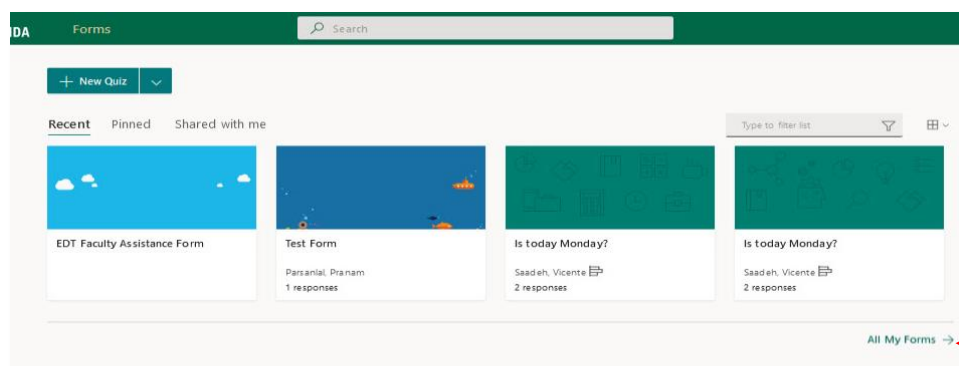
5. Click **+New Collection** (this creates a new folder for you to organize your questions).

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**.
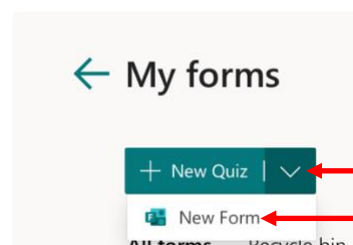
12. If you want a multiple-choice type question, click **Choice**.
13. Enter the question and answer choices. If you need more than the two choices provided, click **+ Add option**.
14. Repeat steps 8-13 to add additional questions. It is recommended that you have a separate form for each item being voted on. This ensures that voting occurs after the discussion has taken place.

Modifying Form Settings

1. With the form opened, click the three dots next to Share.
2. Click **Settings**.
3. Modify the options in the settings pane.

Sharing the Form for Voting

1. To share the form for individuals to vote, click **Share**.
2. Click **Shorten URL**.
3. Click **Copy**.
4. Paste the link in the meeting chat for members to vote.
5. During the meeting, you can share your screen so participants can see the results of the motion. Click the **Responses** tab to show the results.
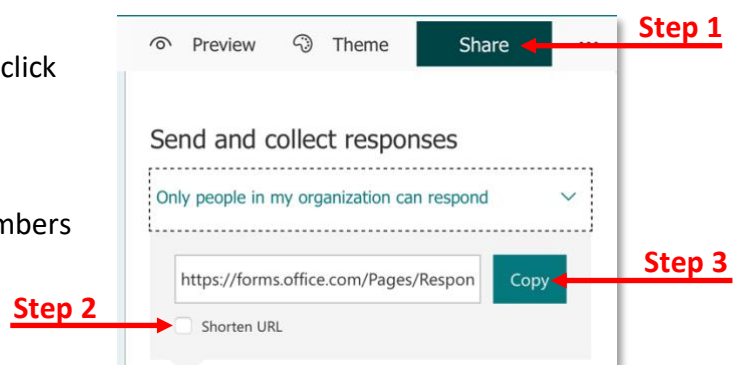
   Note: These results will not show the names. It will only show the results.
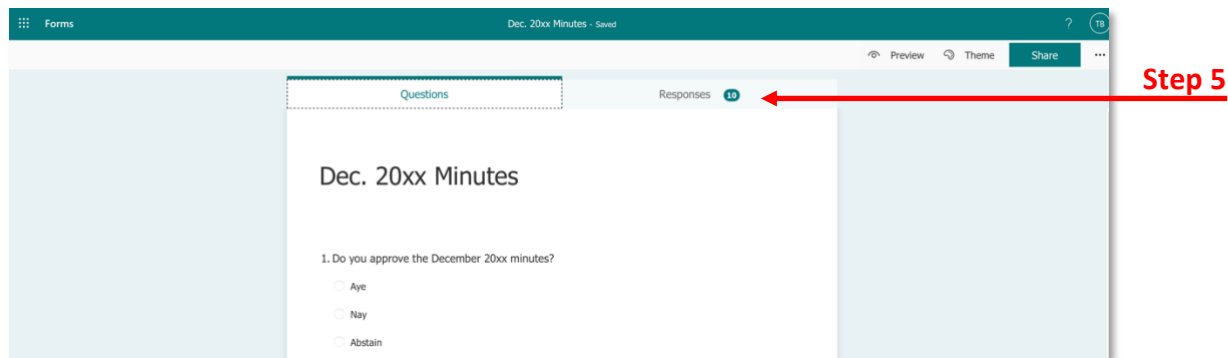
Sharing the Form with Committee Members

Once you have created the form, it is recommended that you share it with other committee members. This is a good practice just in case you are absent from the meeting and to ensure all committee members have access to all meeting files.

1. To share the form with other committee members, click **Share**.
2. Scroll down to the *Share to collaborate* section.
3. Click **Get a link to view and edit**.

4. Click **Users with an Office 365 work or school account can view and edit**.
5. Select **Specific people in my organization can view and edit**.
6. Type their email addresses in the field and press enter/return on your keyboard. You will see their name/icon next to *Who can access*.
   a. The other individuals you share the form with can access Microsoft Forms and click *Shared with me*.