



QUERCUS TIP:

Use Microsoft Forms as a Polling Tool (Student Response System) in a Live Session

You can use [Microsoft Office Forms](#) during synchronous sessions to ask questions to students and gather responses for sharing and debriefing. This is similar to using [iClicker](#) in face-to-face classes.

You can design the polling questions to meet a variety of pedagogical goals, such as: (1) helping students check their understanding of the course material, (2) serving as the basis for a class or group discussion, (3) obtaining on-the-spot feedback, and (4) encouraging reflection.

While webconferencing platforms typically have built-in polling features, Microsoft Forms can be anonymous, has more question types, and allows you to download the polling responses as an Excel file.

Before the session

1. In [Microsoft Office Forms](#), create a **New Form**. Question types you may wish to include are **Choice, Text, Rating, Ranking, and Likert**.
2. Click on the 3 dots icon (...) and modify the form **Settings**:
 - Select **Only people in my organization can respond** to ensure only users with University of Toronto credentials can participate. This will force students to log in.
 - Select **One response per person** so each student can only participate once per polling session.
 - Check the option to **Record name** to associate responses with students' names; if the session is to be anonymous, deselect this option.
 - Consider adding an **End Date** to close the poll at a specified date and time.
3. Click on the **Share** icon and copy the link to **Send and collect responses**. You can also generate a QR code to include in your slides.

During the session

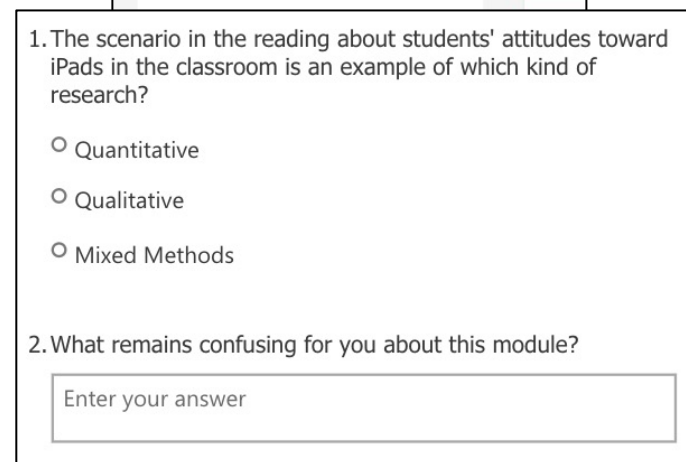
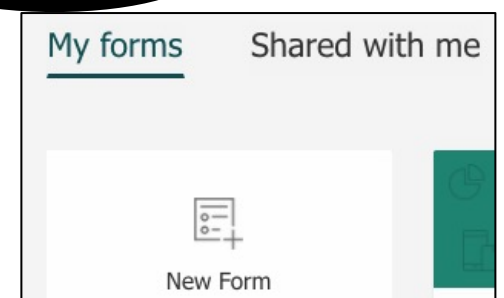
4. When you would like students to participate, paste the link to the Microsoft Office Form in the **Chat** of your webconferencing platform.
5. Allow students time to respond to the question(s) in your poll.
6. Navigate to the **Responses** tab in Microsoft Office Forms.
7. Share your screen from your webconferencing platform to display the aggregate students' responses.

Note that if your poll is not anonymous, selecting **More Details** will display students' names alongside their responses.

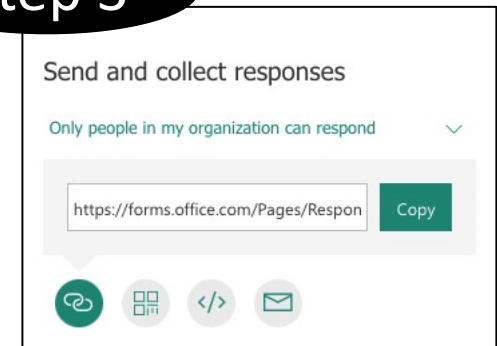
After the session

8. Return to the **Responses** tab in Microsoft Office Forms to view the full set of students' responses during the polling session.
9. Select **Open in Excel** to download the results in an Excel format. This can be helpful if you plan to assign participation grades for polling sessions.

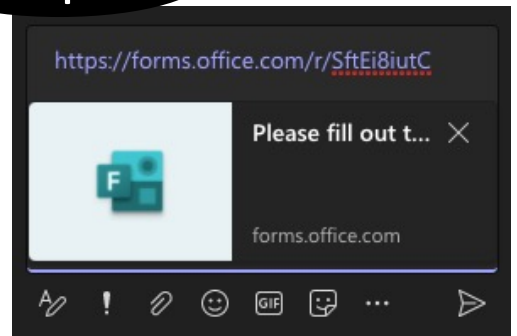
Step 1



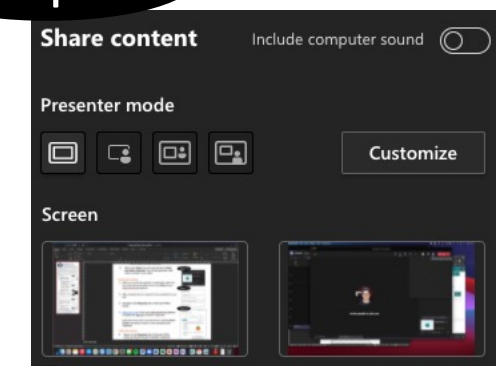
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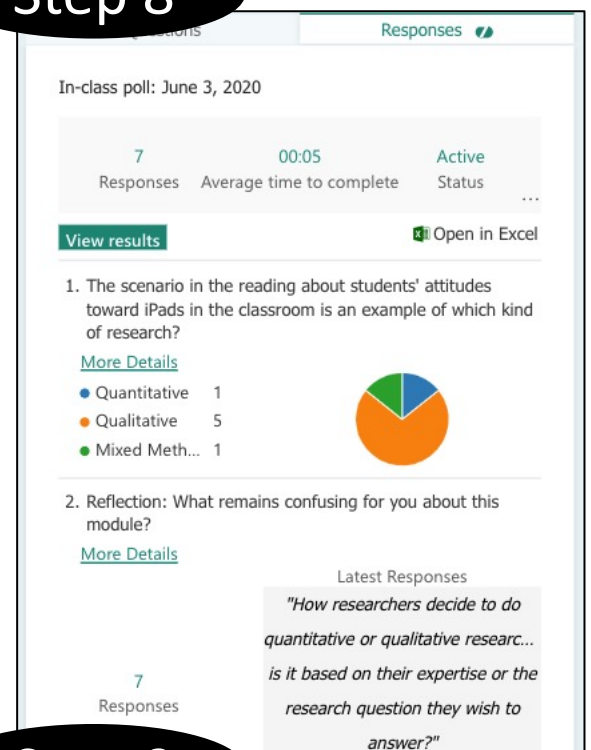
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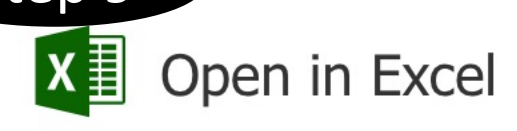
Step 7



Step 8



Step 9



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