

Microsoft Forms Quick Reference Guide

As part of an Activity Review, you may want to capture documented feedback, there are several ways to achieve this. This Quick Reference Guide is about how to capture the feedback using a tool already provided by Scouts NSW, Microsoft Office 365.

There are some advantages of using a MS Form

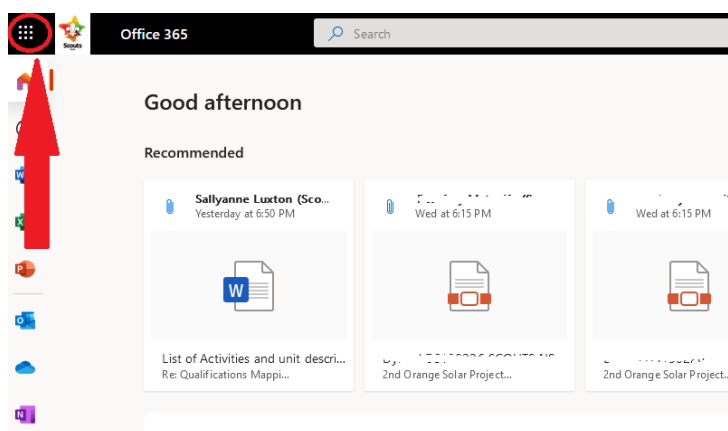
- No other products/individual signups or subscriptions are required
- It automatically collates all your data and easily downloaded
- Follows a similar protocol to what the NSW Training are now using for all courses.
- Meets Scouts NSW Data requirements for privacy

In this Quick Reference Guide we are going to look at how to

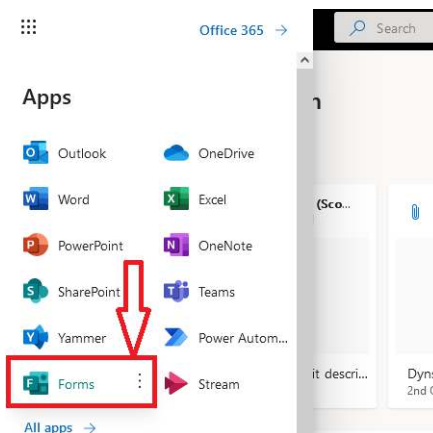
1. Find “Forms” in Microsoft Office 365
2. Create a Form
3. Identify the ideal settings to use
4. How to create a QR code for ease of use
5. Download the data

1. Find “Forms”

Once you have logged into your Scouts NSW Office 365 using your preferred web browser you need to click the “App Launcher” the nine dots up the top left

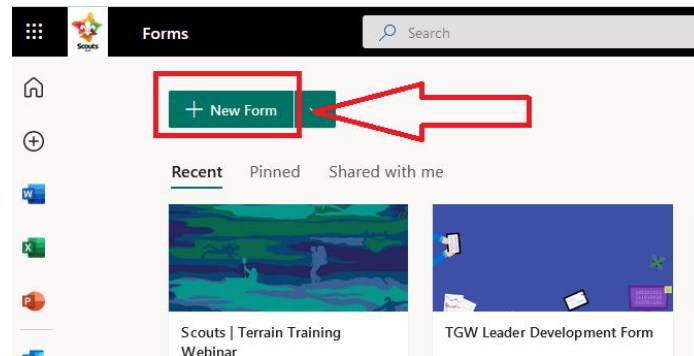


The “App Launcher” will open showing multiple App’s, click the “Forms”, if you cant see the “Forms” App, click the “All apps” option and find “Forms”

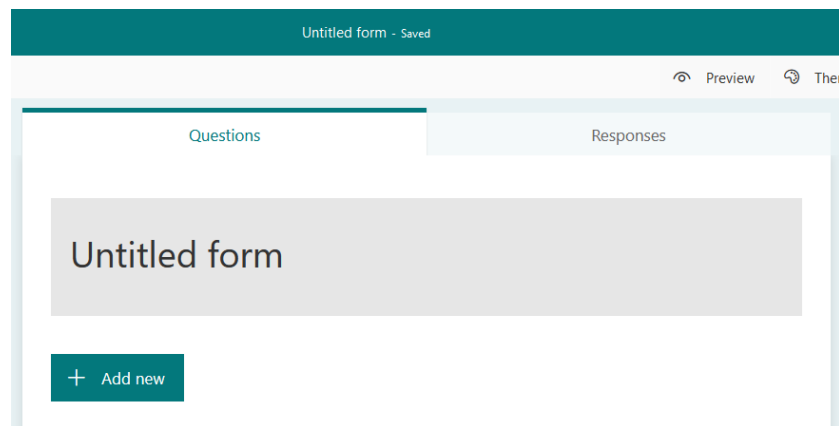


2. Create the Form

Now you are in the “Forms” App click the “+ New Form” button

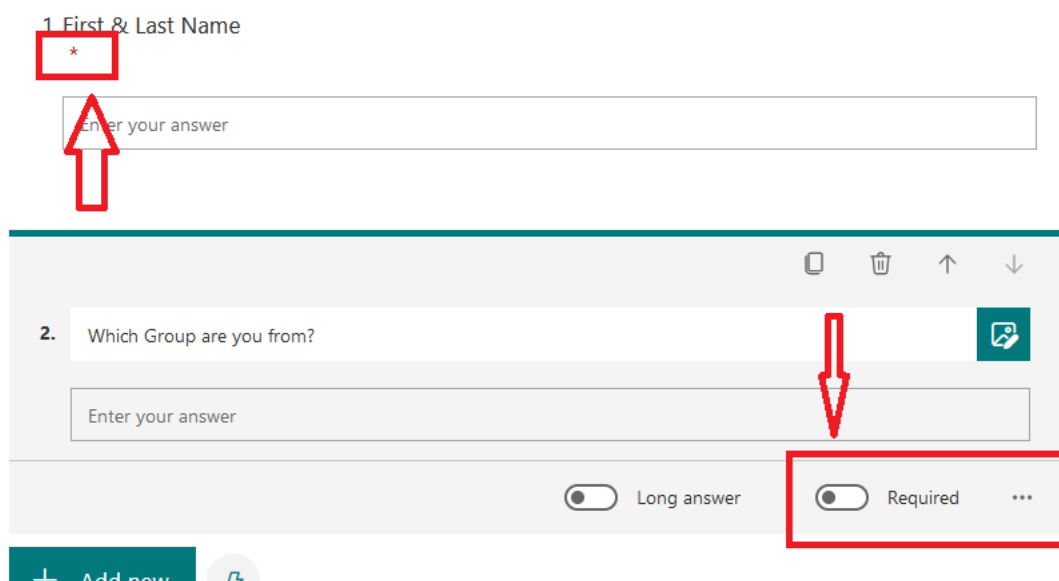


Start with Naming your new Form and a brief description, click on the “Untitled Form” area and rename. From this point on, everything is automatically saved, don't go trying to find a Save button.



Click “+Add new” to start adding your questions.

If you want the members to “have” to answer certain questions ensure you click the “Required” slide. For every required question a little Asterix will appear on the question

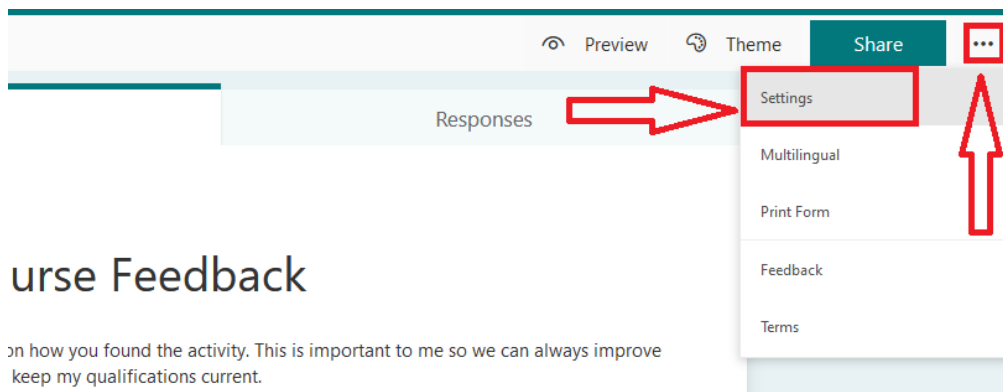


Use caution about asking for phone numbers, emails especially when dealing with youth. If Verification is required all Leaders can be contacted through their Scouts NSW email address.

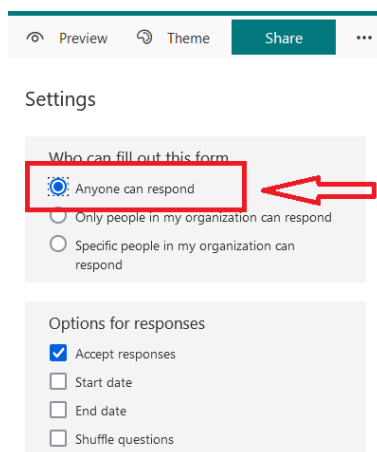
3. Settings for your Form

You will need to change from the default settings to allow your participants to complete the feedback form. It is really only one setting which must be changed, but there are others there which you can play with.

Go to the 3 dots in the top right click them and then click on the “settings” option.



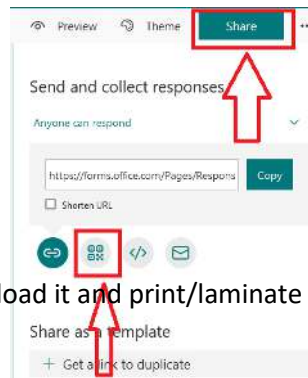
The setting you need to click is “Anyone can respond”



4. Creating a QR Code

Now your Feedback form is ready for use, you need an easy way to share it to your participants while on an activity. Today the easiest and most common way is a QR Code. MS Forms allows you to do this with a couple of clicks.

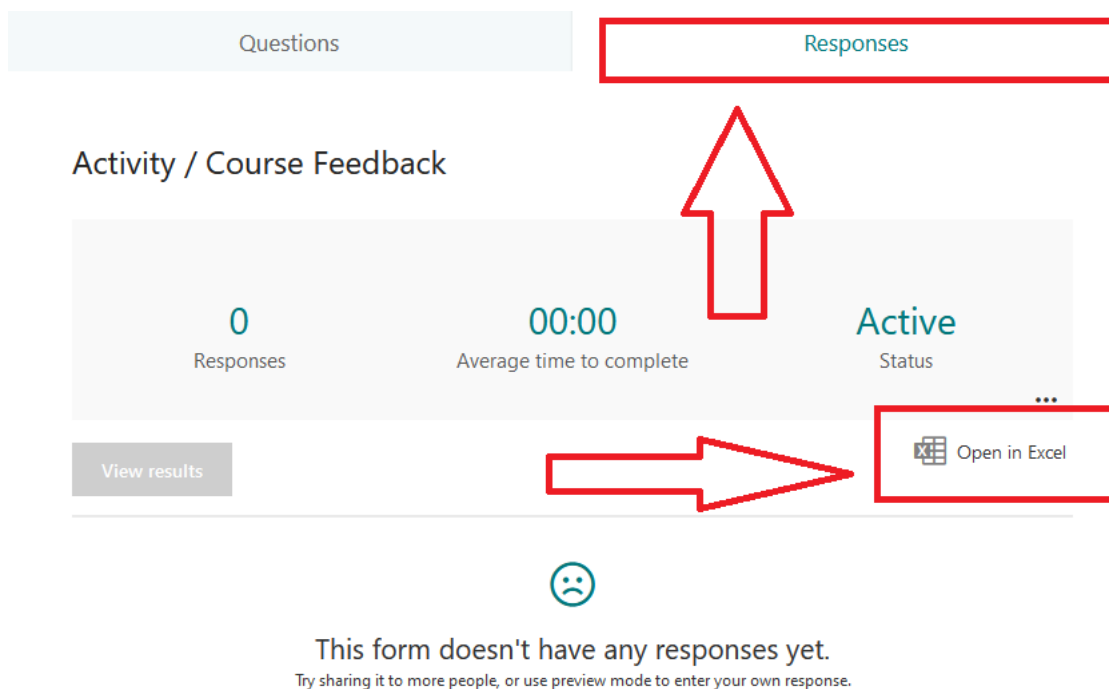
Click the “Share” button up the top right, then click the little round button that has four squares in it.



With the QR code created you can download it and print/laminate to take with you, take a photo & just keep it on your phone, the choice is yours.

5. Downloading your Feedback

Back in the main Form click on the “Responses” tab, where it will give you an overview. It also allows you to download all the responses in Excel, simply click the “Open in Excel” option



How you now manage your feedback is up to you, MS Forms allows up to 50,000 responses before it is full.

You could download after every activity and delete the data to prepare for the next activity. Or simply have a couple of questions including activity name/type & date, allowing you to store all your data in one place and only download as necessary.

Document Control:

This Guide is provided for the Adventurous Activities Hub.

Version	Date	Author	Approver
1.0	24 February 2022	Gavin Arnold	Kenton Jurgs