– online learning in action series –

using MS Forms to check understanding

MS Forms is available as part of the Microsoft 365 product suite. It allows you to create a series of different question types (free text, multiple choice, rating scales and so on) and you can prepare a response to students which they will see after submitting their answers.

approach / idea

MS Forms was used on a strategy module to provide weekly opportunities for students to check their understanding via multiple choice questions and provide adapted feedback in relation to the response.

The tool was chosen for several reasons:

- Clean, uncluttered design with lots of white space and visual cues for students to see what they need to do
- Ability to provide immediate feedback after the quiz has been taken
- Ability to include images as part of the quiz
- Ability to embed the quiz into duo so students can use it within the rest of their module learning resources
- Clear aggregated class results – to enable tutors/module leaders to get a good general indicator of class performance
- Accessibility features – for example immersive reader and colour contrast

Feedback was provided regardless of whether students chose the correct response or not. This helped to reinforce learning, especially important if the selected answer had been a lucky guess rather than rooted in comprehension.

1. Which answer is the best explanation of planned strategy? (0/25 Points)

- ○ It involves a strategy with a written plan

  Not quite. Planned strategy, as the term suggests, plans the course from A to B. But that may not include a written plan. Having a clear future and plan that is designed and then followed to achieve that goal is the essence of a planned strategy.

- ○ Planned strategy is designed for stable environments.
- ○ Typically follows a linear process from analysis through to implementation ✓

key considerations

One limitation is at present (May 2020) MS Forms does not link to the grade centre within duo so you are not able to track the progress of individual students. The value is more in being able to give students opportunities to test their own understanding with some feedback. Nevertheless, module leaders gain a general indication of comprehension.

2. Which one of these statements about organisational purpose is true? (25 points)

63% of respondents (30 of 48) answered this question correctly.

More Details

- ● An organisation's purpose typi... 30 ✓
- ● There is a standard definition f... 12
- ● Organisations shouldn't chang... 6

The quiz was first designed using Google Forms, but we soon discovered that this

presented access issues for some students based in China. This illustrates the importance of choosing tools carefully and using technology supported by the University as a first port of call.

further resources

Simple guidelines on setting up a MS Form can be found here on the office website.

Brame, C., (2013) 'Writing good multiple choice test questions', online: Center for Teaching, Vanderbilt University (accessed May 2020 https://cft.vanderbilt.edu/guides-sub-pages/writing-good-multiple-choice-test-questions).

tell us about your experience

If you've used MS Forms in such a way, or have other examples of how you've developed online learning activities, we'd love to hear from you – please get in touch with a member of the Educational Development Unit.