

Creating a Poll with PowerPoint & MS Forms

Creating an MS Forms Poll

To begin making a poll to use in class, open a Web browser and go to **portal.office.com**.

The single sign-on may automatically sign you on if you are on campus. If not, you may be prompted to use your FSA credentials to log in at **portal.office.com** on the top left-hand side.



Click on **New Quiz**.

Give a **Title** to the Poll.
A description of the poll is optional.

Click on **[Add new]** to add a question.

There are several questions type options for the poll: choice, text, rating or date, etc. Select one option.

Enter the question text.

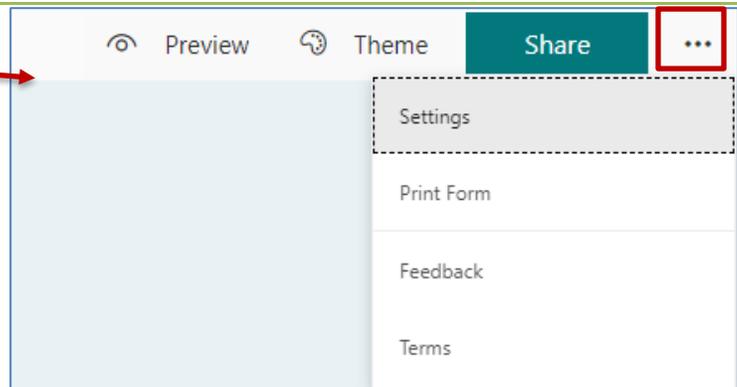
If you choose **Choice**, the application will suggest some answer options. Click **Add all**.

You can add options using the **Add option** button.

Click **Required** if the answer is required.

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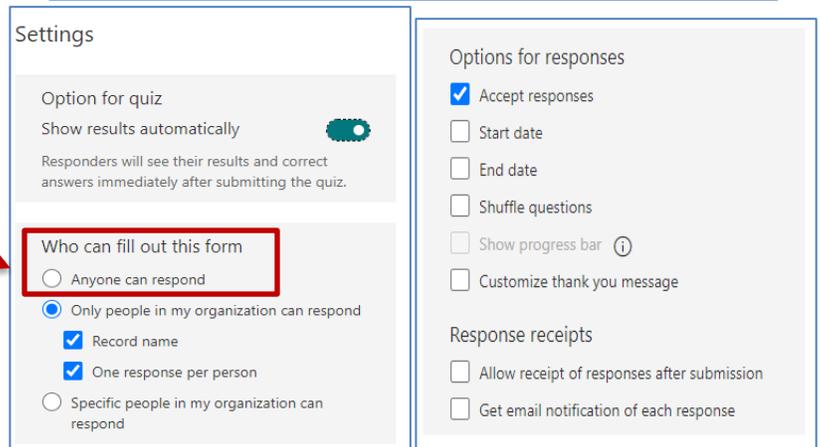
Next, click on the three dots (...) in the top right corner and go to **Settings**.



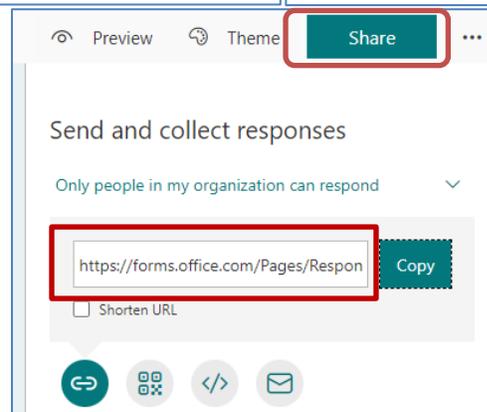
Choose **Who can fill out this form**

Click on **Anyone can respond** to make the answers anonymous. This is the fastest option. Or, select one of the two other options.

Select any additional options for responses you may want.



Click on the **[Share]** button in the upper right corner.



Click on **Shorten URL** to shorten the URL.

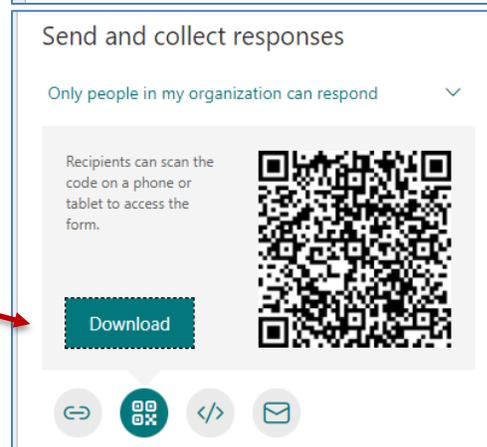
Click on **Copy** to copy the URL and paste it into PowerPoint.

You also can generate a **QR code**.

Click on the  icon to generate a QR code.

Click on **[Download]** to download the image file to the Downloads folder.

You will copy and paste the QR code image into PowerPoint.

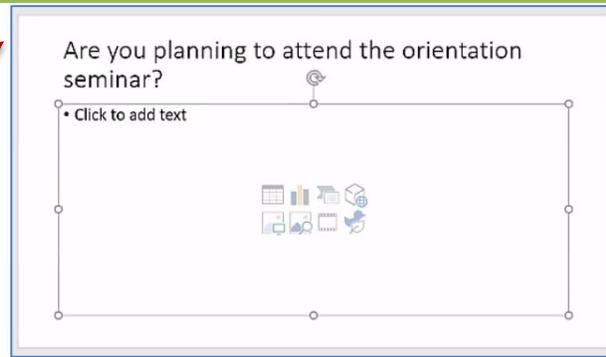


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Adding a Forms Poll to PowerPoint

Open PowerPoint add a new slide.

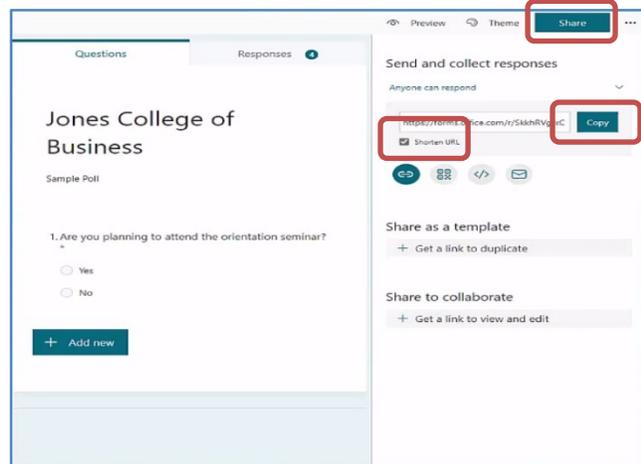
Enter the Poll question as the slide title.



Adding a URL link to PowerPoint

Go to MS Forms, click on Share, and check **Shorten URL** checkbox in the browser.

Next, click on **Copy** to copy the URL link and paste it on the PowerPoint slide.

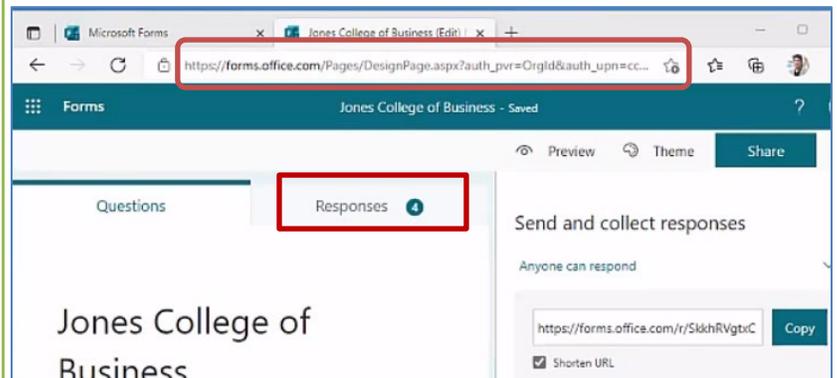


Adding QR Code to PowerPoint

In PowerPoint, drag and drop the QR code you previously downloaded from the Downloads folder to the slide.

PowerPoint will suggest Design Ideas.

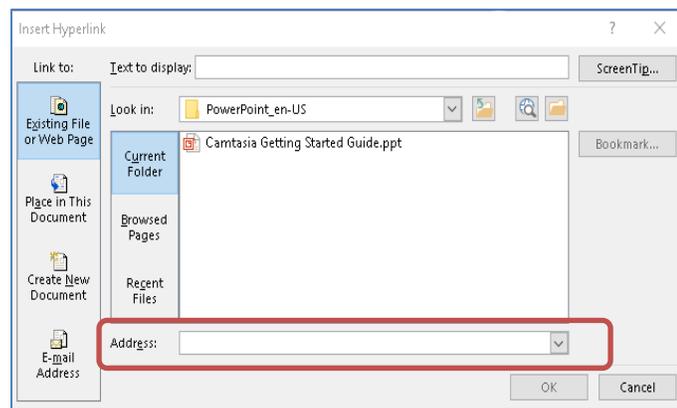
IMPORTANT: Remember, QR Codes are more effective to use with white backgrounds.



Adding Results URL to PowerPoint

Next, add a link to show the Poll Results page. Go to the browser and click on the **Responses** tab on the MS Form. At the top, select the URL link and copy it.

Go to PowerPoint, in the ribbon, go to **Insert**, add a **text box** and enter "Results" as the text. **Right-click** on the text box, select **Link** and paste the poll results hyperlink in the address box.



Creating a Poll with PowerPoint & MS Forms

Show the PowerPoint Poll to Class

Present the PowerPoint to the class in Full-Screen Presentation Mode.

Ask students to take their smartphones out, and direct them to use their phone cameras.

The **forms.office.com** link will appear. Click on it to open the poll in the phone browser.

If the QR Code does not give the link automatically, tab the QR Code on the camera.

The QR Code link will appear on it, tap on the link, the poll will open in the phone browser.

Select an answer and press submit.

After the students have completed the poll, press the Result link on the bottom of the PowerPoint slide to check the number of responses, the average time to complete the poll, etc.

