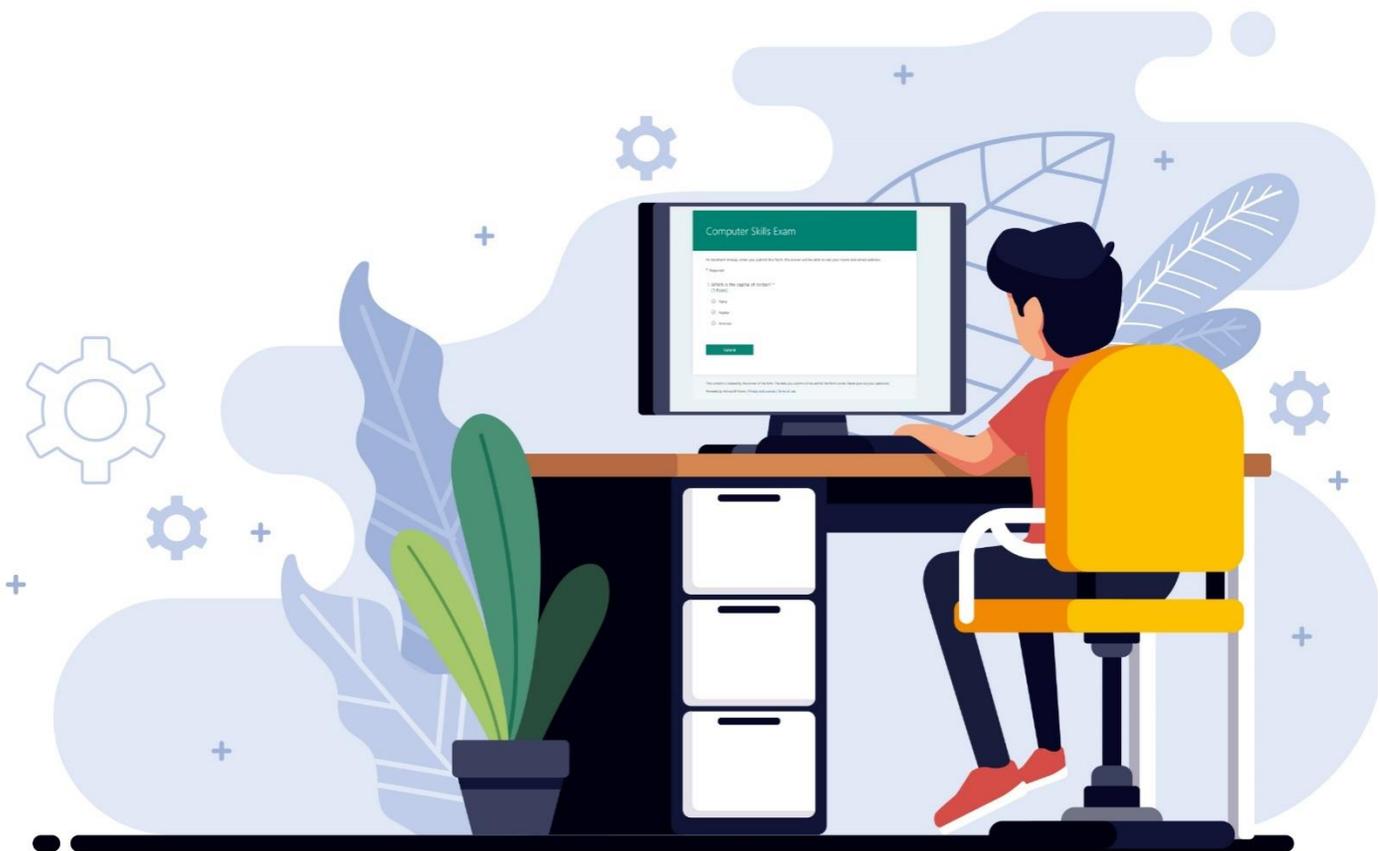


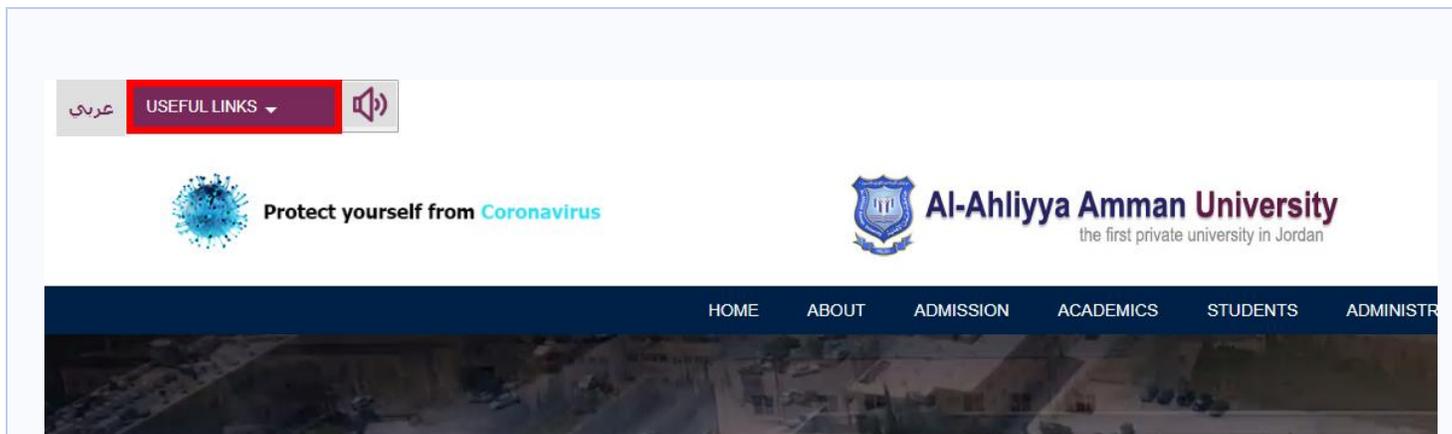


# Online Exam Training Manual For Microsoft Forms

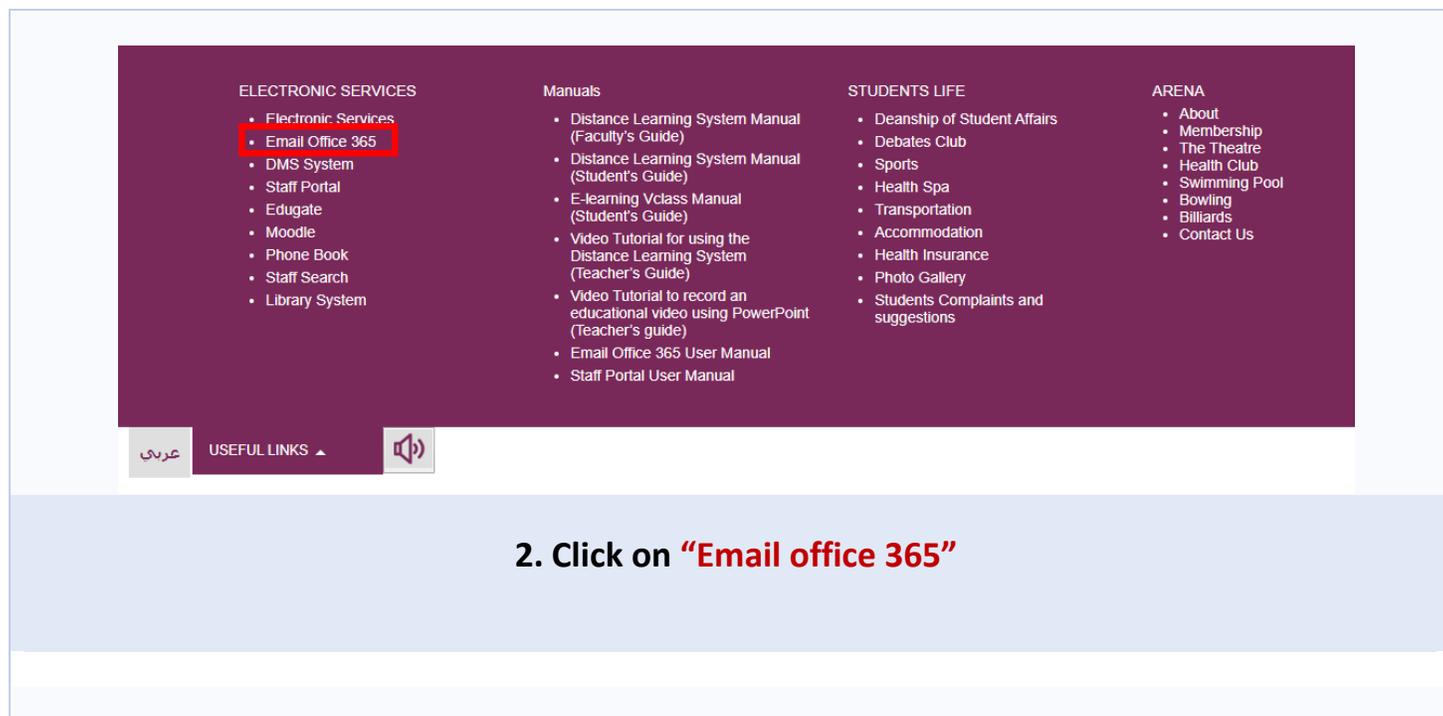


Created By: **HEC Team**

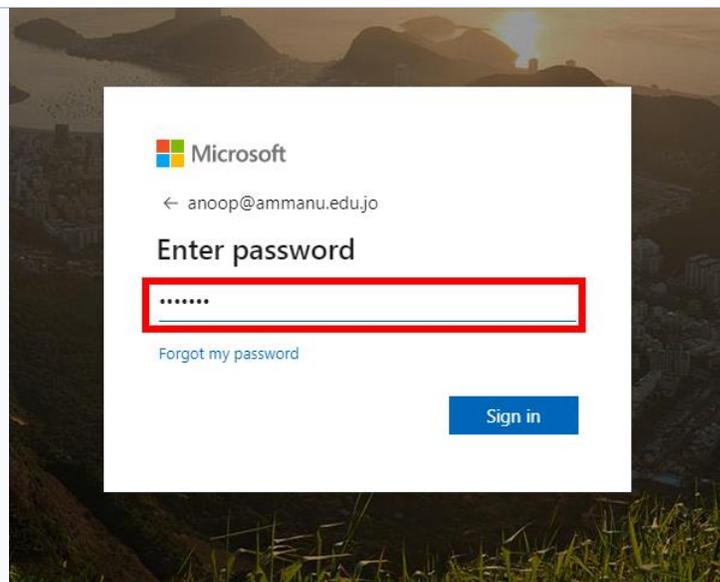
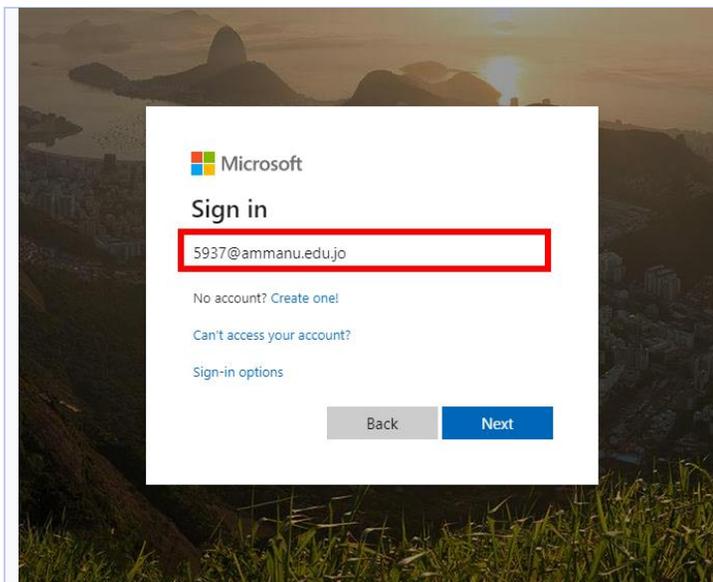
## 1. How to Open Microsoft Forms



1. Click on **“USEFUL LINKS”**

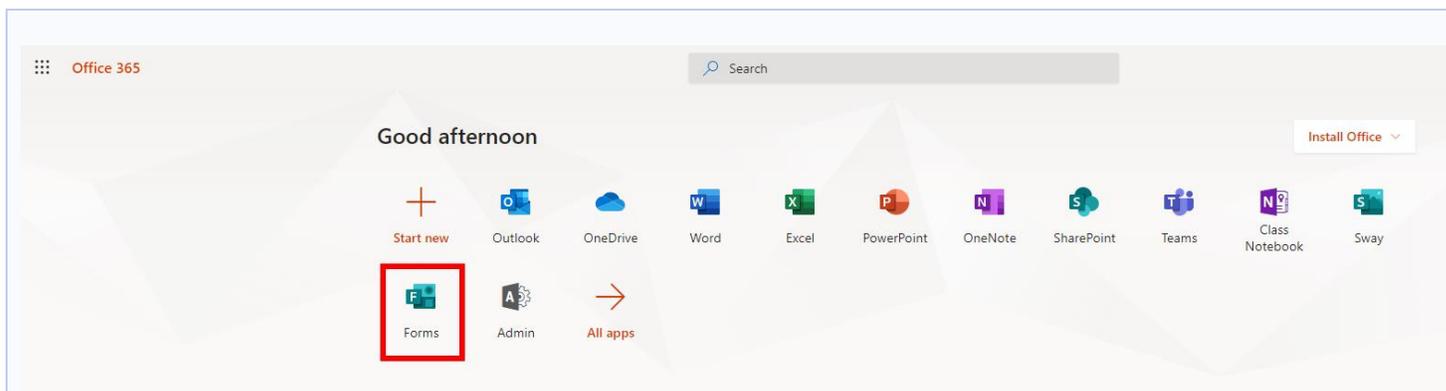


2. Click on **“Email office 365”**



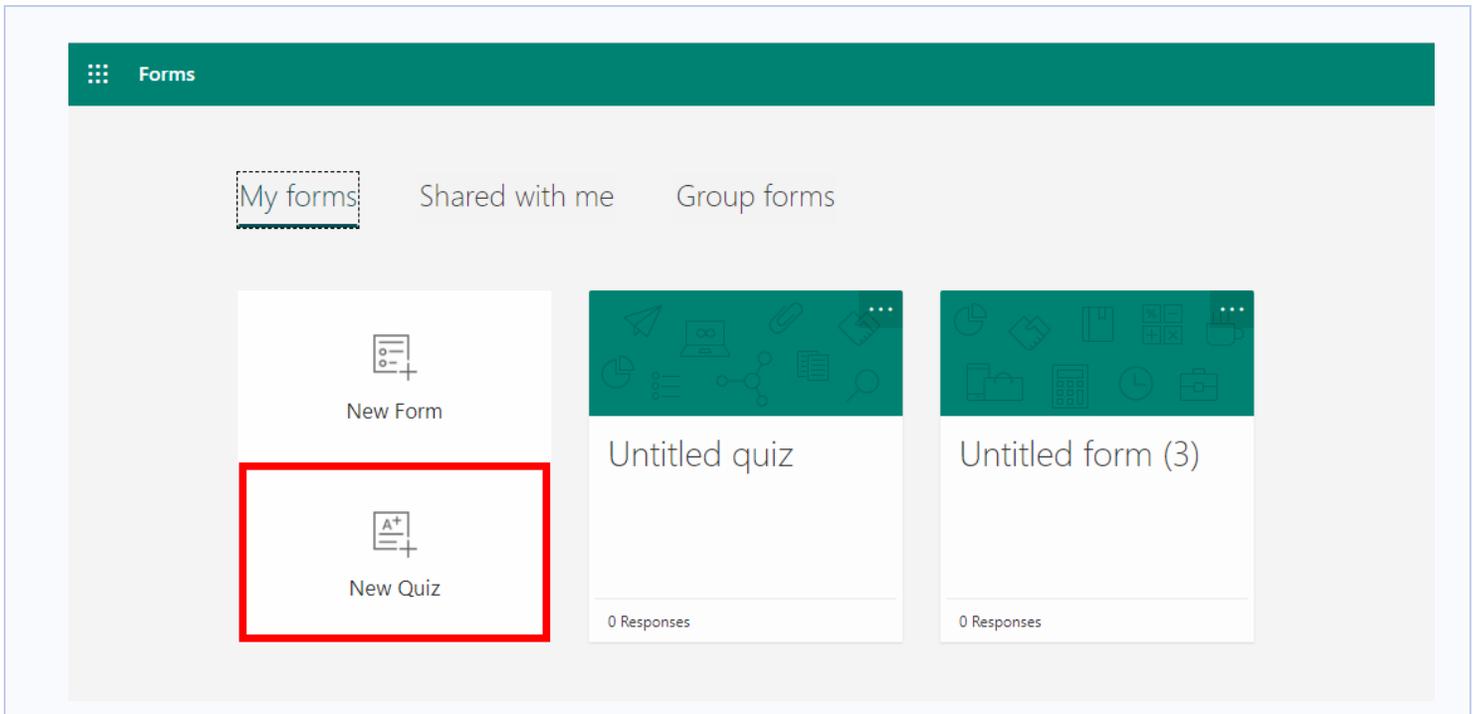
3. Enter your email ID "id@ammanu.edu.jo"

4. Enter your "password"

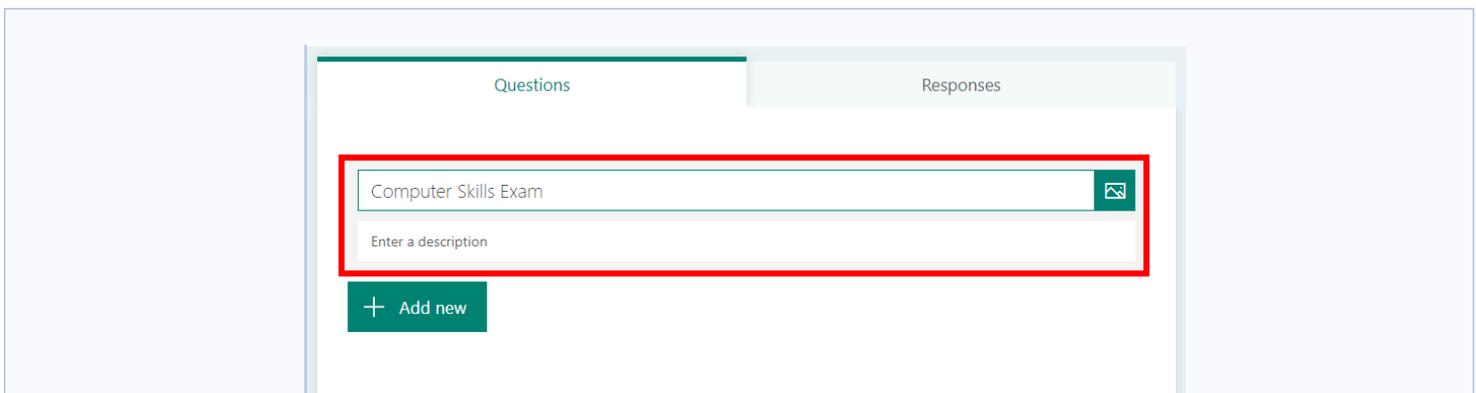


5. Select "FORMS"

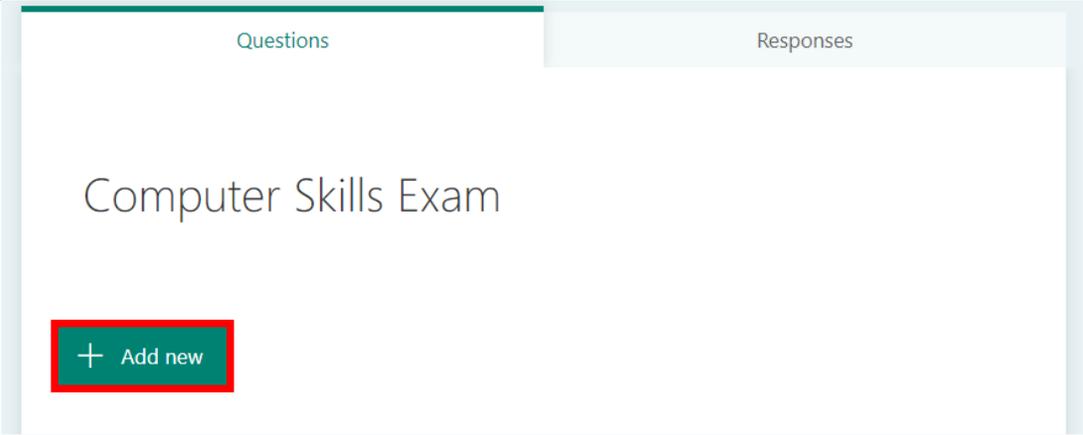
## 2. How to create an EXAM?



1. Click **“New Quiz”** to begin creating your exam.



2. Enter a **“name for your exam”**. You can also enter an optional subtitle for your exam.

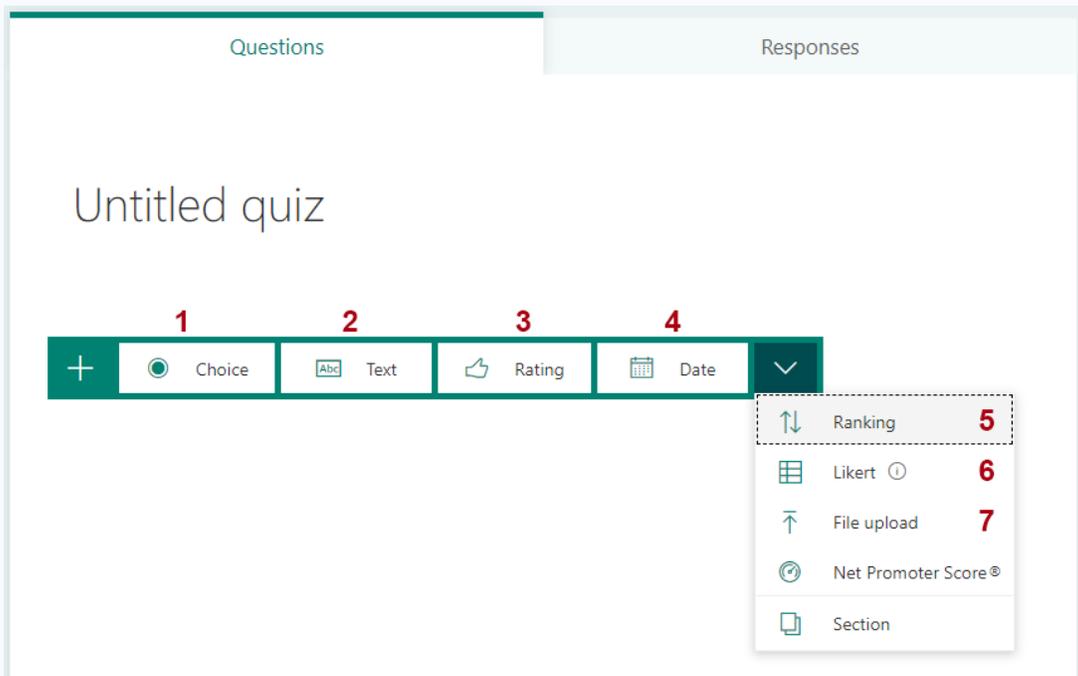


The screenshot shows the Microsoft Forms interface for an exam titled "Computer Skills Exam". At the top, there are two tabs: "Questions" (which is active) and "Responses". Below the tabs, the title "Computer Skills Exam" is displayed. In the bottom-left corner of the main content area, there is a red-bordered button with a plus sign and the text "+ Add new".

3. Click **"Add New"** to add a new question to the exam.

### 3. Types of Question

#### Types of Question



1. **Choice** - radio button style (only 1 answer), checkbox style (multiple answers)
2. **Text** - single line or multi-line, can restrict answer type (eg. number only)
3. **Rating** - use stars or numbers from 2 to 10 to rate response
4. **Date** - choose date from pop-up calendar
5. **Ranking** - allows students to arrange the answers in a specific order.
6. **Likert** - asks responder to rate different statements (up to 7) under one question
7. **File Upload** –Let the students to upload file in (Word, Excel, PPT, PDF, and Image) formats.

## A. Create a Choice Question

The screenshot shows the Microsoft Forms interface for creating a choice question. The question is titled "Computer Skills (1 Point)". The question text is "1. Find the Odd Numbers". There are three radio button options: "2", "3", and "4". The correct answer is "3", indicated by a checkmark and the text "Correct answer 8". The question is worth "1" point. There are toggle switches for "Multiple answers" (disabled) and "Required" (enabled). A "Shuffle options" dropdown menu is open, showing options: "Shuffle options", "Drop-down", "Math", "Subtitle", and "Add Branching". There are also buttons for "Add new", "Add option", "Insert media", and "Add new".

1. Enter the Question
2. Enter the Answer Options
3. Click to Add more option
4. Grades–Enter the mark for the question
5. Multiple answers–select if you want to create multiple answer question. (See Fig 01 below)
6. Select to make question compulsory
7. Select to Shuffle option to make questions shuffled to the students.
8. Select the Correct Answer to auto evaluate the result.
9. Click to upload and Image/Diagram to display (See Fig 01 below)
10. Let you Duplicate Question
11. Click to delete the question

Fig 01

The screenshot shows a Microsoft Form titled "Computer Skills" with a green header. Below the header, there is a message: "Hi Abraham Anoop, when you submit this form, the owner will be able to see your name and email address." A red asterisk indicates a required question: "Find the Odd Numbers \*". To the right of the question is a box titled "Even and Odd Numbers" which lists even numbers (0, 2, 4, 6, 8) and odd numbers (1, 3, 5, 7, 9) with their respective examples. Below the question, there are four radio button options: 2, 3, 4, and 5. The option "3" is selected. A green "Submit" button is at the bottom.

Computer Skills

Hi Abraham Anoop, when you submit this form, the owner will be able to see your name and email address.

\* Required

1 Find the Odd Numbers \*

**Even and Odd Numbers**

Even Numbers end in	Odd Numbers end in
0 2 4	1 3
6 8	5 7 9

Examples: 4, 56, 730      Examples: 9, 83, 641

2

3

4

5

Submit

## B. Adding MATH FORMULA to the Questions

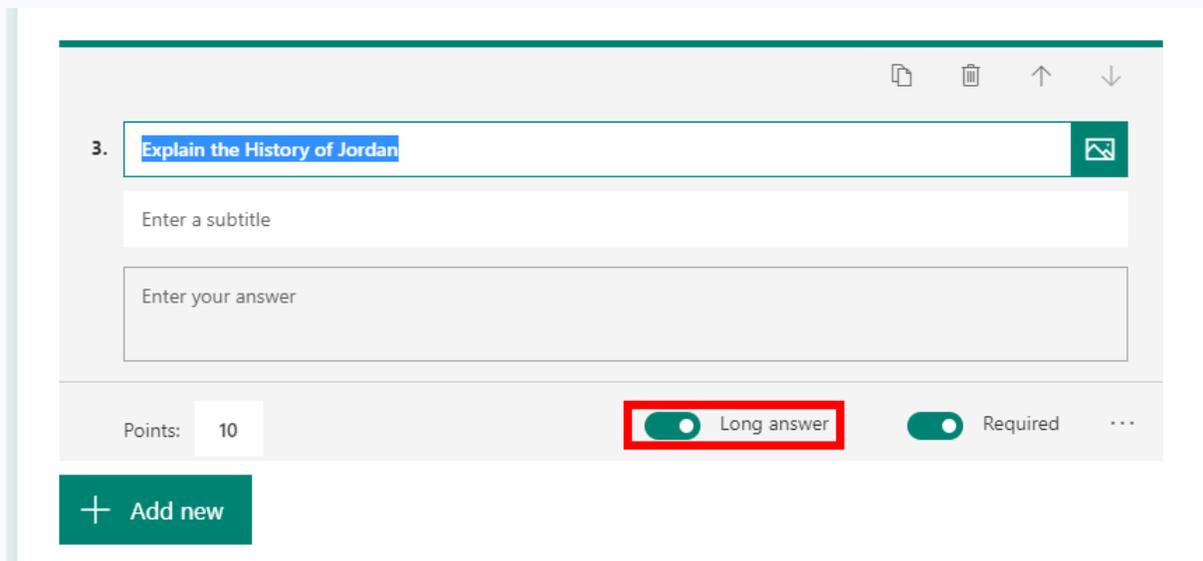
The screenshot shows the 'Questions' tab in Microsoft Forms. A question is being edited, and a math formula input field is highlighted with a red box. The input field contains the text 'Abc'. Below the input field is a grid of math symbols and operators. A red box highlights the 'Abc' button in the bottom right corner of the grid. To the right of the grid, a large red number '2' is visible. Below the grid, there are two radio buttons for 'Please enter an equation for this option.' and an 'Add option' button. At the bottom, there are 'Points' and 'Multiple answers' (disabled) and 'Required' (enabled) options. A red number '1' is placed next to the 'More settings' button, which is open, showing a list of options: 'Shuffle options', 'Drop-down', 'Math' (highlighted with a red box), 'Subtitle', and 'Add Branching'.

x	y	$x^y$	$\frac{x}{y}$	[ ]	( )	7	8	9	÷
>	<	≥	≤	≠	x	4	5	6	×
$\sqrt{\quad}$	$\sqrt[\quad]{\quad}$	$x^2$	$x^y$	log <sub>□</sub>	ln	1	2	3	-
π	x!	∑	∏	[x]	[x]	0	.	=	+
∞	°					CE	←	→	OK

1. To display math formulas, click More settings for question More options button, and then select Math.

2. Choose **“Abc”** to write formulas

## C. Creating Short or Long Answer Question



The screenshot shows the Microsoft Forms editor interface for creating a question. The question text is "3. Explain the History of Jordan". Below the question text is a subtitle field labeled "Enter a subtitle" and an answer field labeled "Enter your answer". At the bottom of the question configuration, there are several settings: "Points: 10", a "Long answer" toggle switch which is turned on and highlighted with a red box, a "Required" toggle switch which is also turned on, and a three-dot menu icon. A green button with a plus sign and the text "Add new" is located at the bottom left of the question configuration area.

1. Will let you create Short Answers with single line or Long Answers with multiple lines.
2. Activate long answer option by clicking the slider, green indicates option activated.
3. Also it will allow you to restrict answer type (eg. number only).

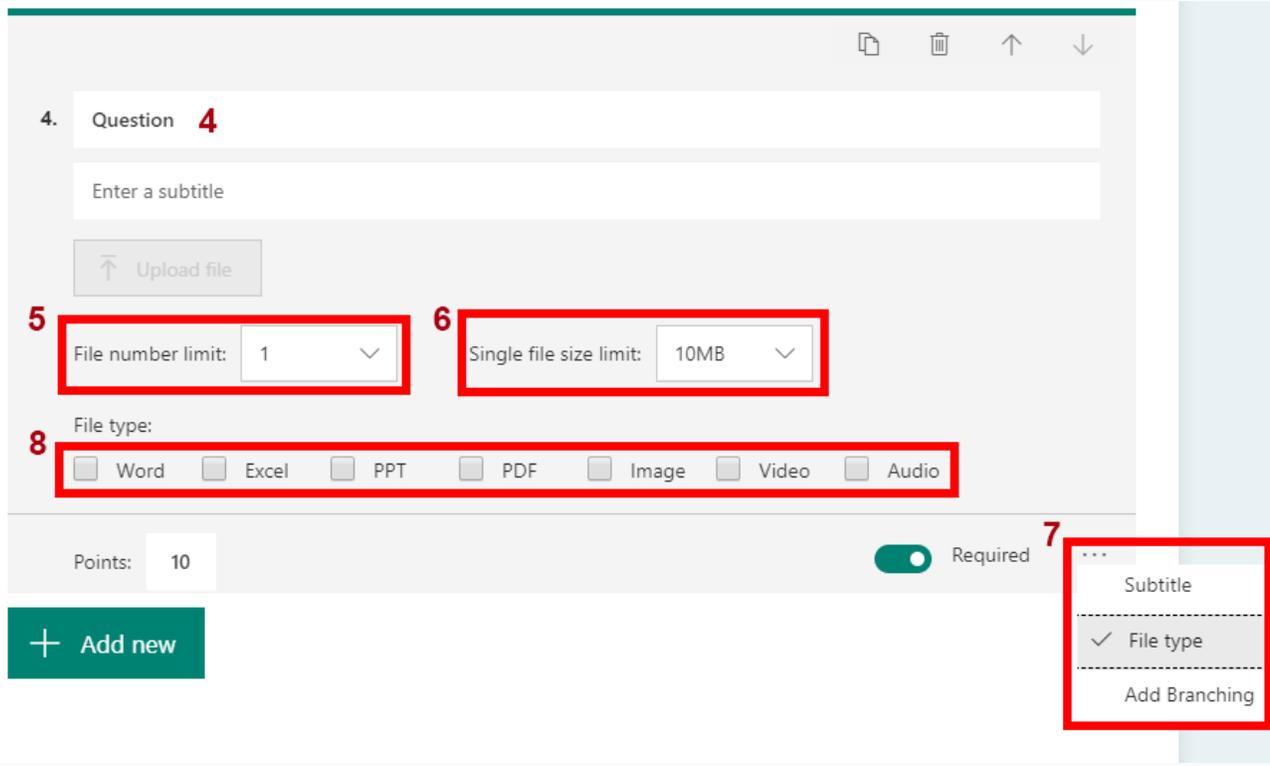
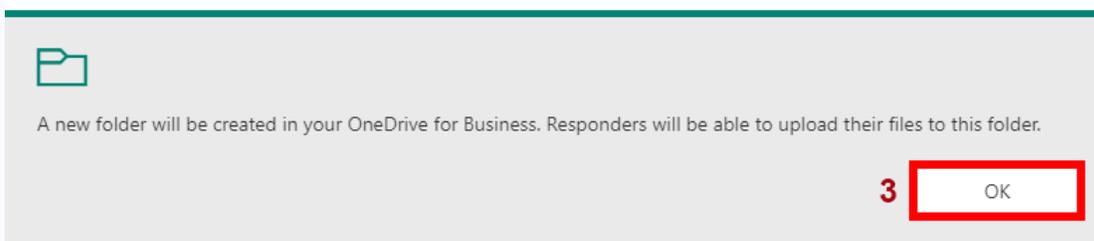
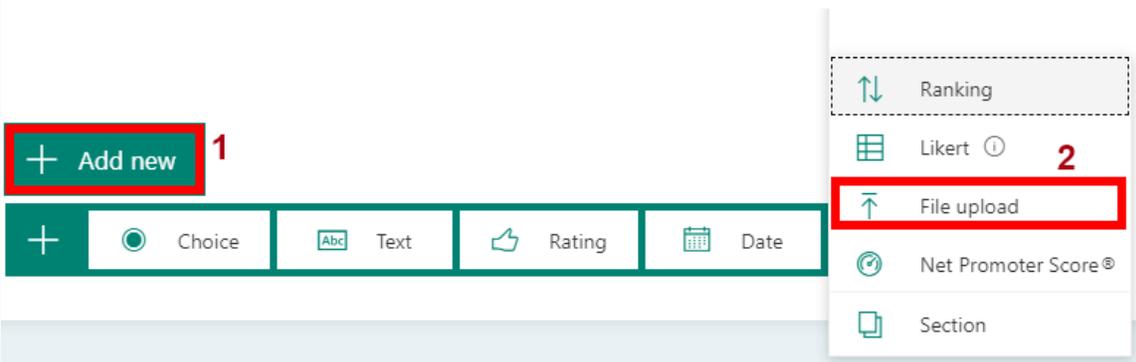
## D. Date Question



The screenshot shows the Microsoft Forms editor interface for creating a date question. The question text is "4. What date did World War 2 begin?". To the right of the question text is a large image of a tank with soldiers standing around it. Below the question text is a date input field with the placeholder text "Please input date in format of M/d/yyyy" and a calendar icon. At the bottom of the question configuration, there are several settings: "Points: 10", a "Required" toggle switch which is turned off, and a three-dot menu icon. A green button with a plus sign and the text "Add question" is located at the bottom left of the question configuration area.

1. Choose this when the answer needs to be input as a date.

### E. File Upload Question



1. Click button Add new.
2. Click More question types Drop down list in Microsoft Forms, and then **select File upload**.
3. You'll see the following message: A new folder will be created in your OneDrive for Business. Responders will be able to upload their files to this folder. Continue? Click **Yes to continue**.

4. Enter the question.
5. Click the File number limit dropdown list to select the maximum number of files you'll allow to be uploaded to the question.
6. Click the Single file size limit dropdown list to select the maximum file size (10MB, 100MB, or 1GB) you'll allow per question.
7. Click More settings for question More options button to select File type.
8. Choose the file types (Word, Excel, PPT, PDF, Image, Video, or Audio) you'll allow for your question.

## F. Rating Question

The screenshot shows the configuration interface for a Rating Question in Microsoft Forms. At the top right, there are icons for copy, delete, up, and down. The question text is "3. How well do you feel you understand the content in this class?". Below the question, there are five star icons. Underneath the stars, there are two dropdown menus: "Levels:" set to "5" and "Symbol:" set to "Star". Below these, there are two input fields for labels: "1 Star" with the label "I'm lost" and "5 Stars" with the label "Solid Understanding". At the bottom left, there is a "Points:" field set to "10". At the bottom right, there is a "Required" toggle switch which is currently turned on, and a three-dot menu icon.

1. You have the option of stars or number of levels for Rating. You also have the option to add labels to the stars in order to clarify.

## 4. Exam Settings

### Exam Settings

The screenshot shows the 'Exam Settings' screen. At the top, there are buttons for 'Preview', 'Theme', 'Share', and an ellipsis menu (...). A red box labeled '1' highlights the ellipsis menu. Below the menu, the 'Settings' section is divided into several categories:

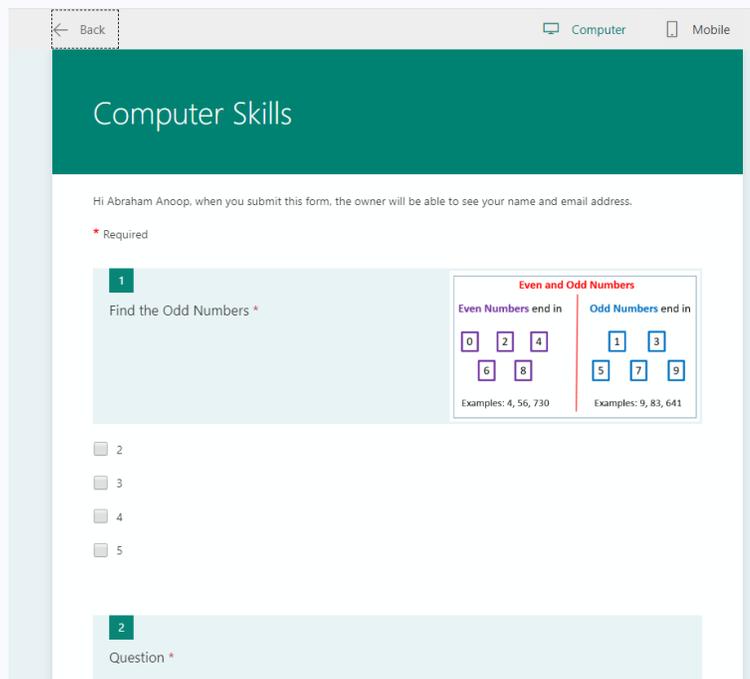
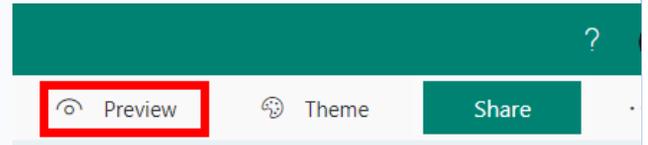
- Option for quiz:** A red box labeled '2' highlights the 'Show results automatically' toggle switch, which is currently turned off. Below it, text reads: 'Responders will see their results after you've reviewed their answers manually.'
- Who can fill out this form:** A red box labeled '3' highlights the radio button selection for 'Only people in my organization can respond'. Below this, there are three checked checkboxes: 'Record name' and 'One response per person'.
- Options for responses:** A large red box labeled '4' highlights this entire section. It includes:
  - Checked checkboxes for 'Accept responses', 'Start date', and 'End date'.
  - Start date and time: 5/4/2020, 2:00 PM.
  - End date and time: 5/4/2020, 2:00 PM.
  - Checked checkbox for 'End date'.
  - Start date and time: 5/4/2020, 3:00 PM.
  - Checked checkbox for 'Shuffle questions'.
  - Radio button selection for 'All questions'.
  - Unchecked checkboxes for 'Lock questions' and 'Customize thank you message'.
- Notification:** Two unchecked checkboxes: 'Send email receipt to respondents' and 'Get email notification of each response'.

1. To get to the Settings screen, click the ellipses button (...) on the top right of your screen, and then select Settings.
2. **Deselect** the Show results automatically
3. Please **Select**
  - ➔ Only people in my organization can respond
  - ➔ Record name
  - ➔ One response per person
4. Please **Select**
  - ➔ Options for responses
  - ➔ Accept responses
  - ➔ Start date
  - ➔ End date
  - ➔ Shuffle questions
  - ➔ All questions

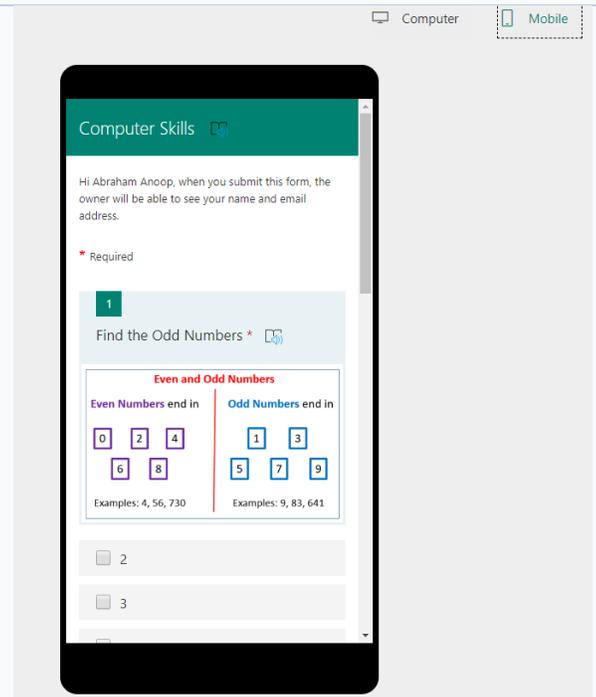
## 5. Preview Exam

### Exam Preview

1. Click the **Preview Button** on the Top Menu to see the preview of the exam you created.



Exam Preview in Computer

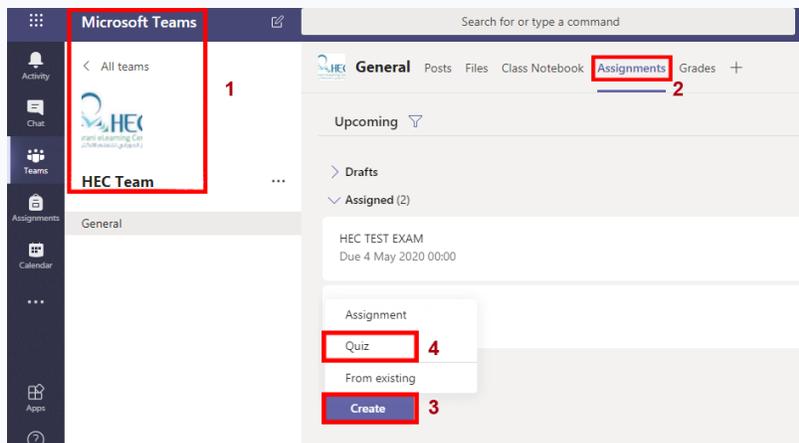


Exam Preview in Mobile

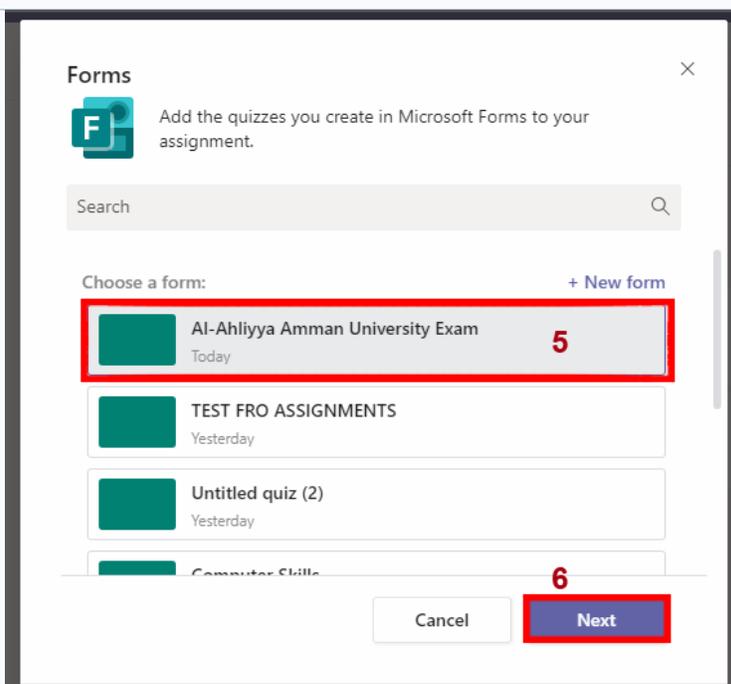
## 6. Publish/Share Exam

### Share Exam

After you create you exam in Microsoft Forms you can share your Exam to the students in the following way.



1. Open your class in Microsoft Teams where you want to distribute the quiz.
2. Select the **Assignments** tab
3. Select the **Create** button
4. Click on **Quiz**



5. Select the existing Exam you already created on Microsoft Forms.
6. Click **Next**

**New assignment** Saved: 6 May, 18:10 Discard Save Assign

Title (required) **7**

Al-Ahliyya Amman University Exam

[Add category](#)

Instructions

Enter instructions

 Al-Ahliyya Amman University Exam (HEC Team) ...

Points

0 points possible

Assign to **8**

HEC Team 📄

**9**

All students 👤

Date due

Thu, 7 May 2020 📅

Time due

23:59 🕒

Assignment will be posted immediately with late hand-ins allowed. [Edit](#) **10**

7. Check the **Name of your Exam**
8. Confirm you assigned to the **Correct Class**.
9. Check all your **Students are enrolled** for the exam.
10. Click **“Edit”** to set the Exam Date and Time

**Edit assignment timeline** [Close]

Schedule to assign in the future

**11** Post date: Fri, 8 May 2020 [Calendar icon] Post time: 10:00 [Clock icon]

**12** Due date: Fri, 8 May 2020 [Calendar icon] Due time: 12:00 [Clock icon]

Close date: Fri, 8 May 2020 [Calendar icon] Close time: **13** 12:10 [Clock icon]

[Cancel] **14** [Done]

11. Choose Exam Start Date and Time

12. Choose Due Date and Time

13. Choose Close Date and Time **10 Minutes more than Due Time to give extra time to submit the exam.**

14. Click Done.

New assignment Saved: 6 May, 18:39

[Discard] [Save] **15** [Schedule]

Al-Ahliyya Amman University Exam (HEC Team) [More options]

Points  
0 points possible

15. Click **Schedule**.

## 7. How to Monitor your Exam

**Monitoring Exam**

The screenshot shows the 'Assignments' tab in Microsoft Forms. The 'Assignments' tab is highlighted with a red box and labeled '1'. Below it, a list of assignments is shown. The 'Test Exam Final' assignment is highlighted with a red box and labeled '2'. The list includes:

- test pun: 0/8 turned in, 0 reviewed
- test dr khalid: 2/8 turned in, 0 reviewed
- Test Exam Final**: 7/9 turned in, 0 reviewed
- test link: 0/8 turned in, 0 reviewed
- test link 2: 0/8 turned in, 0 reviewed

1. To monitor the Exam, Click the Assignments Tab.
2. Select the Exam you want to monitor.

The screenshot shows the 'Test Exam Final' monitoring page. The title 'Test Exam Final' is displayed, along with the due date 'Due yesterday at 11:53 PM' and the closing time 'Closes yesterday at 11:53 PM'. Below the title, there are options for 'Back', 'Edit assignment', 'Student view', 'Export to Excel', and 'Return'. A search bar for students is also present.

To grade (9)	Graded (0)	Search students		
<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 10
<input type="checkbox"/>	AA Abraham Anoop	<b>3</b> ✓ Turned in		1
<input type="checkbox"/>	AH Arwa Abu- Hakmeh	✓ Turned in		5
<input type="checkbox"/>	HJ Hamad Jafar	<b>4</b> 👁 Viewed		3
<input type="checkbox"/>	H hec_sec	<b>5</b> ⛔ Not turned in		--
<input type="checkbox"/>	MO Maison Othman	✓ Turned in		--

Here you can see the Enrolled Students Name and the Status. Please note that;

3. Turned In – The student has attended the exam
4. Viewed – The student start the exam
5. Not turned in – The student doesn't appear for the exam.

## 8. How to Grade your Exam

### Grade Your Exam

1. Select Assignments Tab

2. Select the Exam you want to Grade

3. You can view the details for all the students.

4. Click Open in Forms to review the answers.

1. Select Assignments Tab

2. Select the Exam you want to Grade

3. You can view the details for all the students.

4. Click Open in Forms to review the answers.

5. Auto Graded questions will be already corrected.

6. Other answer you have to review it manually

7. Enter the grade for each Answer and it will save automatically.

8. Click on the Arrow or Review next Button to review the Next Students.

← Back

9

Review next

Review: HEC TEST EXAM (HEC Team)

9. Once you finish grading for all students click Back.

Questions

Responses 5

HEC TEST EXAM (HEC Team)

5

Responses

2.6

Average Score

Active

Status

10

Review answers

Post scores

11

Open in Excel

10. From Exam Dash Board page Click Post Scores to view the Grades in a Tabular Format. (See Fig: 1 below)

11. Click Open in Excel to download the report as Excel File. (See Fig: 2 below)

Fig:1

Grades: HEC TEST EXAM (HEC Team)

Not yet posted

<input type="checkbox"/>	Name		Status	Points ↑↓
<input type="checkbox"/>	 رولا العتيوبي	<a href="#">Preview</a>	Graded	3 (100%)
<input type="checkbox"/>	 رشا توفيق حجاز (1)	<a href="#">Preview</a>	Graded	3 (100%)
<input type="checkbox"/>	 AA Arwa Abu- Hakmah (2)	<a href="#">Preview</a>	Graded	1 (33%)
<input type="checkbox"/>	 ح حمد ابراهيم جعفر (3)	<a href="#">Preview</a>	Graded	3 (100%)
<input type="checkbox"/>	 AA Abraham Anoop (4)	<a href="#">Preview</a>	Graded	3 (100%)

Fig:2

ID	Start time	Completion time	Email	Name	Total points
1	5-3-20 23:52:50	5-3-20 23:54:36	1842@ammanu.edu.jc	رولا العنبوسي	3
2	5-3-20 23:50:11	5-4-20 0:02:03	2065@ammanu.edu.jc	رشا توفيق حجاز	3
3	5-4-20 0:02:12	5-4-20 0:02:55	1919@ammanu.edu.jc	Arwa Abu- Hakmah	1
4	5-4-20 0:02:51	5-4-20 0:03:25	2624@ammanu.edu.jc	حمد ابراهيم جعفر	3
5	5-4-20 0:48:37	5-4-20 0:49:15	anoop@ammanu.edu.	Abraham Anoop	3