

Knowledgebase > Instructional Resources > How to Create a Live Interactive Quiz Using Microsoft Forms

How to Create a Live Interactive Quiz Using Microsoft Forms Samantha Starr - 2025-01-30 - Instructional Resources

## How to Create a Live Interactive Quiz



Forms

# Using Microsoft Forms

Follow these steps to create an engaging, live interactive polling quiz:

#### **1. Access Microsoft Forms**

- Go to https://forms.office.com.
- Sign in with your Microsoft account.

#### 2. Create a New Quiz



- Click on New Quiz.
- Enter a title.

#### 3. Add Questions

• Click on Add new question.



- Choose the type of question (e.g., Choice, Text, Rating).
- Enter your question and options.
- To indicate the correct answer, click on the checkmark next to the correct option.

# 4. Add Sections Between Questions (this will allow questions to be displayed individually)

Add new question		
Choice	T Text	👌 Rating
Date	↑↓ Ranking	🗄 Likert
	(?) Net Promoter Score®	Section

- Click on Add new.
- Choose Section.
- Enter a section title and description. (Usually "Question #\_")

### 5. Change Access Settings

<ු Style	ැබූ Settings	Preview	➢ Collect responses	(d) View responses  The Present	

- Select **Settings**.
- Under Who can fill out this form, choose Anyone with the link can respond.

Settings ×					
:	see correct answers for each question before submitting. <u>Try a demo</u>				
	Show results automatically				
1	Responders will see their results and correct answers immediately after submitting the quiz.				
,	Who	can fill out this form			
	Who	o can fill out this form Anyone can respond			
	Who O	o can fill out this form Anyone can respond Anonymous response, doesn't require	sign-in		
	Who	o can fill out this form Anyone can respond Anonymous response, doesn't require Only people in Florida Atlantic Ur n respond	sign-in iiversity ca		

## 6. Present Your Quiz Live



- Click on the **Present** icon in the top right corner.
- Display the QR code or share the URL link with your in-person or virtual audience.



- To show the correct answers after the quiz, toggle the **Show results automatically** option.
- Once participants submit their responses, you will be able to view results.

#### 7. Delete All Responses Between Sessions

- Go to the View Responses tab.
- Click on **More options** (three dots).
- Select **Delete all responses**.

Insights and actions				
Use Excel to vie	⑪	Delete all responses		
and sort, filter, p	Ō	Print summary		
of 四	ß	Share a summary link		

**Reminder:** Deleting all responses ensures that each session starts with a clean slate.