



## 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

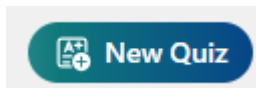
## Using Microsoft Forms

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

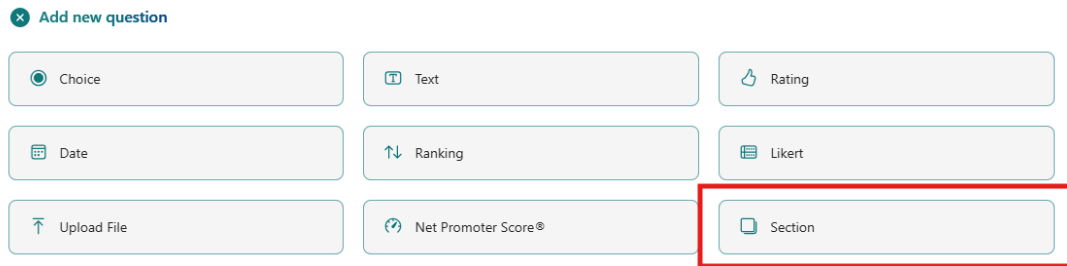


- Click on **New Quiz**.
- Enter a title.

### 3. Add Questions

- Click on **Add new question.**  **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)



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

#### 5. Change Access Settings



- 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. [Try a demo](#)

Show results automatically



Responders will see their results and correct answers immediately after submitting the quiz.

### Who can fill out this form



Anyone can respond

Anonymous response, doesn't require sign-in



Only people in Florida Atlantic University can respond



Specific people in Florida Atlantic University can respond

## 6. Present Your Quiz Live



Collect responses



View responses



Present



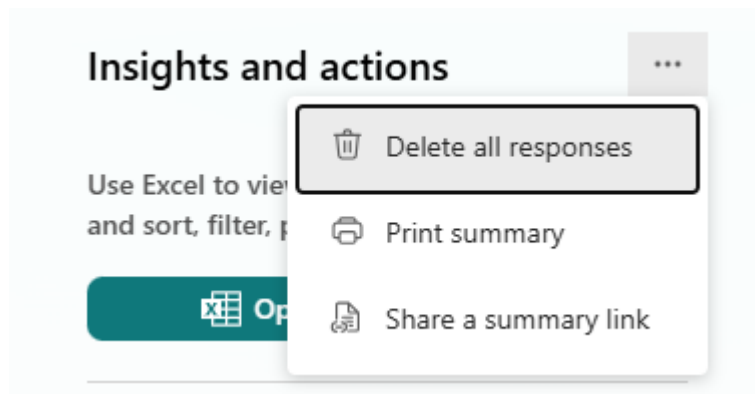
- Click on the **Present** icon in the top right corner.
- Display the QR code or share the URL link with your in-person or virtual audience.



- 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**.



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