How to Create a Live Interactive Quiz Using Microsoft Forms

Samantha Starr - 2025-01-30 - Instructional Resources

How to Create a Live Interactive Quiz Using Microsoft Forms

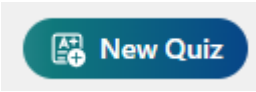


Follow these steps to create an engaging, live interactive polling quiz:

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.

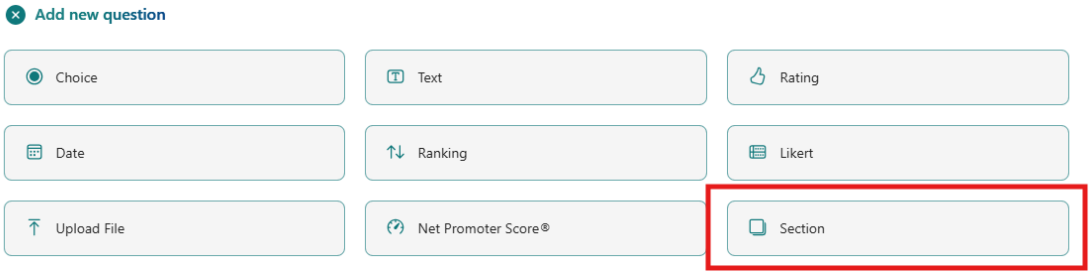
3. Add Questions

- 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)

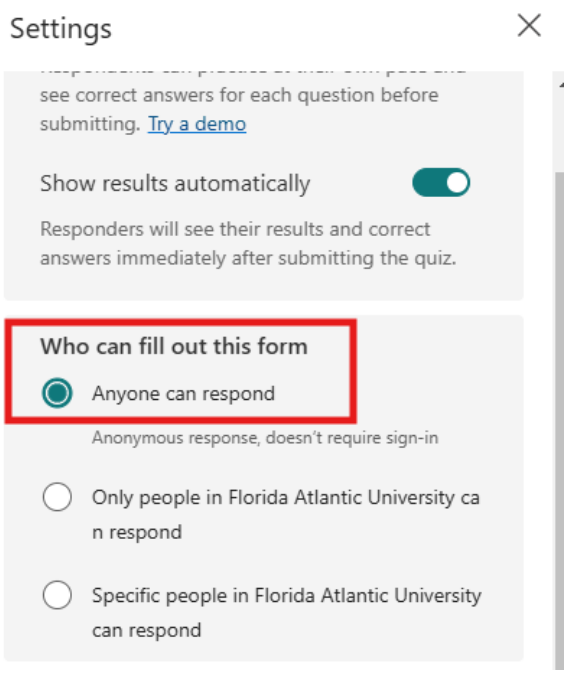


- Click on **Add new**.
- Choose **Section**.
- Enter a section title and description. (Usually “Question #_”)

5. Change Access Settings



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



6. Present Your Quiz Live



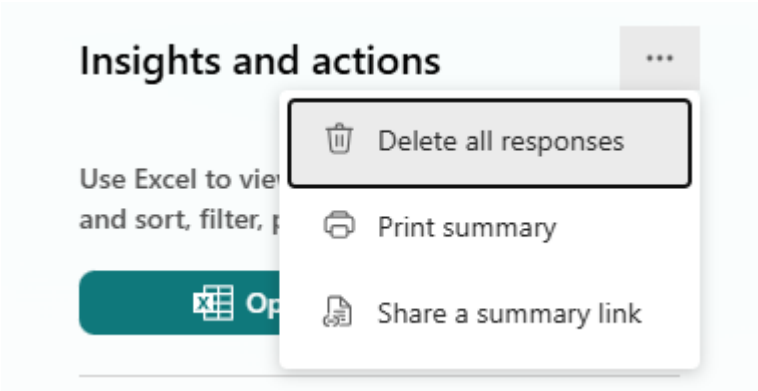
- Click on the **Present** icon in the top right corner.
- Display the QR code or share the URL link with your in-person or virtual audience.



- 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**.



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