

Microsoft Forms

Question Types and Branching

When using Microsoft Forms, either through the application or Microsoft Teams, there are multiple question types you can add to your form including branching your questions.

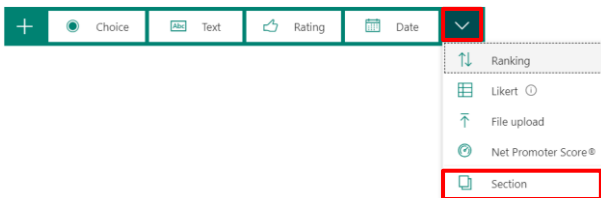
Question Types

- To add a new question, select **Add new**.



- There are four question types available for quick access and four more accessible by clicking on the **drop-down**.

Optional: There is a **Section** option. Using sections in a form is a useful way for creators to organise questions and breaking up subject content.



- The form will create a new section:

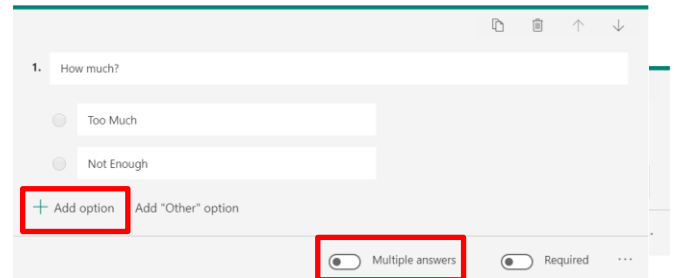
- Add a title.
- Describe this section of subject content.
- Select **Add new** to create a question.



Choice

Enter the text you want to display for the question and **Add Option** for each answer choice. You can also select **Multiple answers** if required.

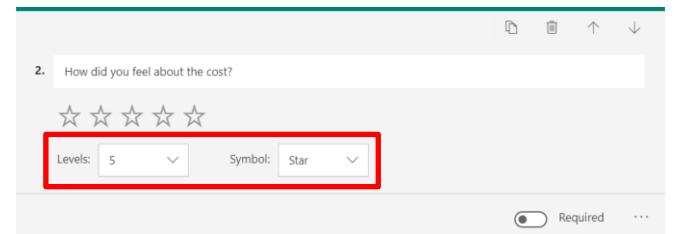
Text



Enter the text you want to display for the question and then select if you require a **long or short** answer.

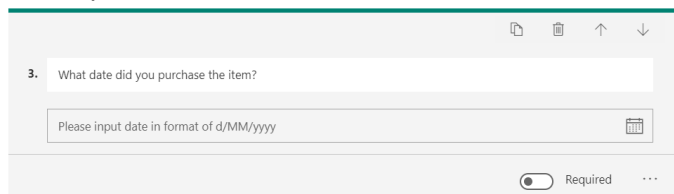
Rating

Enter the text you want to display for the question and then select a rating to answer. You can choose your rating **Levels** and **Symbol**.



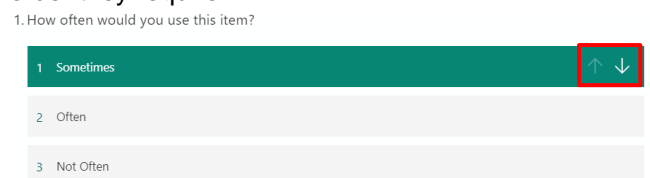
Date

Enter the text you want to display for the question regarding a date. A simple date selector is populated for the responder to answer with.



Ranking

Enter the text you want to display for the question and type the ranking answers you would like the responder to reply with. The responder can rank the question by moving the answers up and down by the **arrows** in the order they require.



Likert

The Likert question type can be used to create questions that capture responses on a scale.

1. The form will populate with the Likert template. To complete, select the text fields:
 - a. Create a title.
 - b. Create your statements for the responder to select.
 - c. Create a scale the responder can choose from.

2. To add more scale options click on the '+' symbol. Select the **+ Add Statement** for more statement options.

File upload

You can elect to have responders upload a document. It is important to be aware that this will create a folder in the *SharePoint* site.

1. A notice will appear explaining that this will create a folder in the *SharePoint* site and click **OK**.

Important: This only needs to be done once per Form.

2. Enter the question and then adjust the file number limit (quantity) and size limit as desired.

Net Promoter Score [®]

Net Promoter Score (NPS) is a useful tool to gather feedback from responders as it will provide a score to analyse.

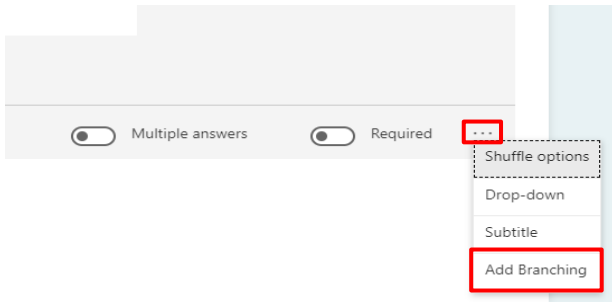
1. The form will populate this with the **NPS** template. To complete select the text fields:
 - a. Enter your question.
 - b. Enter the two extremes to your scale.

Questions with branching

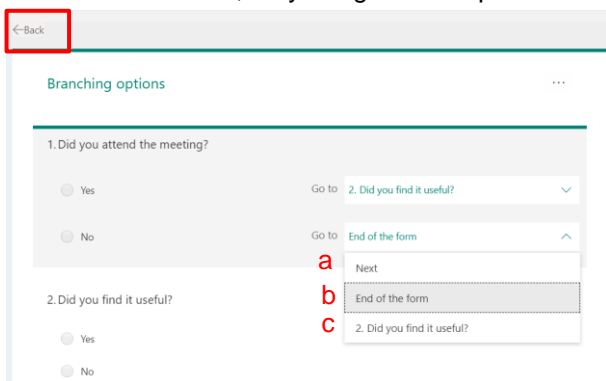
Building forms with branching logic will change the form depending on the responses to specific questions. This means you can create forms where questions will only appear depending on the response.

Important: Before adding branching you will need to have created the questions you will be branching to.

1. Select the question you want to apply branching to. Click on the **three dots** in the bottom right-hand corner and select **Add Branching**.



2. You will be taken to Branching options. Select your question you want to add branching to. From the drop-down you can select where the responder will go to. When finished select **Back**.
 - a. Next: Takes the responder to the next question in sequence.
 - b. End of the form: Completes the form.
 - c. Question: If the responder selects that answer, they will go to this question.



Note: The example is using the Choice question type, other question types will differ, though branching works the same way.