LOGICS TECHNOLOGY

Conducting and End of the Year Survey with Forms

MS365 Tool: Microsoft Forms	**Activity Description**: It's always good to know how satisfied everyone was with the school year to better prepare for next year. Your students will design a survey using Microsoft Forms and administer it to their peers.
Subject: Global Competencies	**Learning Objectives**: *Students will be able to…* • Use Forms to create questions to gather information about student satisfaction. • Administer the survey to their peers. • Collect and analyze data obtained from the survey. • Create a list of recommendations for next year.

Before the Lesson:
• You should familiarize yourself with Microsoft Forms and its features. • Review with students how to create good survey questions and how to read a graph.

Introduction:

• Explain the purpose of learning how to use Forms efficiently
   o *Easily collect and analyze data by surveying people and determining their degree of satisfaction.*
• Explain the lesson objective
   o *In this lesson, you will be using Forms create a survey including various types of questions (multiple choice, true or false, short answers, long answers, rating) to determine the degree of satisfaction with what we have done during the school year to better plan for next year.*

Activity:

• Ask students to log into their Office 365 Education Account and click on the Forms app.
• Show students how they can add different types of questions (e.g., multiple choice, true or false, short answers, long answers, rating).
• Ask students to create a short questionnaire about a topic that they are passionate about (a hobby, a sport, an activity, a celebrity, etc.). They will create a fun short survey before they work on the one that will be used to evaluate this year's activities.
      PAUSE to allow students to create their fun short survey
• Show students how to create a link for people to answer their questionnaire. Invite students to share their links to a few friends via e-mail or the virtual classroom and show them how they can see results in the second tab.
• Ask students to brainstorm to create a list of events and activities (in person or virtual) that happened this year at the school.
• Show them some more advanced features of forms such as "required" questions and "branching."
• Ask students to create their own survey questions to analyze student satisfaction with the activities during the school year.
      PAUSE to allow students to create their survey
• Ask students to share their survey link and try to collect as many responses as possible. Then, have students download the results in Microsoft Excel to analyze the date.

Closing:
• Ask students to create a list of five recommendations on how to improve activities for next year to better fit the needs of students.

Assessment:
• Use of the tool: *Did the student efficiently the different types of question to get good information out of the survey?* • Recommendations: *Were students' recommendations supported with data from their survey?*