Quick reference guide (QRG) – Forms assessments

Log in

To access or complete Forms assessments, log in with the appropriate NSW Education username:

Microsoft Forms username: firstname.lastname#@det.nsw.edu.au

Google Forms username: firstname.lastname#@education.nsw.gov.au

Process

The terms in brackets, (teacher) or (students), indicate who is required to undertake the action.

Microsoft Forms

Distribute (teacher):

1. Open the provided **assessment hyperlink**
2. Select **Duplicate it** from the top right corner (a copy will open and save to your Microsoft Forms account)
3. Select the **More form settings** ellipsis, then **Settings**, to edit settings for student feedback, number of responses, etc. **(optional)**
4. Select **Collect responses** from the top right corner
5. Provide students with access to the assessment via one of the following ways:

   a. **Link**
   Select the **Link icon**
   Select **Copy link**, next to the created URL
   Paste the link into your communication method of choice. For example, message in online classroom, email, etc.

   b. **Invitation**
   Select the **Invitation icon** – a New Email window will open
   Type in recipient emails or Teams profile names in the To: field
   Amend message (optional)
   Select method of communication – Outlook and/or Teams
   Select **Send**

   c. **QR code**
   Select the **QR code icon**
   Select **Download**
   Save the QR code graphic to your device
   Attach or print the QR code graphic to your communication method of choice. For example, message in online classroom, email, poster in classroom, etc.

6. Select the **More form settings** ellipsis, then **Print Form**, changing the destination to your **printer** or **Microsoft Print to PDF** to print or download an offline copy of the assessment **(optional)**

Assess (students):

1. Select the provided URL link **OR** scan the provided QR code to open the assessment
2. Read the assessment instructions at the top of the page
3. Complete the assessment by answering all questions
4. Select **Submit** once complete
5. Select **View results** to view marked assessment and specific question feedback

Analyse (teacher):

1. Open the copy of the assessment saved in your Microsoft Forms account
2. Select the **Responses** tab
3. View student results in a variety of ways:
   a. Scroll through the page to see an **overview** of compiled results with corresponding sector graphs against option selections for questions
   b. Select **Open in Excel** to view all itemised student results (using the data to create additional graphs or filtered lists)
   c. Select **Review answers** to view results by student (**People** tab) or assessment question (**Questions** tab)

Google Forms

Distribute (teacher):

1. Open the provided **assessment hyperlink**
   a. **Note – for numeracy assessments:** You will be presented with the following message on screen, *'The attached Apps Script file and functionality will also be copied.'*
   This message is in regard to the folder required to be restored to collect any working out files students may choose to upload at the end of the assessment. **Disregard** the message at this step. The file will be restored in step 2a.
2. Select **Make a copy** (a copy will open and save to your Google Drive account)
   a. **Note – for numeracy assessments:** You will be presented with the following message on screen, *'Missing File Upload folders – The folder containing responses to File Upload questions can't be found. This form won't resume collecting responses until the folder is restored.'*
   Select **Restore**. A folder (File responses) will now be created in your Google Drive to collect any working out files students may choose to upload at the end of the assessment.
3. Select the **Settings** tab to edit toggles for student feedback, number of responses, etc. **(optional)**
4. Select **Send** from the top right corner
5. Provide students with access to the assessment via one of the following ways:

   a. ✉ **Email**
   Select the **Email icon**
   Type in recipient emails in the To: field
   Amend subject or add message (optional)
   Select **Send**

   b. 🔗 **Link**
   Select the **Link icon**
   Select **Copy**, next to the created URL
   Paste the link into your communication method of choice. For example, message in online classroom, email, etc.
6. Select the **More** ellipsis, then **Print**, changing the destination to your **printer** or **Microsoft Print to PDF** to print or download an offline copy of the assessment **(optional)**

Assess (students):

1. Select the provided URL link to open the assessment
2. Read the online assessment instructions at the top of the page
3. Complete the online assessment by answering all questions
4. Select **Submit** once complete
5. Select **View score** to view marked assessment and specific question feedback

Analyse (teacher):

1. Open the copy of the assessment saved in your Google Drive account
2. Select the **Responses** tab
3. View student results in a variety of ways:
   a. Scroll through each of the **3 pages**:
      i. **Summary** – view score distribution, frequently missed questions, individual scores and compiled results with corresponding column graphs against option selections for questions
      ii. **Question** – view results by question
      iii. **Individual** – view results by student
   b. Select **Link to Sheets,** top right of page, to view all itemised student results (using the data to create additional graphs or filtered lists)