



Engaging Learners with Microsoft Forms and Teams

Overview

This webinar will show teachers how they can use Microsoft Forms as an assessment tool. Create a form or quiz with questions, define settings, share your form and check the results—all in the Microsoft Teams environment.

Webinar Agenda

0:00-00:03- **Welcome:** Microsoft Teams Settings, Navigation During the Meeting, Attendance
(3-minute duration)

00:03-00:08- **Channels:** With Microsoft Forms quick poll, you can create an instant, real time poll in seconds by using the Forms bot.
(5-minute duration)

00:08-00:13- **Tabs:** Add a Forms tab so you can quickly create a form that everyone on your team can edit. If you've already created a form, you can still add it to the tab to collect responses, show a summary of results, or collaborate with others.
(5-minute duration)

00:13-00:20- **Assignment:** Assessments just got easier than ever to distribute and grade. Let's dive into how this works so you can try it out today with your students.
(7-minute duration)

00:20-00:25- **Chat:** With Microsoft Forms quick poll, you can create an instant, real time poll in seconds by using the Forms bot. Team members can then respond to the poll and see the result in real time.
(5-minute duration)

00:25-00:30 **Closing Questions and Answers**
(5-minute duration)

Resources

[Create, edit, and collaborate on a form in Microsoft Teams](#)

[Create a poll in Microsoft Teams](#)