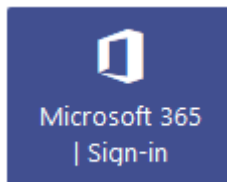


Tracking presence in Classroom with Microsoft Forms

Because Forms stores the date and time of the answer, the same form can be used throughout the course. In this case it needs to be specified that the same respondent can give more than one answer. It is therefore not necessary to make a new form for each day (class). The teacher should ensure that each person present completes their presence at the beginning of the lessons / as soon as they arrive.

1. Open o365

- Open o365 either via the intranet or directly at office.com and log in with your own ID if necessary.



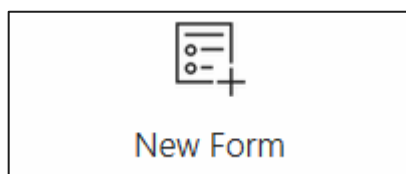
2. Open Forms

- Select the Forms icon on the left side of the page, or if the icon does not appear, click the Applications menu in the upper left corner. If the icon still does not appear, click All Apps →



3. Choose New Form

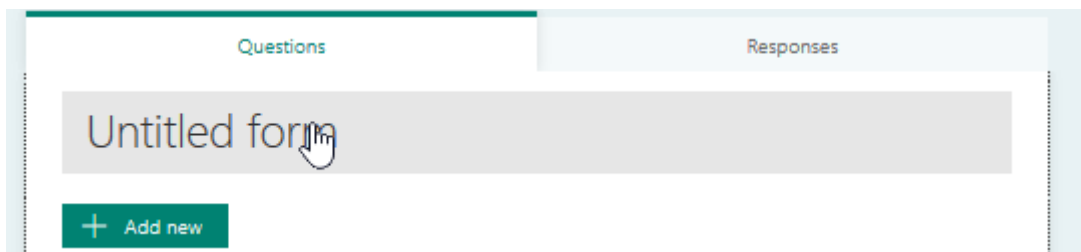
- From the Forms form, select New Form



4. Enter a name for the form

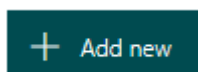
- Click on the Untitled form and overwrite the desired title on the form, eg. Presence in the classroom. You can also add a subheading, ie give additional instructions for answering.

Forms guide to presence in Classroom



5. Add question

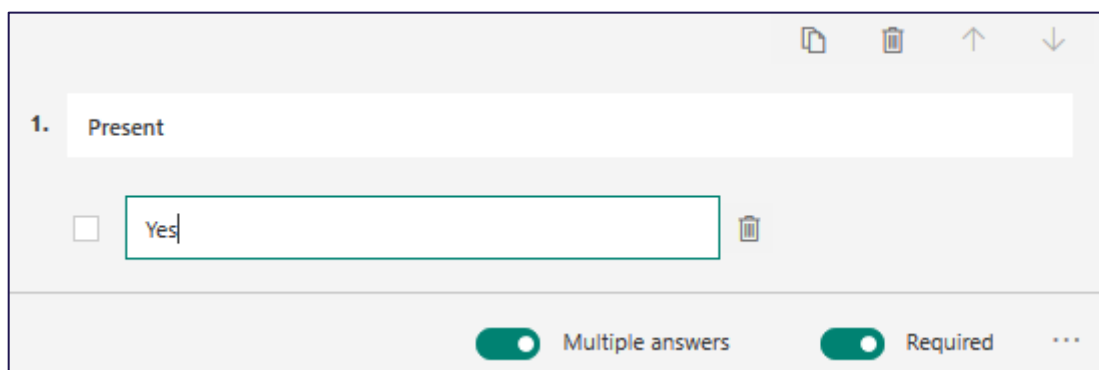
- Click **+ Add new button**



- Select **Choice** from the question types



- Write a question and give answer options. Present > yes

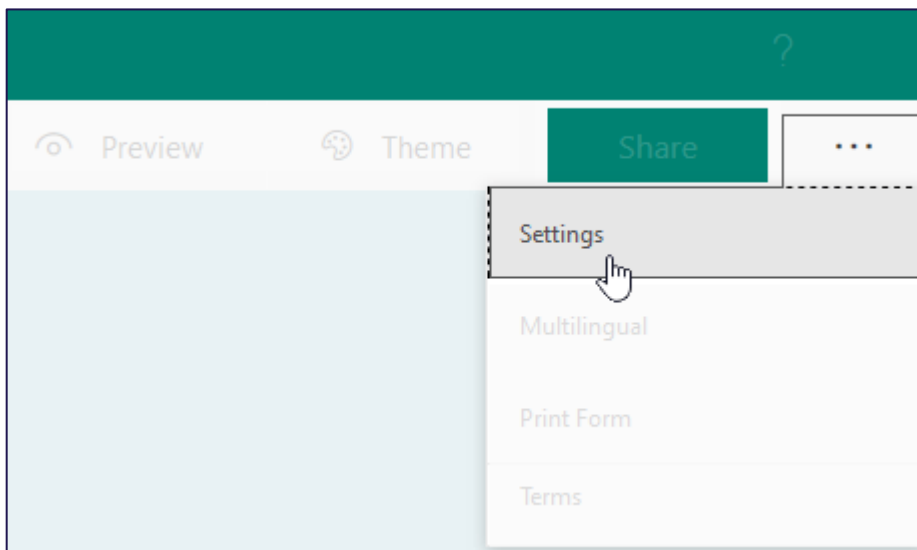
A screenshot of the question editor. At the top right, there are icons for copy, delete, up, and down. The main area shows a question numbered '1.' with the text 'Present'. Below the question is an answer option consisting of a checkbox, the text 'Yes', and a trash icon. At the bottom, there are two toggle switches: 'Multiple answers' (turned on) and 'Required' (turned on), followed by a three-dot menu icon.

- If you want to use the same form for more than one day, click **Allow multiple answers** and select the **Required** option.

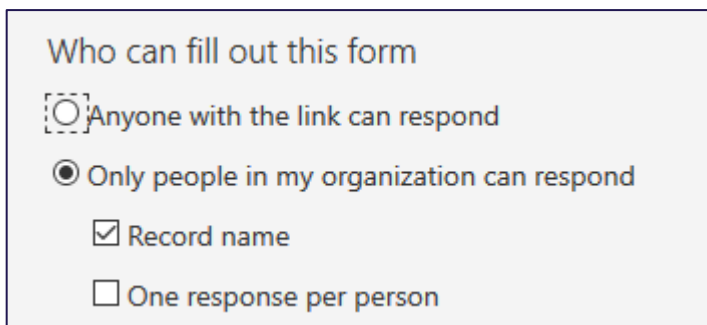
Forms guide to presence in Classroom

6. Configure the collection of the student name information

- From the top right, click Three Dots ...> and select **Settings**

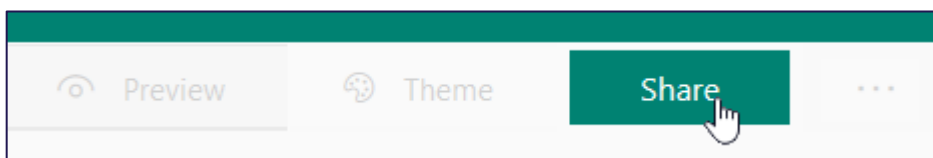


- Choose **Only people in my organization can respond** > Save the name

A screenshot of a settings panel titled 'Who can fill out this form'. It contains four options: 'Anyone with the link can respond' (with an unselected radio button), 'Only people in my organization can respond' (with a selected radio button), 'Record name' (with a checked checkbox), and 'One response per person' (with an unchecked checkbox).

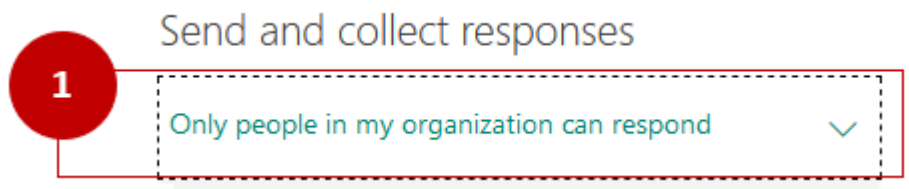
7. Share the link with students

- Click the **Share** button in the upper right corner

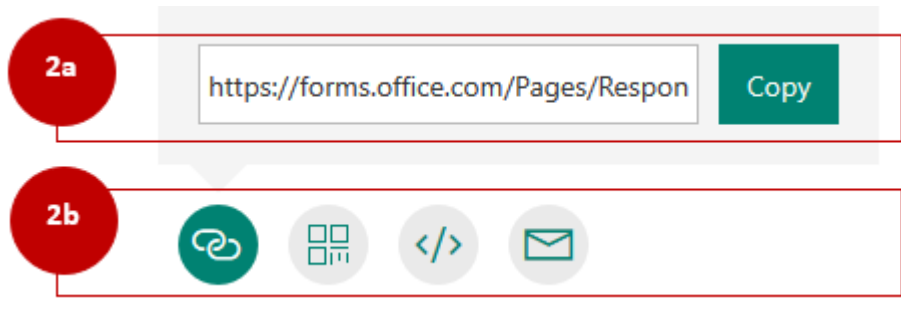


Forms guide to presence in Classroom

- Make sure that in the respondent field it says
 1. "Only people in my organization can respond"



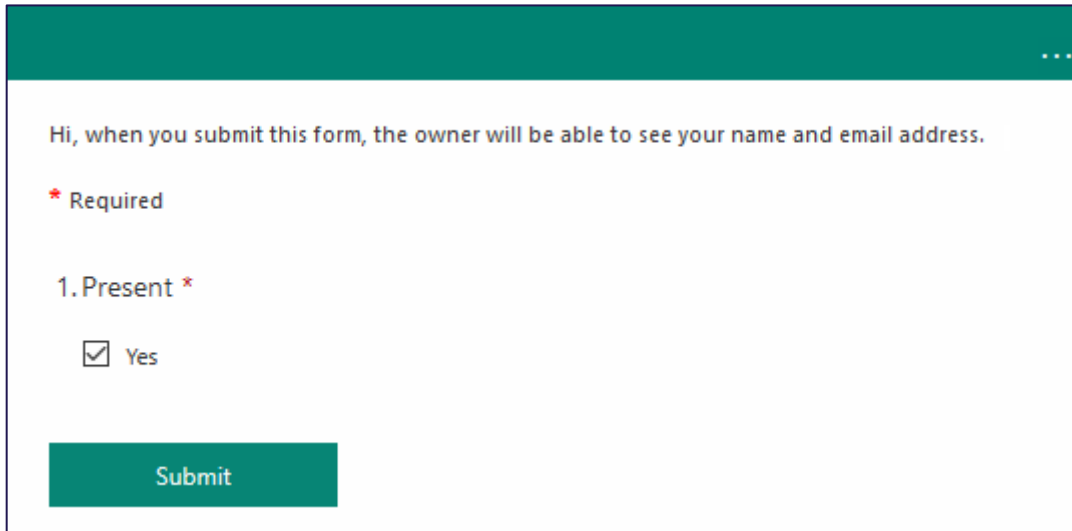
- 2a Copy the answer link OR
- 2b Use other sharing methods such as QR code, embedding, or email



- Send link to students or share a link at the beginning of lectures so that students can respond either by phone or computer.
- You can also shorten the link, eg by using url.y.fi or bit.ly link shortener services, and distribute the short link to students, for example on the class board.

Forms guide to presence in Classroom

- The student makes a selection and sends it with the **Submit** button
 - Answer can be given either by phone or computer



Hi, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Present *

Yes

Submit

- The teacher looks at the choices
 - The teacher can view the students' answers and selections from the same Forms questionnaire on the **Answer** tab. Data can be opened in Excel (Open in Excel).

