

Using Microsoft Forms at Aberystwyth University

[Microsoft Forms](#) can be used to create simple forms, surveys or quizzes.

Creating a Form

It is best to create your form from a group in order to avoid issues if you were to leave the university, but it is also possible to create a personal form.

Groups are automatically created when you make a team in Microsoft Teams, so if you already have a team containing the people you want to share your form with, you can use this group. If you do not already have a suitable team, you can create one. You can use these groups to share ownership of your forms.

You can also create a form from within Teams itself.

Microsoft's guidance on creating:

- [a group form](#) (recommended)
- [a group form from within a team](#) (recommended)
- [a personal form](#)

Changing the style of your form

You can change colours and add a University logo to your form. You can find logos and other resources on the [Global Marketing & Student Recruitment website](#).

Microsoft's guidance on:

- [changing your form's theme](#)
- [adding a logo to a form header](#)

Adding Links to Your Form

Unfortunately, it is not possible to add hyperlinks to text in Microsoft Forms.

However, links will automatically be generated for any URL's that are entered as text into the form.

Collaborating with others on your form

If you created the form from a group, you will already be collaborating with other people who are in your group.

If your form was created personally, you can move the form into a group. Alternatively you can add a group (or individuals) as collaborators on your form.

Microsoft's guidance on:

- [moving a form to a group](#) (recommended)
- [adding a form collaborator](#)

Making your Form Bilingual

We are a bilingual university, so we should always provide our forms in English and Welsh.

Microsoft's guidance on:

- [multilingual forms](#)

To direct users to the correct language of your multilingual form, add the following to the end of the web link for your form:

- Welsh: &lang=cy-gb
- English: &lang=en-gb

Sharing your Form

To get your form filled out you'll need to share it with the people you want to fill it in. Forms can be shared with anyone with the link or can be restricted to internal use, or to specific users or groups.

Note: if your form includes a file upload, it can't be filled out by anyone outside of the University.

By default, forms shared internally will collect the name of the person who fills it out. If you need to have anonymous responses, you can change the settings of the form.

Microsoft's guidance on:

- [sending a form and collecting responses](#)
- [setting up your form to not record names](#)

Form Results

You can view your form results within Microsoft Forms or view all the responses in an Excel file. You can also share a link to a summary of the responses.

Microsoft's guidance on:

- [checking and sharing your form results](#)