

## How to... Add Polls/Quizzes to Live MS Teams Meetings

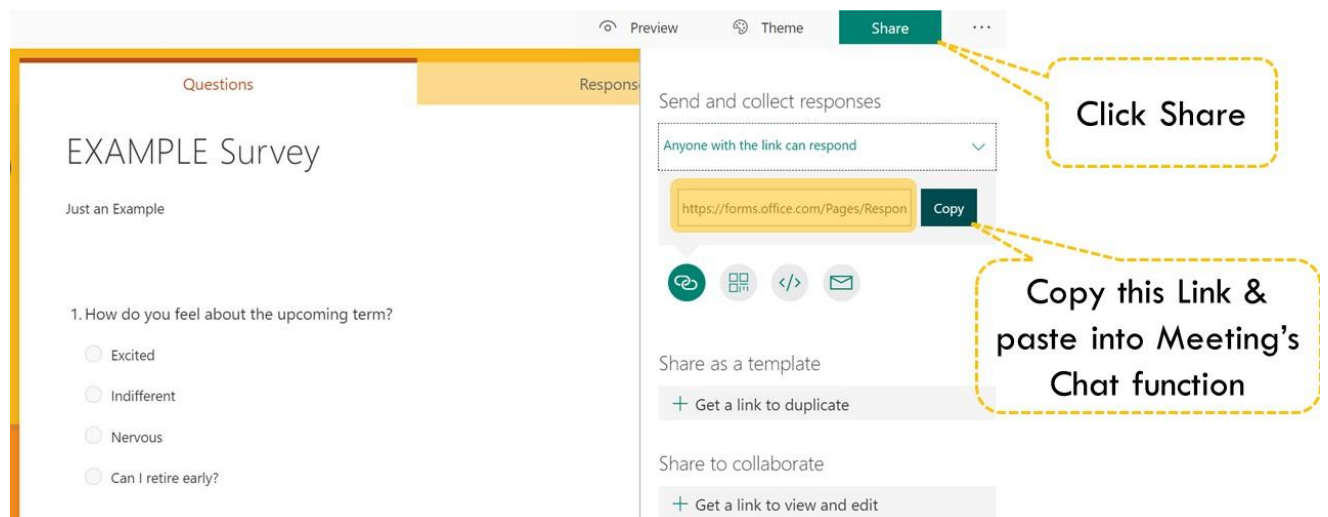
With the move towards Blended Learning, you probably want to figure out whether your students are actually learning anything, so it might be good to include Quizzes, or Polls, in your online Live Sessions to keep them engaged (in case they go off for a smoke or coffee).

As I'll be using MS Teams for my Live Sessions with the students, I'll discuss how to input live Quizzes and Polls into this platform, but there are other options which exist such as [Kahoot](#), or [Mentimeter](#) (limited with Free Version), but these require the students to go out of your Teams Meeting and come back. Using [MS Forms](#) enables the students to stay within Teams, and answer live there.

**NOTE:** The University's preferred site for quizzing is [TurningPoint](#), but it's a bit clunky for small polls

There's a good video describing it [here](#), but the process is set out below:

- Create the Survey(s) / Quiz(zes) you want to include in your session in advance using [MS Forms](#)
- Go to the *Share* button, and copy the Survey link (shown below):



The screenshot shows the MS Forms 'Share' interface. On the left, a survey titled 'EXAMPLE Survey' is visible with a question: '1. How do you feel about the upcoming term?' and four radio button options: 'Excited', 'Indifferent', 'Nervous', and 'Can I retire early?'. On the right, the 'Share' panel is open, showing the 'Send and collect responses' section. A dropdown menu is set to 'Anyone with the link can respond'. Below this, a URL 'https://forms.office.com/Pages/Respon' is displayed with a 'Copy' button. A yellow dashed box with an arrow points to the 'Share' button at the top of the panel, labeled 'Click Share'. Another yellow dashed box with an arrow points to the 'Copy' button, labeled 'Copy this Link & paste into Meeting's Chat function'. Below the URL, there are icons for sharing (Share, Embed, Code, Email) and sections for 'Share as a template' and 'Share to collaborate', each with a '+ Get a link to...' option.

- In your MS Team Meeting's Chat function, copy & paste the link for the students to access and complete the poll
- You'll be able to either collect the results in your MS Forms account online

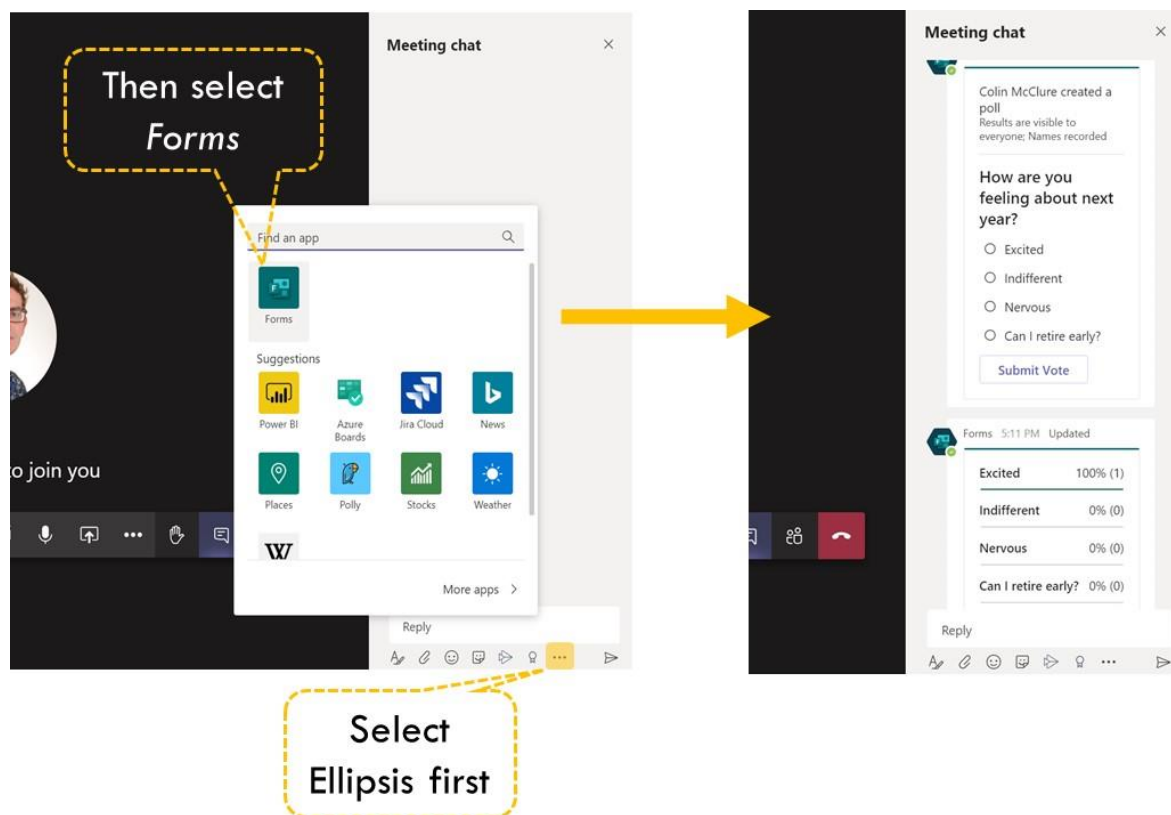
### ALTERNATIVELY

You may want the students to **see the results** of a quick Survey in real-time.

You can do this within an MS Team Meeting, **HOWEVER** you can only create the quiz there-and-then, in the meeting itself (i.e. you can't embed previously made Forms).

A good video for doing that is here, but it's pretty simple to do:

- In your MS Team Meeting, go into the Chat function
- Click on the Ellipsis (three dots), and select the *Forms* function
- It should bring up a window to create and integrate a new survey there-and-then (see below):



- A preview of the survey will be shown, and will be posted (along with the real-time results) in the chat

I hope this is in some way useful.

Any questions, or a request for a live demo, can be sent to [c.mcclure@qub.ac.uk](mailto:c.mcclure@qub.ac.uk)