Adding a Quiz to PowerPoint

To make your presentations more interactive
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Introduction

Creating a Quiz via Microsoft Forms

One approach to increase interactivity in your technical events is to incorporate quizzes or surveys.

Quizzes and surveys can help keep your audience engaged and enhance their learning experience. They can be used to test their knowledge on a particular topic or gather feedback on the event. With the help of technology, quizzes and surveys can be easily incorporated into your presentation and can be either self-paced or timed.
Creating a Quiz via Microsoft Forms

Your audience will be able to participate using their computers, tablets and phones, even if they are not logged into an online meeting with these devices.
Making the Quiz

You can also make a Form via mobile following the same steps.

01 Go to https://forms.office.com/ and sign in using your committee email account.

02 Click New Quiz on the top-left the screen.

03 Add in your questions.
Remember to click the tick box next to the correct answer.

Add in the total points for the question here.

Clicking Style will allow you to change the colour of the background. The background is what will be shown on your presentation.
Sharing the Quiz

Double-check that your audience can respond by clicking on “Collect Answers” and ensuring you have “Anyone can respond” selected.
Adding within your PowerPoint slides

01 Create your PowerPoint using your Committee’s Account

02 Add a new blank slide to add your Quiz

03 Insert your Quiz
Adding within your PowerPoint slides

Login to your Committee’s account and create a new PowerPoint via https://www.microsoft365.com/launch/powerpoint

This should save your presentation automatically as well as allow the whole committee to access it.

If you have the desktop version of PowerPoint, you can use it by choosing the "Desktop App" option located under the "Editing" drop-down menu.
Adding within your PowerPoint slides

In PowerPoint, create a new slide and then go to Insert, then Forms.

This will open a popup menu on the right hand side. Within the menu, you'll have the option to create a new quiz or add an existing one, provided it's associated with the same account that you are using to create the PowerPoint.
After choosing the quiz you wish to insert, you will be presented with two options. Please select the "interactive meetings" option.
Adding within your PowerPoint slides

This will replace the slide with your Form - the below is an example.

The QR code allows people in the room or online to answer via their smartphone or tablet camera.

You can copy the link into the meeting chat if you are hosting an online event.

Navigate through your questions here.
Sharing the Answers

01 Navigate to the presentation slide

02 Copy the link into the meeting chat, if presenting online

03 Wait for the answers
Sharing the Answers

Your PowerPoint will update with the answers chosen by your audience in real-time!

Click Show correct answer when you are ready to reveal it.
Sharing the Answers

Participants can then also see their results.
Need any assistance?

Contact regions@cibse.org or groups@cibse.org