

Adding a Quiz to PowerPoint

To make your presentations more interactive



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Introduction

Creating a Quiz via Microsoft Forms

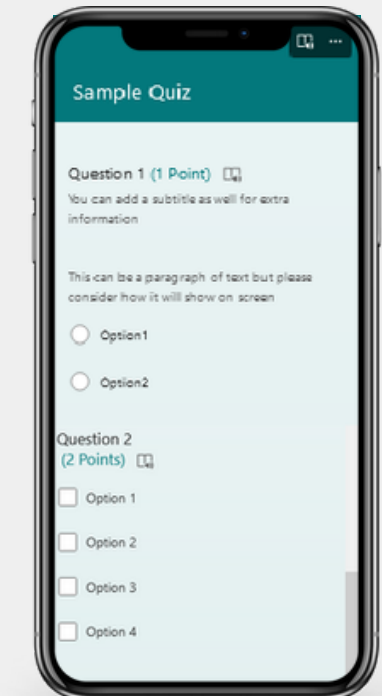
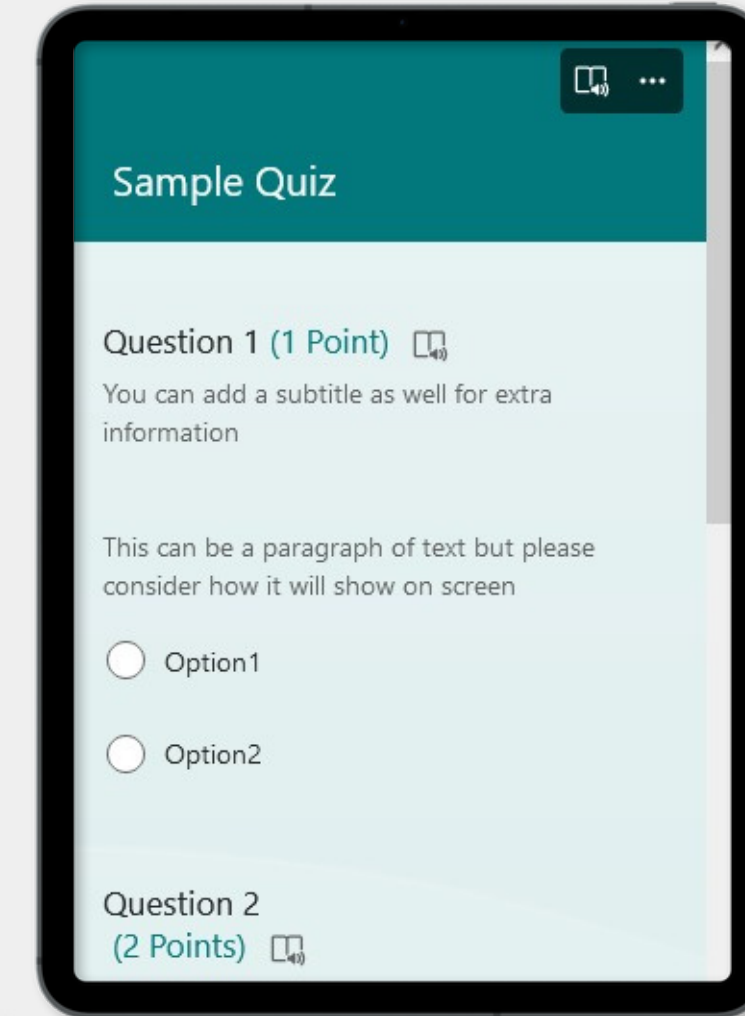
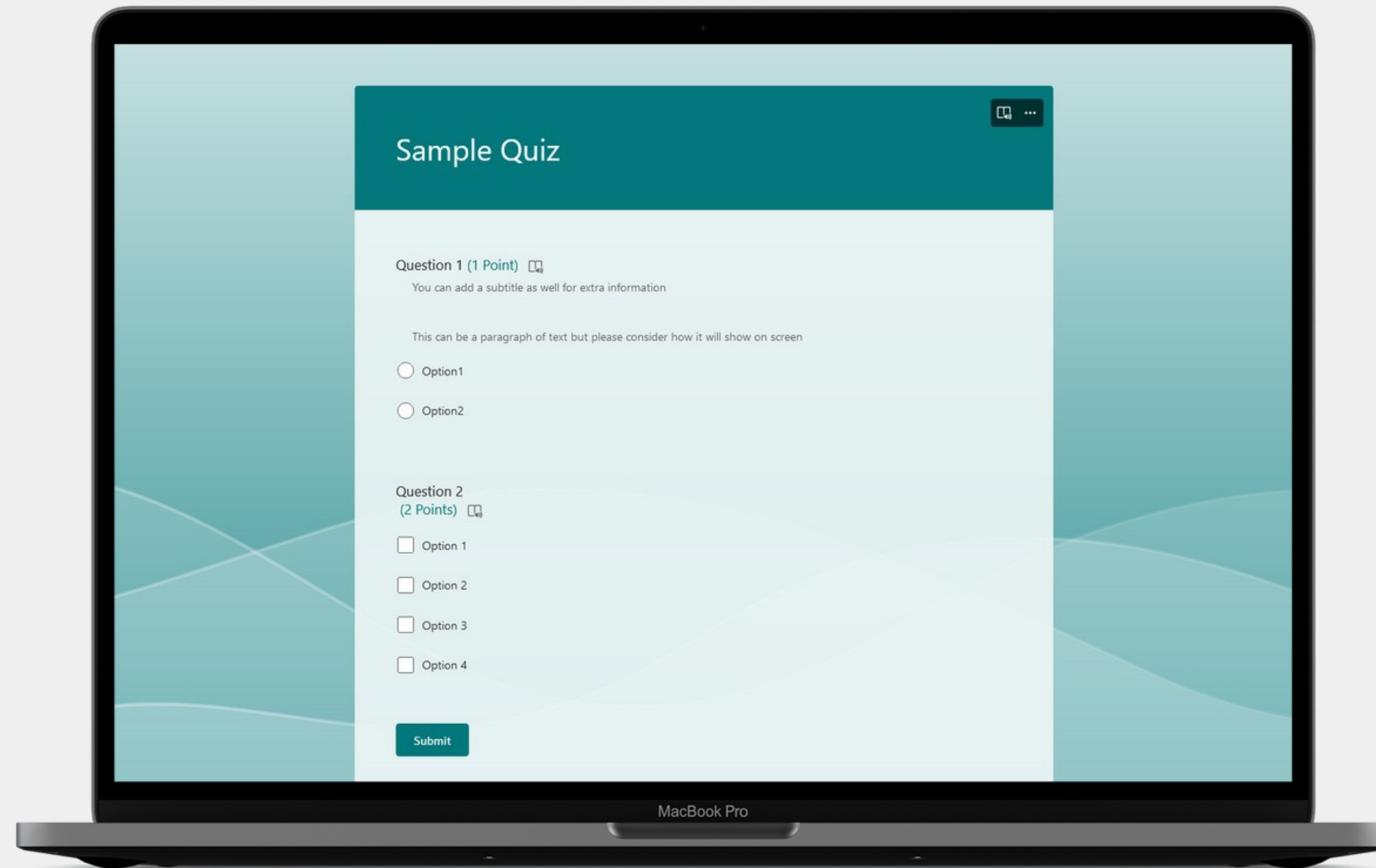
One approach to increase interactivity in your technical events is to incorporate quizzes or surveys.

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.

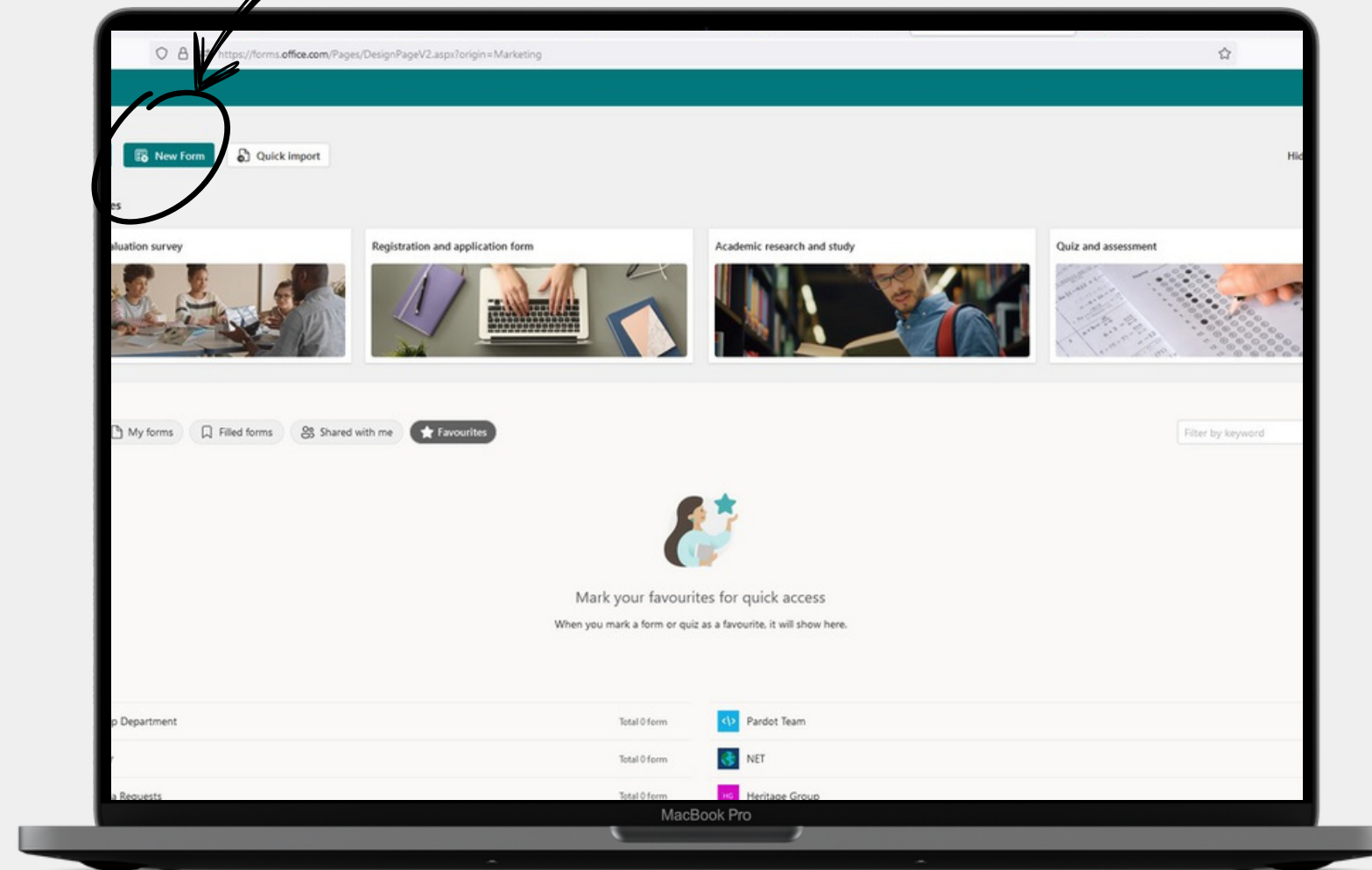


Making the Quiz

Making the Quiz

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

click here



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



Making the Quiz

Remember to click the tick box next to the correct answer

Add in the total points for the question here

The screenshot shows a quiz creation interface with a teal header. The main area is titled 'Sample Quiz (3 Points)'. It contains two questions. The first question, 'Question 1', has a subtitle and a paragraph of text. It has two options: 'Option1' (selected with a green checkmark) and 'Option2' (unselected with a grey X). The points for this question are set to '1'. The second question, 'Question 2 (2 Points)', has three options: 'Option 1' (unselected), 'Option 2' (selected with a green checkmark), and 'Option 3' (selected with a green checkmark). The 'Style' button in the top right corner is circled in black. A large black arrow points from the text 'Remember to click the tick box next to the correct answer' to the green checkmark next to 'Option1'. Another large black arrow points from the text 'Add in the total points for the question here' to the 'Points: 1' field.

Questions Responses

Preview Style Collect responses Present

Sample Quiz (3 Points)

1. Question 1

You can add a subtitle as well for extra information

This can be a paragraph of text but please consider how it will show on screen

☒ Option1

☐ Option2

Points: 1

Math Multiple answers Required

2. Question 2 (2 Points)

☐ Option 1

☒ Option 2

☒ Option 3

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.

The screenshot shows the Microsoft Forms interface for a quiz titled "Sample Quiz". The "Responses" tab is active, showing 5 responses. A modal dialog titled "Send and collect responses" is open. In this dialog, the "Anyone can respond" option is selected and circled. Below it are two other options: "Only people in cibse.org can respond" and "Specific people in cibse.org can respond". To the right of the options, there is a section for sharing the quiz, which includes a URL, a "Copy link" button, and a "Shorten URL" checkbox. Below the sharing options is a preview of the quiz form as it will appear to responders. The background of the Forms interface shows the quiz questions and a "Collect responses" button in the top right corner, which is pointed to by a hand-drawn arrow.

Forms

Sample Quiz - Saved

Questions Responses 5

Preview Style Collect responses Present

Send and collect responses

- ☒ Anyone can respond
Anonymous response, doesn't require sign-in
- ☐ Only people in cibse.org can respond
- ☐ Specific people in cibse.org can respond

<https://forms.office.com/Pages/ResponsePage...> **Copy link**

☐ Shorten URL

Responders will see the form like this.

Feedback

Option 2

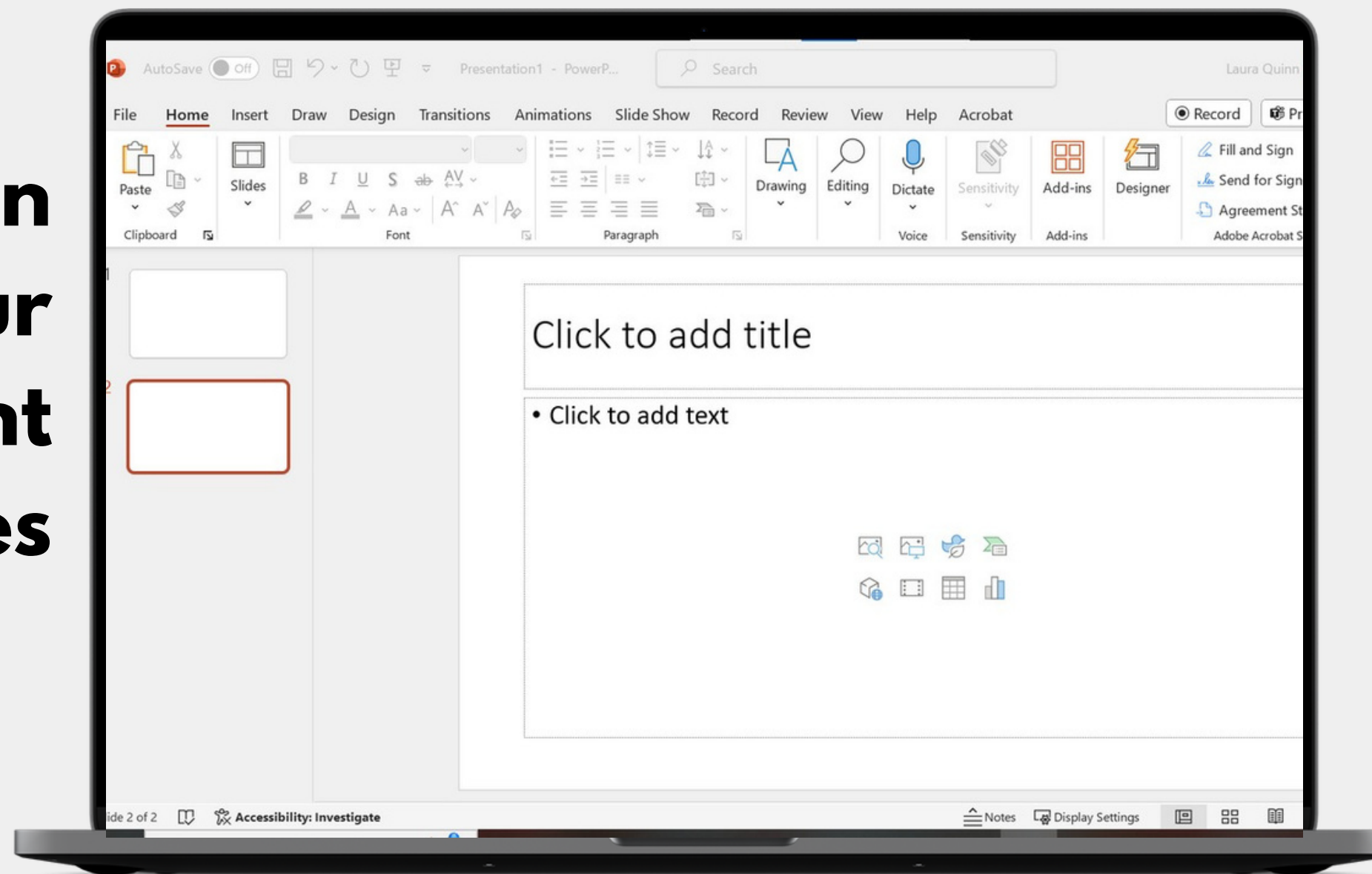
Option 3

Option 4 ✓

+ Add new



Adding within your PowerPoint slides



01 Create your PowerPoint using your Committee's Account

02 Add a new blank slide to add your Quiz

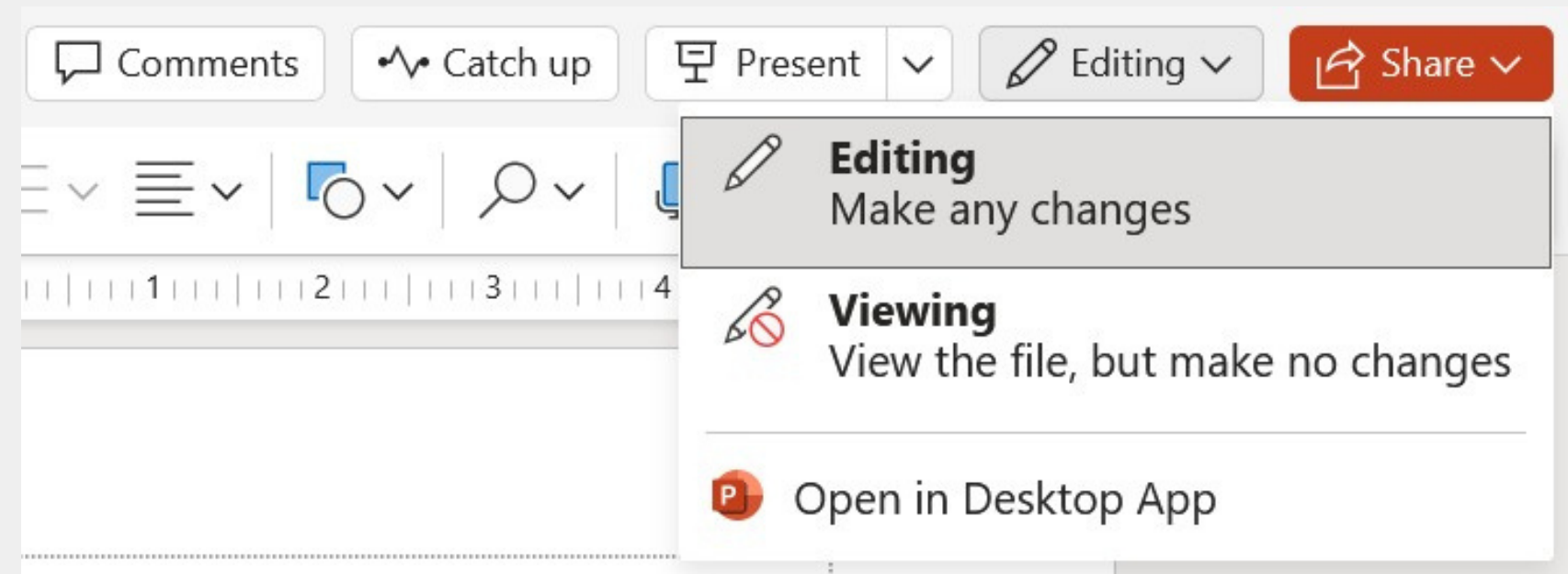
03 Insert your Quiz



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.

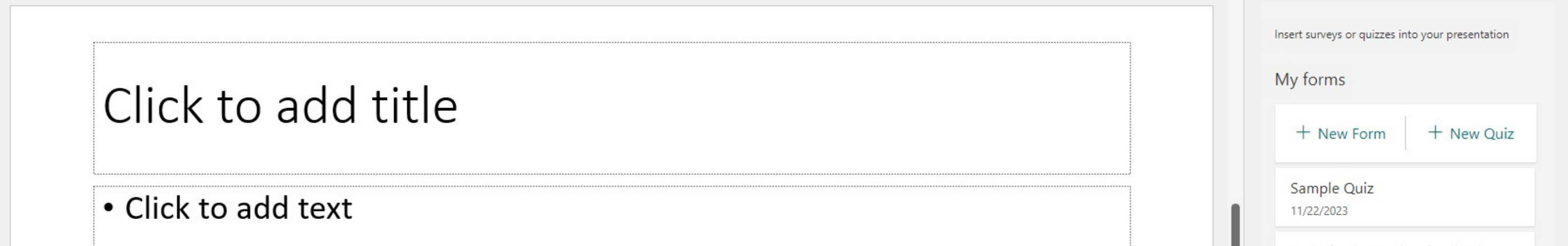
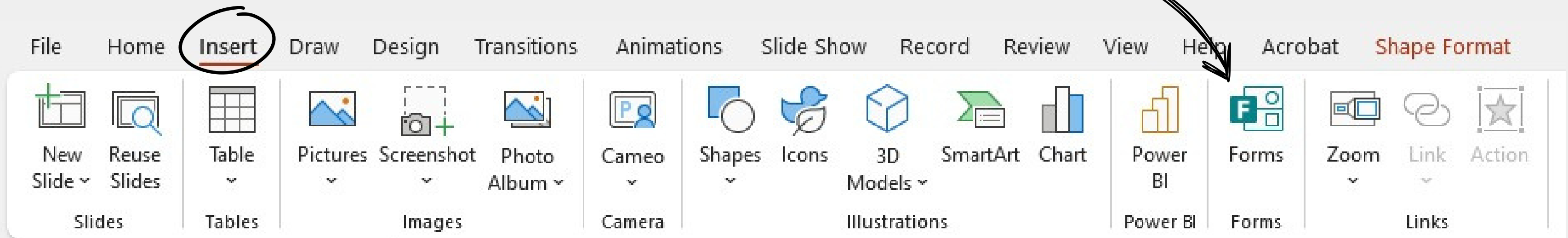


If you have the desktop version of PowerPoint, you can use it by choosing the "Desktop App" option located under the "Editing" drop-down menu.



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.



Adding within your PowerPoint slides

Select the view you would like to insert



Present for Interactive meetings

Interactive engagement and real-time feedback during meetings and classes



Collect response offline

Fill in the form directly in the slide after meetings

Forms

Insert surveys or quizzes into your presentation

My forms

+ New Form

+ New Quiz

Sample Quiz

11/22/2023

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.

0 response submitted

Question 1

Scan the QR or use link to join

<https://forms.office.com/e/JXktPqaBAj>

Copy link

Option1

Option2

Treemap Bar

< 1 of 2 >

Show correct answer

Forms

Insert surveys or quizzes into y

My forms

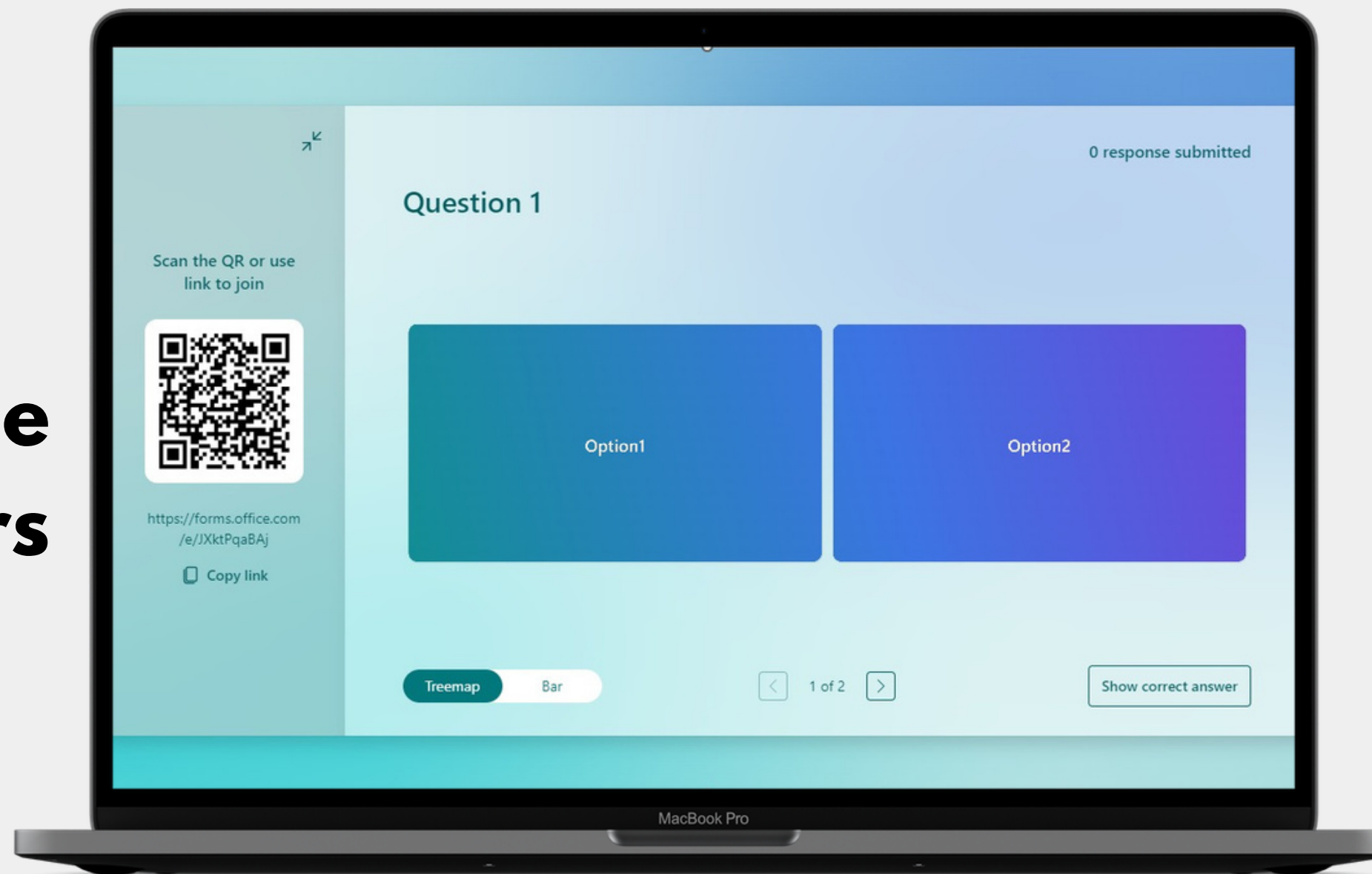
+ New Form

Sample Quiz
11/22/2023

Navigate through your questions here



Sharing the Answers



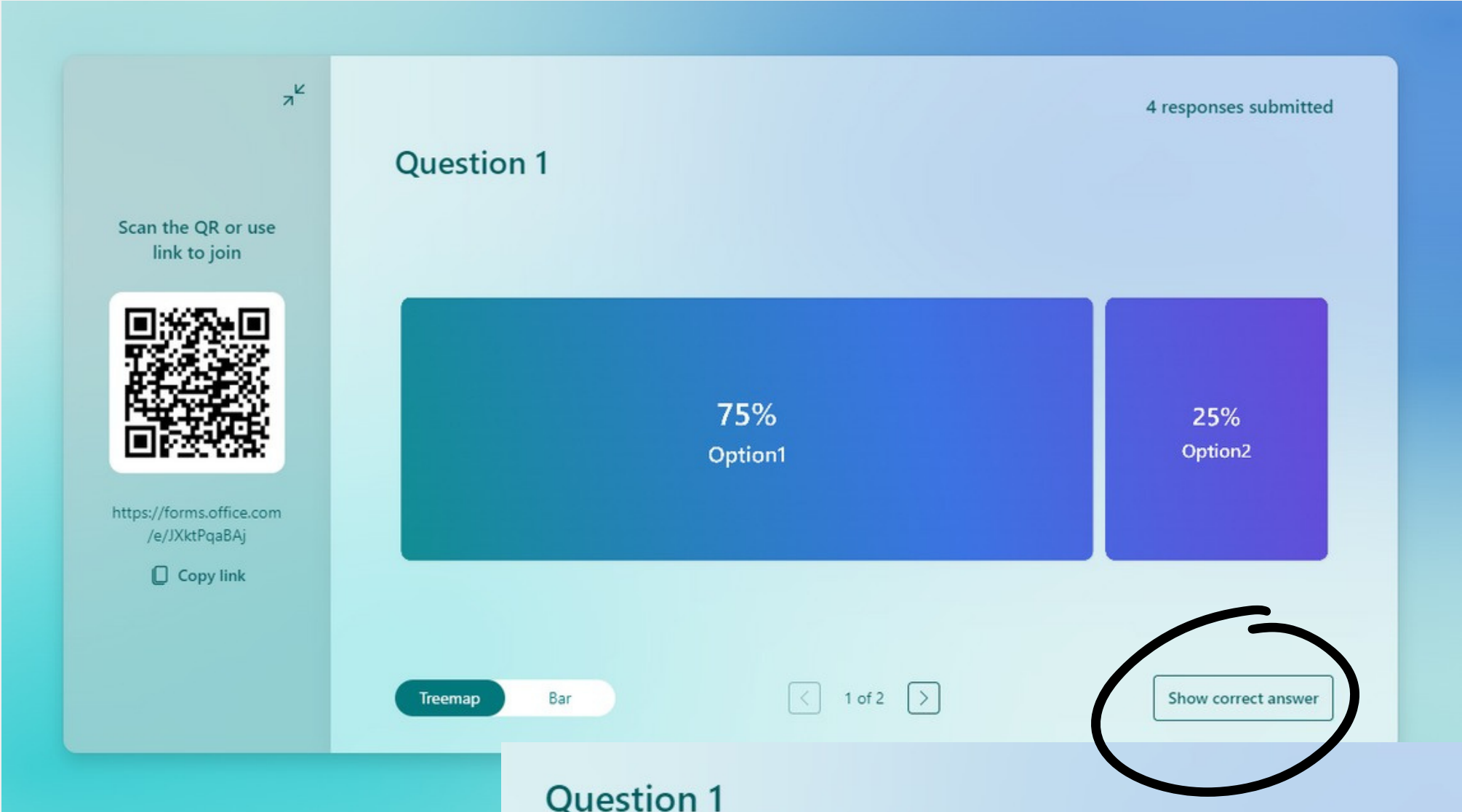
01 Navigate to the presentation slide

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

03 Wait for the answers

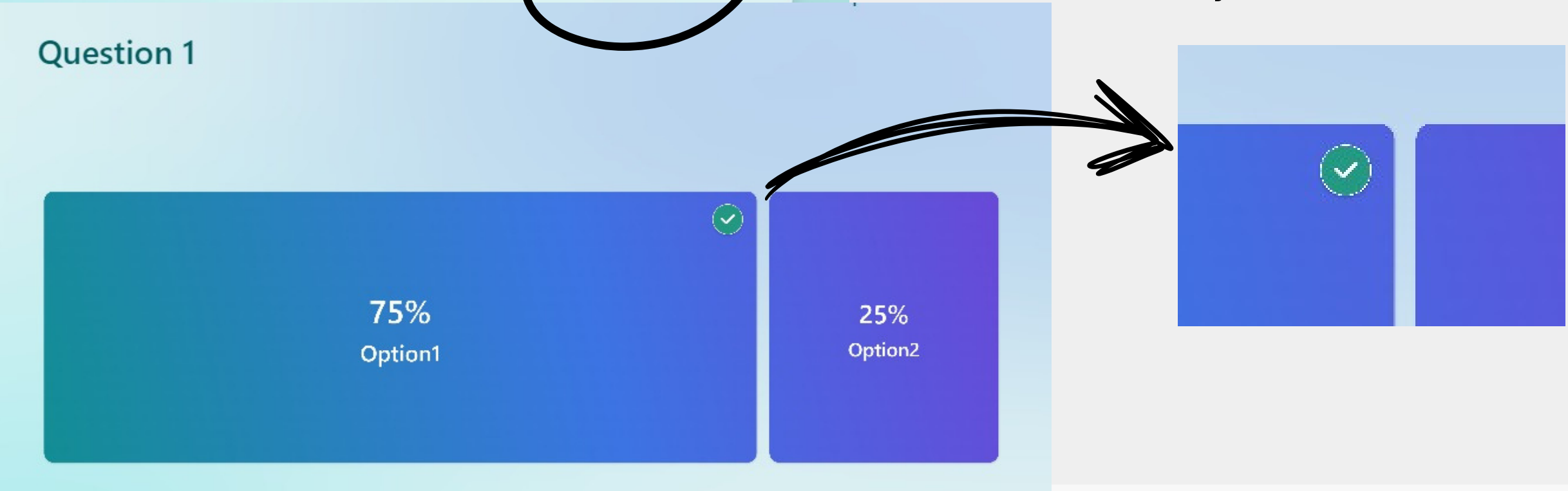


Sharing the Answers

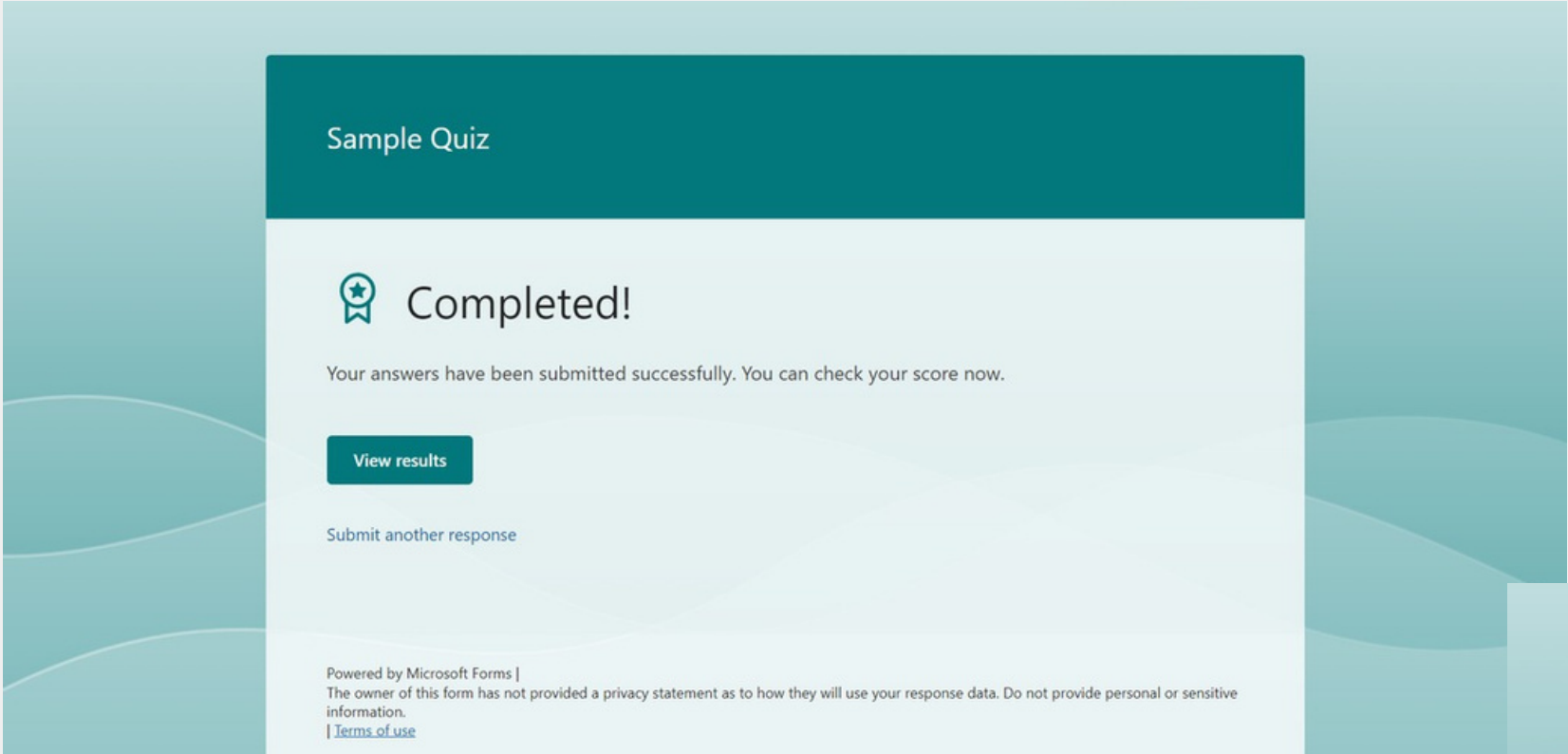


Your PowerPoint will update with the answers chosen by your audience in real-time!

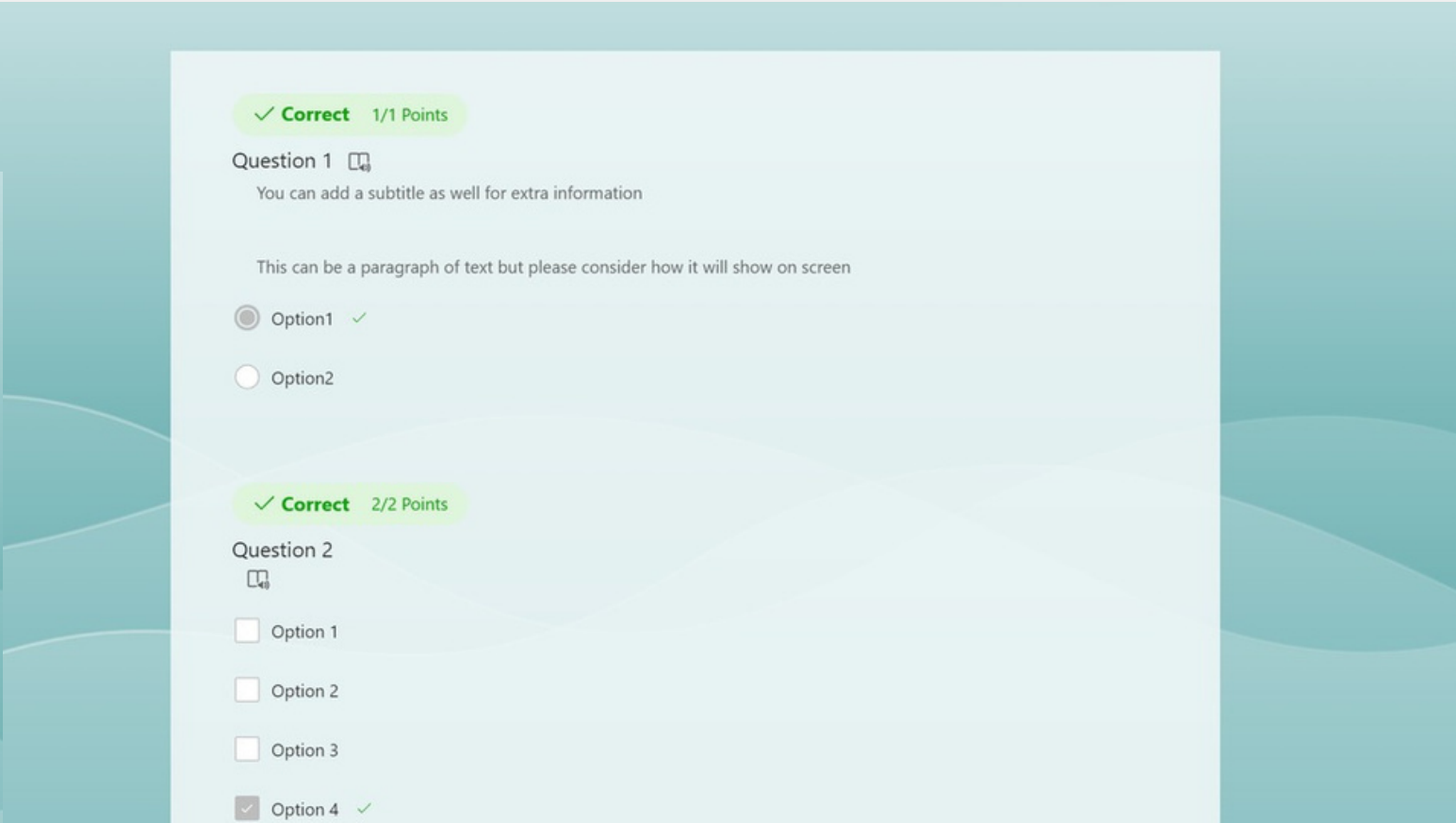
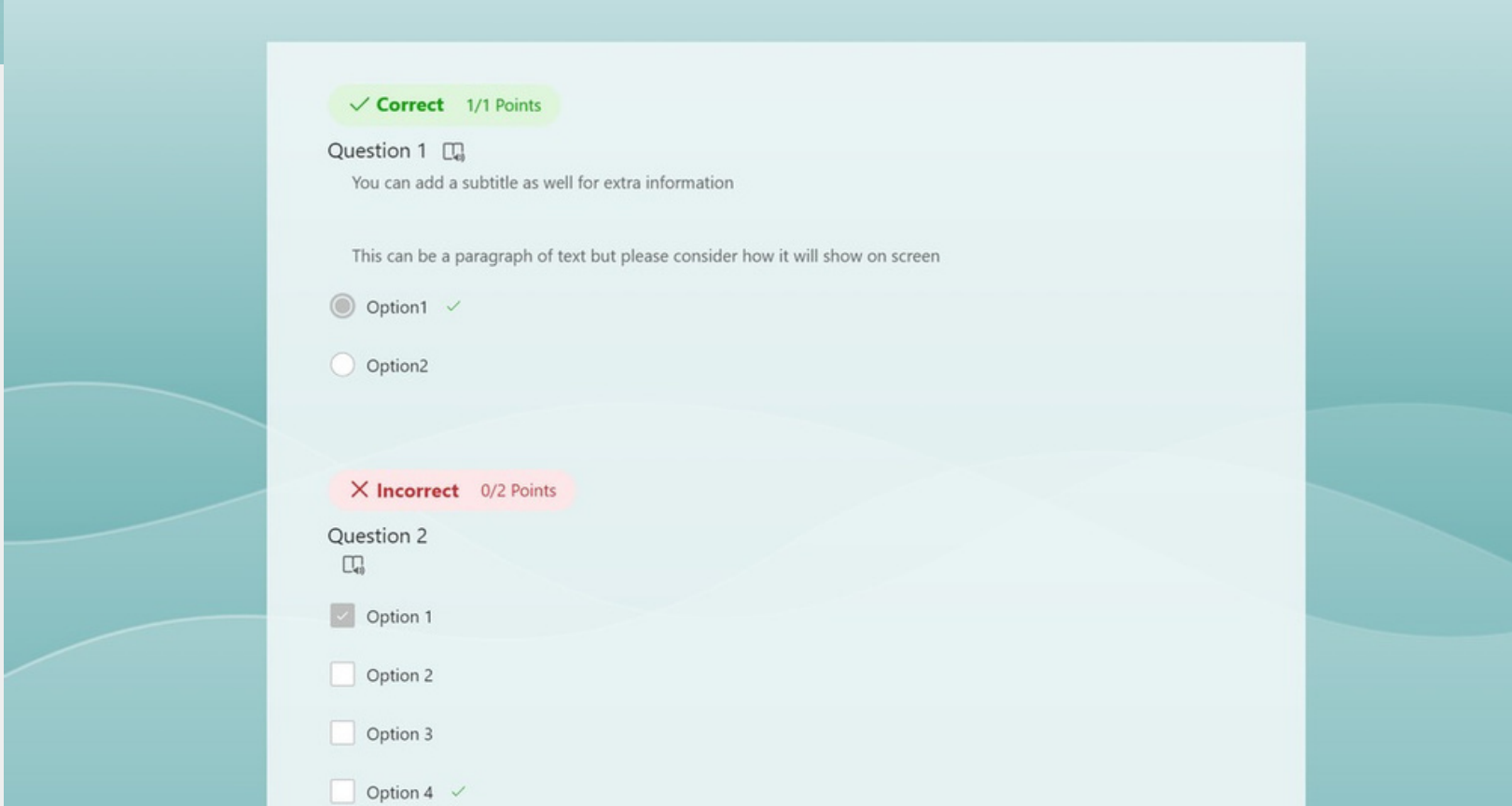
Click Show correct answer when you are ready to reveal it



Sharing the Answers



Participants can then also see their results



Need any assistance?

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