Real-Time Data-Driven Facilitation with Microsoft Forms

Interface 2018: Student Voices Transform Teaching

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The Content

- Facilitating large group discussion can be daunting with over 270 students virtually across 3 campuses.
- Gathering live input from all participants and being able to easily synthesize and drive discussion in real-time requires a technological solution.
- Microsoft Forms allows learners to quickly provide input during an activity and provides the facilitator live results on an easy to navigate dashboard.

Advantages

- In-class discussion of the answers focuses on clearing up misconceptions and steering students to a higher level of understanding
- Improved efficiency of active learning session by permitting facilitator to select specific student teams for presentations based on responses revealed in real-time to questions in Microsoft Forms, thereby reducing class time needed to cover material and increasing interactivity.
- The increased interactivity yielded longer periods of sustained attention and a perception of improved performance among students
- The application supports various types of questions: text, paragraph, multiple-choice, rankings, Likert, and date. Response types include entering free-form text, selecting from an instructor-defined scale, or choosing from a restricted set of options.
- Submitted responses immediately appear tallied with matching charts and graphs for the instructor on the admin site. The results can also be viewed on a live excel document, where the instructor can then sort the materials as they see fit.
- Forms can be embedded via html into a LMS page like Canvas or shared through a link for students to complete.

Challenges

- Training Faculty and Staff on the use of Forms
- Character count limits for questions and descriptions
- Learners cannot submit one question at a time when there are multiple questions on a form. When they hit the submit button, it submits all answers on the Form.

Fixes

- Provide a quick tutorial outlining the creation, distribution, and facilitation of Forms
- Provide a handout or a link on the module page to the descriptions or the questions and then have students submit their answers using Forms
- Although students cannot only submit one answer at a time, you can allow students to submit the form several times. This means, you could have students complete question 1 and skip the other questions and click submit, then again have the student complete the next question and skip the others until all questions have been completed.