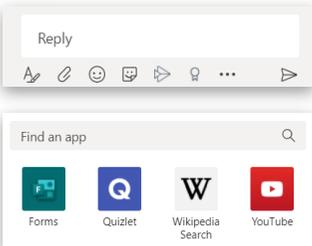


# Teams for Teaching and Learning: Creating Quick Polls within Live Lessons

## Step 1: Select Forms from Chat Options

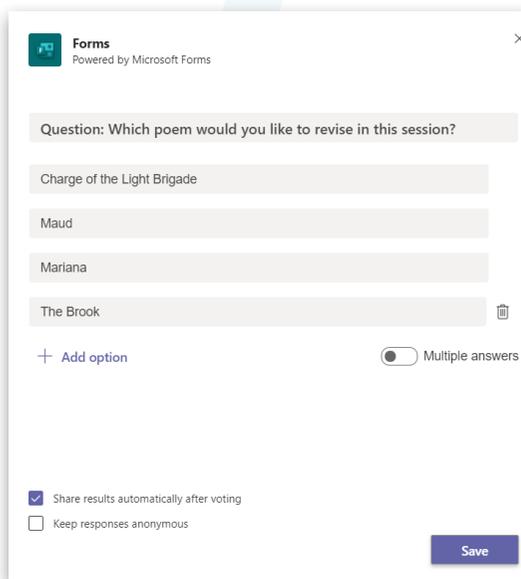
During a Live Lesson, click on the chat icon in the meeting tools to open up the Chat Feed.



At the bottom of the Chat panel beneath the reply box is a set of icons. Click on the **more options** icon (three dots). You will be asked to choose or 'Find an app'.

Look for the green Microsoft Forms icon and select it.

## Step 2: Create your Quick Poll

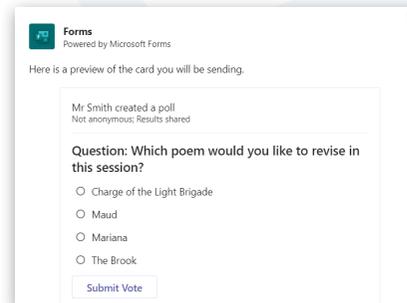
A screenshot of the Microsoft Forms app interface. The title is 'Forms Powered by Microsoft Forms'. The question field contains 'Question: Which poem would you like to revise in this session?'. Below the question, there are four text input fields containing the options: 'Charge of the Light Brigade', 'Maud', 'Mariana', and 'The Brook'. There is a '+ Add option' button and a 'Multiple answers' toggle switch. At the bottom, there are two checkboxes: 'Share results automatically after voting' (checked) and 'Keep responses anonymous' (unchecked). A 'Save' button is at the bottom right.

The Forms app will open and you will be able to type in a question into the question field.

After completing the question field, type in the options you wish students to select from. Use the **+ Add option** command to create more options. If your question requires multiple answers, use the **Multiple answers** toggle.

The last two settings can be selected if you wish responses to be published and/or anonymous.

## Step 3: Preview, Edit and Send

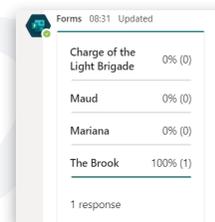


After the poll has been created, there will be a chance to see a preview of the poll question and answers before they are sent into the chat panel.

Click on **Edit** to change the question and answers, or **Send** to let participants in the meeting give their responses.



## Step 4: View the Quick Poll Results



Results of your quick poll will appear in the chat panel as participants respond in real time. The number of responses and the percentage distribution of responses will be shown as well as a coloured graphic bar to show relative levels of response.

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#)  
Resources and Events for schools

[United Learning ICT YouTube Channel](#)  
Webinars, Instructional Videos and Playlists to support your EdTech development

