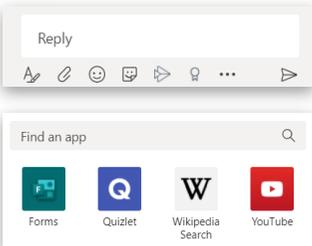# Teams for Teaching and Learning: Creating Quick Polls within Live Lessons

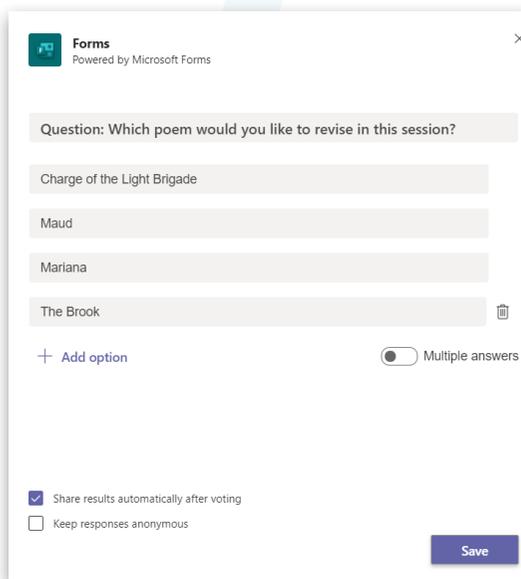## Step 1: Select Forms from Chat Options

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.
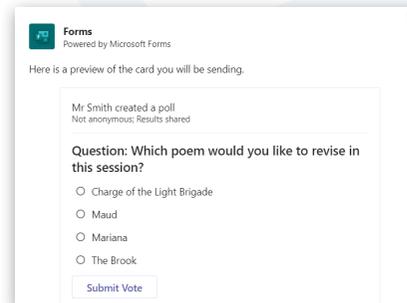
Step 2: Create your Quick Poll

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.
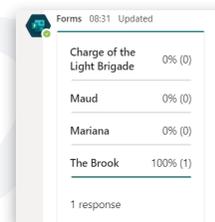
Step 3: Preview, Edit and Send

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 show 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

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