Guidelines for Using Microsoft Forms for Modification Training Documentation
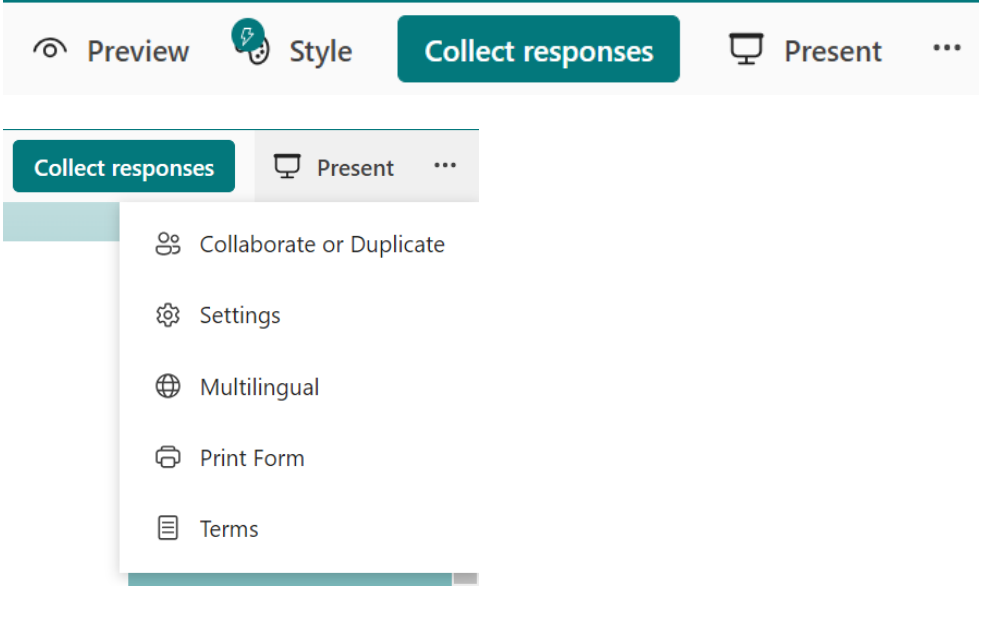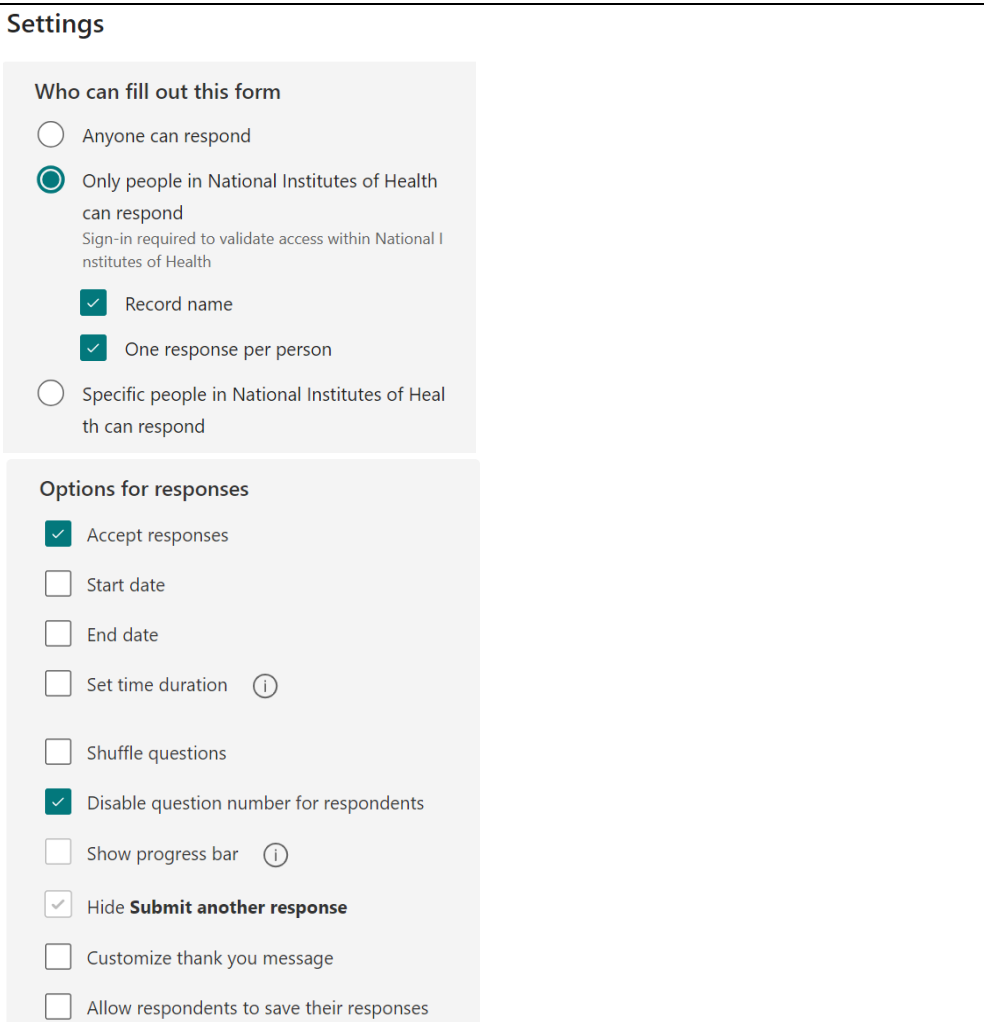
Version 03/11/2024
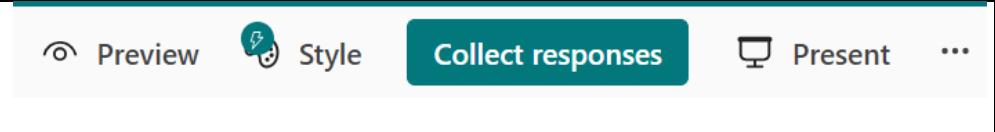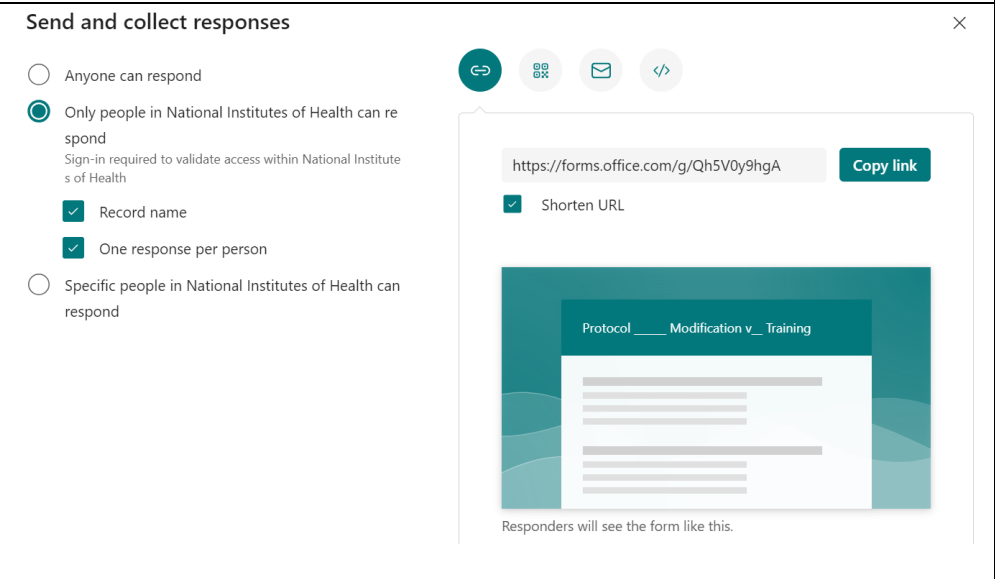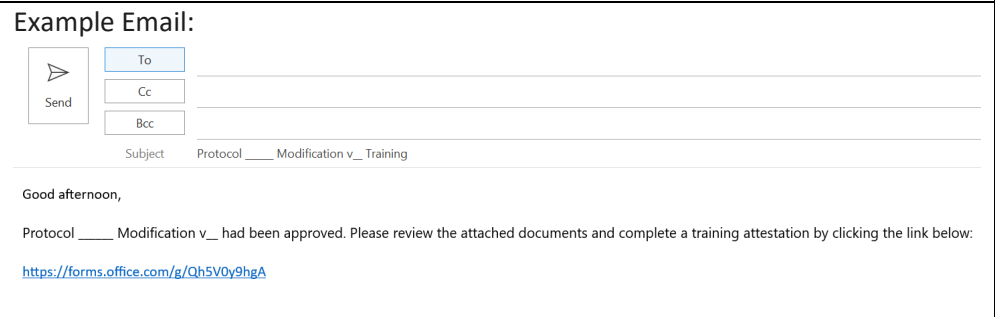
Create a New Form

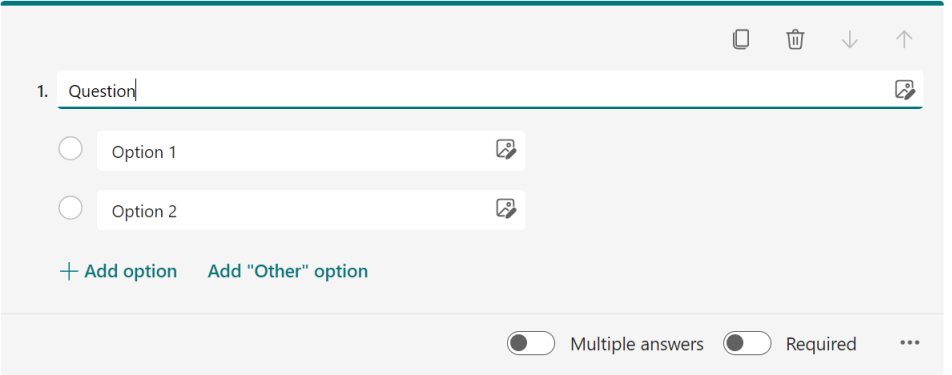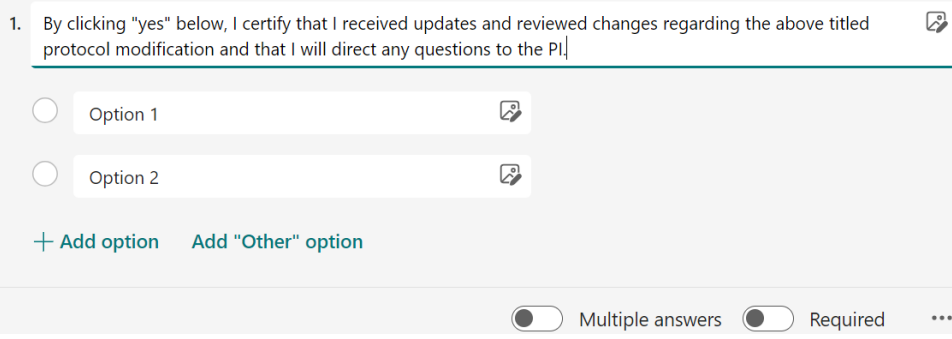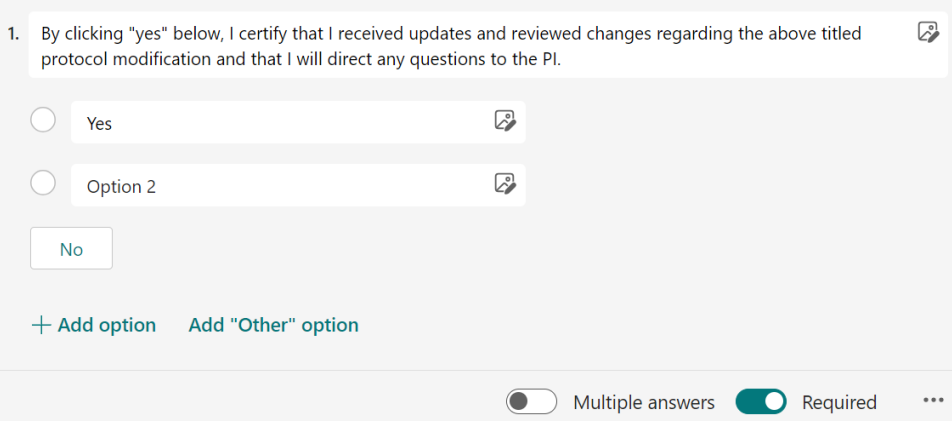|	
Login to Microsoft Forms	https://forms.office.com/
Select "New Form"	
Title the form in the format "Protocol _____ Modification v__ Training" (e.g. Protocol 001004 Modification v6 Training"	View when you click in title box: Protocol _____ Modification v__ Training Form description View when you click out of title box: Protocol _____ Modification v__ Training
Select "Add New"	Protocol _____ Modification v__ Training + Add new
Select "Choice"	+ ⊙ Choice T Text 👍 Rating 📅 Date ∨

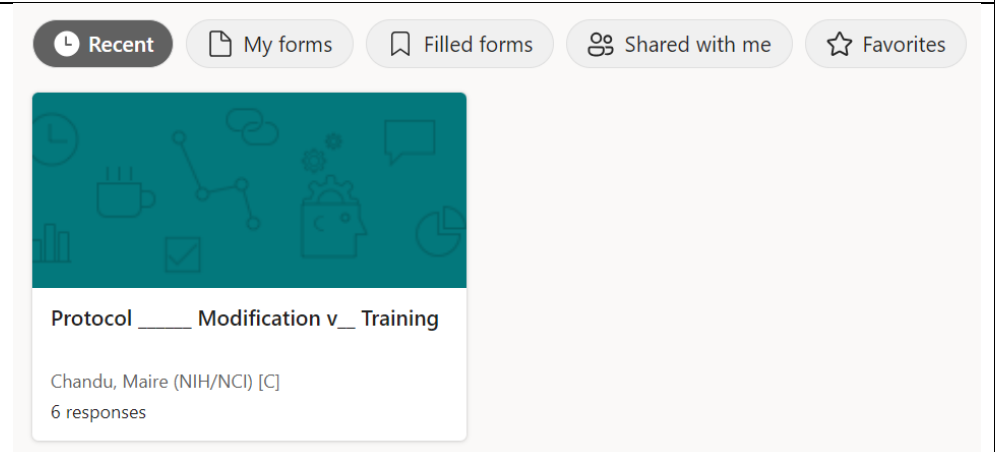|	
In the "Question" field, type the following: By clicking "yes" below, I certify that I received updates and reviewed changes regarding the above titled protocol modification and that I will direct any questions to the PI.	1. Question ○ Option 1 ○ Option 2 + Add option Add "Other" option ◯ Multiple answers ◯ Required ... 1. By clicking "yes" below, I certify that I received updates and reviewed changes regarding the above titled protocol modification and that I will direct any questions to the PI. ○ Option 1 ○ Option 2 + Add option Add "Other" option ◯ Multiple answers ◯ Required ...
In the "Option 1" field, type: "yes" and select "Required" in the bottom right-hand corner	1. By clicking "yes" below, I certify that I received updates and reviewed changes regarding the above titled protocol modification and that I will direct any questions to the PI. ○ Yes ○ Option 2 No + Add option Add "Other" option ◯ Multiple answers ● Required ...
Delete the line for "Option 2" by hovering next to the end of the line and clicking the trash can	1. By clicking "yes" below, I certify that I received updates and reviewed changes regarding the above titled protocol modification and that I will direct any questions to the PI. No ○ Yes ⠿ ○ Option 2 🗑 Delete + Add option Add "Other" option ◯ Multiple answers ● Required ...
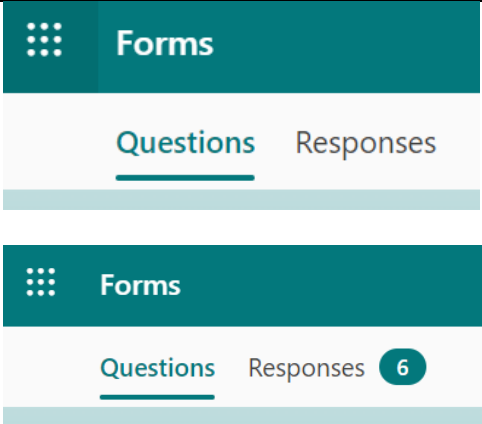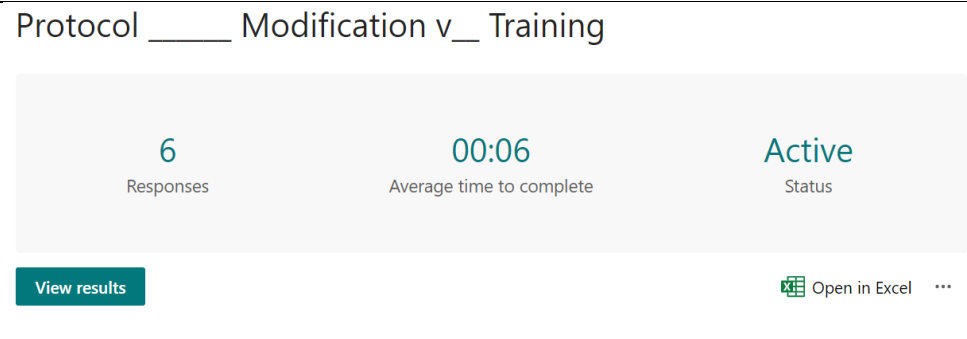
Collect Responses

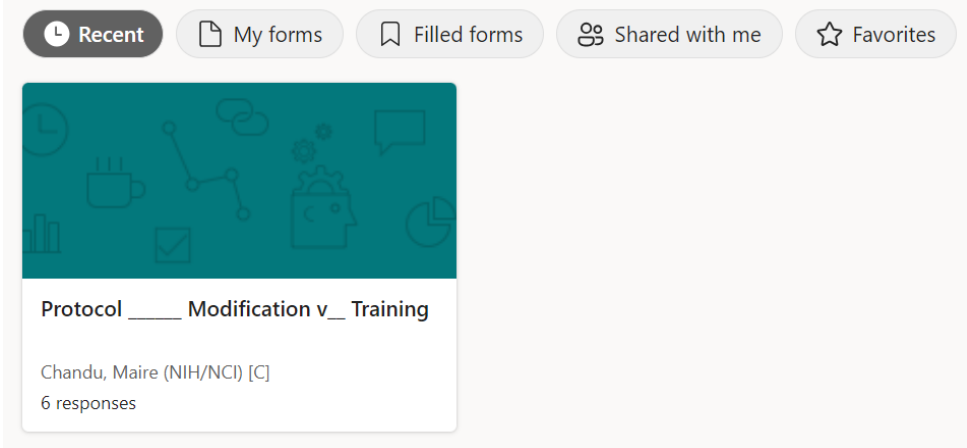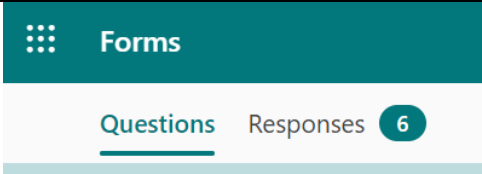|	
Select the three dots in the upper right-hand corner and click on "Settings"	
Select the following settings	

Select "Collect Responses"	
Select "Copy Link" (Note: You can also select "Shorten URL" if you would like)	
Paste the link into an email with a message to your study team	Example Email:

Track Responses

Login to Microsoft Forms	https://forms.office.com/
Select the appropriate form from "Recent" or "My forms"	

Track responses by clicking "Responses" (Note: When new responses are available, you will see a number next to "Responses")	**Forms** Questions Responses **Forms** Questions Responses 6
Select "View results" or "Open in Excel" to track responses	Protocol _____ Modification v__ Training 6 Responses 00:06 Average time to complete Active Status View results Open in Excel ···

Save Responses

Login to Microsoft Forms	https://forms.office.com/
Select the appropriate form from "Recent" or "My forms"	Recent My forms Filled forms Shared with me Favorites Protocol _____ Modification v__ Training Chandu, Maire (NIH/NCI) [C] 6 responses
Select "Responses"	**Forms** Questions Responses 6

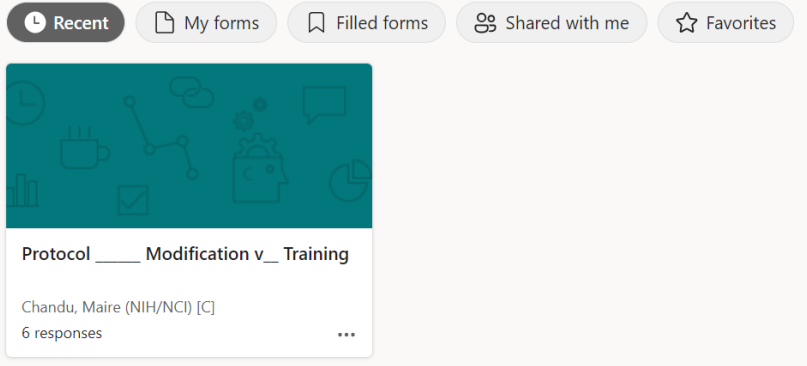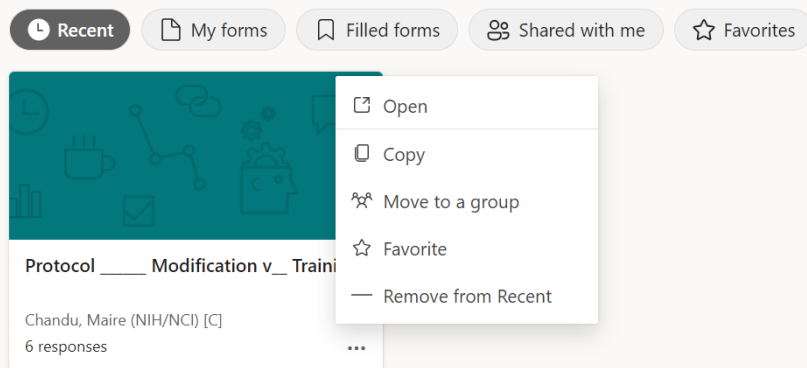|	
Once all responses have been collected, select "Open in Excel" to download a copy of the responses	Protocol _____ Modification v__ Training 6 Responses — 00:06 Average time to complete — Active Status View results — Open in Excel ···
Open the downloaded file	You will see the following information on the Excel spreadsheet for each respondent: | ID	Start time	Completion time	Email	Name	By clicking "yes" below, I certify that I received updates and reviewed changes regarding the above titled protocol modification and that I will direct any questions to the PI.
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1	2/28/24 15:54:44	2/28/24 15:54:49	pattersonmg@nih.gov	Maire Chandu	Yes
2	3/5/24 16:11:55	3/5/24 16:12:01	tumasyana@nih.gov	Armine Tumasyan	Yes
3	3/5/24 16:12:48	3/5/24 16:12:55	gradyda@nih.gov	Deb Grady	Yes
4	3/5/24 16:12:51	3/5/24 16:13:00	ferraroew@nih.gov	Erin Ferraro	Yes
5	3/5/24 17:08:56	3/5/24 17:09:01	brylacm@nih.gov	Christine Bryla	Yes
6	3/5/24 17:10:44	3/5/24 17:10:52	nesse@nih.gov	Elizabeth Ness	Yes	
Click on File > Save as Adobe PDF and save document in desired location. Once the spreadsheet is saved as a PDF document, it cannot be altered.	Home New Open Info Save Save As Save as Adobe PDF

Copy Form

On your Microsoft Forms home page, locate the form you want to copy (Note: If it is an older form, you may have to click on "My forms" instead of "Recent")	
Select the three dots in the lower right-hand corner and click on "Copy"	
A new copy of the form will appear in your account	