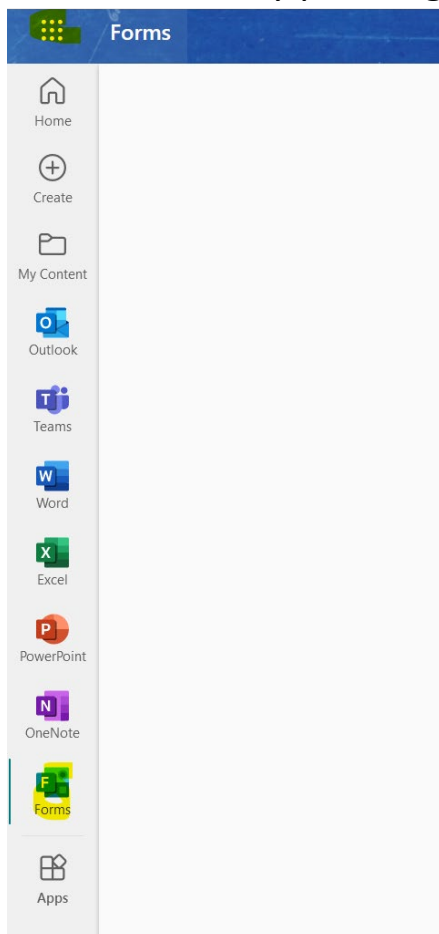


QR Codes for Attendance

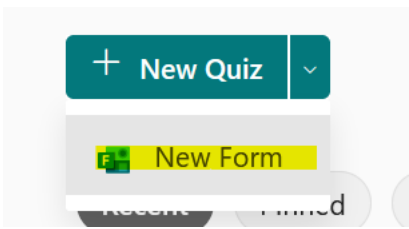
Using Microsoft Forms

Brought to you by the Center for Teaching and Learning, Marquette University

- 1) Login to <https://portal.office.com>
- 2) Locate Forms by pressing the Grid Icon and then choose Forms



3) Choose New Form



4) Name your form and press Add New to start adding questions. Separating first and last name is a good idea.

A screenshot of a form editor interface. At the top, there are two tabs: 'Questions' (active) and 'Responses'. The main title of the form is 'ACCO 1881 Attendance - Monday, August 29'. Below the title, the subject is 'Classroom attendance'. The first question is '1. First Name', with a three-dot menu icon to its right. Below the question is a text input field with the placeholder text 'Enter your answer'. At the bottom, there is a toolbar with a plus sign, a 'Choice' button (selected), a 'Text' button, a 'Rating' button, a 'Date' button, a dropdown arrow, and a lightning bolt icon.

- 5) When satisfied with the questions, press the three dots in the upper right, then Settings to display this screen:
You'll probably want to limit it to people in my organization and choose 'one response per person'
You can also set a window of time that this form is available.

The screenshot shows the 'Settings' interface for a form. At the top, there are three buttons: 'Preview', 'Theme', and 'Collect responses'. The 'Settings' section is divided into three main areas:

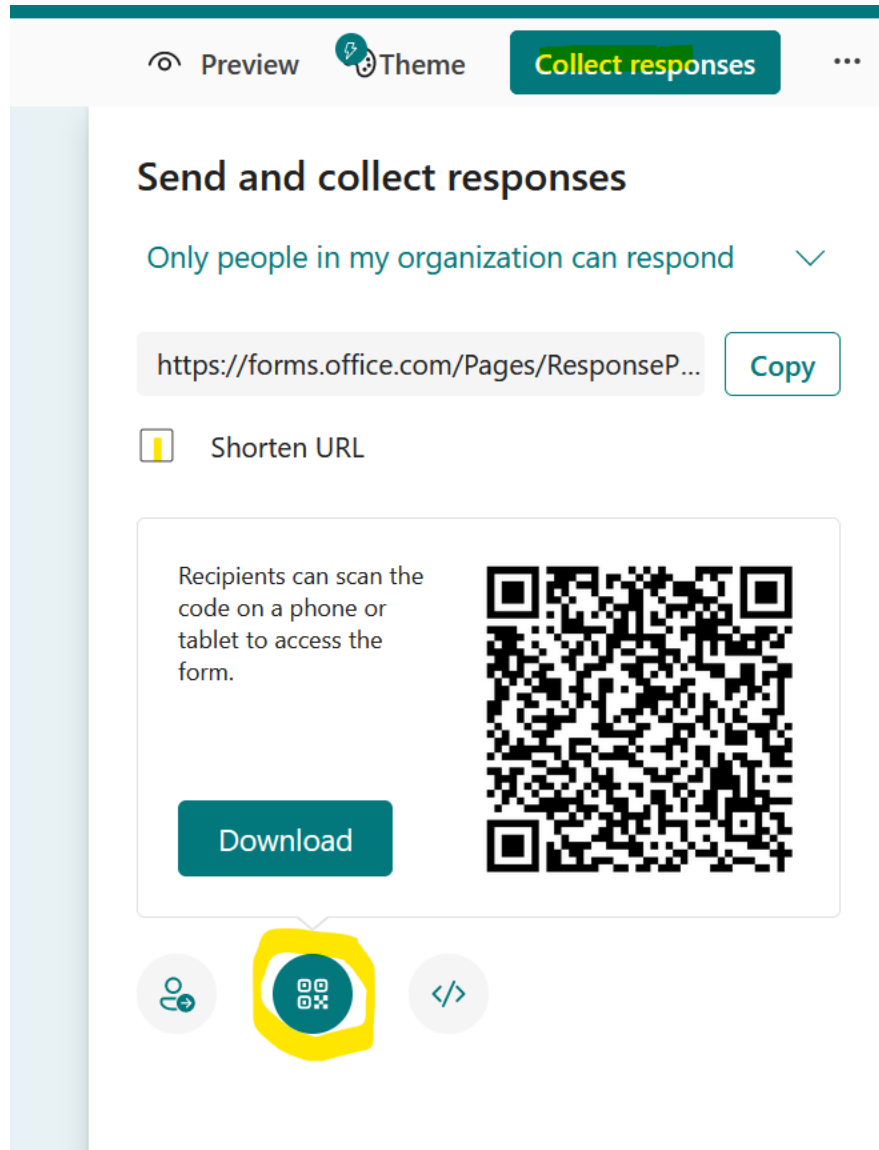
- Who can fill out this form:**
 - Anyone can respond
 - Only people in my organization can respond
 - Record name
 - One response per person
 - Specific people in my organization can respond
- Options for responses:**
 - Accept responses
 - Start date
 - 8/25/2022 (calendar icon)
 - 10:00 AM (dropdown arrow)
 - End date
 - 8/25/2022 (calendar icon)
 - 10:15 AM (dropdown arrow)
 - Set time duration (info icon)
 - Shuffle questions
 - Show progress bar (info icon)
 - Customize thank you message
- Response receipts:**
 - Allow receipt of responses after submission
 - Get email notification of each response
 - Get smart notification emails to track the response status (info icon)

6) Next, press Collect Responses.

Press the QR code icon and Shorten URL.

You can then Download the QR code and paste it into your slide deck for the day, or print it out to pass around etc.

Also include the URL in case people have camera issues.



7) When class is over, go back into your form and press the Responses tab. Here you can view the results and download an excel spreadsheet. Unfortunately, there is no easy way to get this into D2L, but how you use the attendance rosters is up to you!