How to run your survey

Read this first

In this assignment you will use Microsoft Forms to run your own survey. This document explains step by step how to duplicate the template, share it, and collect at least three responses, including your own. Your teacher can support you along the way.

English

1 **Duplicate the survey**
- Log in with your school account.
- Click on the link **Duplicate survey**.
- Select *Duplicate*. You now have your own copy.

2 **Create your link or QR code**
- Go to *Collect responses*.
- Copy your personal link or download the QR code.

3 **Share and track responses**
- Share your link or QR code with at least two other people you know.
- Under *View responses* you can see who has answered.

4 **Minimum of 3 responses required**
- You need at least three completed surveys, including your own.
- Make sure you also complete the survey yourself.

5 **Analyse and add to your portfolio**
- Use the results for your analysis (Unit 1E/4 A.P2).
- Add this analysis to your portfolio.
- Without three completed surveys you cannot finish this assignment.

Nederlands

1 **Dupliceer de survey**
- Log in met je schoolaccount.
- Klik op de link **Survey dupliceren**.
- Kies *Kopiëren*. Je hebt nu je eigen versie.

2 **Maak je link of QR-code**
- Ga naar *Antwoorden verzamelen*.
- Kopieer jouw persoonlijke link of download de QR-code.

3 **Verstuur en volg reacties**
- Deel jouw link of QR-code met minimaal twee bekenden.
- Bij *Antwoorden weergeven* zie je wie er heeft gereageerd.

4 **Minimaal 3 reacties nodig**
- Je hebt minstens drie ingevulde surveys nodig, inclusief je eigen.
- Vergeet niet: je moet de survey ook zelf invullen.

5 **Analyse en portfolio**
- Gebruik de resultaten voor je analyse (Unit 1E/4 A.P2).
- Voeg deze analyse toe aan je portfolio.
- Zonder drie ingevulde surveys kun je deze opdracht niet afronden.

If you get stuck, ask your teacher for guidance.
Loop je vast, vraag je docent om hulp.