

Kreiranje upitnika pomoću *Microsoft Forms*

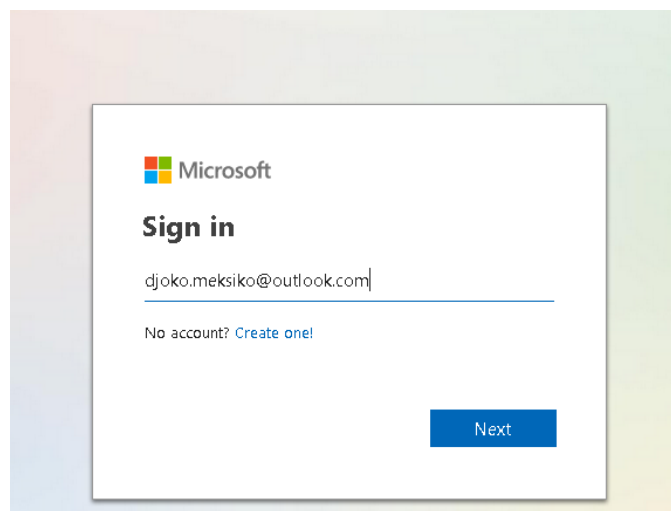
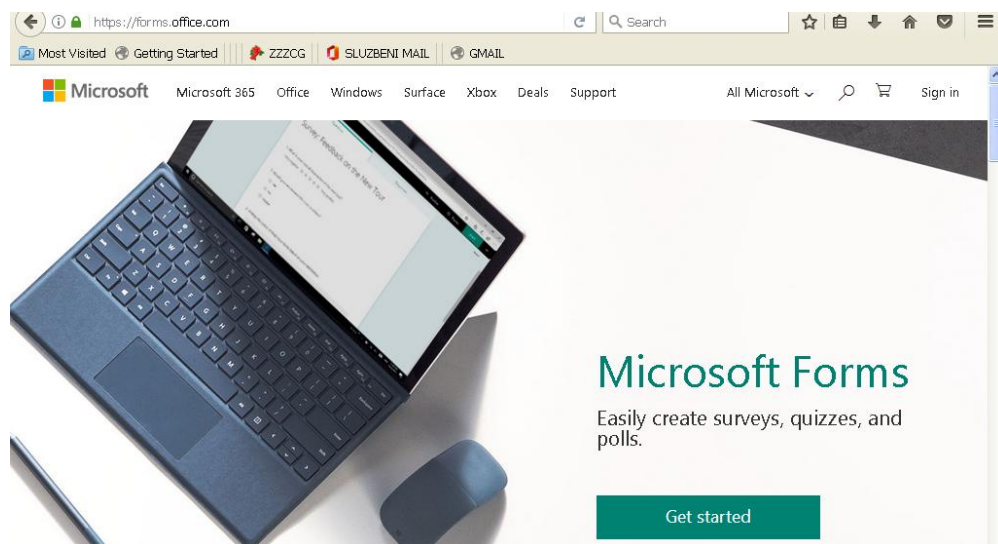
Microsoft Forms je aplikacija namijenjena za izradu online anketa, obrazaca, testova, upitnika isl. Uz širok izbor mogućnosti koje nudi može se iskoristiti kao dobar instrument za procjenu postignuća učenika. Naravno, postoji i **Google Forms** aplikacija koja ima identičnu primjenu.

Neke od prednosti izrade testova pomoću ove aplikacije su mogućnost da učenik neposredno po završetku testa zna svoj rezultat, a takođe vi možete jednostavno odrediti vrijeme početka i trajanje samog testa. Učesnik dobija link putem kog pristupa testu, a link će biti aktivan u vrijeme kad vi to odredite.

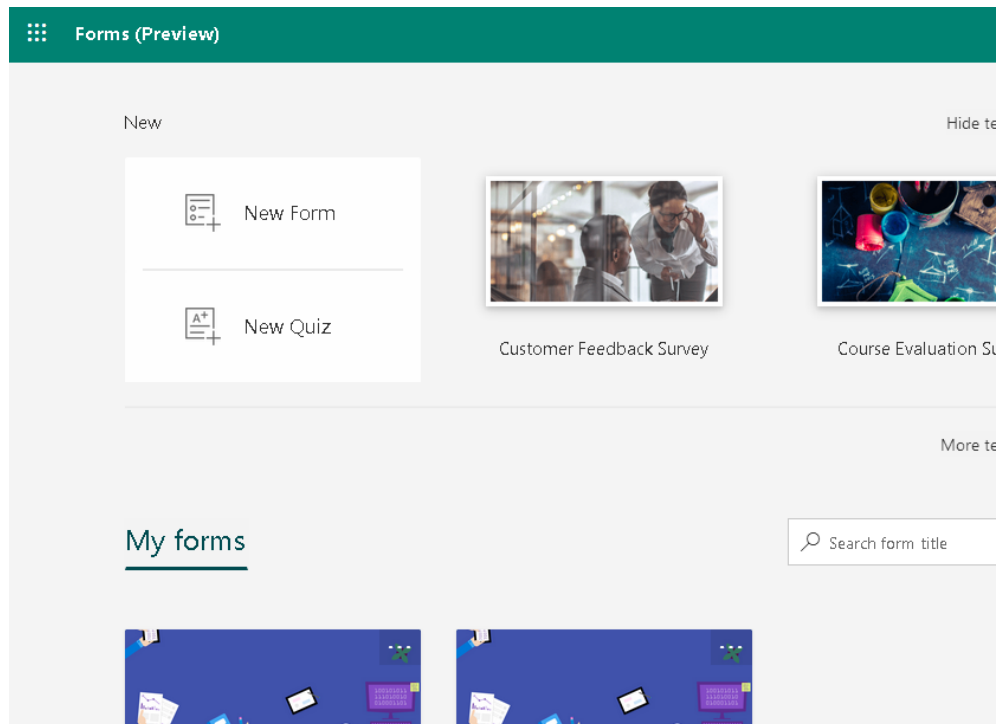
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Aplikaciji se pristupa na stranici **forms.office.com**, zatim slijedi prijava (**Get started**).

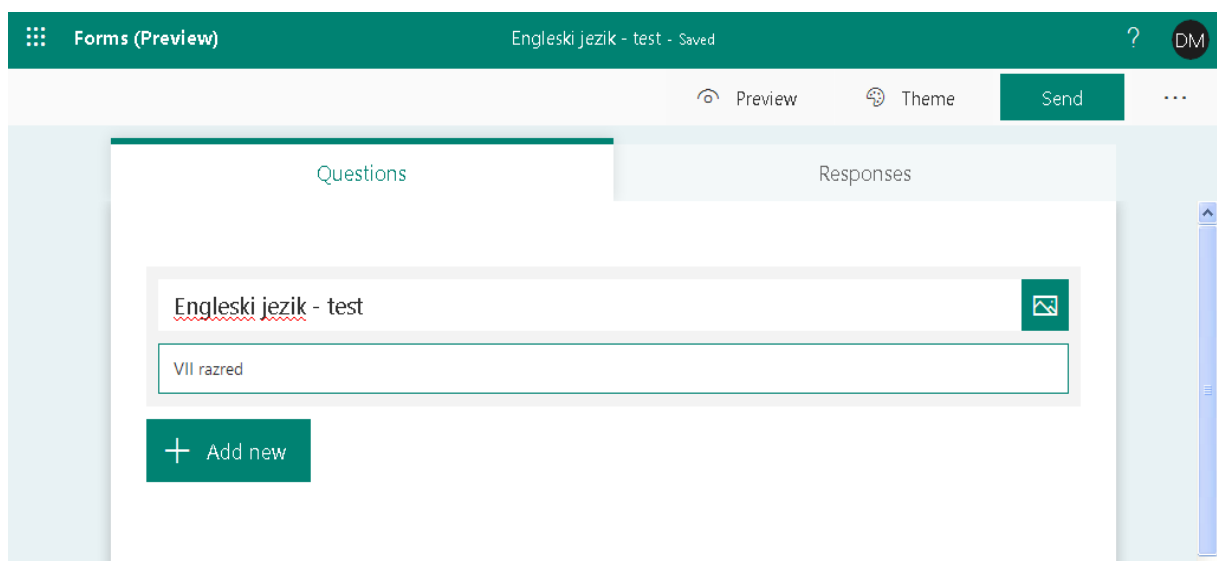
Drugi način da se pristupi ovoj aplikaciji je otvaranjem službenog email-a, a zatim se od ponuđenih aplikacija bira **Forms**.

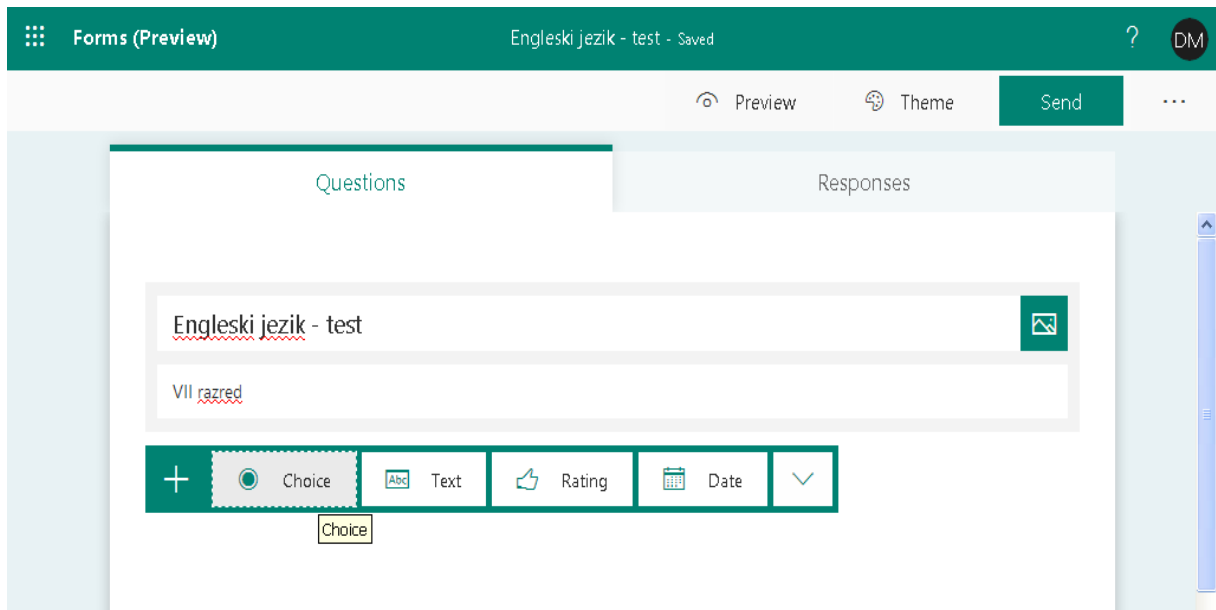


Nudi se mogućnost kreiranja obrasca ili kviza (**New Quiz**). Kvizovi imaju više mogućnosti za kreiranje različitih pitanja, bodovanje, pa će o njima biti više riječi. Takođe, ispod se prikazuju svi obrasci i kvizovi na kojima ste dosad radili (**My Forms**).

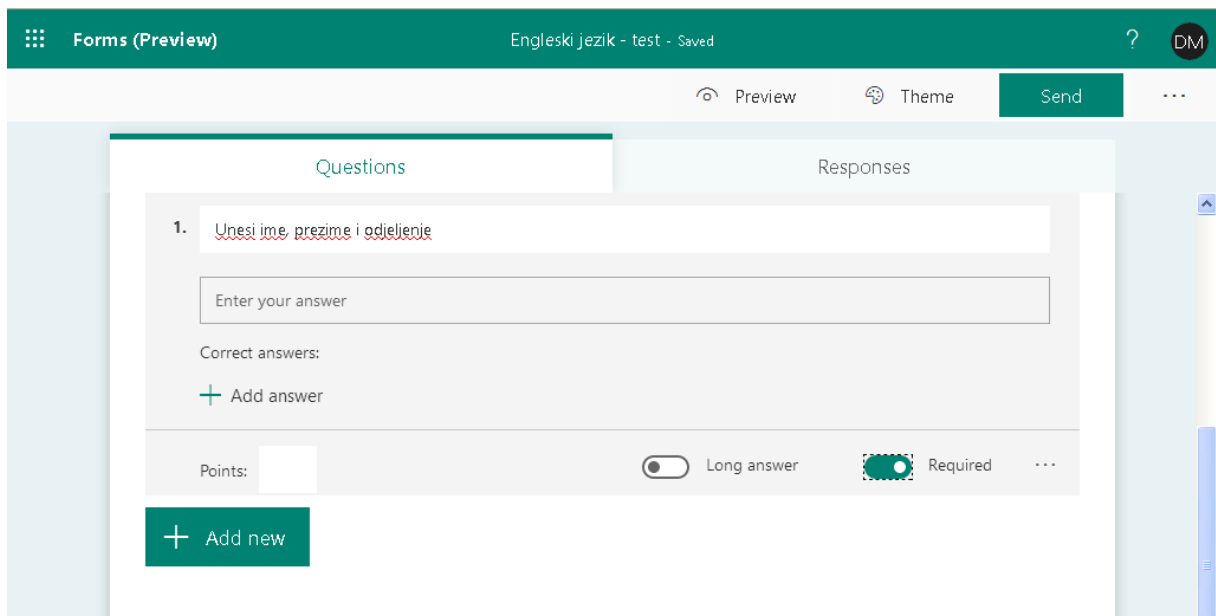


Zada se naziv kviza, dodaju napomene, može i slika i kreiraju pitanja. Bira se oblik pitanja, a u ponudi je: izbor (**choice**), tekst (tekstualno polje za unos odgovora), ocjena (**rating** – učesnik se slaže sa tvrđenjem), datum, rangiranje ponuđenih odgovora, **Likertova skala** itd.





Pogodno je započeti kviz tekstualnim poljem u kom se unosi ime i prezime učesnika. Ovo pitanje se može označiti kao obavezno, uključivanjem dugmeta **Required**.



Ako se u tekstualnom polju odgovara na pitanje, komandom **add answer** treba definisati i tačan odgovor, a može se navesti i više tačnih odgovora, s tim što se velika i mala slova ne razlikuju. Takođe, lako se zadaje i broj poena (**Points**).


The screenshot shows the 'Forms (Preview)' interface for an 'Engleski jezik - test - Saved' form. The 'Questions' tab is active, displaying a question configuration for a text-based question. The question text is '2. Prevedi riječ big'. Below the question is an input field labeled 'Enter your answer'. Underneath, the 'Correct answers' section shows four options: 'velik', 'veliki', 'važan', and 'vazan', each with a green checkmark. There is an '+ Add answer' button to the right. The 'Points' field is set to '1'. At the bottom, there are toggle switches for 'Long answer' (disabled) and 'Required' (disabled), along with a '+ Add new' button.

Za pitanja tipa odaberi odgovor, upišu se svi ponuđeni odgovori i odredi se koji je od njih tačan.

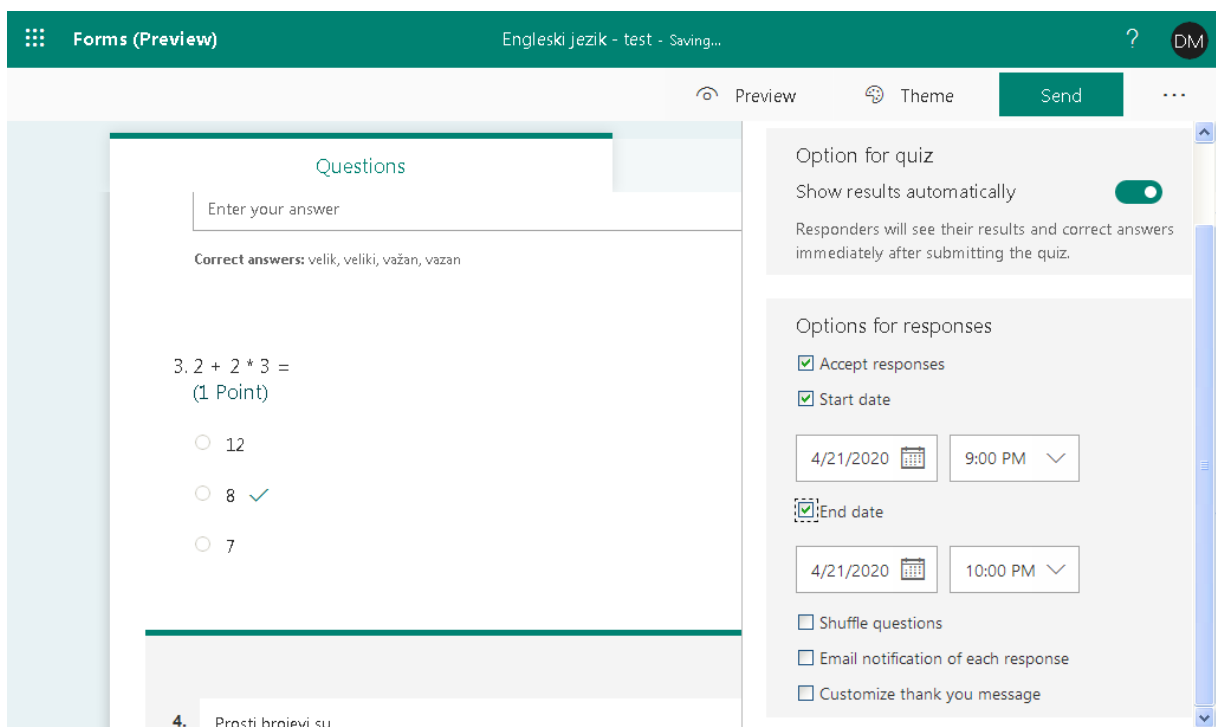
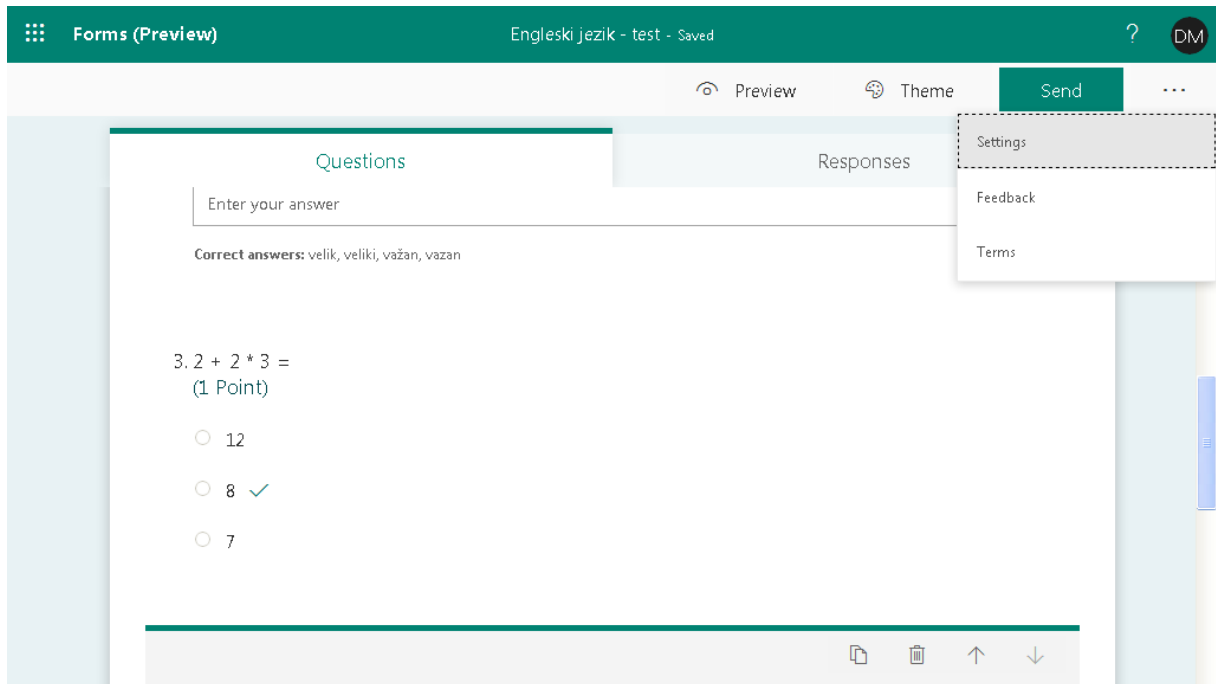
The screenshot shows the 'Forms (Preview)' interface for an 'Engleski jezik - test - Saved' form. The 'Questions' tab is active, displaying a question configuration for a multiple-choice question. The question text is '3. $2 + 2 * 3 =$ '. Below the question are three radio button options: '12', '8', and '7'. The '8' option is selected and marked as a 'Correct answer' with a green checkmark. There is a '+ Add option' button at the bottom left. At the bottom, there are toggle switches for 'Multiple answers' (disabled) and 'Required' (disabled), along with a '+ Add new' button.

Pitanje tipa višestruki izbor dobija se kad označite dugme **Multiple answers**, a dalje se na isti način zadaju tačni odgovori i broj poena.

The screenshot shows a form editor interface with a dark green header. The header contains the text "Forms (Preview)" on the left, "Engleski jezik - test - Saved" in the center, and a question mark icon and "DM" on the right. Below the header, there are three buttons: "Preview", "Theme", and "Send". The main content area is divided into two tabs: "Questions" (active) and "Responses". Under the "Questions" tab, there is a question editor. The question text is "4. Prosti brojevi su" and is contained within a white text box. Below the question text, there are four radio button options, each in its own white text box: "5", "11", "13", and "18". Below these options is a "+ Add option" button. At the bottom of the question editor, there is a "Points:" label followed by a text input field containing the number "3". To the right of the points field are two toggle switches: "Multiple answers" (which is turned on) and "Required" (which is turned off). There are also three dots to the right of the "Required" toggle.

Po završetku testa, bira se dugme  u gornjem desnom uglu, a u postavkama **Settings** može se podesiti:

1. automatski prikaz rezultata
2. vrijeme početka i završetka testa (**Options for responses**)
3. pozdravna poruka



Na kraju, bira se **Send** gdje se prikazani link može kopirati i proslijediti učesnicima.

The screenshot shows the Microsoft Forms interface in 'Send' mode. The main content area displays the test title 'Engleski jezik - test (3 Points)' and the grade level 'VII razred'. Below this, there is a question: '1. Unesi ime, prezime i odjeljenje *'. A text input field is provided for the answer, with the placeholder text 'Enter your answer'. The right-hand sidebar contains the 'Send and collect responses' section, which includes a link to the response page: 'https://forms.office.com/Pages/Respons'. There are 'Copy' buttons for the link and for social media sharing. Below the link, there are icons for sharing via OneDrive, QR code, code, email, Facebook, and Twitter. The 'Share as a template' section is also visible, with a '+ Get a link to duplicate' button.

Po završetku testiranja, na kartici **Responses** prikazuju se odgovori svih učesnika individualno i zbirno, a učesnici koji imaju jednak broj poena rangiraju se prema vremenu utrošenom na odgovore.

pripremio

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