

## Kreiranje upitnika pomoću *Microsoft Forms*

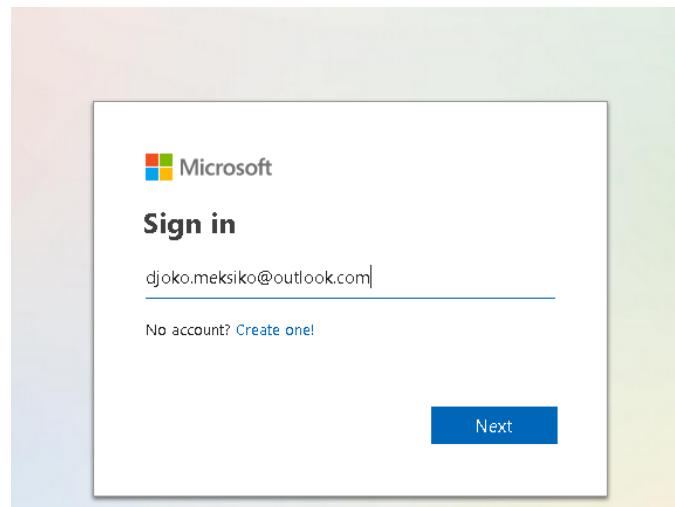
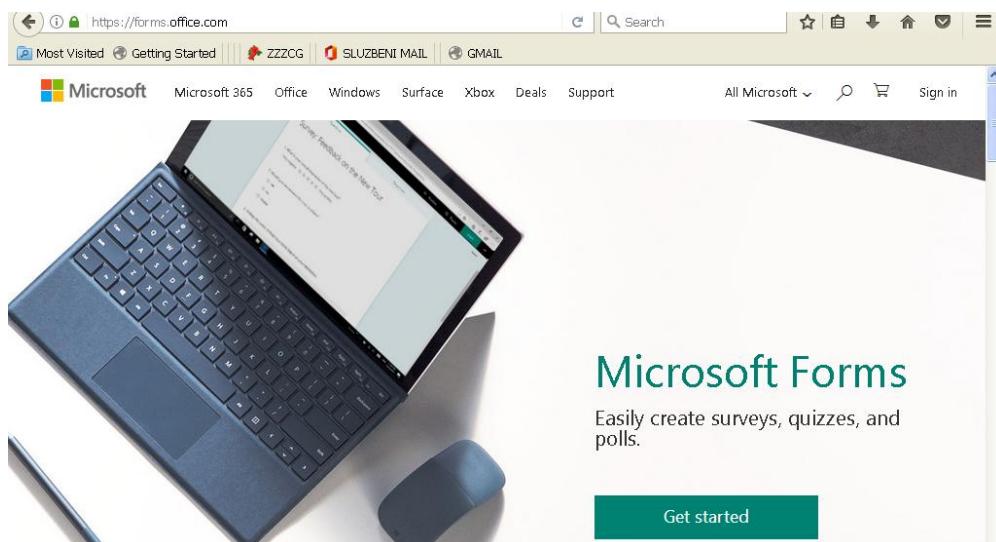
**Microsoft Forms** je aplikacija namijenjena za izradu online anketa, obrazaca, testova, upitnika isl. Uz širok izbor mogućnosti koje nudi može se iskorititi kao dobar instrument za procjenu postignuća učenika. Naravno, postoji i **Google Forms** aplikacija koja ima identičnu primjenu.

Neke od prednosti izrade testova pomoću ove aplikacije su mogućnost da učesnik 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**).

The screenshot shows the Microsoft Forms (Preview) interface. At the top, there's a green header bar with the title 'Forms (Preview)'. Below it, a 'New' section displays two options: 'New Form' (with a document icon) and 'New Quiz' (with a document and plus sign icon). To the right, there are two preview cards: 'Customer Feedback Survey' (showing a photo of two people talking) and 'Course Evaluation Survey' (showing a photo of a desk with various items). A 'More' button is visible at the bottom right of this section. Below this, a 'My forms' section has a heading and a search bar ('Search form title'). Underneath, there are two large thumbnail images of surveys.

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.

The screenshot shows a detailed view of a quiz creation screen. The top bar includes the 'Forms (Preview)' title, the name 'Engleski jezik - test - Saved', and several action buttons: 'Preview', 'Theme', 'Send', and a more options button. Below this, a navigation bar has tabs for 'Questions' and 'Responses'. The main area starts with a question card titled 'Engleski jezik - test' with a 'VII razred' field. At the bottom of this card is a green 'Add new' button. To the right of the card is a 'Responses' section with a preview icon.

Forms (Preview) Engleski jezik - test - Saved ? DM

Preview Theme Send ...

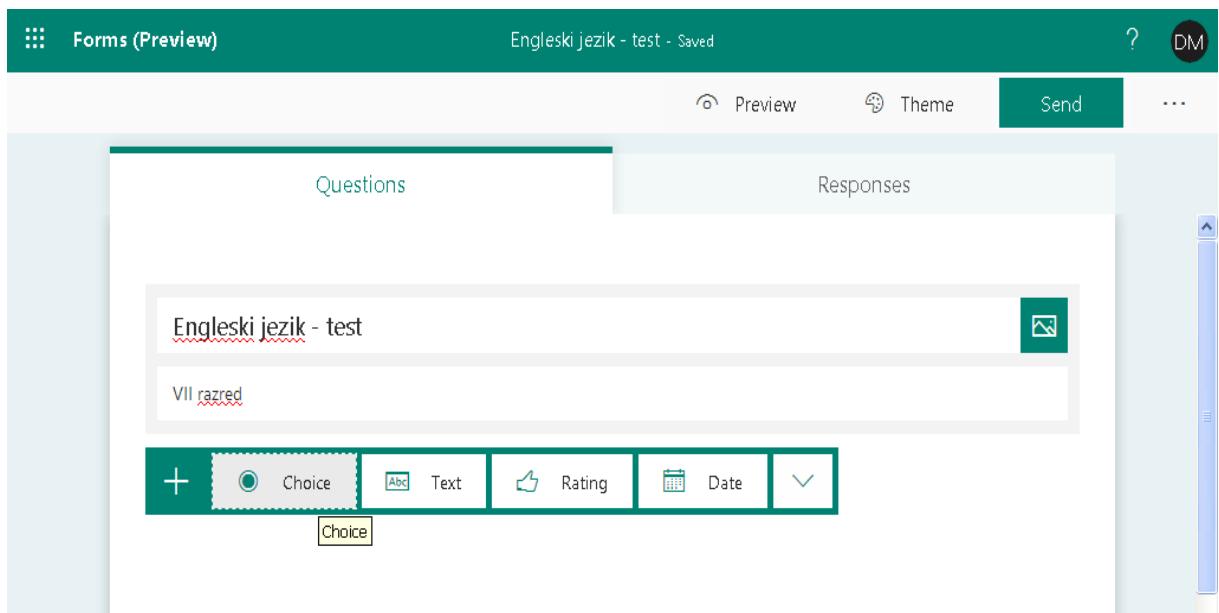
Questions Responses

Engleski jezik - test

VII razred

+ Choice Text Rating Date

Choice



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

Forms (Preview) Engleski jezik - test - Saved ? DM

Preview Theme Send ...

Questions Responses

1. Unesi ime, prezime i odjeljenje

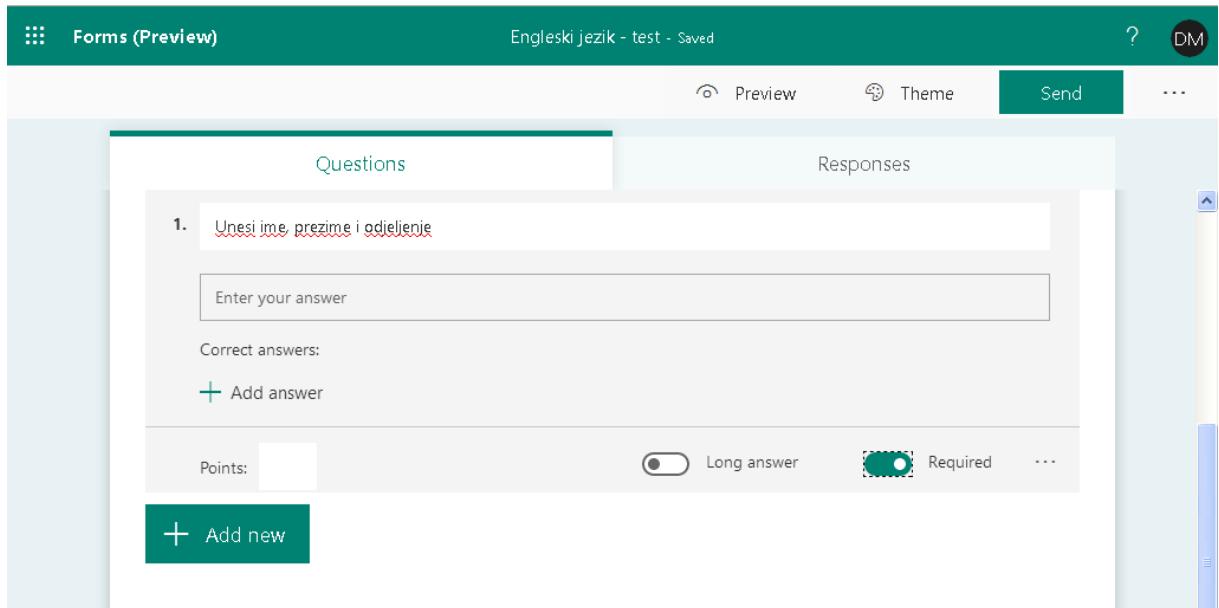
Enter your answer

Correct answers:

+ Add answer

Points:  Long answer Required ...

+ Add new



Ako se u tekstu 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 a Microsoft Forms interface with a question card. The question is "2. Prevedi riječ big". Below it is a text input field with placeholder "Enter your answer". Underneath the input field, there is a section titled "Correct answers:" containing four options: "velik" (with a green checkmark), "veliki" (with a green checkmark), "važan" (with a green checkmark), and "vazan" (with a green checkmark). To the right of these options is a button labeled "+ Add answer". Below this section, there are settings for "Points:" set to 1, a toggle switch for "Required", and a button for "Add answer". At the bottom of the card is 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 a Microsoft Forms interface with a question card. The question is "3.  $2 + 2 * 3 =$ ". Below it is a list of three options: "12" (radio button), "8" (checkbox), and "7" (radio button). The option "8" is checked and has a green checkmark next to it. To the right of the list is a button labeled "Correct answer". Below the list, there is a "Add option" button. At the bottom of the card are settings for "Points:" set to 1, a toggle switch for "Multiple answers", a toggle switch for "Required", and a "..." 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 Microsoft Forms interface for a test titled "Engleski jezik - test - Saved". The "Questions" tab is active, displaying a single question:

4. Prosti brojevi su

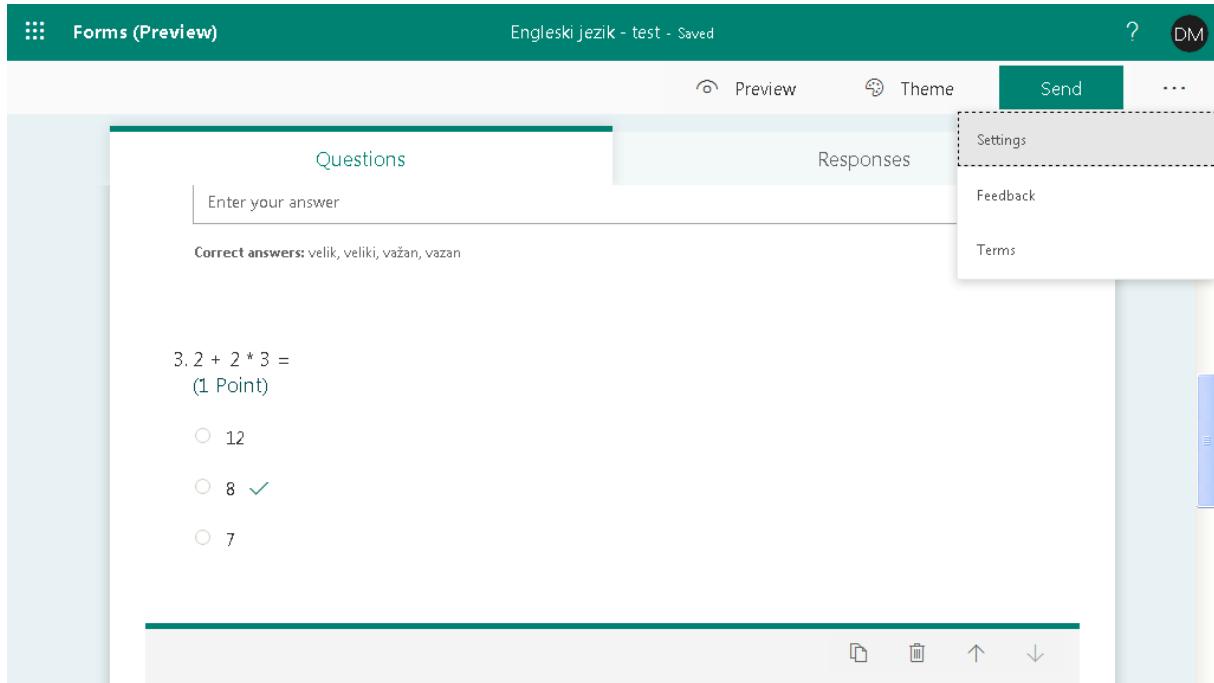
The question has four options, each with a checkbox:

- 5
- 11
- 13
- 18

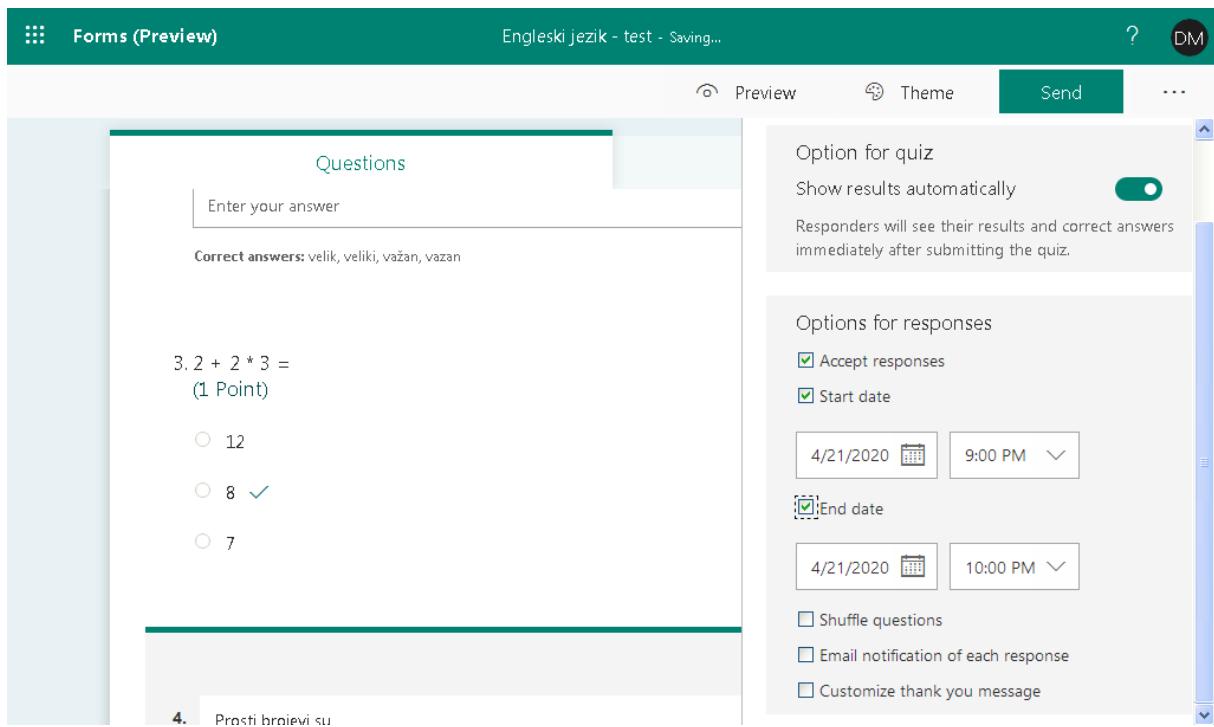
Below the options, there is a button labeled "+ Add option" and a field for "Points" containing the value "3". To the right of the points field are three toggle switches: "Multiple answers" (which is turned on), "Required" (which is turned off), and a third switch that is partially visible. The top navigation bar includes "Preview", "Theme", "Send", and a "More" button.

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

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



The screenshot shows a Microsoft Forms quiz titled "Engleski jezik - test - Saved". The quiz contains one question: "3.  $2 + 2 * 3 =$  (1 Point)". The correct answer, "8", is selected and marked with a green checkmark. The other options are "12" and "7". The "Responses" tab is selected. A context menu is open at the top right, with "Settings" highlighted. Other options in the menu include "Feedback" and "Terms".



The screenshot shows the same Microsoft Forms quiz interface. The "Options for responses" section is expanded in the sidebar. It includes the following settings:

- Option for quiz**: "Show results automatically" is turned on (indicated by a green toggle switch).
- Options for responses**:
  - Accept responses
  - Start date: 4/21/2020, 9:00 PM
  - End date: 4/21/2020, 10:00 PM
  - Shuffle questions
  - Email notification of each response
  - Customize thank you message

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

The screenshot shows the Microsoft Forms (Preview) interface. At the top, it says "Forms (Preview)" and "Engleski jezik - test - Saved". There are buttons for "Preview", "Theme", "Send", and more. On the left, there's a "Questions" section with a single question: "1. Unesi ime, prezime i odjeljenje \*". The question has a text input field labeled "Enter your answer". On the right, there's a "Send and collect responses" section. It says "Anyone with the link can respond" and provides a URL: <https://forms.office.com/Pages/Responses>. There are "Copy" buttons for the URL and social sharing icons for LinkedIn, Google+, Email, Facebook, and Twitter. Below that is a "Share as a template" section 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

**Đoko Burzanović**