Stress-Busting Microsoft Form Template Instructions: For Baseline and Exit Questionnaires

To copy the template:

We have created a template that can be used for the Participant Baseline and Exit Questionnaires for Stress-Busting Workshops. This template is on Microsoft Forms and can be accessed at the following link:

Participant Baseline Electronic Questionnaire:
https://forms.office.com/Pages/ShareFormPage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2_CBVyOfjmFBiT4Ew3Wgk_dURUxDQkdKSEhYMFhIN1VTN0lPRjEwV0dGSyQlQCN0PWcu&sharetoken=I2gVPtuhqmPOnqkLmSMZ

Participant Exit Electronic Questionnaire:
https://forms.office.com/Pages/ShareFormPage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2_CBVyOfjmFBiT4Ew3Wgk_dUNlZPWFpHMjZSTUJMMUJTMVhYRzBMSk1GQiQlQCN0PWcu&sharetoken=whMI3wXIrxUtUbAwCeVE

Step 1: The link will send you to the form URL. Click "Duplicate it" at the top or bottom of the form to create a copy of it in your own profile. This form can be modify to your needs.
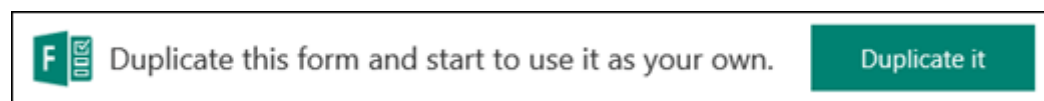
Note: Only the structure of this form is duplicated. No existing response data is carried over when you duplicate it. Thus all data responses will be those received by workshops you have conducted.

Step 2: Sign in to your Microsoft Account (If you do not have an account, you can create one using your email address).

- Once you are signed in, the duplicated form will then appear under your forms.
- Click on the header to remove the word "copy" from the form.
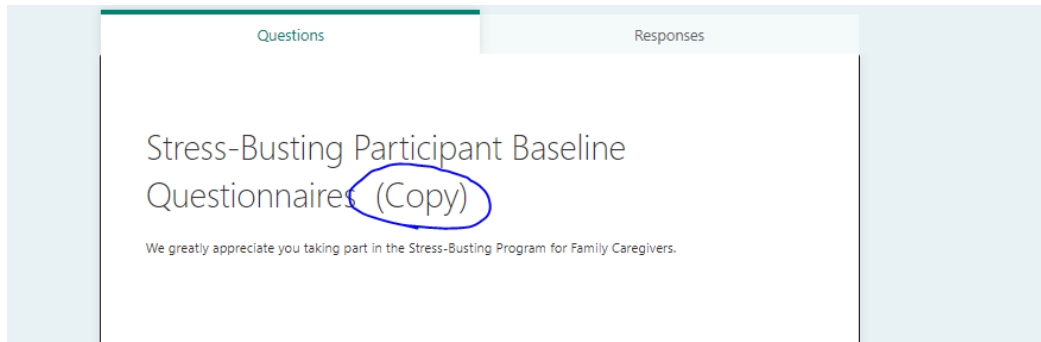
To share the link with participants:

After you have duplicated the form into your own profile, you can now share the link with your workshop participants.

Step 1: Log in to your Microsoft Office Account at: https://forms.office.com/

Step 2: Click on the form that you would like to share. Click on "Share." Under "Send and collect responses" click on "Anyone with the link can respond."
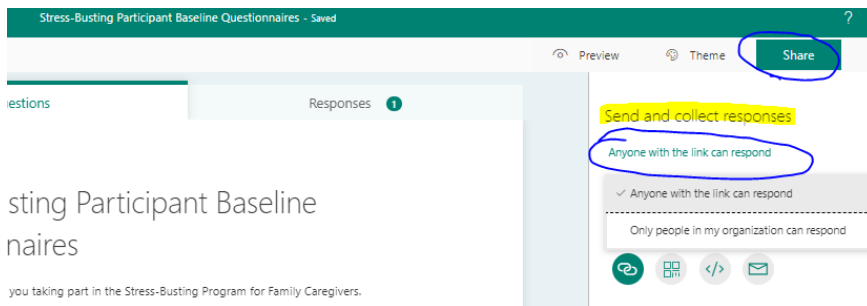
Step 3: The link will then be displayed. Click "Copy" to copy and paste this link to send to participants.
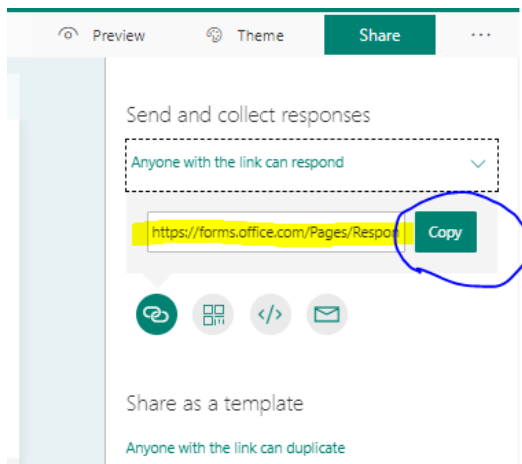
Step 1: Log in to your Microsoft Office Account at: https://forms.office.com/

Step 2: Open the form for which you want to review the results, and then select the "Responses" tab.

Step 3: View results.

- Select "View Results" to see individual details for each responder, such as time took complete your form and the option(s) selected.

- To view all of the response data for your form in Microsoft Excel, select "Open in Excel."

- Select "More Details" to see the name of each responder and his or her answers for each questions.

Submitting Data:

Step 1: Download evaluations from Microsoft Forms.

To download forms, open the form you want to review the results, and then select the "Responses" tab and "Open in Excel."
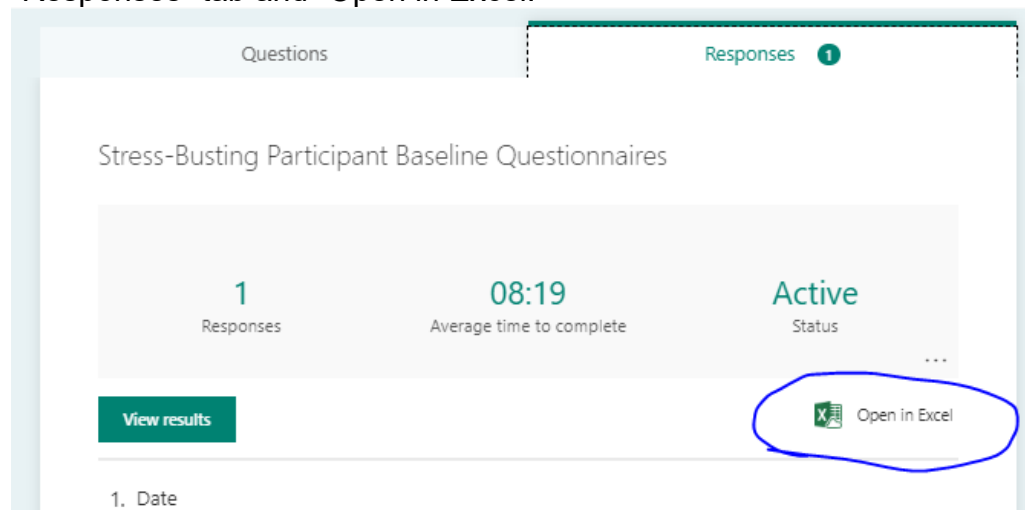
The data will then be displayed on an Excel Spreadsheet. To save, click on *File* and *Save As*.

Step 2: Send forms via secure e mail to Jennifer Kretzchmar at jkretzschmar@wellmed.net
To send forms electronically secure, add ***"Confidential"*** in the subject line before your e mail title.