

Kreiranje upitnika pomoću *Microsoft Forms*

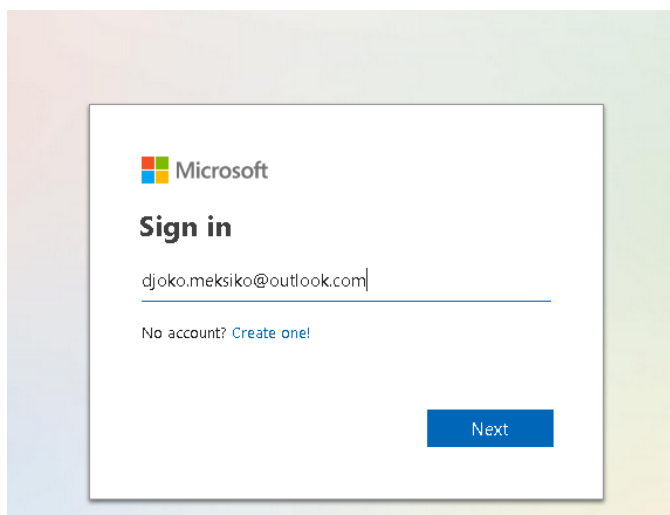
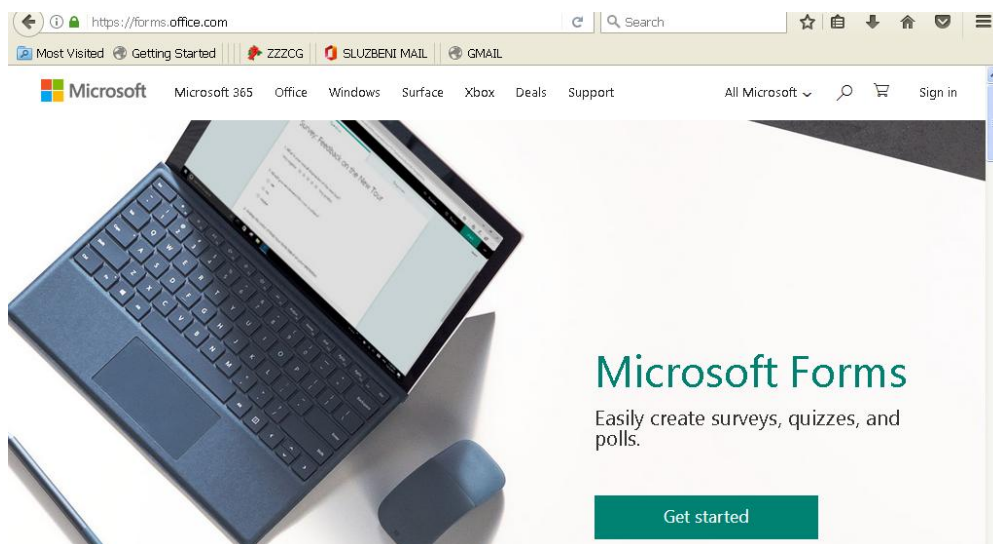
Microsoft Forms je aplikacija namijenjena za izradu online anketa, obrazaca, testova, upitnika isl. Uz širok izbor mogućnosti koje nudi može se iskoristiti kao dobar instrument za procjenu postignuća učenika. Naravno, postoje i **Google Forms** (upitnici) koji imaju identičnu primjenu.

Neke od prednosti izrade testova pomoću ove aplikacije su mogućnost da učenik neposredno po završetku testa zna svoj rezultat, a također 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.

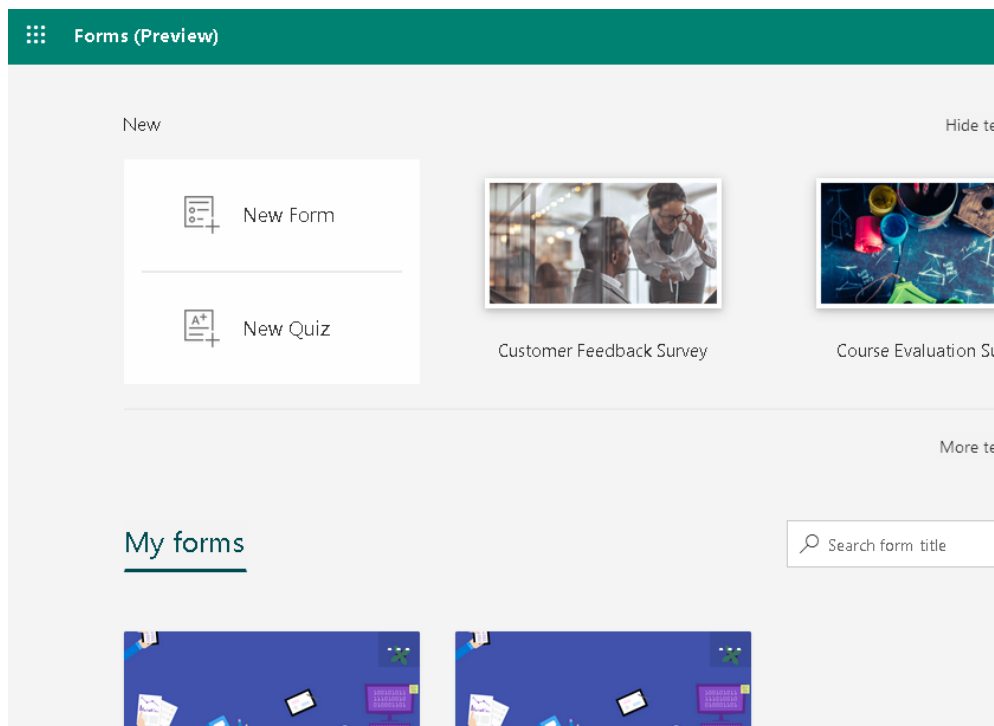
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Aplikaciji se pristupa na stranici **forms.office.com**, zatim slijedi prijava (**Get started**).

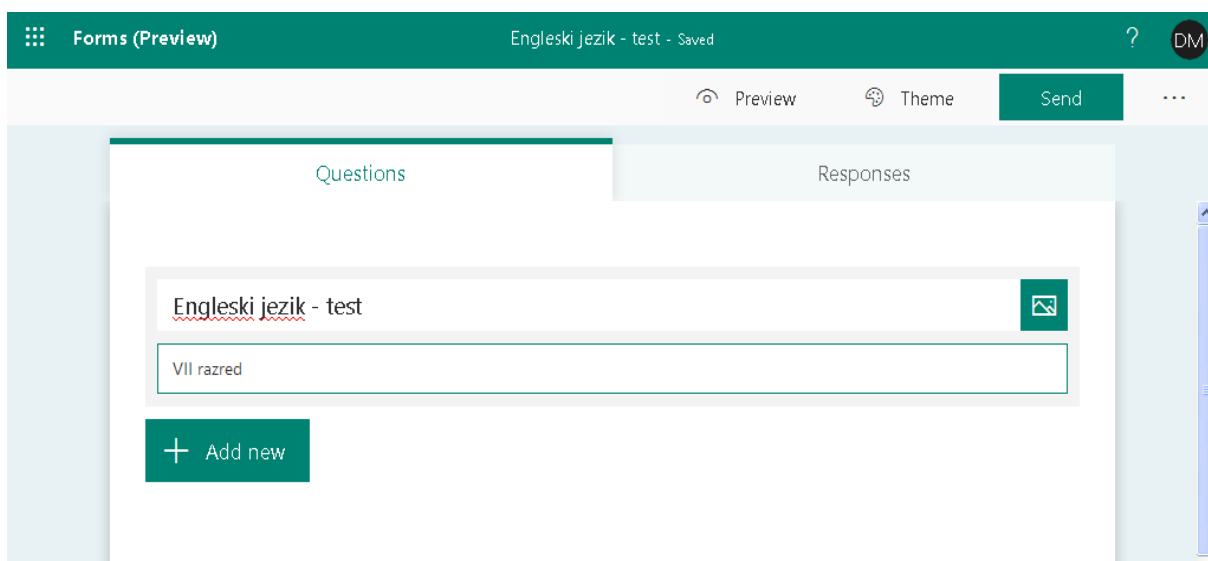
Drugi način da se pristupi ovoj aplikaciji je otvaranjem službenog email-a, a zatim od ponuđenih aplikacija bira se **Forms**.

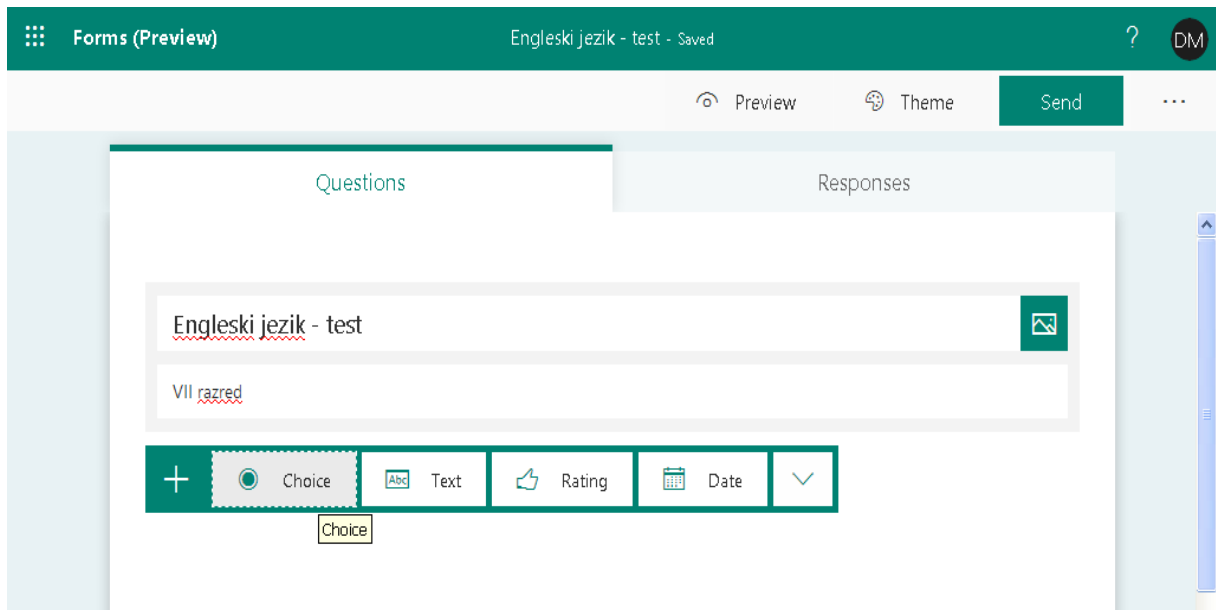


Nudi se mogućnost kreiranja obrasca ili kviza (**New Quiz**). Kvizovi imaju više mogućnosti za kreiranje različitih pitanja, bodovanje, pa će o njima biti više riječi. Takođe, ispod se prikazuju svi obrasci i kvizovi na kojima ste dosad radili (**My Forms**).

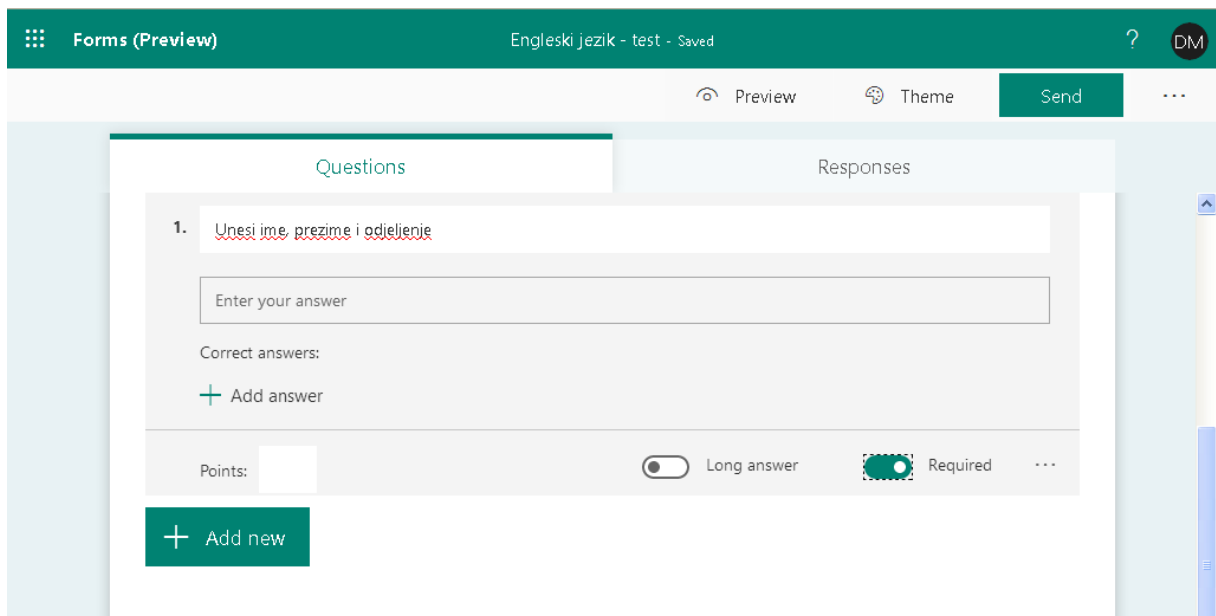


Zada se naziv kviza, dodaju napomene, može i slika i kreiraju pitanja. Bira se oblik pitanja, izbor (**choice**), tekst (tekstualno polje za unos odgovora), ocjena (**rating** – učesnik se slaže sa tvrdnjem), datum, rangiranje ponuđenih odgovora, **Likertova skala** itd.

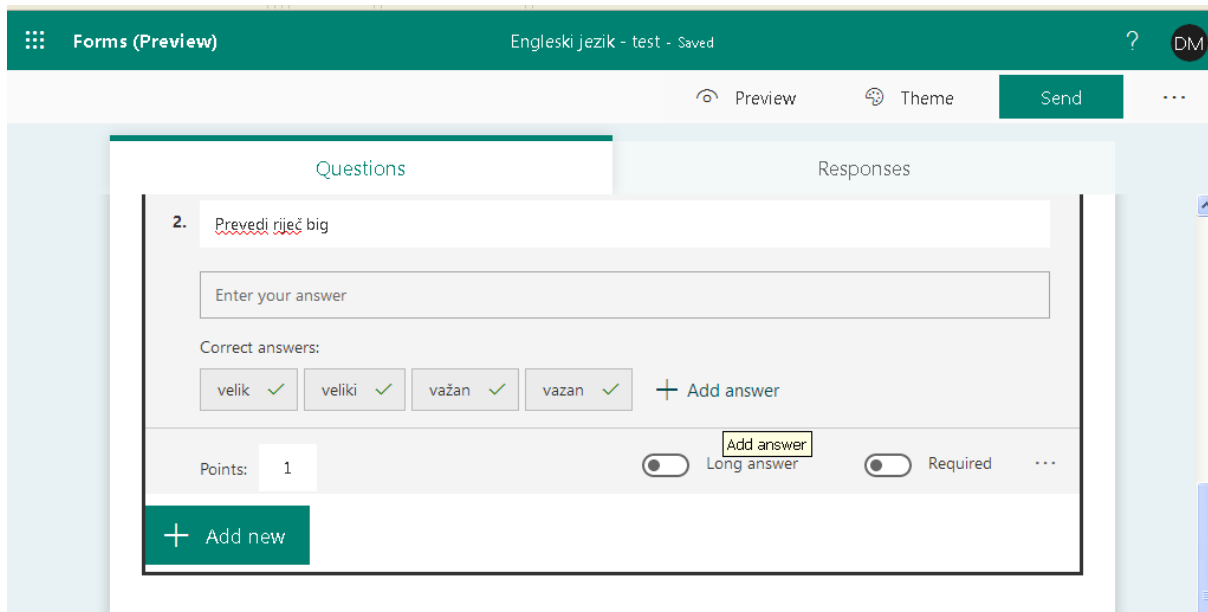




Pogodno je započeti kviz tekstualnim poljem u kom se unosi ime i prezime učesnika. Ovo pitanje se može označiti kao obavezno, uključivanjem dugmeta **Required**.

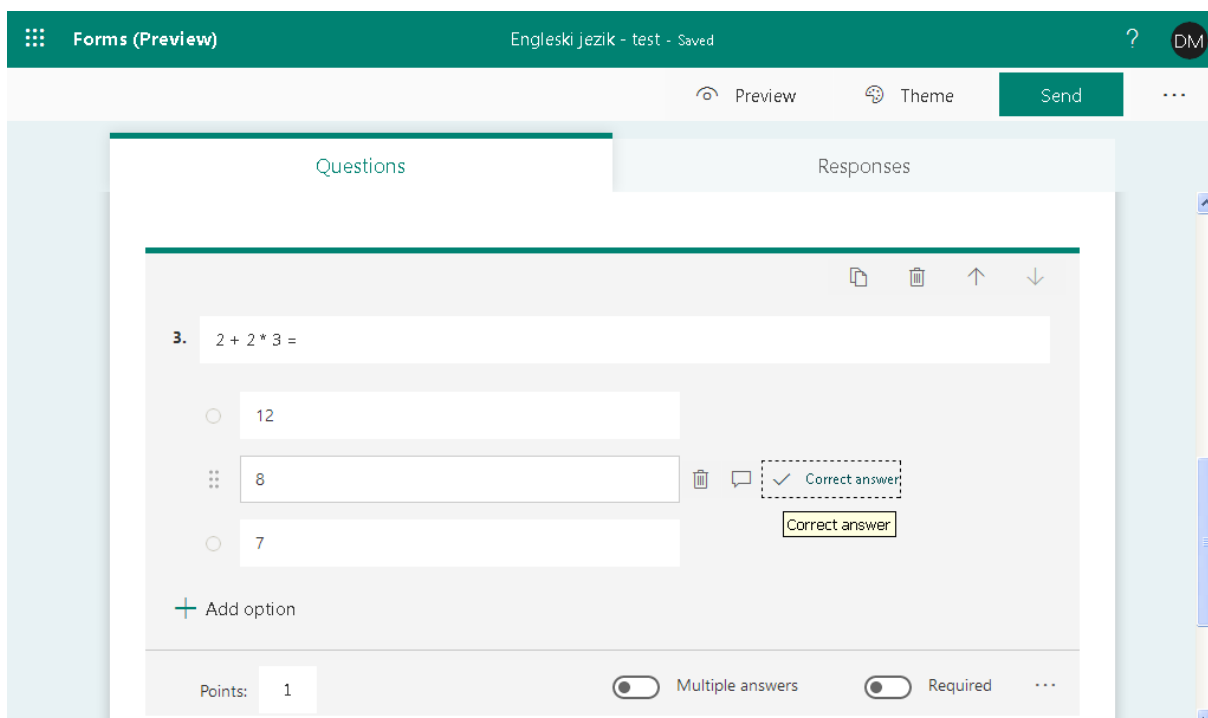


Ako se u tekstualnom polju odgovara na pitanje, komandom **add answer** treba definisati i tačan odgovor, a može se navesti i više tačnih odgovora, s tim što se velika i mala slova ne razlikuju. Takođe, lako se zadaje i broj poena (**Points**).



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 lists 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' and 'Required', both currently turned off. A '+ Add new' button is located at the bottom left of the question configuration area.


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



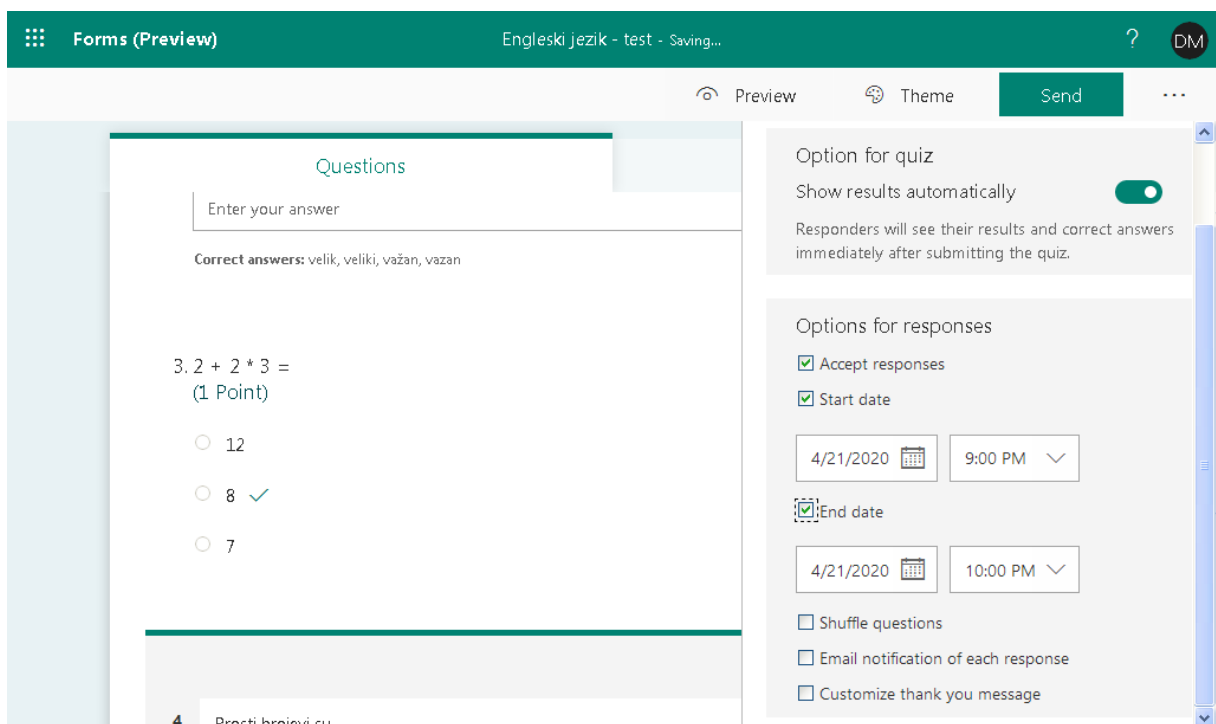
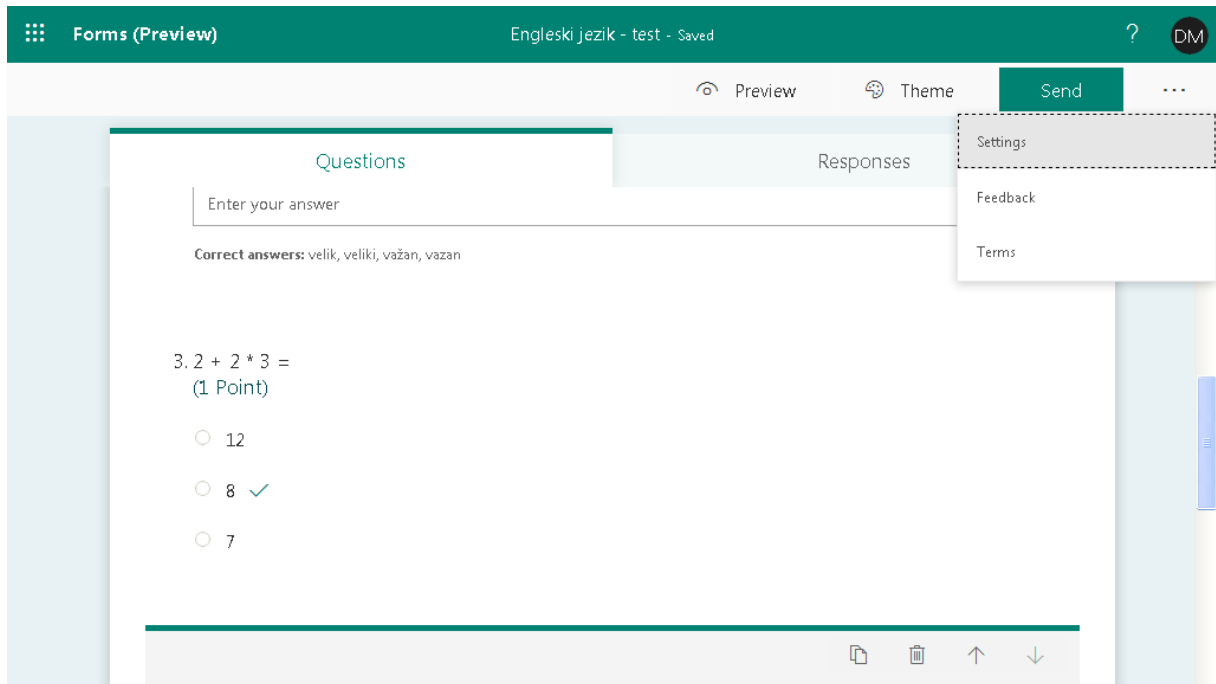
The screenshot shows the 'Forms (Preview)' interface for an 'Engleski jezik - test - Saved' form. The 'Questions' tab is active, displaying a question configuration for a multiple-choice question. The question text is '3. $2 + 2 * 3 =$ '. Below the question are three radio button options: '12', '8',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

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 web-based form editor interface. At the top, there is a green header bar with the text "Forms (Preview)" on the left, "Engleski jezik - test - Saved" in the center, and a user profile icon labeled "DM" on the right. Below the header, there is a navigation bar with buttons for "Preview", "Theme", "Send", and a menu icon. The main content area is divided into two tabs: "Questions" (active) and "Responses". Under the "Questions" tab, a question is being edited. The question text is "4. Prosti brojevi su" and is contained within a white text box. Below the question, 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 currently turned on) and "Required" (which is currently turned off). There are also three dots to the right of the "Required" toggle, indicating a menu of additional options.

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** i prikazani link se može kopirati i poslati učesnicima.

The screenshot displays the Microsoft Forms interface in 'Send and collect responses' mode. The main area shows a preview of the test titled 'Engleski jezik - test (3 Points)' for 'VII razred'. The first question is '1. Unesi ime, prezime i odjeljenje *' with an input field containing 'Enter your answer'. The right sidebar contains the following elements:

- 'Send and collect responses' header.
- 'Anyone with the link can respond' status.
- A link to the response page: <https://forms.office.com/Pages/Respons> with a 'Copy' button.
- Sharing icons for Link, QR code, Code, Email, Facebook, and Twitter.
- '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

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