



Student Mock Election Remote Voting Via Microsoft Forms Instructions for Student Mock Election Coordinators

Introduction

The Secretary of State's (SOS) Student Mock Election team has created a Microsoft Forms ballot that can be filled out and submitted online. Each coordinator will need a Microsoft account in order to complete this electronic voting process. However, students will **not** need to have a Microsoft account in order to vote and submit their results.

Step 1: Setting Up the Ballot

As your school's Student Mock Election coordinator, you will receive and distribute the Microsoft Form version of the Student Mock Election ballot and an Excel spreadsheet that you will use to tally student's vote results.

At the end of these instructions, you will find the link to the Student Mock Election Microsoft Form. Once you have read through the instructions, click the link to begin setting up your ballot. You must be signed into your Microsoft account before you click the link.

After clicking the link, the form will open in your browser. When prompted to 'Duplicate this form to use as your own,' click the '**Duplicate it**' button to create your ballot.



Duplicate this form to use as your own.

Duplicate it

Once the duplicate ballot opens in your browser, it is automatically added to your account in the **Microsoft Forms** application. Click on the title at the top of the page to change the name from **Copy of Student Mock Election Ballot** (copy) to **Student Mock Election Ballot**. Any changes you make will be saved automatically to your account.



Student Mock Election Ballot

October 6, 2026 (Copy)

Step 2: Distributing the Ballot

When you are ready to send the ballot to students, access the menu in the top-right corner of your screen, locate the **Collect responses** button. Click it to open the sharing submenu.

Style

Settings

Preview

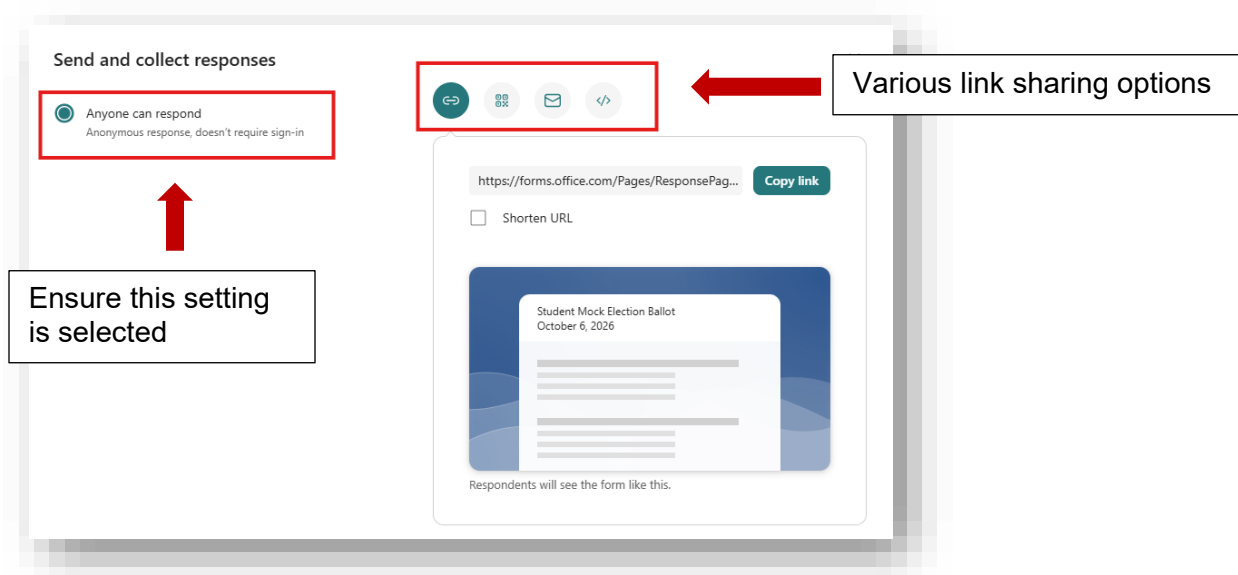
Collect responses

View responses

Present

...

When the sub menu appears, you will have various options to send the ballot to students. You can copy and paste a link in a document, create a QR code or auto generate an email. The default selection for sharing responses is 'Anyone can respond'. Ensure this setting is selected to allow your students to vote anonymously.



If you select the **Email** option, a draft will appear with **Student Mock Election Ballot** in the subject line. You can customize both the subject line and the message before sending. Simply enter your students' email addresses and click **Send**.

Send

From

To

Cc

Bcc

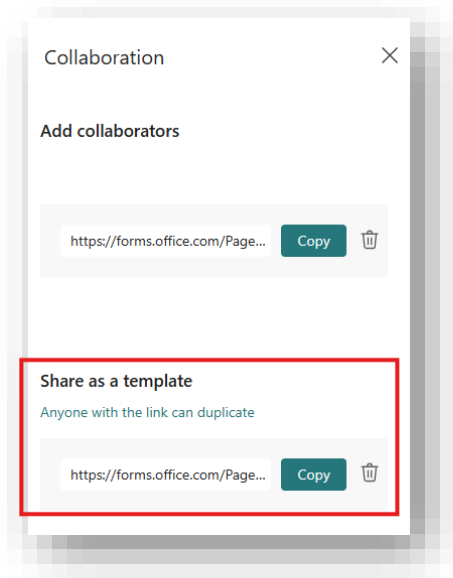
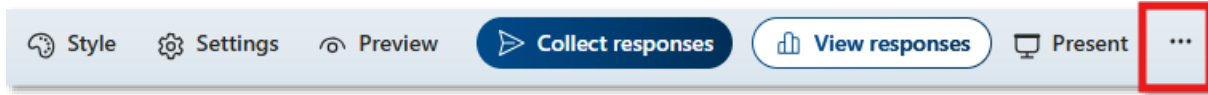
Subject Please fill out "Student Mock Election Ballot"

Here's the link to the form "Student Mock Election Ballot
October 6, 2026 (Copy)":
<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=XQxYA8%202yKS2O0NhrMfH0dQmD86cYCVErZ0d3rVgy2xUQ08yRDNDWUc2OUJHUKQwVFNANFpQSIJWVC4u>

Microsoft Forms

Step 2A: Distributing the Ballot – Teacher Alternative

If you would like other teachers to distribute the ballots to their own classes, send them the ‘Share as a template’ link from your saved form. **Important:** Do not send them the Collect responses link. That link is for students only and will not allow other teachers to manage or see their own results.



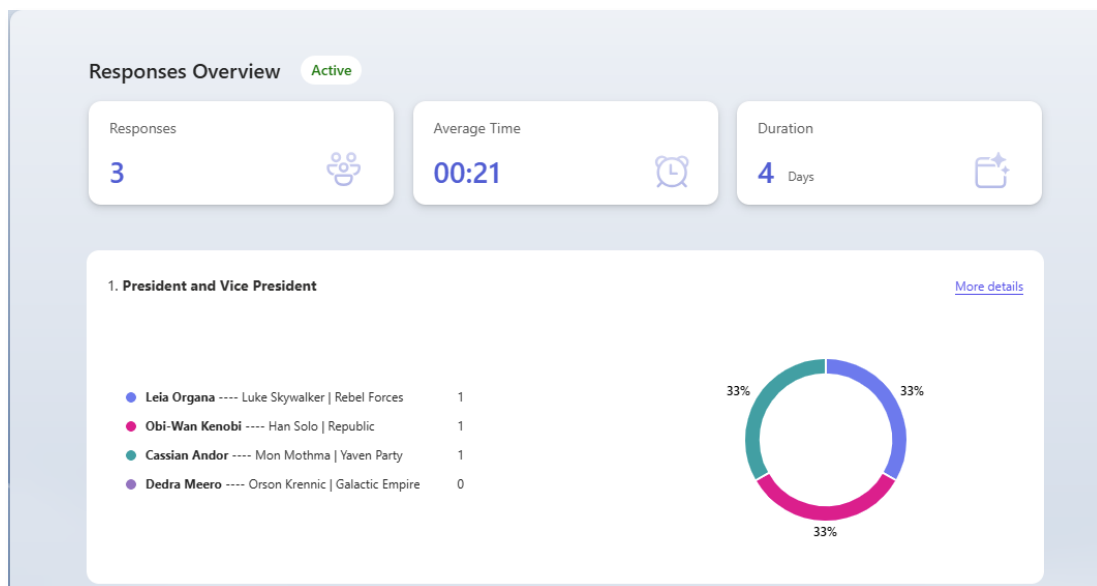
When a teacher clicks the link, they will be prompted to create their own **copy** of the ballot. This allows them to distribute the form to their specific students and view their class results independently.

If you choose this option and send the Microsoft Forms link to your teachers, have the teachers follow the instructions under **Distributing the Ballot** on Page 2 to send the ballot to their students. Please note that teachers will also need to have a Microsoft account in order to open and manage their own copy of the Microsoft Form.

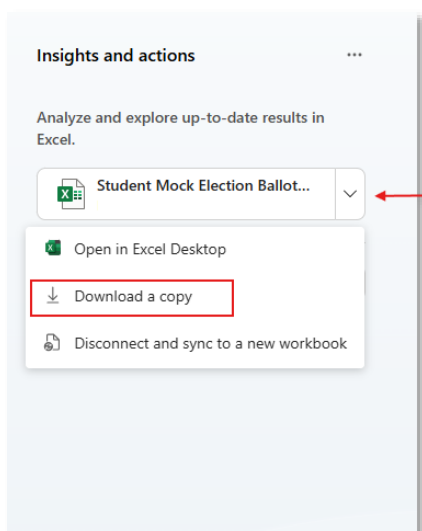
Step 3: Tallying the Results

As students complete their ballots, you can watch the results accumulate by clicking the **Responses** tab. Under the **Responses Overview**, you will see the total number of ballots submitted.

You will also see the total for each specific contest. Students are not required to vote in every contest, so individual totals may be lower than the overall ballot count. Remember, all responses are **anonymous**, meaning you will not see how individual students cast their votes.



Once you finish collecting responses, begin tabulating your Student Mock Election results. Under the **Insights and Actions** submenu, download a copy of your results spreadsheet. After the Microsoft Excel file downloads, use it to set up your auto-tally spreadsheet.



Open the Microsoft Forms Vote Tally Spreadsheet provided by the SOS Student Mock Election Team.

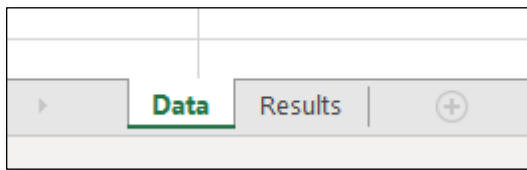
From your downloaded Excel results spreadsheet, copy the data starting from the first column containing voting data (column F) to the final column containing voting data (column T).

Right click (or **Ctrl+click** on a Mac) and select “Copy.”

President and Vice President	Prop. 2 AUTHORIZES
Cassian Andor ---- Mon Mothma Yaven Party	YES
Leia Organa ---- Luke Skywalker Rebel Forces	NO
Obi-Wan Kenobi ---- Han Solo Republic	YES
Cassian Andor ---- Mon Mothma Yaven Party	NO

Note: You do not need to copy the headers, as they are already provided in the Microsoft Forms Vote Tally Spreadsheet.

Go to the Microsoft Forms Vote Tally Spreadsheet from the SOS Student Mock Election team. At the bottom on the left side, you will see two tabs labeled **Data** and **Results**. Go to the **Data** tab.

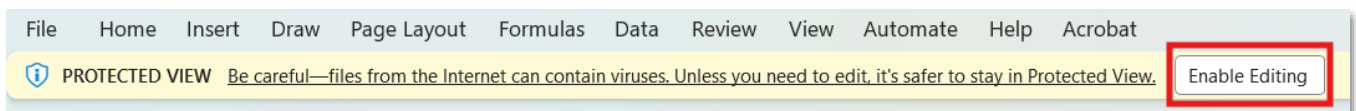


In the **Data** tab spreadsheet, highlight cell A2 by clicking on it.

	A	B
1	U.S. President & Vice President	Proposition 2
2		
3		
4		

Once again, right-click (or Ctrl+click), and this time select “Paste.” This will copy all the data from your Excel results spreadsheet into the **Data** tab of the spreadsheet.

Note: If you are unable to paste the data from your Excel results spreadsheet, you may need to first enable editing on the Microsoft Forms Vote Tally Spreadsheet. To do so, click the ‘Enable Editing’ button at the top banner of the spreadsheet.



	A	B
1	U.S. President & Vice President	Proposition 2
2	Cassian Andor ---- Mon Mothma Yaven Party	YES
3	Leia Organa ---- Luke Skywalker Rebel Forces	NO
4	Obi-Wan Kenobi ---- Han Solo Republic	YES
5	Cassian Andor ---- Mon Mothma Yaven Party	NO
6		
7		

After you paste the voting data, navigate to the **Results** tab at the bottom of your spreadsheet, and you will see that all the voting totals have been automatically calculated for you.

U.S. President & Vice President	No. of Votes		
Leia Organa ---- Luke Skywalker Rebel Forces	1		
Obi-Wan Kenobi ---- Han Solo Republic	1		
Cassian Andor ---- Mon Mothma Yaven Party	2		
Dedra Meero ---- Orson Krennic Galactic Empire	0		
Propositions	No. of Votes	Yes	No
Proposition 2	4	2	2

If teachers are collecting responses from their students in their own copy of the Microsoft Form, send them the spreadsheet so that they can calculate their own classroom results. They can then send their vote tallies back to you, the mock election coordinator, to combine into school-wide totals for reporting to the Student Mock Election website.

[Click This Link to Create a Copy of the Student Mock Election Microsoft Form](#)