

Instructions for Duplicating MS Forms

1. After clicking on the form link, click on the “duplicate button” to create a copy of the form.
2. Enter your Office365 login information to gain access to the Microsoft Forms portal.
3. You will be presented with a copied version of the form. Please modify the form to suit your needs.
4. To see all forms that live within your Office365 account, click on the “Forms” text on the upper left side of the window.
5. For more information about how to use Microsoft Forms, please visit this [introductory video](#) or the [Microsoft Forms help webpage](#).

1. Duplicate this form to use as your own. Duplicate it

2. Microsoft Sign in
Email, phone, or Skype
No account? [Create one!](#) Next

3. Beginning of term for online/blended courses (Copy) - Saved
Responses Preview Style Collect responses Present

4. Required
UNIVERSITY OF CALGARY Taylor Institute for Teaching and Learning
Beginning of term for online/blended courses
This form is for instructors to share with their students to determine student readiness and success for taking online courses.

3. Beginning of term for online/blended courses (Copy)
This form is for instructors to share with their students to determine student readiness and success for taking online courses.

Section 1

Welcome to __[course name __]!
[edit this list for your course]
In this course, we will be using:

- D2L
- TopHat
- Yuja
- *Insert additional platforms by creating new bullet points*

[edit this list for your course]