

# recycle right

## Form Duplicates



Hello educators! We recommend that you duplicate all FORM quizzes so that you have access to the answers of your students. Once you have duplicated the link, you will need to change the Student Road Map. To change the PDF link in the Student Road Map we recommend using the [ADOBE PDF editor](#). It is a simple click, delete and paste the new link. If you are not comfortable editing the PDF, you can just email your students the associated links with their corresponding task number.

Duplicating a link in Microsoft Forms involves creating a new form that is an exact copy of an existing form. Here are the steps to duplicate a form in Microsoft Forms:

1. Open Microsoft Forms:
2. Go to Microsoft Forms and sign in with your Microsoft account.
3. Select the Form on roadmap to Duplicate:
4. Copy the Form:
5. Hover over the form you want to duplicate. Click on the three dots (ellipsis) in the upper right corner of the form tile.

6. From the dropdown menu, select Copy.

7. Rename the New Form (Optional):

A new form with the same name as the original followed by “Copy” will appear in your list of forms.

8. To rename it, click on the form to open it.

9. Click on the form title at the top and edit it as desired.

10. Modify the Form (Optional):

If you need to make any changes to the new form, you can do so now. All the questions and settings from the original form will be duplicated, and you can adjust them as necessary.

Share the New Form:

Once you're ready to share the duplicated form, click on the Share button at the top right.

You can then copy the new link to share with others.

By following these steps, you can easily create and share a duplicate of an existing form in Microsoft Forms.

