

MINISTERUL EDUCAȚIEI NAȚIONALE **UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI** Calea Văcărești nr. 187, sector 4, București, cod 040051 Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

MICROSOFT FORMS

Accessing the test

Microsoft Forms is a platform integrated in Microsoft Teams for conducting online tests like grid, text. The test can be accessed as follows:

1. Through the Assignments section

When the section is accessed, you will be able to view the classes the user belongs and where the assignments and homework have been assigned, then you can select the desired one.

< >	Q. Search	PN – 🗆 ×
₽ Activity Chet	Choose a class	
iii Teens	Search dasses Q	
Assignments Silendar	Next	
calls Files		
H Apps		
(?) Helo		()

You can view all the asignments and projects assigned to the respective class, and also you can view the deadlines and the score/ marks for the assignments:

< >	Q Search	PN ×
 Activity	D Drept-IF-demo 885	
E Chat	Assigned	
iii Tearns	Examen Drept Givil Due today at 14:30	20 points Due today
Assignments	Examen Drept Civil sem I Due today at 15:00	20 points Due today
Calendar	14 sept test Due today at 23:59	10 points Due today
files	terna biologie Due today at 23:59	100 points Due today
	> Completed	
ന		
Apps		
(?) Help		()



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By selecting the respective assignment, you will be redeirected to the window below, then you have to access the test:

< >		Q. Search		PN	-		×
L. Activity	K Back					5	
E Chat	Examen Drept Civil		Points				
iii Teams	Due today at 14:30		20 points possible				
assignments	Instructions None						
Calendar	My work	o))				
Calls							
files							
H Apps							
? Help							

2. Through link.

You can access the test through the link sent by the professor, so the test will open in browser. If credentials are required to access the test, you must use the Office 365 account.

Sending the test answer

The test that will open will be of this type:

Exa	amen Drept Civil (Drept-IF-demo)
Hi Pren	ume, when you submit this form, the owner will be able to see your name and email address.
1. Qu (10	stion Points)
	Option 1
	Option 2
	Option 3
2. Qu (10	estion Points)
	Option 1
	Option 2
	Option 3

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After completing the test, check **Send me an email receipt of my responses**, then click on the **Submit** button to send the completed test:

Hi Prenume, when you submit this form, the owner will be able to see your name and email address.
1. Question (10 Points)
Option 1
Option 2
Option 3
2. Question (10 Points)
Option 1
Option 2
Option 3
Send me an email receipt of my responses
Submit

When the professor posts the answers tot the test, you can return to it in the Asignmenet section or through the received link to see the respective score and answers:

Vour response was submitted.	Examen Drept Civil (Drept-IF-demo)	
Your response was submitted.	✓ Thanks!	
	Your response was submitted.	



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Examen Drept Civil (Drept-IF-demo)
	Points: 0/20
1. Question (0/10 Points) Option 1 © Option 2 Option 3 ✓	
2. Question (0/10 Points)	
Option 2 🗸	

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