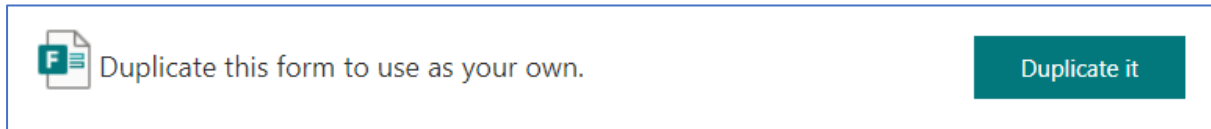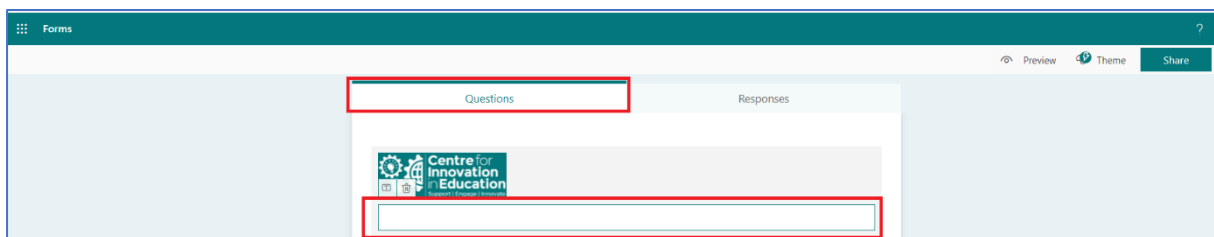# Complete the Inclusive Curriculum Support Tool

A. [Open this template](#) and click duplicate this form to use as your own.

B. A new form copy will open in your browser window.
C. The default title will be Inclusive Curriculum Tool (Copy). If you would like to rename this, click in the title field under the Questions tab to rename your workbook, then **bookmark this webpage.**


You are now the owner of the tool and all data associated with it. CIE has no access to the data you input into the form.

D. To complete the tool, navigate to Collect Responses and copy the response link.
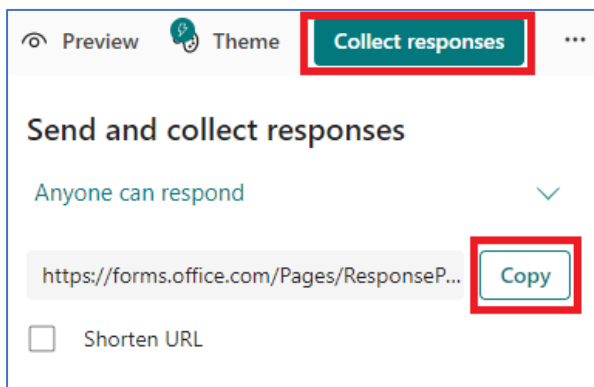
E. Paste this link into a new browser window, and then complete the survey.
F. To see your results, re-open the bookmarked webpage from Step C. Your Form can also be found under the Forms area of [Microsoft Office 365](#). To access this, please log-in using your MWS credentials.
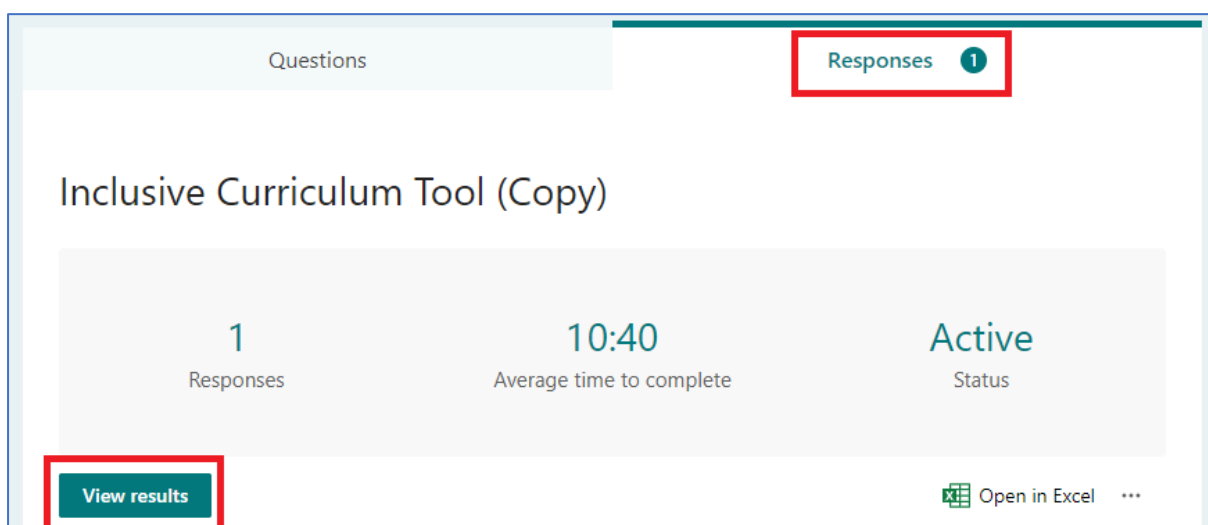
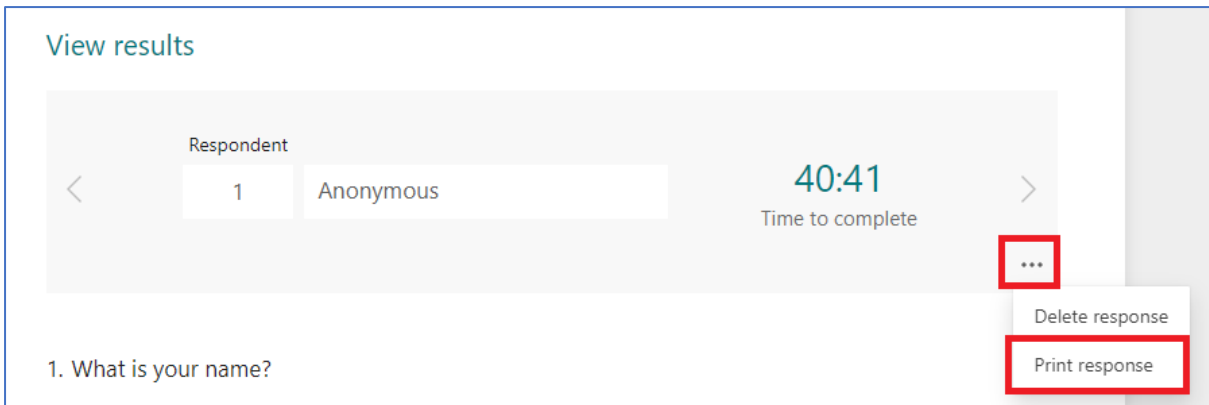G. Click on the Responses tab and scroll down the page.
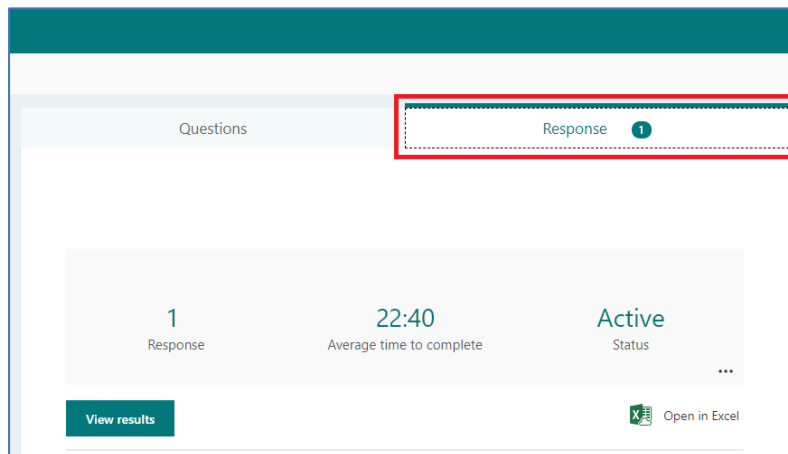
You will see your answers as pre-populated graphs:
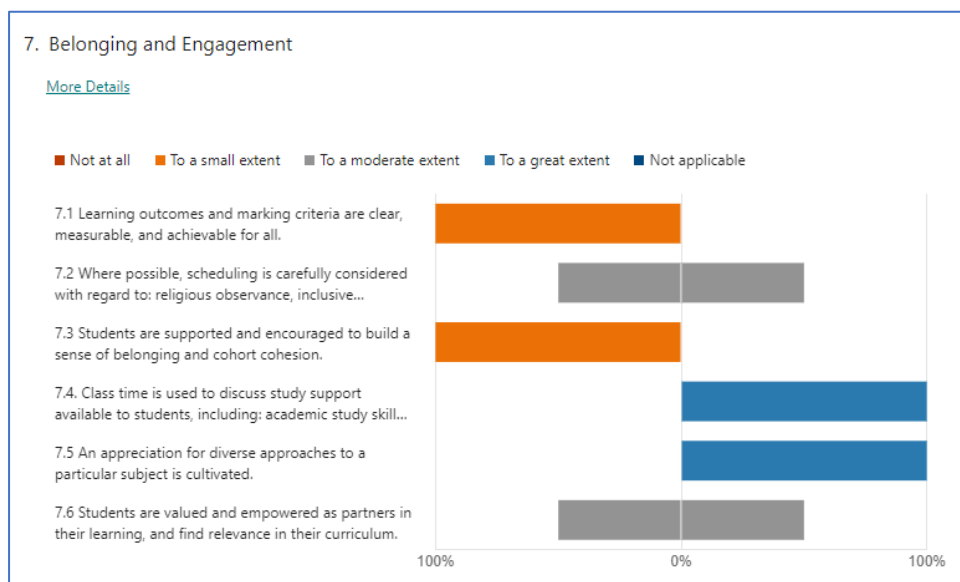
H. To print all of your answers, navigate to View results under the Responses tab.

I. Click the three dots and select Print response. This will generate a PDF of your answers.

J. To print a summary PDF or create a summary link, click the three dots on the Responses tab and select the relevant option. Please note, a summary only includes the charts overview of your responses, not your free-text answers in their entirety. To print these, please follow Step H.