

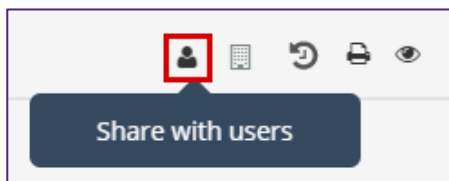
Sharing a Question Set for collaboration

By default, Question Sets you create are editable only by you (or those with Administrator access, i.e., the eAssessment Team). If you require other members of your teaching team to contribute to your Question Set, you will first need to share it with them.

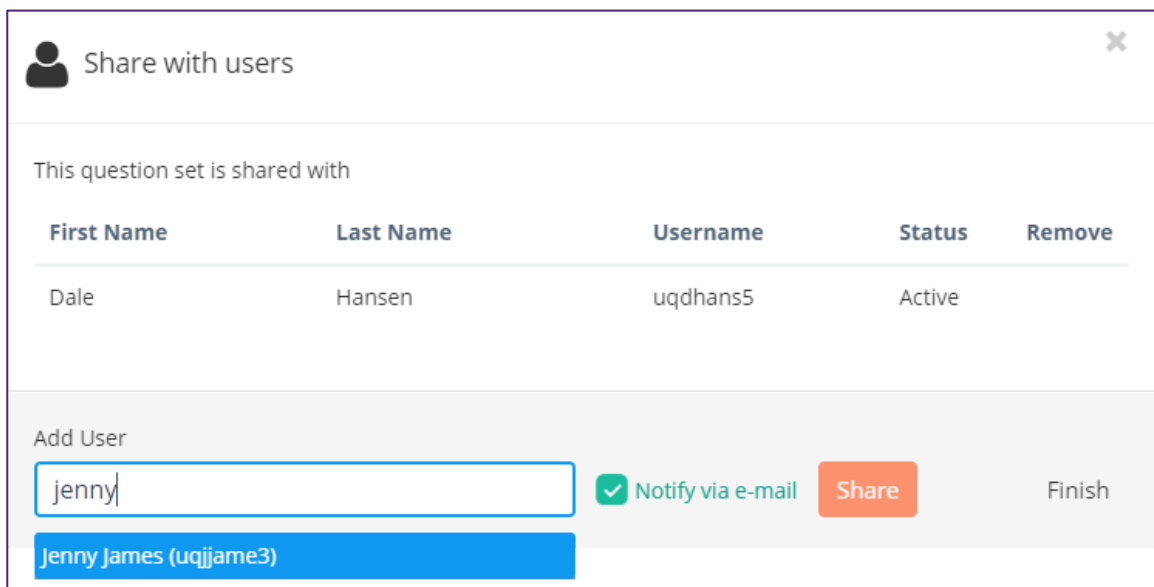
Note: Before any contributors can be added to a Question Set, they must first have access to the Inspera platform. Roles with assessment editing capabilities will require training before access can be granted. Access to Inspera can be requested via this form:

<https://survey.app.uq.edu.au/DCD13BBA-4400-47C1-A1E1-E393E9D4E82C>

1. Click the **person icon** (“Share with users”) in the top-right corner of your Question Set



2. The **Share with users** dialogue box opens. Start typing the name of the person with whom you’d like to share your Question Set.



3. The name should appear in the suggestions list.

Note: if the name does not appear, the suggestion list, the user you are trying to add may not yet have Inspera access. See note above for information on access requests.

4. If you wish to notify this person via email that they have been added to your assessment, tick the **Notify via e-mail** box.
5. Click **Share**
6. Repeat these steps again to add any other contributors.
7. Click **Finish** when done. The dialogue box will close. The person icon will turn blue and display a number, indicating how many users you have shared this Question Set with.

