

Adding staff (contributors) to an Inspecra assessment

When you set up an Assessment item in Inspecra, it will only be available to you unless you add other **contributors** (such as planners, invigilators or graders).

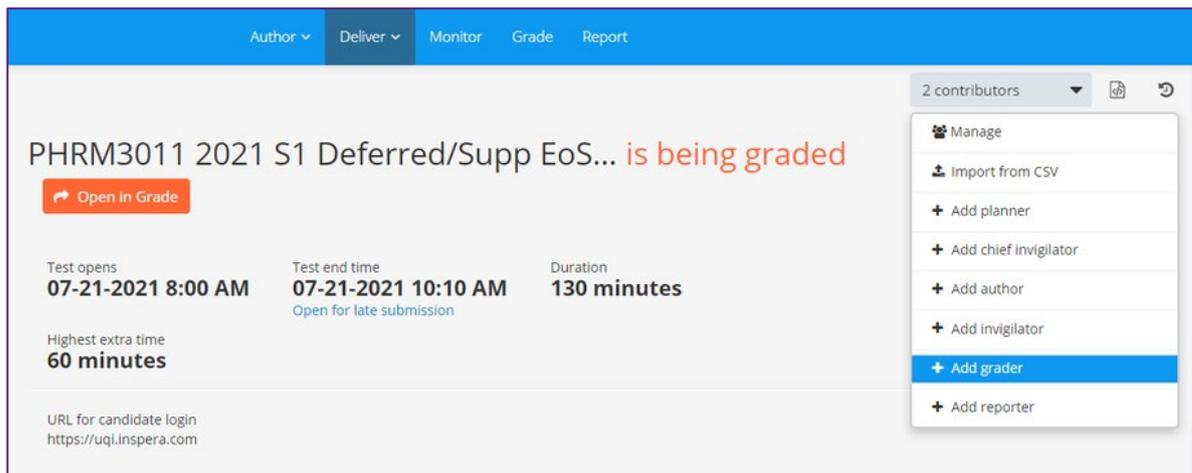
Complete descriptions of the available roles and what they can do can be found at <https://support.inspera.com/hc/en-us/sections/360007123112-Role-descriptions-in-Inspecra-Assessment>

Before any contributors can be added to an assessment, they must first have access to the Inspecra platform. Roles with assessment editing capabilities will require training before access can be granted. For roles such as graders, you can request access to Inspecra via this form:

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

Once your intended contributors have access to Inspecra, they can be added to your assessment using the following steps:

1. Open your assessment in **Deliver** and click the **contributors** dropdown menu in the top-right corner



2. Choose the role you would like to assign, e.g., **Add grader**
3. A window will open where you can add contributors. Start typing a name or email address and the user's name should come up as a suggestion, provided they have access to the Inspecra platform:

A screenshot of the 'Invite contributor' form. It features a search input field with the placeholder text 'Search by name or username'. To the right of the search field are two checkboxes: 'Notify via e-mail' (unchecked) and 'Show users with sufficient permissions only' (checked). An orange 'Add' button and a 'Finish' button are located to the right of the search field.

Note: **Show users with sufficient permissions only** will be ticked by default, and it's a good idea to leave this ticked to filter out people who do not have sufficient privileges in the Inspecra system (e.g., someone who has only been granted Grader privileges in Inspecra cannot be added as a Planner to an assessment).

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.

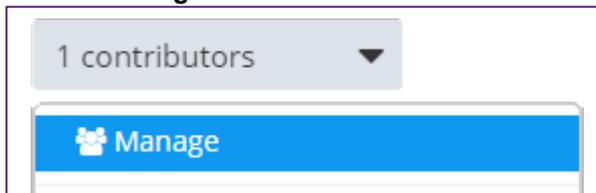


5. Click **Add**
6. Repeat these steps again to add any other contributors of the same role.
7. Click **Finish** when done. The window will close and you will notice the number of contributors in the top-right corner of the screen has increased.

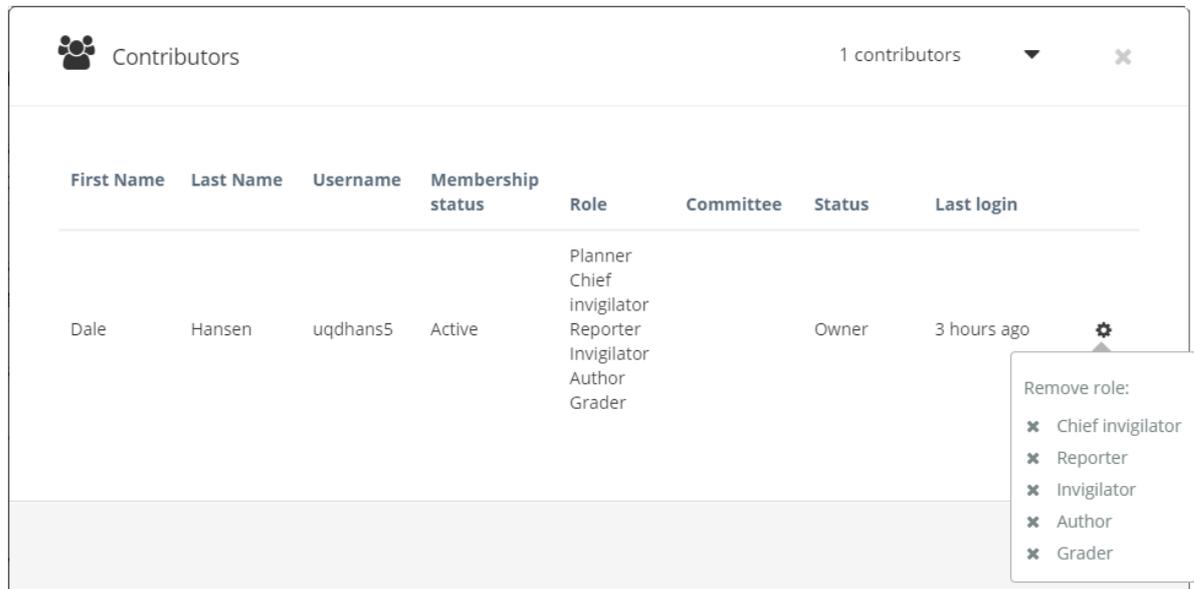
Managing contributors

If you need to remove contributors or downgrade their roles:

1. Return to your assessment under **Deliver**
2. Click the **contributors** dropdown in the top-right corner of the screen
3. Choose **manage**



4. A window will open showing all contributors on the assessment. Click the **cog icon** next to the contributor you would like to amend:



5. A menu appears. Click the roles you would like to remove from this contributor.
6. Click **Close**