

Collaborate

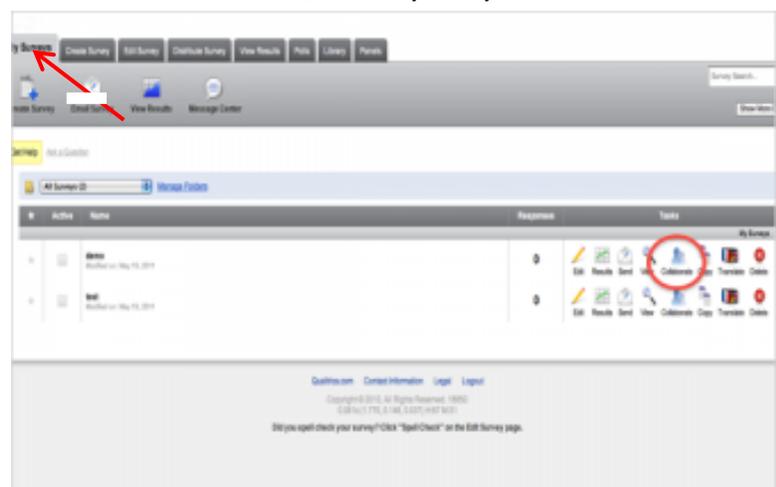
Use the collaborate feature to share or co-author a survey with an individual or a group.

The collaborate feature is useful when you would like to allow someone access to your survey but still want to limit their permissions. For example, if you have a translator working on your survey, you can collaborate with them and only give them permission to edit the survey, while limiting their permission to view results.

To Use the Collaborate option

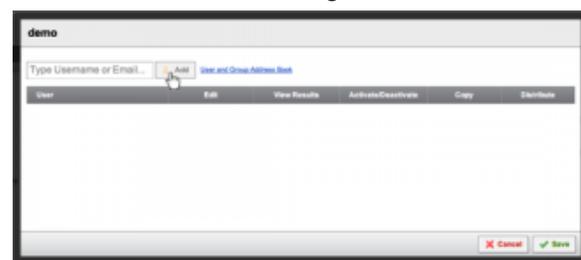
- In **My Surveys**, find the survey you would like to share.
- To the right of the survey listed, under **Tasks**, click on the **Collaborate** button. A window box will then appear.

Qualtrics My Survey

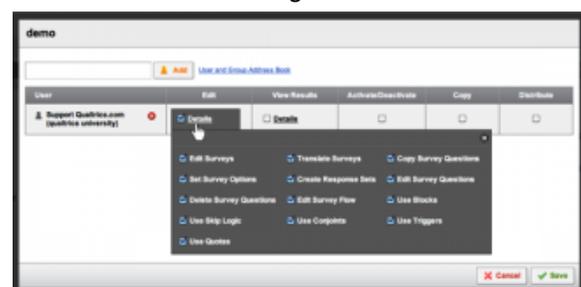


- Enter the Username or email address of the person you would like to share with, or select the individual from the address book. When their account comes up you can click on it and select **Add**.
 - For larger organizations, you may want to use the search engine in the upper left-hand corner to find and add names.
 - If the person you are collaborating with is not a Qualtrics user, type in their email address. A screen will appear asking you to create an email message to send to them. An email containing a link is sent to their account. They will click this link to create a trial account in Qualtrics. Although they will have limited permissions, they will be able to see the survey you shared with them.
- Once you have added an account, you can select the specific permissions you would like the account to have by checking or unchecking the associated boxes. Clicking on **Details** will give you specific permissions for those options.

Collaborate Dialog Box – Add

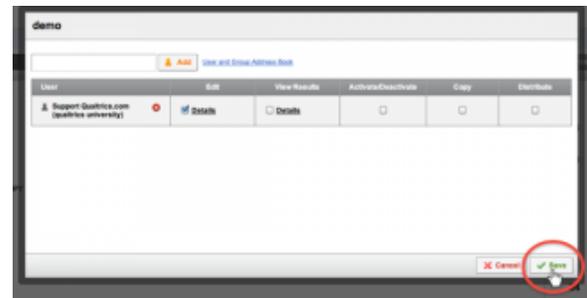


Collaborate Dialog Box - Permissions



- Once you have added the groups or individuals and selected the specific permissions for the account, click on the **Save** button.

Collaborate Dialog Box - Save



Additional Resources

- If the Collaborate button does not appear in your My Surveys tab, it means that you either do not have permission to collaborate or that the survey has been shared with you. Only the original owner of the survey can share it.
- Only academic accounts can collaborate with accounts that are not in their specific brand. If you would like to collaborate outside of your brand contact your Brand Administrator; contact ITS Help Desk, ext. 5500 or email ftc_help@siue.edu.