




- 1.) Select the Assessments Icon  from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.
- 2.) Locate the Assessment you would like to share.
- 3.) Access the Permissions/Sharing feature by selecting either the Sharing icon or opening the assessment by clicking on the title and selecting Sharing from the side menu.

Find Assessment Screen

ID	Title	Author	Date	Actions
6821	2012-13 GIRESD PD Test	Heidi Aldrich	10/29/2012	

Opened Assessment Screen

Records have successfully been merged. [Click here to](#)

Assessment

- Overview
- Edit Assessment
- Sharing
- Data Entry
- Edit Reporting Clusters
- Alternate Versions
- Summary Assessment

Assessment Overview

Available Assessments 2012-13 GIRESD PD Test (6

2012-13 GIRESD PD Test

Assessment ID	68
Subject Area	M

To Add User-Level Permissions

- 1.) Click on Show All Add new sharing rule Remove selected
- 2.) Select the users in which you would like to Share your Assessment



3.) Scroll down to select the radio buttons next to the permissions you want to give selected users. NOTE: explanation of rules found below.

4.) Click Add

The selected user(s) now appear listed in the **User-Level Permissions** section

The following table describes the permissions and sharing options::

ICON	PERMISSION	DESCRIPTION
	May View	Allows the selected user(s) to view the Assessment.
	May Edit Basic Information	Allows the selected user(s) to edit the assessment's Basic Information: name, description, date type, rows, date given, academic year, grades, subject area, and scope/test type.
	May Edit Permissions	Allows the selected user(s) or group(s) to grant other people permission change permission settings thereby granting access to the Assessment to others. Be cautious about granting permission for this because the single user you gave permission to could in turn grant permission to others. Many people may end up having access to your Assessment without your knowledge.
	May Duplicate	Allows the selected user(s) to make copies of assessment. Duplicating also copies any attachments and permissions.
	May Edit Student Responses	Allows the selected user(s) to edit the student scores in the assessment.
	May Download	Allows the selected user(s) to download assessment reports--applies to Answer Sheet and Item Bank Assessments only.
	May Download Question Booklet	Allows the selected user(s) to download the assessment question booklet.
	May Download Answer Document	Allows the selected user(s) to download the assessment answer sheet document.
	May Download Other Material	Allows the selected user(s) to download other material attached to the assessment.
	May Edit Questions or Items	Allows the selected user(s) to edit assessment questions or items.
	May Upload	Allows the selected user(s) to upload student responses to the assessment.