Granting Survey Access in Eval25

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A survey owner can grant survey access to others, such as other instructors or assistants, and give them the ability to:

- Edit a survey's questions, settings, and access
- Invite participants to take the survey or see the public URL
- View survey results

Configuring Survey Access

1. Locate the Survey and Access Tab

From My Surveys, click the Survey you want access added to.

Click the Access tab.

2. Add User Access

Click the Add Access button.

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Jane Smith		Jane.Smith@yourschool.edu			Yes	Yes	Yes	Owner	
			Add Acc	ess					
		Image	: Tap the Add Access	button in the	e Access	tab.			

Enter the email address of an existing user-such as an instructor or administrator-into the Email field.

OR

Select the link in the second line and fill out the form.

(Link text: "If the user is not registered, you can add them here.") Then return to **My Surveys > Access > Add Access**, as described above.

3. Choose the Appropriate Access Status

Select which type(s) of access the user should have:

- Can edit questions and settings
- Can invite and distribute
- Can view and share results

Survey Access								
Email address must be linked to an existing user (instructor or administrator only). If the user is not registered, you can add them here.								
Email								
	Can edit questions and settings							
	Can invite and distribute							
	Can view and share results							
	Cancel Save							
Image: Check the	e appropriate options in the Survey Access window.							

4. Press Save