

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

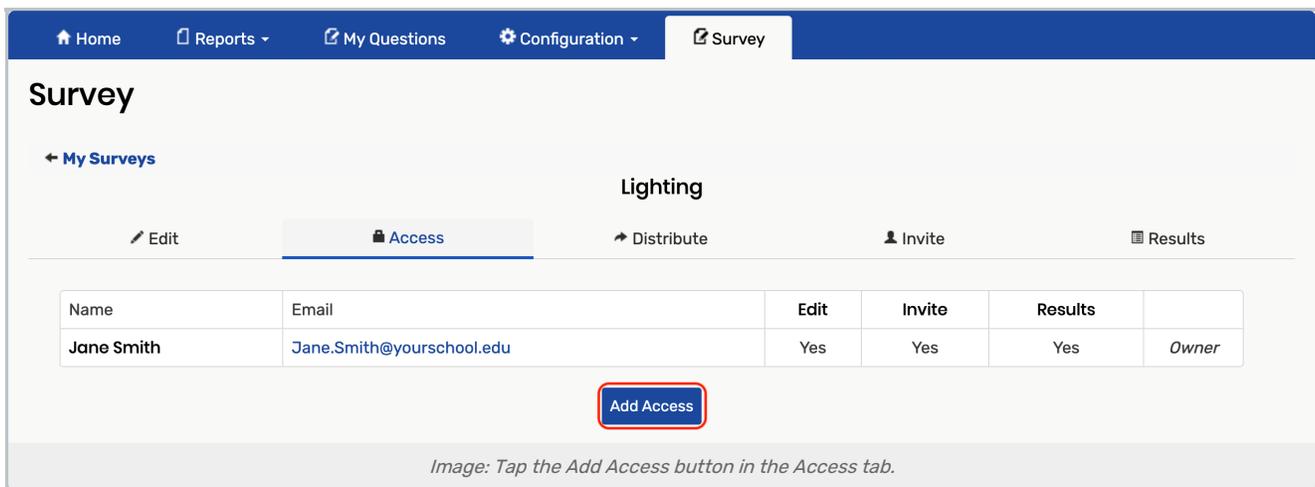
1. Locate the Survey and Access Tab

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

Click the **Access** tab.

2. Add User Access

Click the **Add Access** button.



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

Image: Check the appropriate options in the Survey Access window.

4. Press Save
