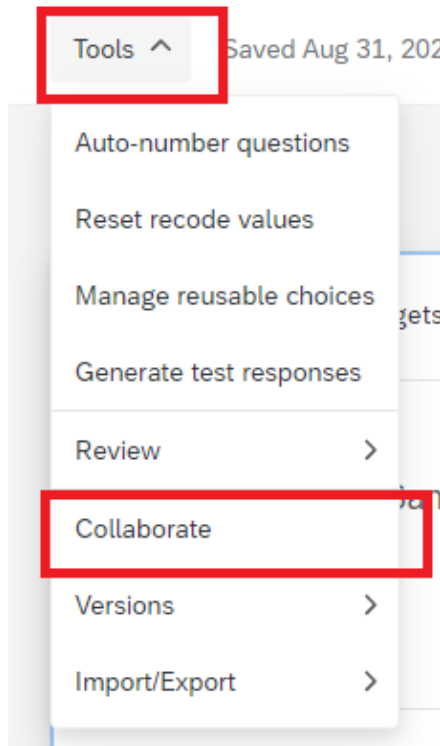# Qualtrics: Collaborating

Center for Innovation in Teaching and Learning

The Collaborate tool in Qualtrics allows you to share your project with others as well as allowing you to restrict access to certain features of the project.
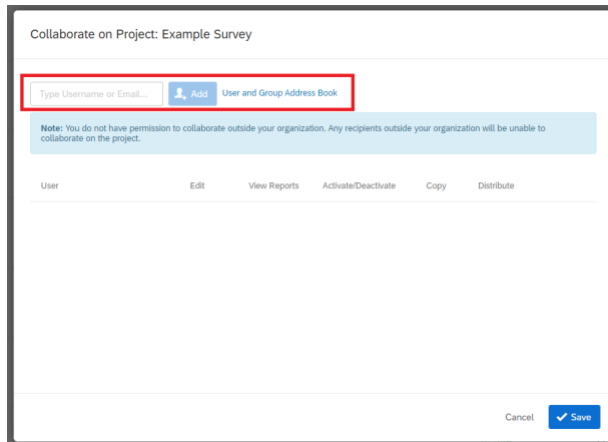
To Collaborate with Others

- Select the tools drop down bar located on the survey description bar and then select **Collaborate** from the drop-down menu

To Add Users

- Search the name in the **Username or Email** search bar and then select **Add**
- Select **User and Group Address Book** and select each name then click **Add Selected**

- Once you have selected the users, you can then edit the restrictions for each user.

To Edit Restrictions

- Select or Deselect the check mark boxes for each desired category.
  - For the **Edit** and **View Reports** categories, you can select **Details** which allows you to easily customize what you want your collaborators to be able to edit and view.
- Once completed, select **Save**