

QUALTRICS: How to share survey ownership (i.e. give someone Collaborators rights)

Iowa State University's Qualtrics license allows each person with a netID to login to Qualtrics and create surveys.

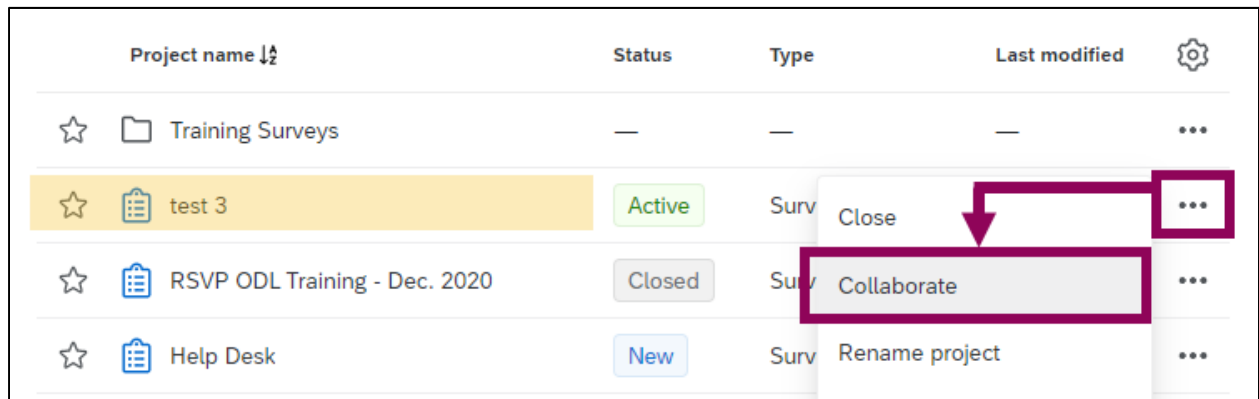
A survey you create is stored in your personal account and is not accessible by others unless you grant them **"Collaborator"** status. Giving someone collaborator rights allows them to see your survey when they login to their Qualtrics accounts. Surveys you have access to but don't own are listed in the Projects folder labeled **"Shared with me"**.

NOTE:

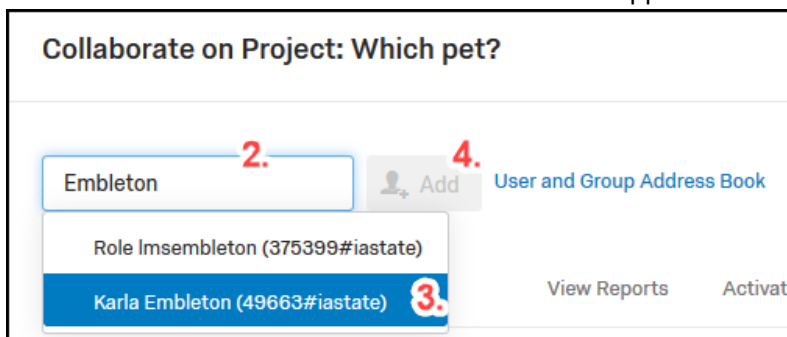
- To share one of your surveys with an ISU collaborator, the collaborator must have previously logged into the university Qualtrics license.
- Only the creator of a survey can share it, i.e. you cannot add collaborators to a survey that is being shared with you.

To share a survey you own:

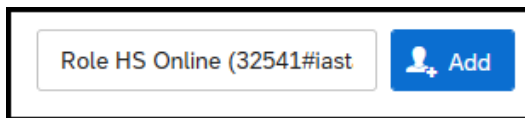
1. Find the survey on your Projects screen, click the 3 dots after its name, then select "Collaborate" from the dropdown menu.



2. Type the ISU person's name in the search box. A list of found names appears below.
3. Click the desired name from the list: it should then appear the text box.

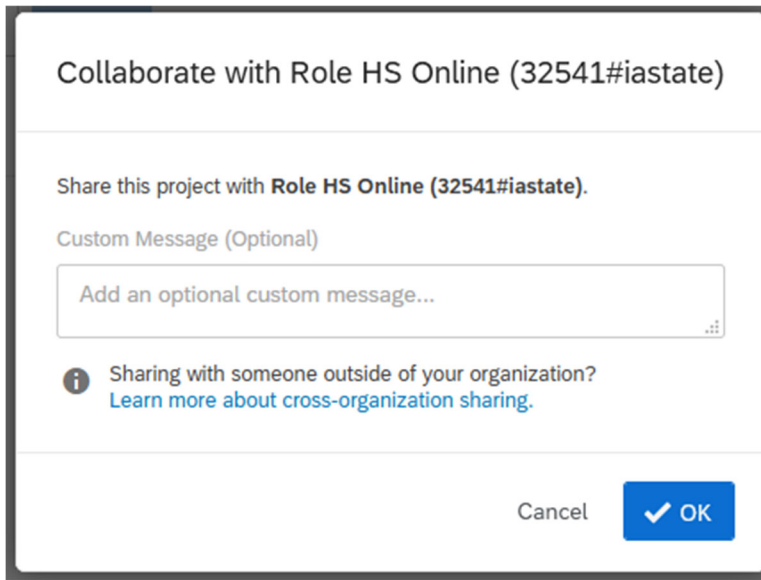


4. Click the blue “Add” button.



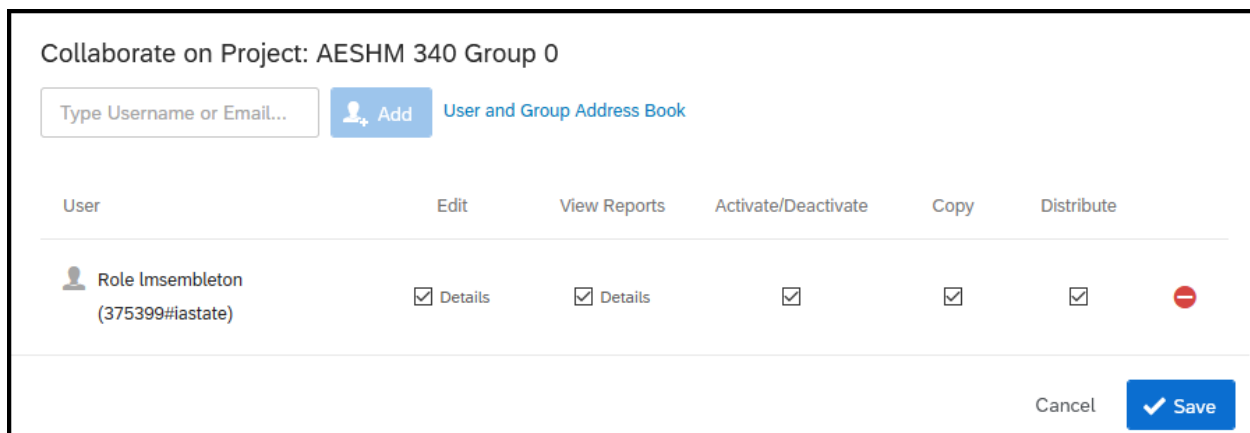
A screenshot of a user interface element. It consists of a light gray rectangular box containing the text 'Role HS Online (32541#iastate)' in a standard sans-serif font. To the right of this box is a blue button with a white plus icon and the word 'Add' in white text.

5. A message window appears: this is the body of an email message the new collaborator will receive. You can enter a personal message explaining that you are sharing the survey, or you can leave the text editor box blank and a generic message will be sent. Click the blue “OK” button to continue.



A screenshot of a message window titled 'Collaborate with Role HS Online (32541#iastate)'. The window has a white background and a thin gray border. Inside, the text 'Share this project with Role HS Online (32541#iastate).' is displayed. Below this is a section labeled 'Custom Message (Optional)' with a text input field containing the placeholder text 'Add an optional custom message...'. At the bottom left, there is an information icon (i) followed by the text 'Sharing with someone outside of your organization? Learn more about cross-organization sharing.' At the bottom right, there are two buttons: a gray 'Cancel' button and a blue 'OK' button with a white checkmark.

6. Select the rights you wish to bestow upon the collaborator. By default, a new collaborator will be given full rights, but you can uncheck boxes to reduce their rights. Click the blue “Save” button to complete the process of adding the collaborator.



A screenshot of a web interface titled 'Collaborate on Project: AESHM 340 Group 0'. At the top, there is a search bar with the placeholder text 'Type Username or Email...' and a blue 'Add' button with a plus icon. To the right of the 'Add' button is a link that says 'User and Group Address Book'. Below this is a table with columns: 'User', 'Edit', 'View Reports', 'Activate/Deactivate', 'Copy', and 'Distribute'. The table contains one row for 'Role Imsebleton (375399#iastate)'. The 'Edit' column has a checked box and the word 'Details'. The 'View Reports' column has a checked box and the word 'Details'. The 'Activate/Deactivate' column has a checked box. The 'Copy' column has a checked box. The 'Distribute' column has a checked box. To the right of the table is a red minus icon. At the bottom right, there are two buttons: a gray 'Cancel' button and a blue 'Save' button with a white checkmark.

User	Edit	View Reports	Activate/Deactivate	Copy	Distribute
Role Imsebleton (375399#iastate)	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For more information about sharing projects, see the Qualtrics User Guide “[Collaborating on Projects](https://www.qualtrics.com/support/survey-platform/my-projects/sharing-a-project/)”, (<https://www.qualtrics.com/support/survey-platform/my-projects/sharing-a-project/>)