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Co-Authoring Folder Detail

Use co-authoring folders to share tests with other users. All tests contained within the folder will be accessible to the folder members. Folders allow co-authors to bypass their normal User Management rights and share tests based on the folder sharing rights defined when a folder is created or edited. Only users with the appropriate permissions (such as item administrators) can set the sharing rights when creating or editing a folder.

Co-authors are best managed at the folder level, so that you can create groups to collaborate on the items that are important to them. For example, 6th grade math teachers can work within a folder designed for them to write a 6th grade benchmark assessment.

For more information, see Test Co-Authoring

To create a co-authoring folder

1. Go to **Assessments** > **Co-Authoring**.
2. Click **Create New**, and then select **Folder**.
3. Enter the folder **Name**. The folder name can contain up to 50 characters.
4. In the **Add Users** field, search on the first or last name for the co-authors you want to share the folder with. All users in the system are available with no restrictions by institution.
5. Optional: Select the **View Only** checkbox to give co-authors view-only permission for the folder.
6. Click **Save**.

To edit a folder (modify co-authors and Item Central sharing rights)

1. On the **Co-Authoring** page, click the folder you want to edit.
2. Click **Edit**.
3. Add or remove co-authors as needed. Click the **X** button next to a user's name to remove them.
4. Click **Save**.

To move an item between folders

1. On the **Co-Authoring** page or in a co-authoring folder, select the checkboxes for the tests you want to move.
2. Click the **Move** button.
3. Select the target folder, and then click **Move**.

To delete a folder

You can only delete a folder that has no items in it. Folders cannot be deleted if someone else is currently creating an item or test in the folder. Only users with the edit permission can delete folders.

1. On the **Co-Authoring** page, click the folder you want to delete.
2. Move or delete all items, passages, and rubrics in the folder.
3. Click **Delete**. The Delete link will appear only if there are no items in the folder.
4. Click **OK** to confirm the deletion.

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