

Test Co-Authoring

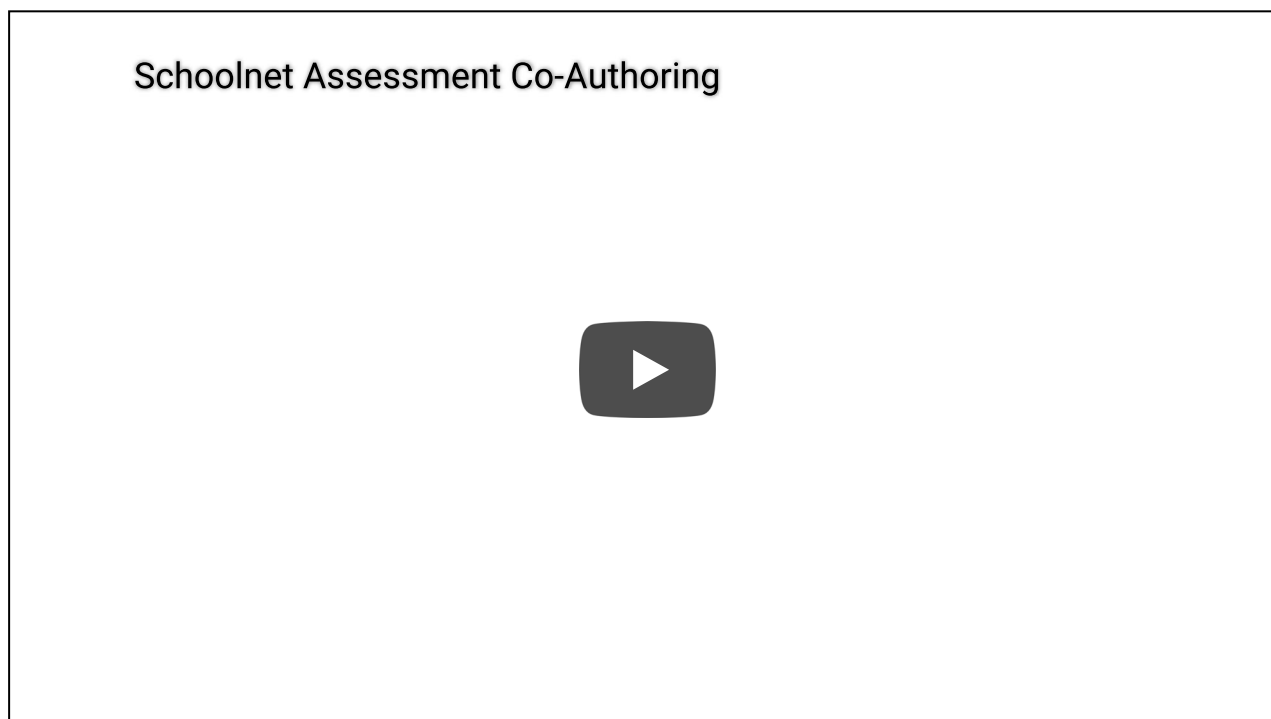
You can use the co-authoring feature to collaborate with others when creating tests. You can select co-authors from any **institution** in the system with access to Assessments, even if they normally do not have permission to create or edit tests. Co-authors can be restricted to View Only access or be given permission to edit the test.

Use co-authoring folders to share tests with groups of co-authors who collaborate on tests. For more information on co-authored folders, see Co-Authored Folder Detail.

Note: Teachers who do not have any permissions in Assess can still create co-authoring tests. The Share with Others option will be hidden if the teacher does not have permission to create and edit tests at the institution, but the co-authoring sharing options will be available.

[Watch a video](#)

This video requires access to YouTube. You can also view videos on the Schoolnet Training Management website.



[To create a test in Co-Authoring](#)

1. Go to **Assessments > Test Co-Authoring**
2. Optional: Click the folder you want to work with, or, if you have the permissions to do so, click **Create New Folder** to create a new folder to work with.
3. Click **Create New Test**.
4. Enter the test information and settings as you would when creating a manual test. For more information, see Create: Manual/Co-Author Test.
5. Click **Generate Test** at the bottom of the page when you have filled the required fields and are ready to continue.

Note: A co-authored test is not automatically available to both schools. A teacher should make a copy of the test **before** moving it into Test Central to ensure that both teachers who co-authored the test are able to use it.

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