

# Share the Assessment

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## Share the Assessment with Colleagues

**1.0** It is possible to share the program assessment with your colleagues during the assessment or after completion. This feature allows you to work collaboratively with team members by giving them a "View" and "Edit" access type to the program assessment.

**Note:** Sharing the program assessment will also provide visibility to the notes you have entered on the assessment to the person you are sharing it with. Once shared, you cannot unshare the assessment yourself. See section 2 below.

**1.1** To share the program assessment, click [Manage Program Assessments](#) from the *Self-Assessment Overview Dashboard*.

SELF-ASSESSMENT COMPLETE  
Test Program #1

PROGRESS

Be intentional	100% complete
Be context oriented	100% complete
Be outcomes-focused	100% complete
Be diligent and ensure well-being	100% complete
Be realistic and accountable	100% complete

NEXT STEPS  
View the report, and then let us know what you think by completing the evaluation survey

Download report Complete survey

Test Program #1 Manage Self-Assessments

**1.2** Click the  icon on the following page.

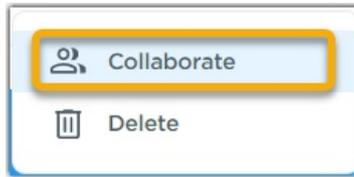
OVERVIEW  
Self-Assessments

PROGRESS

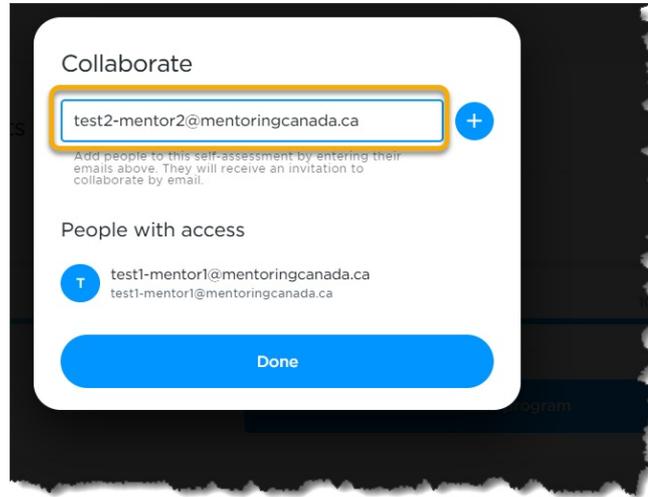
Test Program #2	0% complete	⋮
Test Program #1	100% complete	⋮

Add program

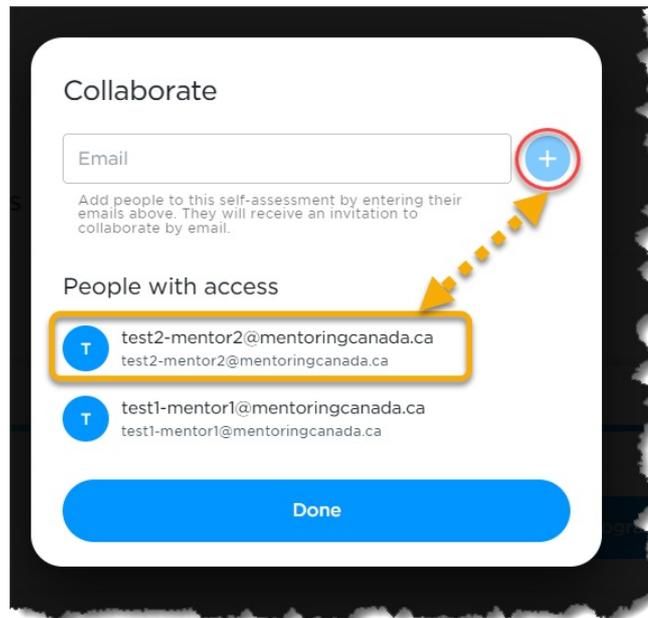
1.3 This menu will appear, click "Collaborate".



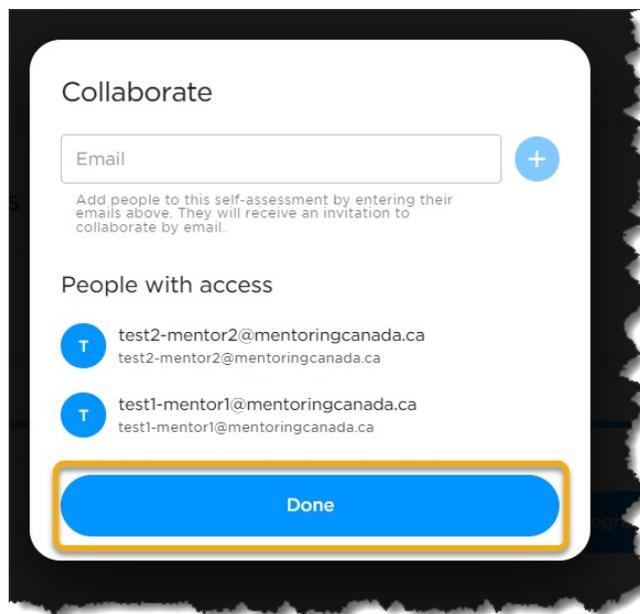
1.4 This box will appear, enter the email address of the person with whom you want to share the principles self-assessment.



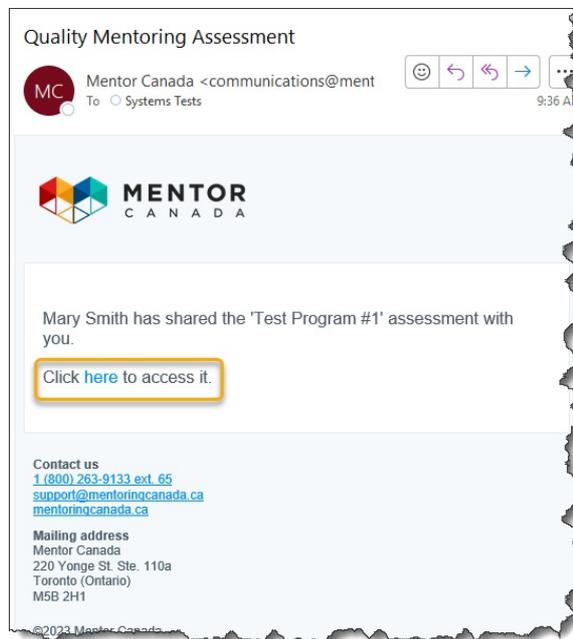
1.4.1 Click  to add them to the access list. Once you click  they will appear under the "People with access" list.



1.4.2 Click  to finalize.

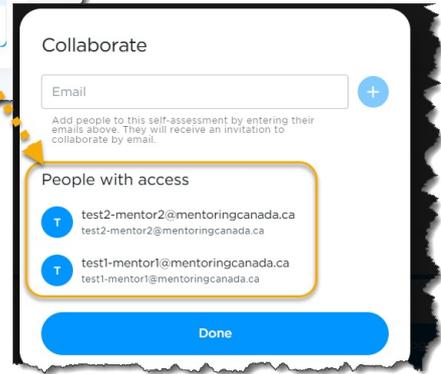
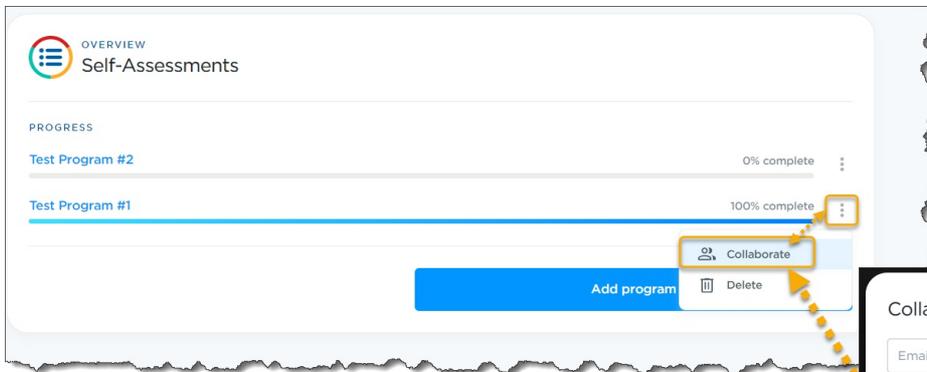


**1.5** The person with whom you are sharing the program assessment will receive the following email with a link to access the assessment.



**1.5.1** They will be invited to sign in to view the assessment. If they do not have an account, they will be prompted to create one.

**1.6** To view the names of the persons with whom you are sharing the program assessment, click  and "Collaborate" once more.



## Stop Sharing an Assessment with Colleagues

**2.0** To stop sharing an assessment with someone, please send an email to [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca) which includes the email address of the person you no longer wish to share the assessment with.

**NEXT**

🕒Revision #20

★Created Thu, Dec 22, 2022 9:10 PM by Michèle Mantero

✍Updated Thu, Jan 19, 2023 8:01 PM by Michèle Mantero