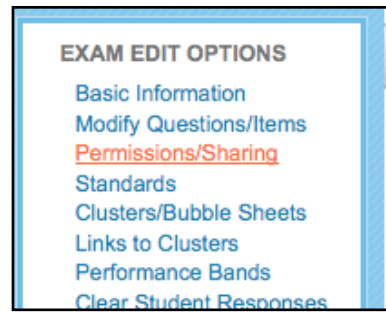
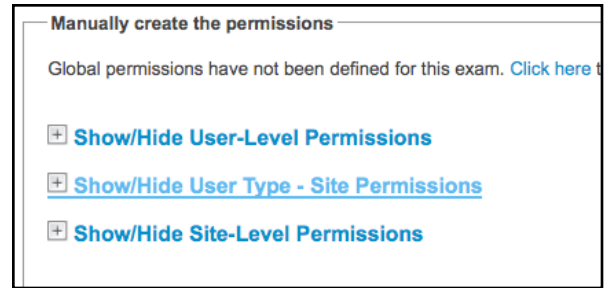


Sharing Exams/Reports:

1. After opening the exam or report you would like to share, click on the “Permissions/Sharing” link.

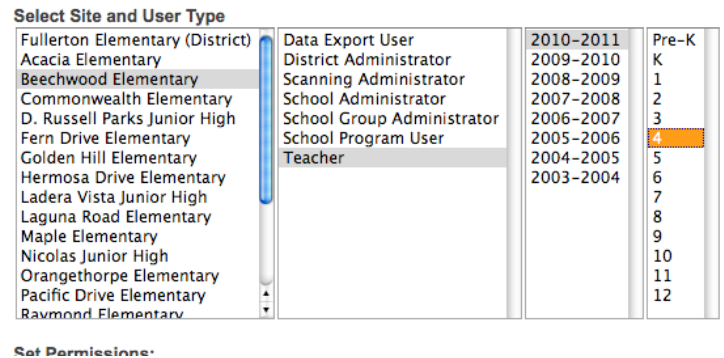


2. Click on “Show/Hide User Type - Site Permissions”. Then, click on “Add Permissions for User Type At Site”



3. Select the appropriate site, type of user, academic year, grade level, and permission sets. Then click on Save Changes. The exam or report has now been shared to the specified users.

Add User Type - Site Permissions for 2010-11 Math G2 BMK 1 images



- * *If you would like to share multiple exams at one time, click on the exams tab and place a check in the box next to each exam you would like to share. At the bottom of the screen, there is a drop down option to share. Click the “Specify Custom Permissions” tab and then proceed with step 3 by specifying users by type-site.*