

Turning on the Co-Writing Assistant

A guide for account owners and administrators

How to enable the Co-Writing Assistant for your account, and how to specify whether everyone or only selected users can use it.

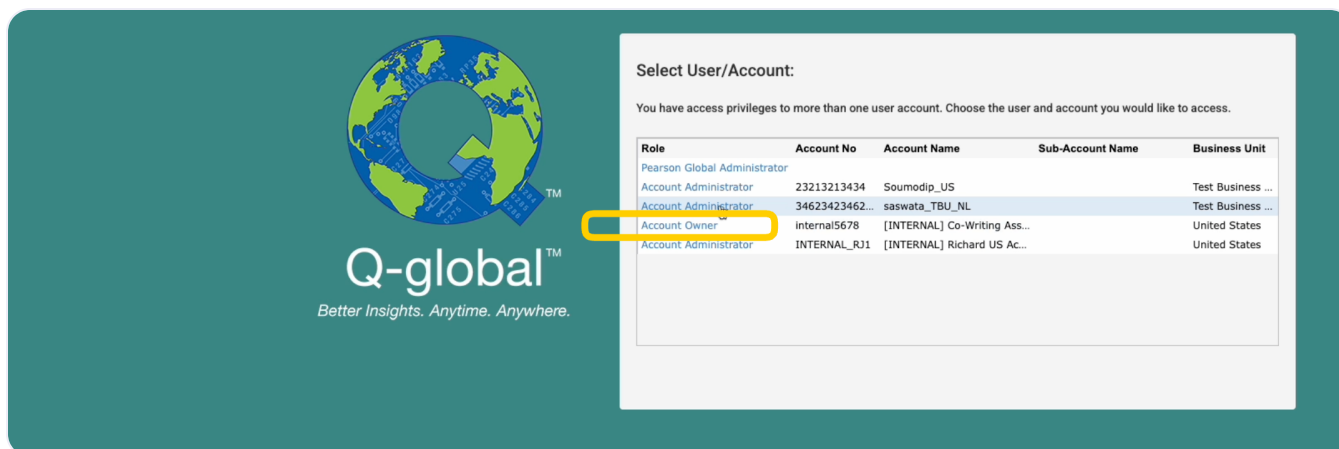
BEFORE YOU START

Who can do this	Only the Account Owner can enable or disable the feature for the account. Account Owners and Account Administrators can then grant or revoke access for individual users.
Where you do it	The Co-Writing Assistant tab in Q-global, on the Digital Assessment Library account.
What this covers	Enablement and access only. Drafting, editing and generating reports are covered separately.

STEP ONE

Sign in as the Parent Account Owner

Sign in at qglobal.pearsonassessments.com. If you have access to more than one account, choose the row where your role is **Account Owner** for the DigitalAssessmentLibrary account.

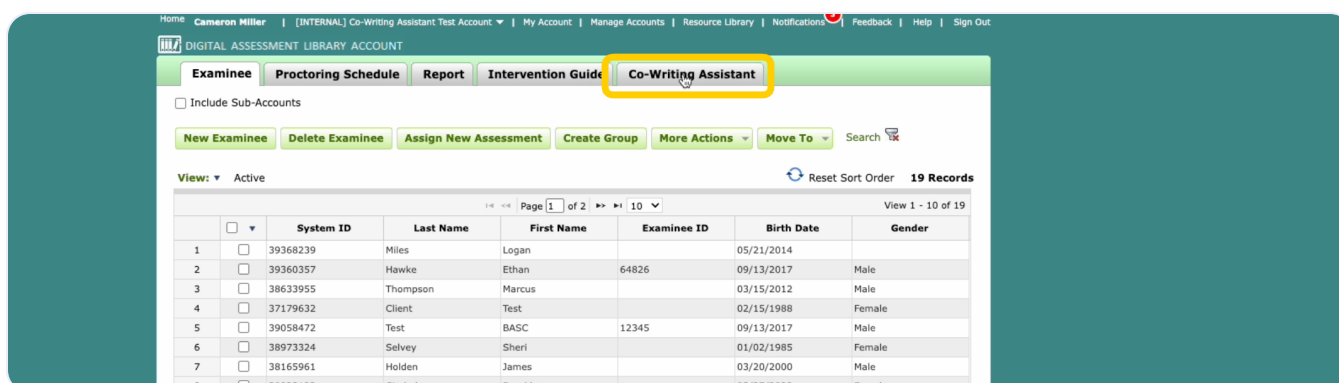


The account picker. Administrators can assign users, but only the owner can turn the feature on.

STEP TWO

Open the Co-Writing Assistant tab

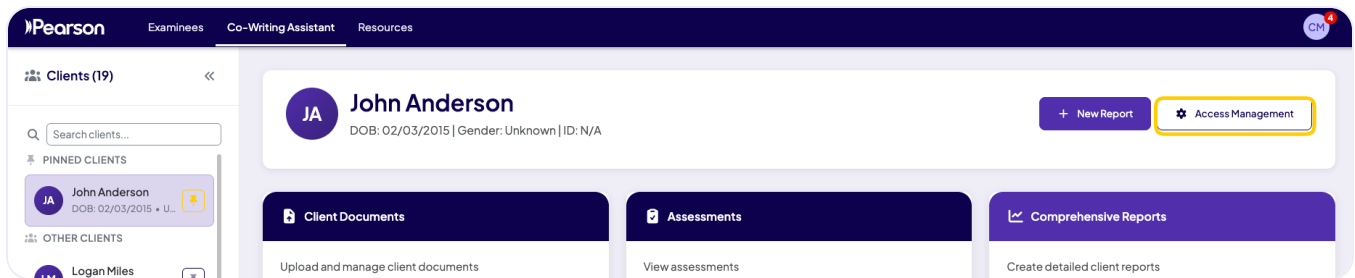
From the home screen, select the **Co-Writing Assistant** tab. It opens the Access Management page, where enablement and user access are managed together.



The tab sits beside Intervention Guide.

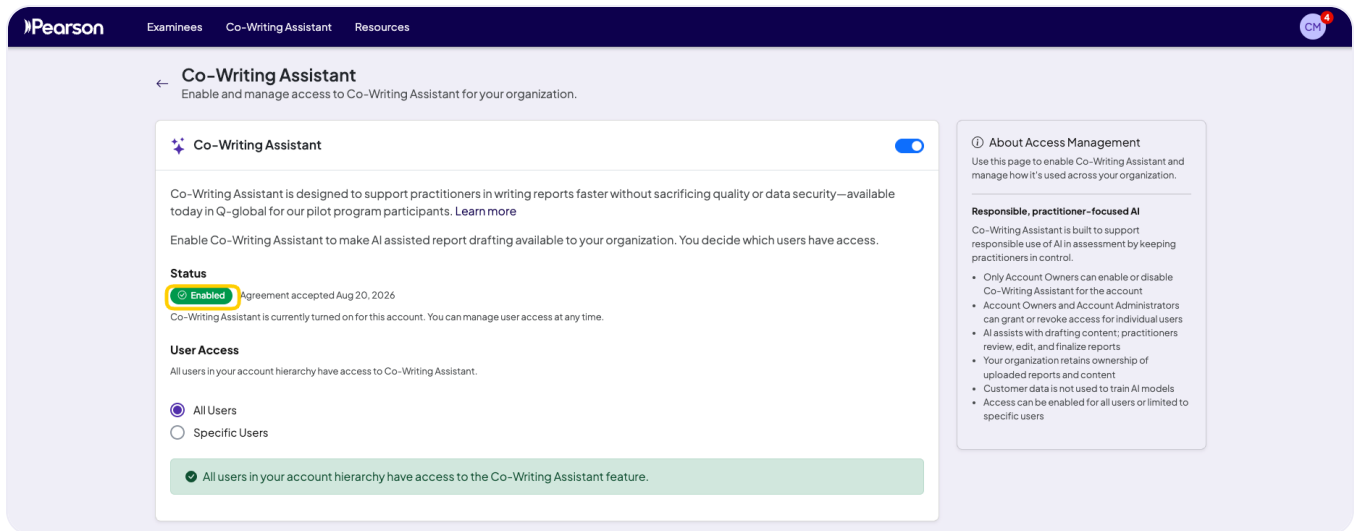
ALREADY HAVE ACCESS

If you are an owner or administrator who already has access enabled, the tab opens the Co-Writing Assistant workspace instead. Select **Access Management** at the top right of the client header to configure access.



Access Management sits beside New Report in the client header.

If the account is already on, the page opens with the status reading **Enabled** and the acceptance date. Skip to step five to review who has access.

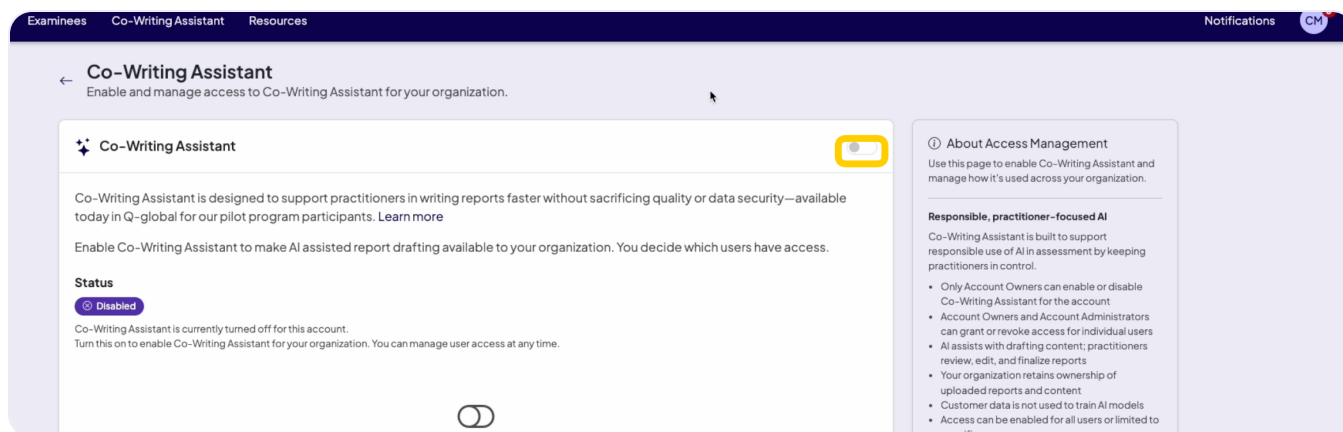


Already enabled, with All Users selected.

STEP THREE

Turn the feature on

Switch the toggle in the card header on. While the status reads **Disabled**, no user on the account can access the tool.



The About Access Management panel on the right summarises what enabling does.

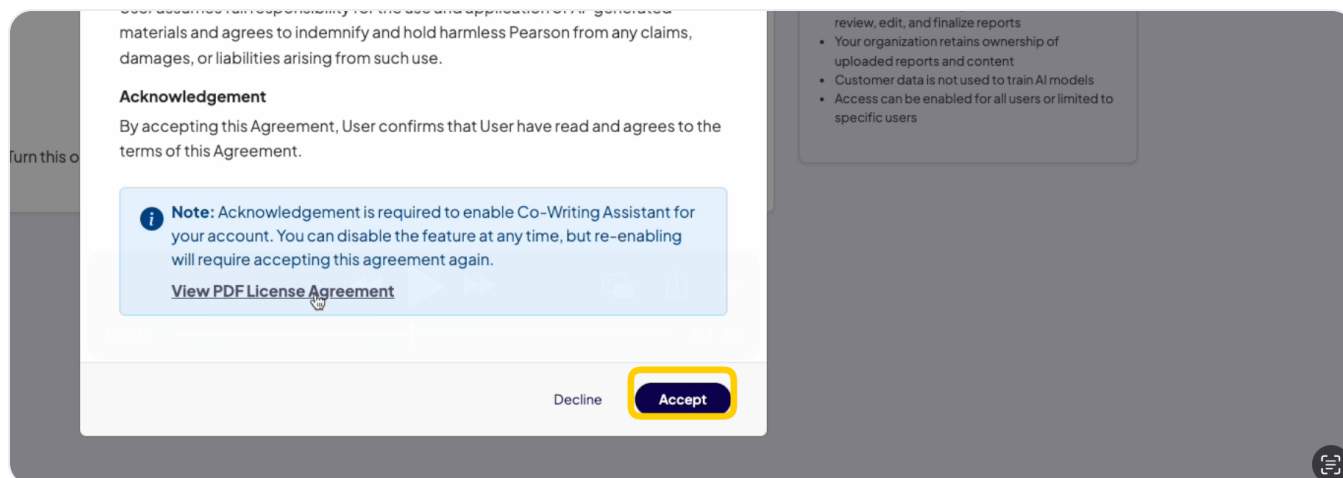
STEP FOUR

Accept the license agreement

Review the agreement and select **Accept**. A PDF copy is linked inside the dialog.

NOTE

Acknowledgement is required to enable the feature. You can disable it again at any time, but re-enabling means accepting the agreement again.



Declining leaves the feature off; nothing else changes.

STEP FIVE

Choose who gets access

The status changes to **Enabled** and a User Access section appears. Pick one of the two options — the change saves immediately and can be changed later.

Option	What it does	Anything else to do
All Users	Everyone in your account hierarchy has access.	No. You are done.
Specific Users	Only the users you assign have access.	Yes — assign them in step six.

today in Q-global for our pilot program participants. [Learn more](#)

Enable Co-Writing Assistant to make AI assisted report drafting available to your organization. You decide which users have access.

Status

Enabled Agreement accepted Aug 20, 2026

Co-Writing Assistant is currently turned on for this account. You can manage user access at any time.

User Access

All users in your account hierarchy have access to Co-Writing Assistant.

☒ All Users

☐ Specific Users

✓ All users in your account hierarchy have access to the Co-Writing Assistant feature.

Responsible, practitioner-

Co-Writing Assistant is built responsible use of AI in asse practitioners in control.

- Only Account Owners can Co-Writing Assistant for t
- Account Owners and Acc can grant or revoke acce
- AI assists with drafting co review, edit, and finalize n
- Your organization retains uploaded reports and co
- Customer data is not use
- Access can be enabled fr specific users

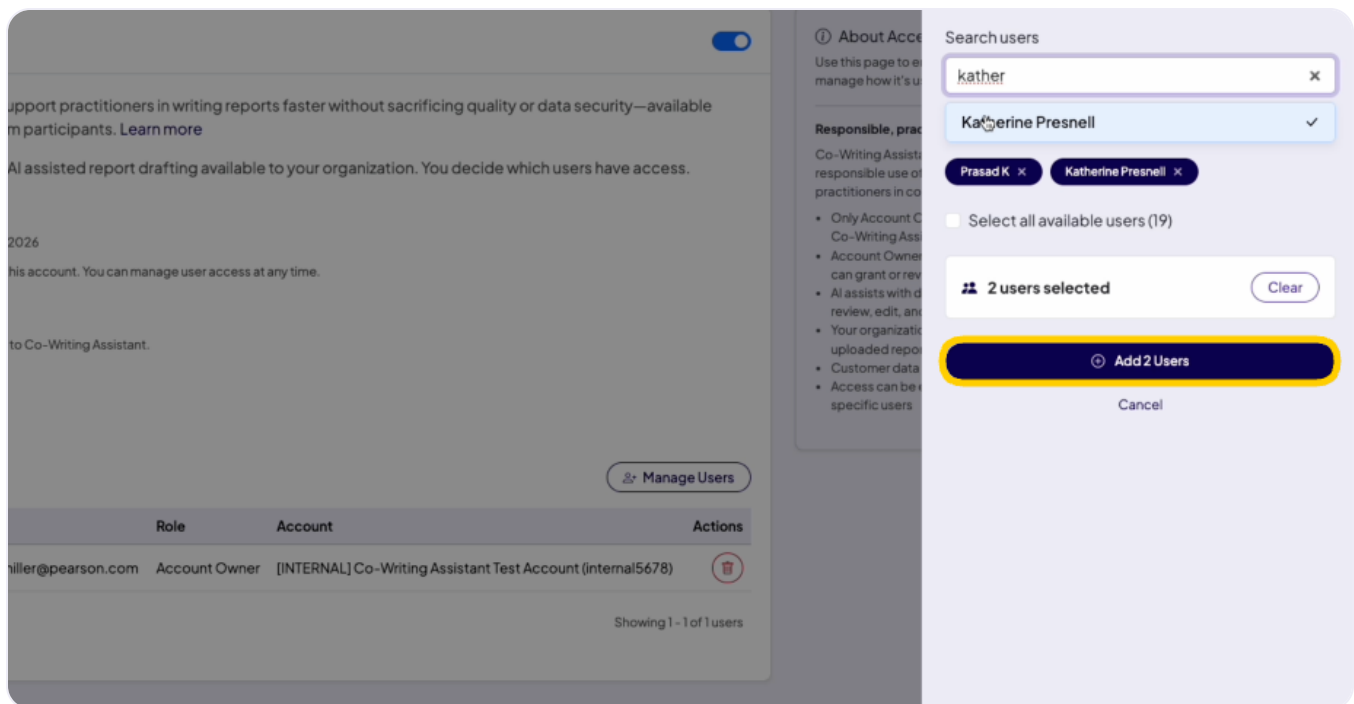
The status badge records the date the agreement was accepted.

STEP SIX

Assign specific users

Only needed if you chose **Specific Users**.

1. Select **Manage Users**.
2. Search for a user by name and select them. You can select several at once, or use **Select all available users**.
3. Select **Add Users**.
4. To revoke access later, use the delete action in the Assigned Users table.



Selected users appear as chips above the count, so you can add a group in one pass.

User Access

All users in your account hierarchy have access to Co-Writing Assistant.

All Users

Specific Users

Assigned Users

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ID	Name	Email	Role	Account
1045908	Katherine Presnell		Assessment Administrator	[INTERNAL] Co-Writing Assis (internal5678)
1042980	Cameron Miller		Account Owner	[INTERNAL] Co-Writing Assis (internal5678)
1071829	Prasad K		Account Administrator	[INTERNAL] Co-Writing Assis (internal5678)

The Assigned Users table is the record of who currently has access.

If a user doesn't see the Co-Writing Assistant

Check	Where to confirm it
They are on a Digital Assessment Library account	The account they signed in to, on the Q-global account picker.
The account-level setting is on	Status reads Enabled on the Access Management page.
The user has been granted access	All Users is selected, or their name is in the Assigned Users table.

NOTE

Availability may depend on your organization's subscription and account setup. You can start with a small group and expand access later — the setting can be changed at any time.