



Q - INTERACTIVE

Turning on the Co-Writing Assistant

A guide for entity administrators

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

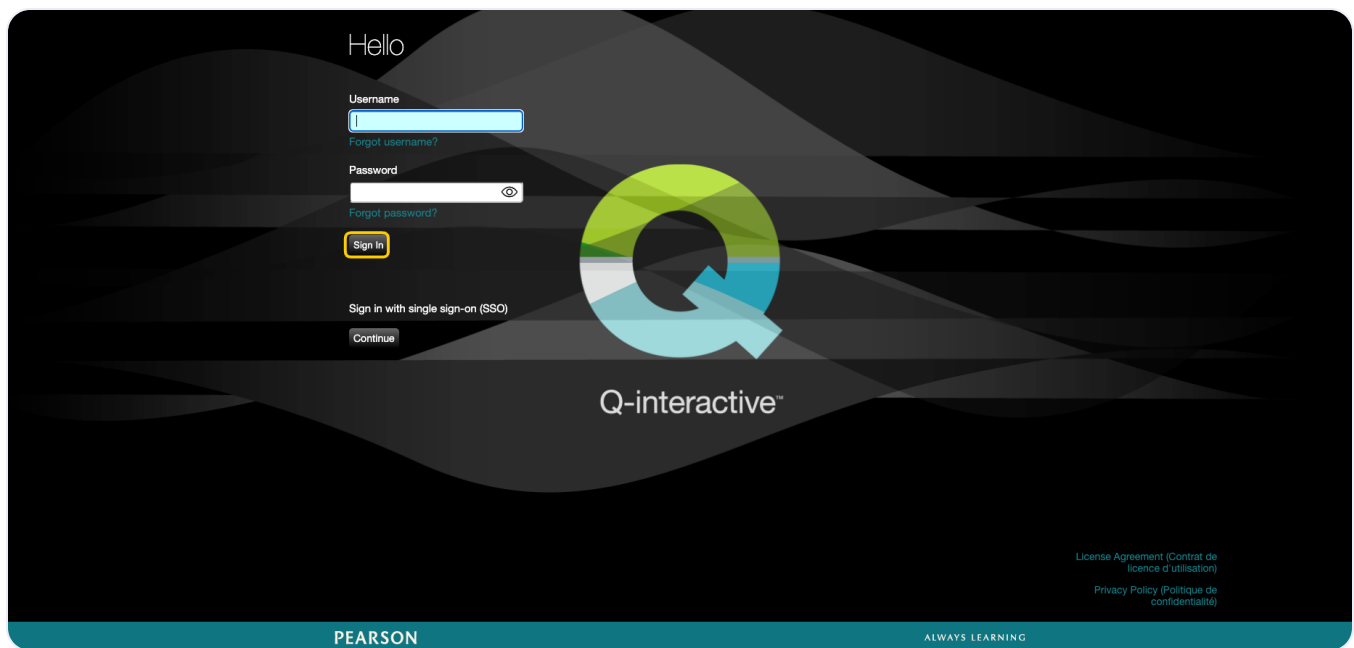
BEFORE YOU START

Who can do this	Entity Administrators and Account Owners. The setting is not visible to practitioners.
Where you do it	The Admin area at us.qiactive.com , on the Entity Information tab.
What this covers	Enablement and access only. Drafting, editing, and generating reports are covered separately.

STEP ONE

Sign in as an Entity Administrator

Go to us.qiactive.com and sign in with an Entity Administrator account. Account-level settings are only visible to administrators.

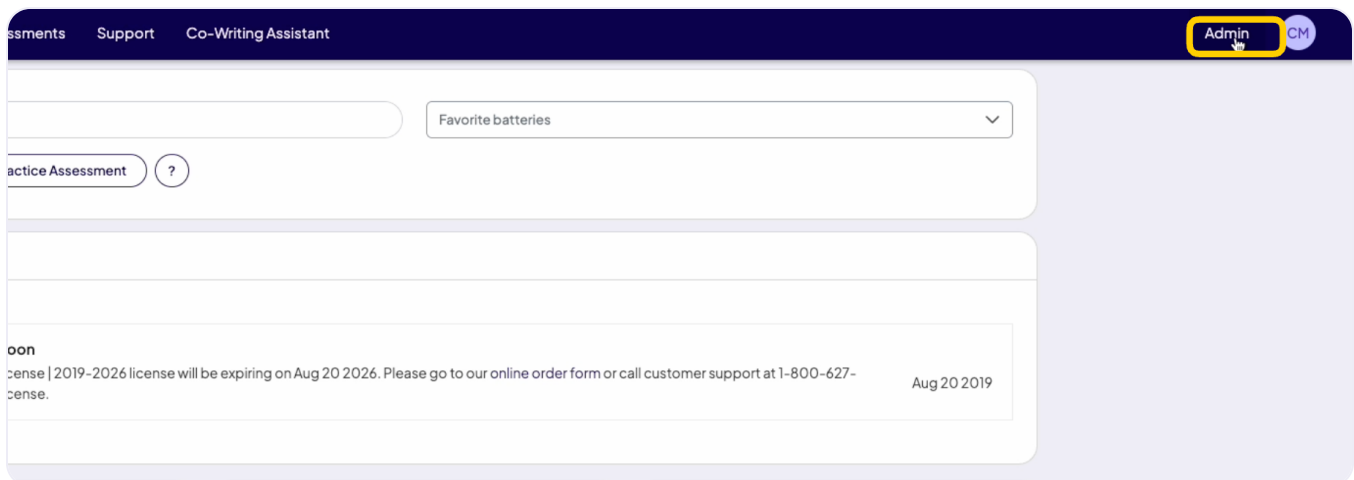


The Q-interactive sign-in page. Single sign-on users select Continue instead.

STEP TWO

Open the Admin area

Select **Admin** in the top-right navigation. This is where account-level settings are managed.

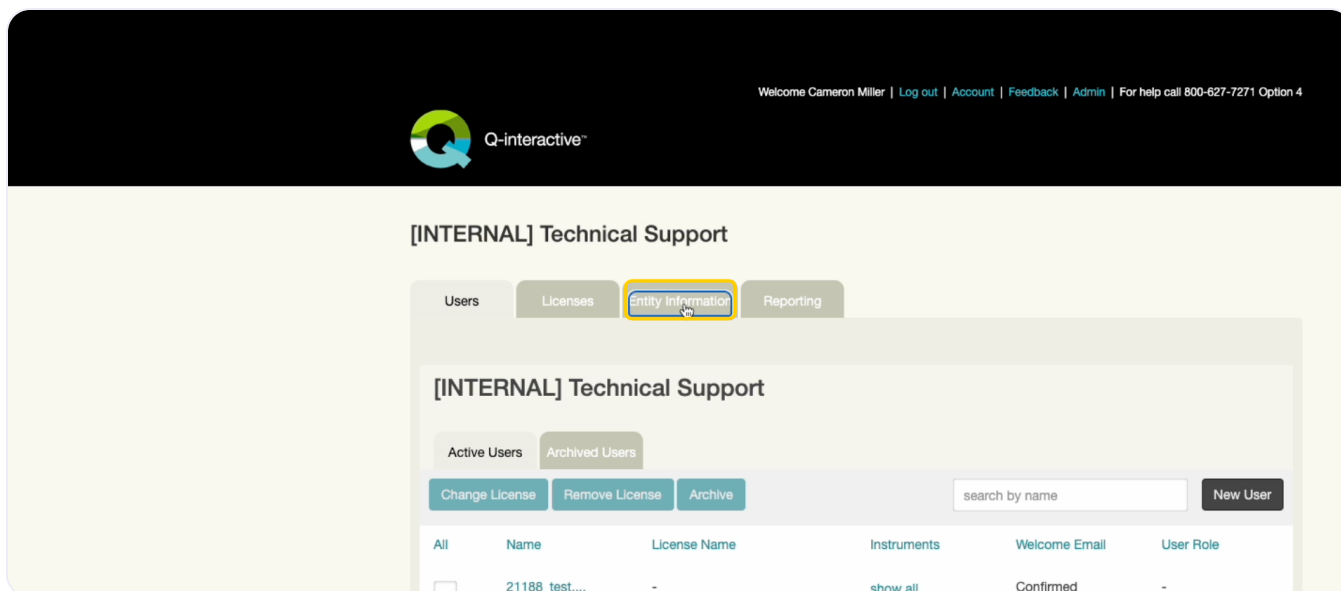


Admin sits in the top-right corner of every page. If it is missing, ensure the account's role is Entity Admin.

STEP THREE

Open Entity Information

Select the **Entity Information** tab. Settings on this tab apply to your whole entity.

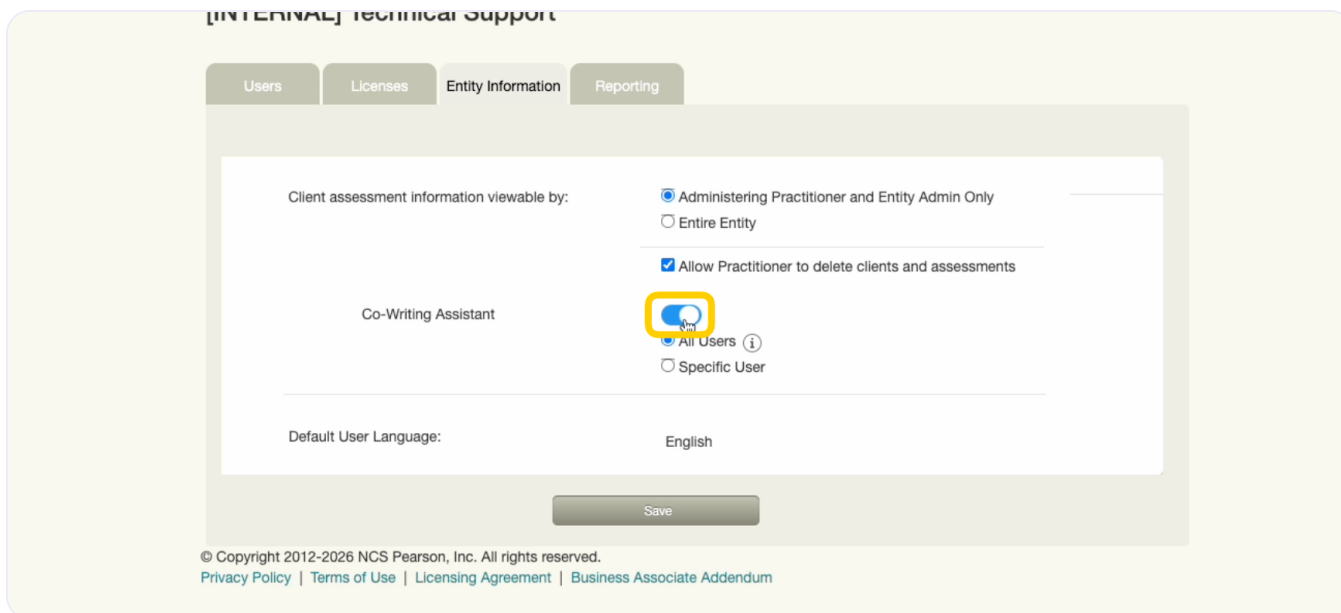


Entity Information is the third tab, after Licenses.

STEP FOUR

Turn the setting on

Find the **Co-Writing Assistant** row and switch the toggle on. The access options are underneath.



Select for All Users or a Specific User to gain access to the Co-Writing Assistant.

STEP FIVE

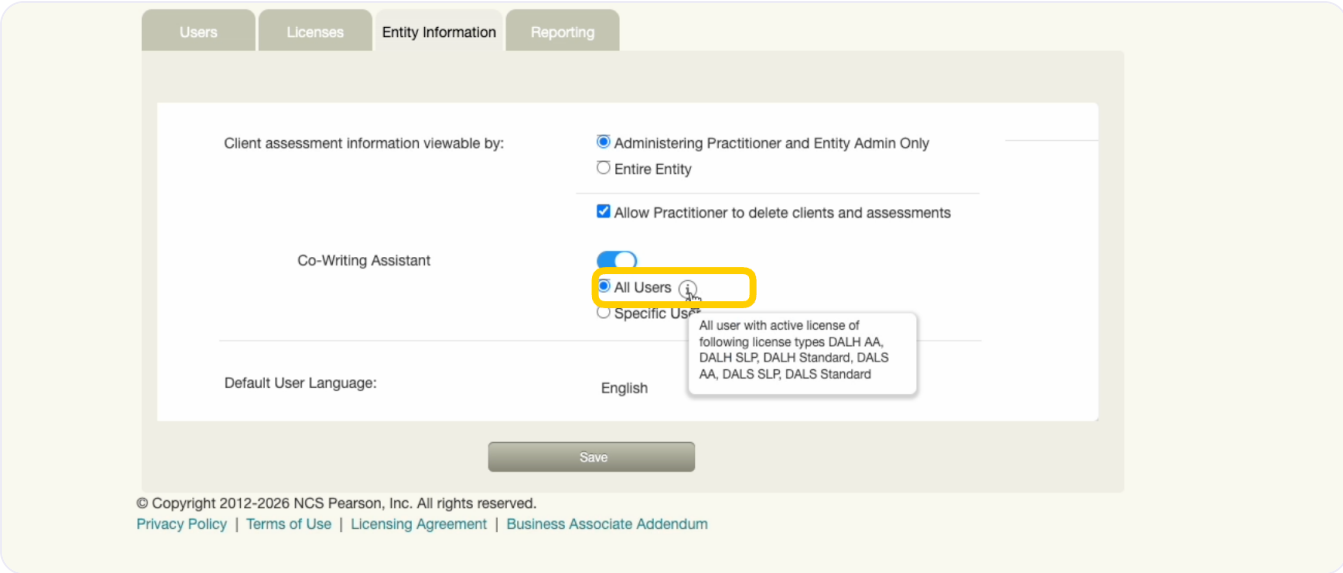
Choose who gets access

Select one of the two access options, then select **Save**. You can change this at any time.

Option	What it does	Anything else to do
All Users	Everyone on the entity with an active eligible license has access.	No. You are done.
Specific User	Only the users you check individually have access.	Yes — grant access in step six.

NOTE

The information icon beside All Users lists the license types that qualify. A user without one of those licenses will not see the tool even when All Users is selected.



The tooltip names the eligible license types.

STEP SIX

Grant access to specific users

Only needed if you chose **Specific User**. Repeat for each person who should have access.

1. Open the **Users** tab and select the person's name.
2. Select **Edit**.
3. Under **User Details**, check **Co-Writing Assistant**.
4. Select **Save**.

User Details

Honorific

eg: Dr, Sir, Mr, Mrs.

First Name

Dexter

Last Name

Aballe

Phone

Email

dexter.aballe@pearson.com

Timezone

America/New_York -04:00

Entity

[INTERNAL] Technical Support

Language

English

Co-Writing Assistant

☒

Account Settings & Information

Role

Admin

Account Status

☐ Disabled

Login Information

Username

AballeQIUS

License Information

Name | Type

Select a License...

Product Group

None

Instruments

No instruments associated.

The checkbox sits at the bottom of User Details, below Language.

Honorific		Role	Admin
First Name	Dexter	Account Status	Disabled
Last Name	Aballe	Account Expired	No
Phone		Account Locked	No
Email	dexter.aballe@pearson.com	Failed Login Attempts	0
Timezone	America/New_York	Password Expired	No
Entity	[INTERNAL] Technical Support	ID	3886F6E4873C47CCA3BE8B0CC21E0BE8
Language	English		
Co-Writing Assistant	Enabled		

The Co-Writing Assistant row on the user's own record is where access is confirmed — it reads Enabled once the change is saved.

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

Check	Where to confirm it
They are on a Digital Assessment Library account	The entity and license shown on their user record.
The entity-level setting is on	The Co-Writing Assistant toggle on Entity Information.

The user has been granted access

All Users is selected, or Co-Writing Assistant reads Enabled on their profile.

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.