

Change the annotator


aim

To assign the role of session annotator to another user, for instance, a colleague or one of your students.

prerequisites

- Your license includes the Annotation Module.
- You created the session or received session ownership or you are a Technician or Administrator.

procedure

1. Open the **Sessions** tab to view the list of all the sessions.
2. Right-click the appropriate session and select **Change annotator**.
The image shows a small, light blue dialog box with a white background. It has a title bar at the top and a main area with text. The text reads: "Right-click on the session you want to change the annotator for and type unknown". There is a small icon of a hand cursor pointing at the text.
3. From the drop-down list select the name of the person who you want to assign the role of annotator to and click **OK**. By default, the person who recorded the session is the annotator.

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