

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 dialog box with a blue header bar. Below the header, there is a text input field containing the text 'not found or type unknown'. Below the input field, there is a list of names, with one name highlighted in blue. At the bottom of the dialog, there is an 'OK' button.
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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