How do faculty allow students to annotate during a WebEx session?

Tell Me

WebEx has an annotation feature which allows attendees to collaborate by writing and drawing directly onto shared documents.

1. Start the desired WebEx training center session as the host
2. Select Share from the menu at the top

![WebEx interface with Share option highlighted]

3. Select Application from the drop down menu
   a. Select the content type that you would like to share. For this example, we will show annotation over a PowerPoint presentation

![WebEx interface with Application drop down menu]

4. Hover over the top of the screen within the session to enable the drop down menu

5. Select Annotate denoted by the highlighter icon

6. As the host, the annotate pop up box will allow you to give permission to attendees (students) by selecting Allow to Annotate

![WebEx annotate pop up box]

The annotate pop up box also allows you to choose your annotation tool preferences. You can also disable your annotation function by selecting Stop Annotating.

Related FAQs
• Which tools can I use to create videos or presentations for my class?
• How do I troubleshoot my audio as the host of a WebEx session?
• How do faculty allow students to annotate during a WebEx session?
• How do faculty allow students to talk to everyone logged into a WebEx session?
• How do I mute students upon entry to my WebEx session?