Topic: Students Presenting in WebEx

There may be times when the host or leader of the meeting will desire someone in attendance to control what is displayed on the screen. In some cases an instructor may ask students in the class to present via WebEx. This tutorial shows how to pass presenter rights from one person to another. You, as the WebEx Host must start the meeting. Once everyone has joined, choose the other person you are going to make the presenter. Whoever is the current presenter will have the globe icon next to their name.

1. To make the other person the presenter, click on the globe icon and drag it down to the other participants name. You will be asked if you want to make that person the presenter, click Yes.

2. Now you will see that the other participant now has the presenter rights. This will allow students to have the presenter rights of the meeting that the professor who set up the meeting normally would.

OR
1. Another way to make the student the presenter is to click on the participant’s name, then click the button at the bottom of the screen that says **Make Presenter**.

This is a great way for students to take over the meeting and show instructors and their peers what they know and what they have learned. While being the presenter, the students can share their screen, share files or PowerPoints, and they can mute and unmute others in the meeting.

**Share Screen**

1. For student’s to share their screen while being the presenter, they can click on **Share Screen**.

For more information, see the Share Screen and Sharing your Presentation tutorials on our website.

**Chat**

1. To start chatting, click the **Chat** button at the top of the page.

2. Once the chat window is up, you can choose to chat to everyone or a particular person.
3. Next you type your message in and hit **Send**.

![Send](image)

**Whiteboard**

1. To open a new whiteboard, click **+ New Whiteboard** at the top of the screen.

![New Whiteboard](image)

2. Along the left side of the white board it shows the many different annotations you can put on the whiteboard.

![Annotations](image)

**For More Information**

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.