

Q&A Pod

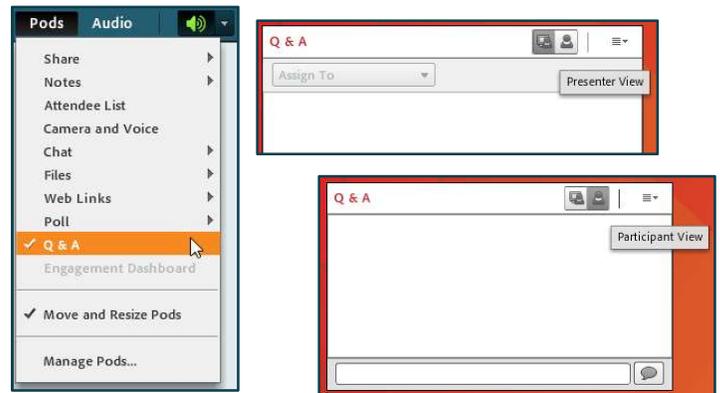
The **Q&A Pod** is used to answer participant questions throughout or at the end of the session.

Adding the Q&A Pod

Click the Pods menu, Click **Q&A**.

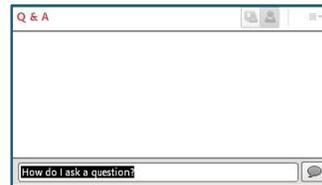
While in the Q&A pod there are 2 views (for the host/presenter) Presenter and Participant.

- Presenter view allows you to see the questions as they come in, answer the question or assign it to another host or presenter.
 - Answers can be sent to the individual or to all participants.
- Participant view allows you or participants to see their own questions and the answers to their questions or any questions and answers that were sent to all when answered.



How to submit a question

In the Participant View of the Q&A pod, type your question in the text box at bottom. (You can add clickable hyperlinks in questions.) To the right of the text box, click the **Send Question** button, or press **Enter**.

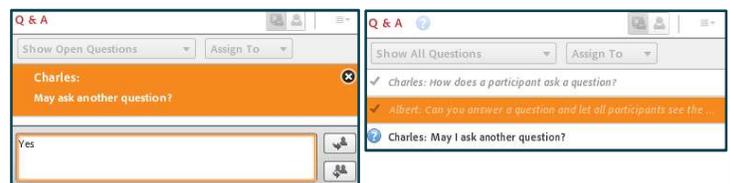


Responding to questions

Select an incoming question from the list and type your answer in the text box at the bottom of the pod. Then assign it to another Host or Presenter or respond to the individual or everyone.

- Send privately - Send the answer only to the participant asking the question.
- Send to all - Send the answer to all meeting attendees.

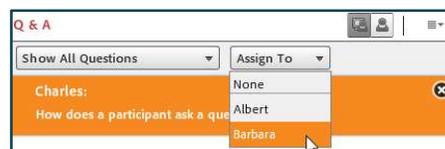
Answered questions appear in italics with a check mark. Icons, in the top bar and besides the names, indicate that a question is assigned to you.



Assign a question to a specific presenter

Hosts and Presenters can assign questions to other hosts/presenters preventing others from answering.

- In the Presenter View, select the question from the list.
- Then select a name from the **Assign To** menu.
- A host/presenter can reassign a question to another host/presenter or choose **None** to cancel.



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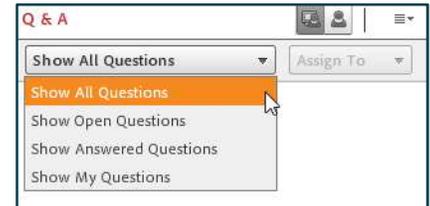
Show questions with different statuses

As a host or presenter, you can add a filter to the queue of questions in a Q&A pod to view specific questions while hiding others.

In the Presenter View of the Q&A pod, click the pop up menu in the upper-left corner.

Select one of the following:

- **Show All Questions** - Displays all questions that you have received, starting either with a new pod or from the last time the pod was cleared.
- **Show Open Questions** - Displays all unanswered questions not assigned to anyone.
- **Show Answered Questions** - Displays all questions that have been answered.
- **Show My Questions** - Displays only unanswered questions that have been assigned to you.



Removing Questions

You can delete questions to clean up the Presenter View or remove all content.

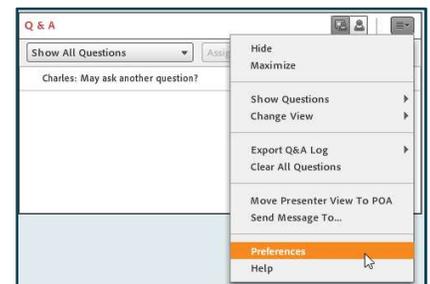
- In the Presenter View of the Q&A pod, select a question then click the Delete icon. *Questions and answers remain in the Participant View.*
- To remove all content from the Presenter and Participant views click the menu icon then select **Clear All Questions**.



Hide attendee names for questions

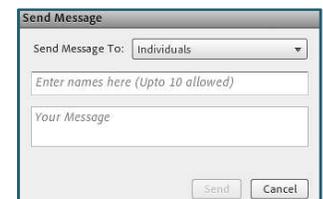
Attendee names appear next to submitted questions and provided answers by default. Hosts and presenters can hide those names in Participant View.

- Choose **Preferences** from the pod options menu.
- Deselect Show Submitter Name or Show Presenter Name options or both.



Send message from the Q&A pod

- From the Presenter view of the Q&A pod, a message can be sent to specific attendees or groups. This message appears in the participant view of the Q&A pod and is visible only to the specified attendees or groups.
- To send a message to specific attendees or groups, select **Send Message To...** and then select appropriate attendees or groups to send the message.



Save or email Q&A contents

- In Q&A pod, click the **menu** icon.
- Choose **Export Q&A Log**, and then select either Save As RTF or Email Q&A.

