The Q & A pod

The Q&A pod works in a similar way to the chat pod as it allows participants to post comments (usually in the form of questions) that the hosts and presenters can then answer either publicly to the whole group, or privately to the individual.

There are two views available to hosts and presenters; Presenter View and Participant View (the two buttons at the top right of the pod).

Participant view is shown in this example. When a participant posts a question it appears anonymously in the Q&A pod.

If multiple questions appear at the same time it is common practice to assign them to different individuals to answer.

To assign a question to a particular person you will need to switch to Presenter View, choose the question and then click on the Assign To button.

Whilst the question appears anonymous to the participants, hosts and presenters can see who has posted it in Presenter View.

Type your response in the text box at the bottom of the pod and then click on the Send privately button (the top one) or the Send to all button (the bottom one).

The response with be posted with the name of the person who answered the question. If participants receive a private answer, this will be displayed in red. Participants cannot then reply privately to that individual; the response is once again anonymously posted to the room and the whole cycle has to be repeated again.

The Options menu for the Q&A pod will also allow you to:

- Hide or Maximise the pod.
- Change View.
- Export [the] Q&A Log in RTF format or as an email to participants.
- Clear All Questions.
- Move Presenter View To [the] POA (Presenter Only Area)
- Send Message To...
- Change the Q&A pod Preferences – this is the same as the Q&A pod preferences menu under Meeting>Preferences.
- Gain specific Help on using the Q&A pod.