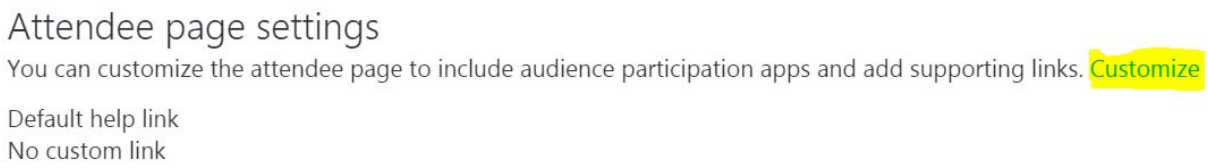
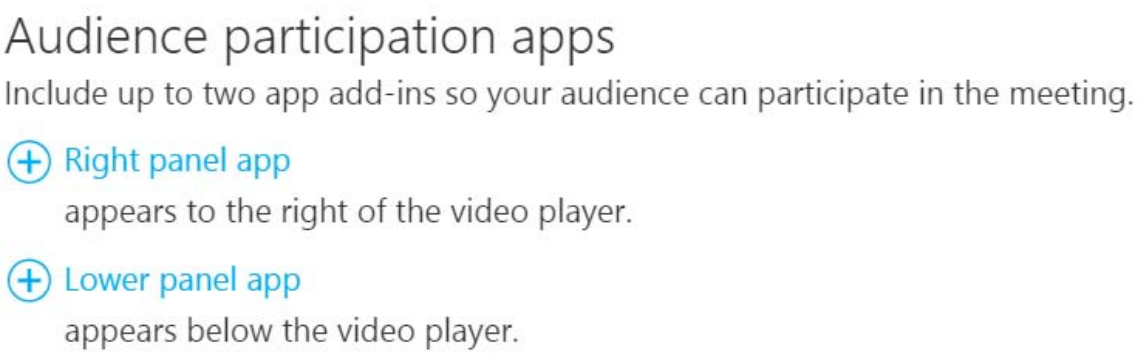
Skype Meeting Broadcast Moderated Q&A

Creating a Moderated Q&A Session

1. Create Skype Meeting Broadcast meeting
2. From the meeting page, click on **Customize** link found under Attendee Page Settings



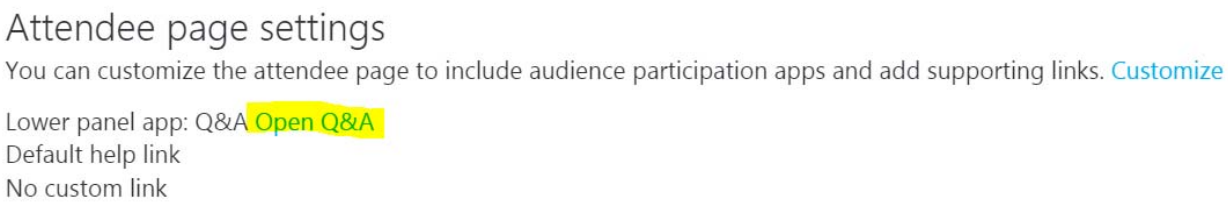
3. Choose whether the Q&A option will appear in the right panel or lower panel for participants. When clicking one of the options, select Q&A.



4. Click **Done** in the upper portion of the screen.

Using the Moderated Q&A Option during a broadcast

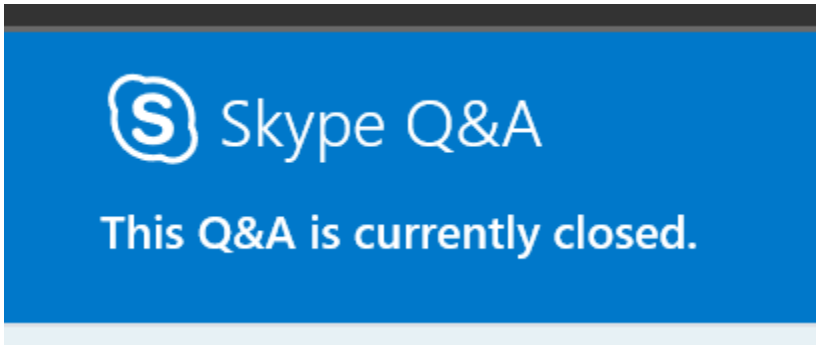
1. From the meeting page, click on **Open Q&A** under *Attendee page settings***.** A new tab will open with the Q&A session.



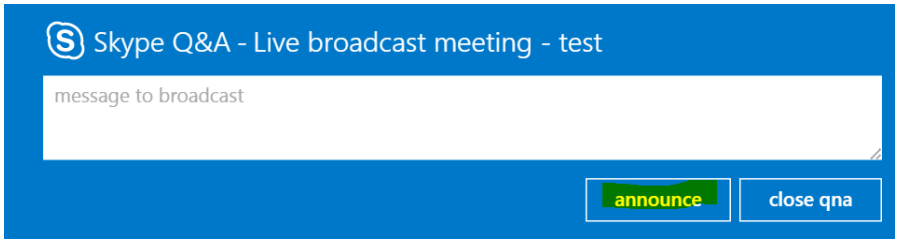
2. From the Q&A tab, click the **Open qna** button to enable Q&A for all participants. (NOTE: A Q&A will not start until this action performed. Event coordinators can choose to open the Q&A session before or during the meeting broadcast).

a. When a Q&A session is opened, Participants will see the option to ask questions:

b. When a Q&A session is closed, Participants will see this message:



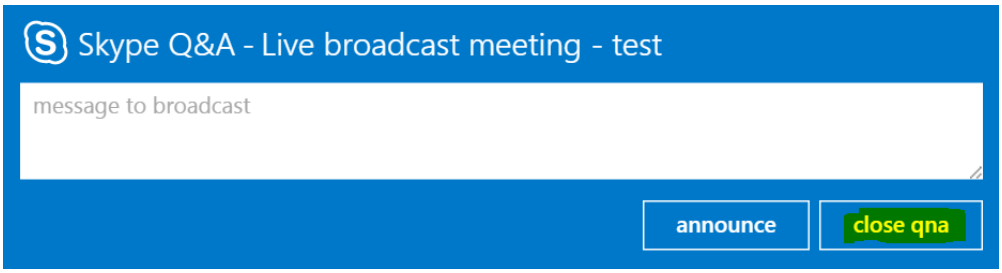
c. Q&A moderators can Announce questions or statements to Participants by clicking on the **Announce** button:



d. Participants have the option to ask questions anonymously OR to fill in the Name field.

e. When Q&A Moderators receive a question, they can choose the following options:
   i. Reply – this only displays to the participant who asked the question
   ii. Mark as read – this signals that the question was read (moderators may choose not to answer the question, but show participants they read it)
   iii. Broadcast – this displays the question and answer to the entire group of participants.

3. Once complete, close the Q&A session but clicking the **Close qna** button.


Skype Q&A - Live broadcast meeting - test
message to broadcast
announce
close qna