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

Attendee page settings
You can customize the attendee page to include audience participation apps and add supporting links. Customize

Default help link
No custom link

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.

Audience participation apps
Include up to two app add-ins so your audience can participate in the meeting.

+ Right panel app
   appears to the right of the video player.

+ Lower panel app
   appears below the video player.

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.

Attendee page settings
You can customize the attendee page to include audience participation apps and add supporting links. Customize

Lower panel app: Q&A Open Q&A
Default help link
No custom link

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:

![Skype Q&A interface](image)

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

![Skype Q&A closed message](image)

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

![Skype Q&A Announce interface](image)

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

![Skype Q&A interface](image)

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

annouce  close qna