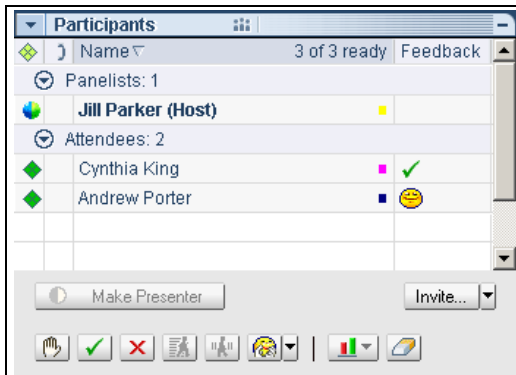


## Participant Panel

The Participants panel allows you to view the list of all participants in a training session. Feedback buttons, which allow participants to give non-verbal feedback to the presenter during a training session, appear at the bottom of the Participant panel. The Chat and Q&A panels are also used to communicate.



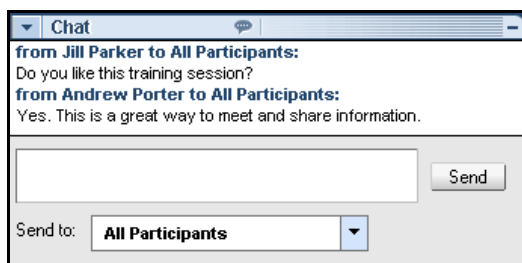
### Feedback Tools



**Note:** Raise Hand, Yes, No, Go Faster, Go Slower, Emoticons, Feedback Results, Clear Feedback

1. Click on one of the **Feedback** buttons at the bottom of the **Participants Panel**. *Your response appears on the Participants panel in the Feedback column.*
2. To request to speak in a session, click **Raise Hand**. *The Raise Hand icon appears next to your name.*

## Chat Panel



1. Click in the **Chat Box** and type a message.
2. Select who you wish to receive the message from the **Send to:** drop down list.

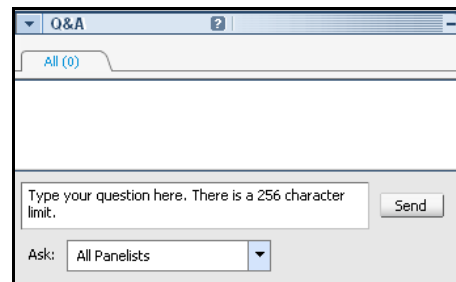
**Note:** By default, only the presenter and panelists have chat privileges to chat with all participants publicly or privately.

3. Click **Send**.

## Q&A Panel

**To ask a question:**

1. Type a question in the box above the **Ask** button in the Q&A Panel.



**Note:** If your Q&A Panel is not active, click on the Q&A button in the Icon Tray at the top of all panels.

2. Select from the **Ask:** pull down menu the person to whom you wish to direct your question.
3. Click **Send**. *Your message will be sent and appears on the Q&A panel of the receiver.*

**To answer a question:**

1. Click on the question you wish to answer.
2. Type an answer in the box above the Respond Privately button.
3. Click **Send**. *Your answer appears below the question in the Q&A Panel.*

**Note:** The Q&A icon turns orange for panelists when a question is asked and the panel is minimized.



**To answer a question privately:**

1. Click on the question you wish to answer then select **Respond Privately**.
2. Under *Mode of Response*, select **Defer**, to answer the question at a later time, or **Dismiss**.
3. To send a custom response, choose **Custom**. Type the custom response in the field.
4. Click **Send**.

