Create and publish poll questions in a live session

Content updated: 05/07/2026

This article is designated for moderators

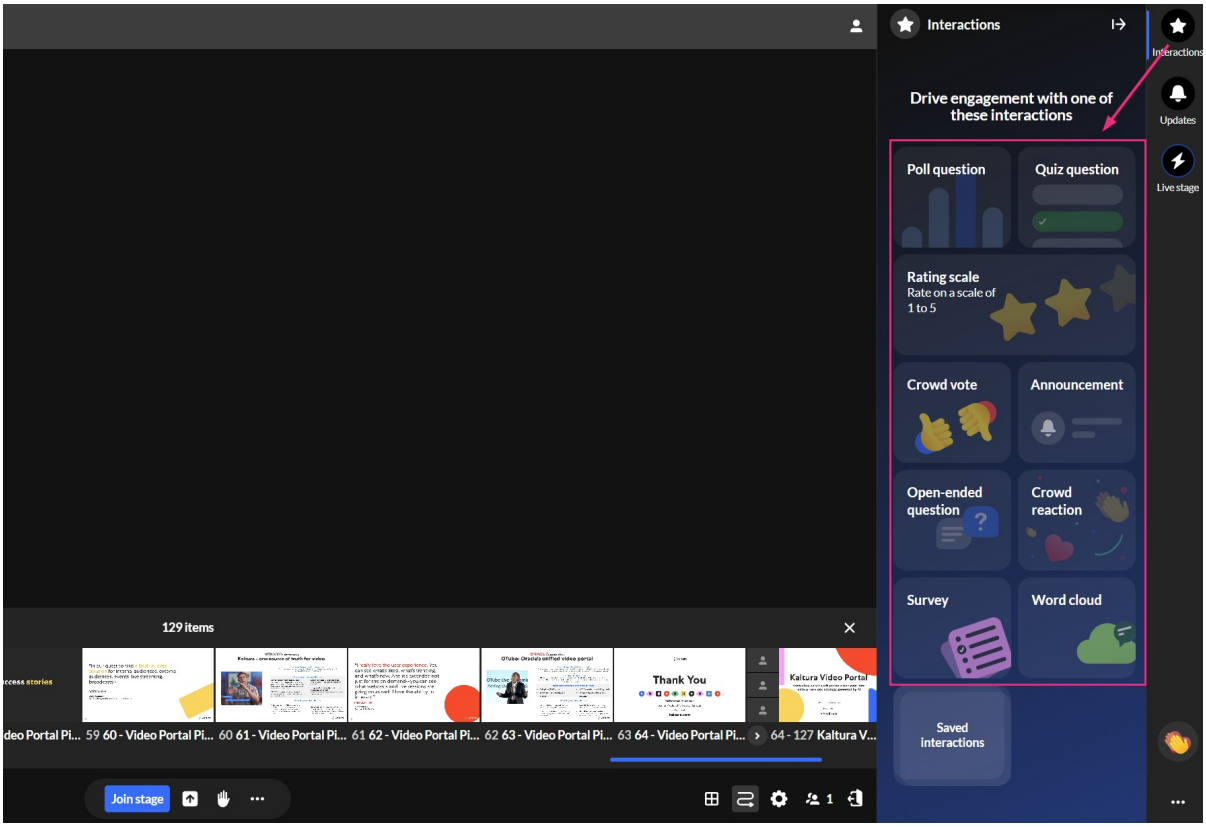
About

Use **poll questions** to collect real-time feedback from participants during a live session.

You can prepare a poll before the session begins, then save it as a draft, schedule it relative to the session start or for a specific date and time, or publish it immediately.

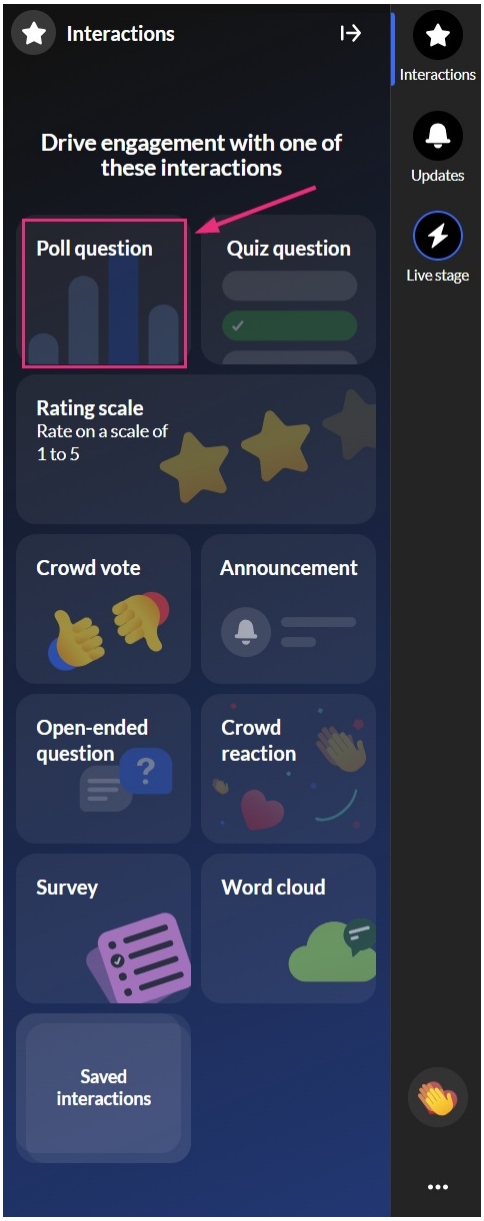
Create a poll question

1. On the session page, click the **Interactions** tab in the upper-right corner to open the Interactions panel.



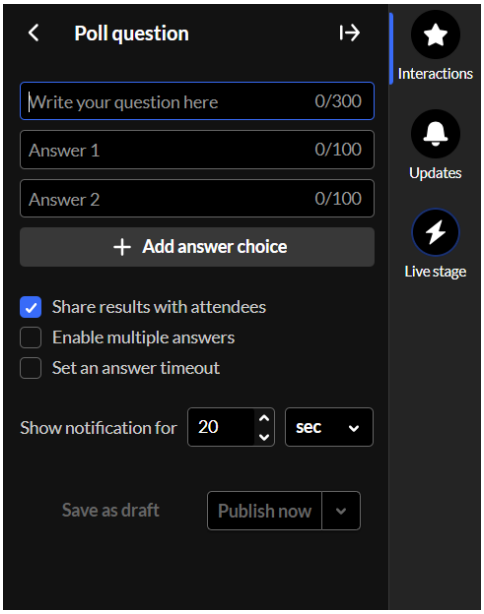
2. Select **Poll question**.

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The poll question form opens.

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3. Enter your question (up to 300 characters)
4. Enter the answer choices. Each answer can contain up to 100 characters.

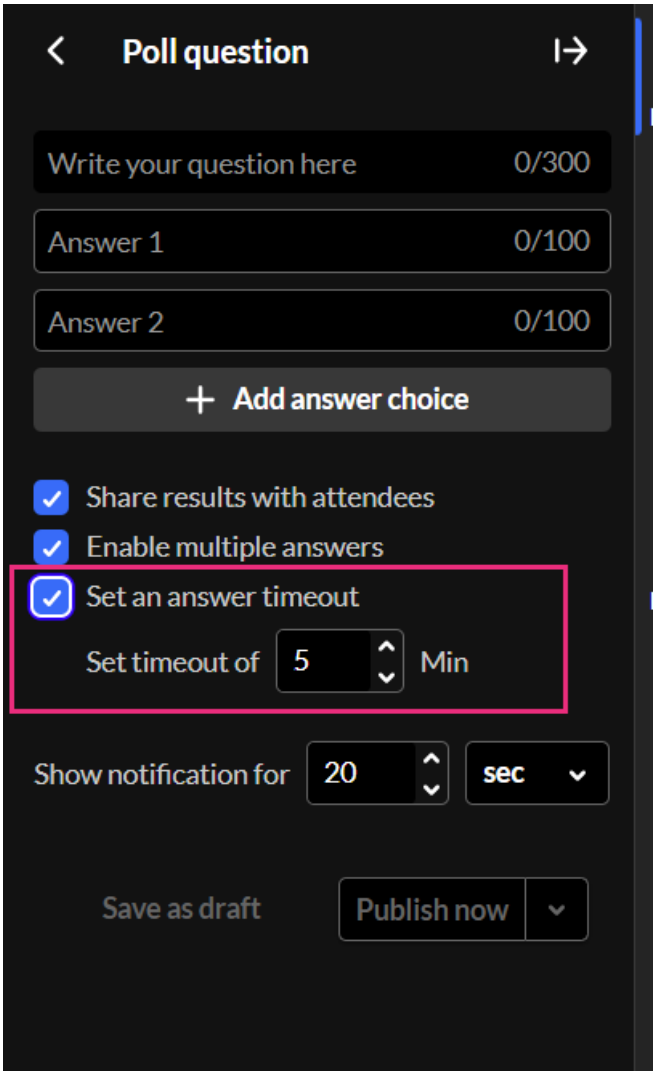
   To add an additional answer, click **+ Add answer choice**. You can add up to eight answers.

   To remove an answer, hover over it and click the trash can icon.

5. Select any of the following:

- **Share results with attendees** - Display the poll results to attendees.
- **Enable multiple answers** - Allow participants to select more than one answer.
- **Set an answer timeout** - Limit how long participants have to respond. When you select this option, an additional field displays:

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Use the arrows to set the response window:

- Default: 5 minutes
- Minimum: 1 minute
- Maximum: 120 minutes

Participants who have not yet answered see a countdown. When the response window ends, the poll closes automatically.

6. Set how long the poll notification remains visible to participants. Use the arrows to choose the duration:

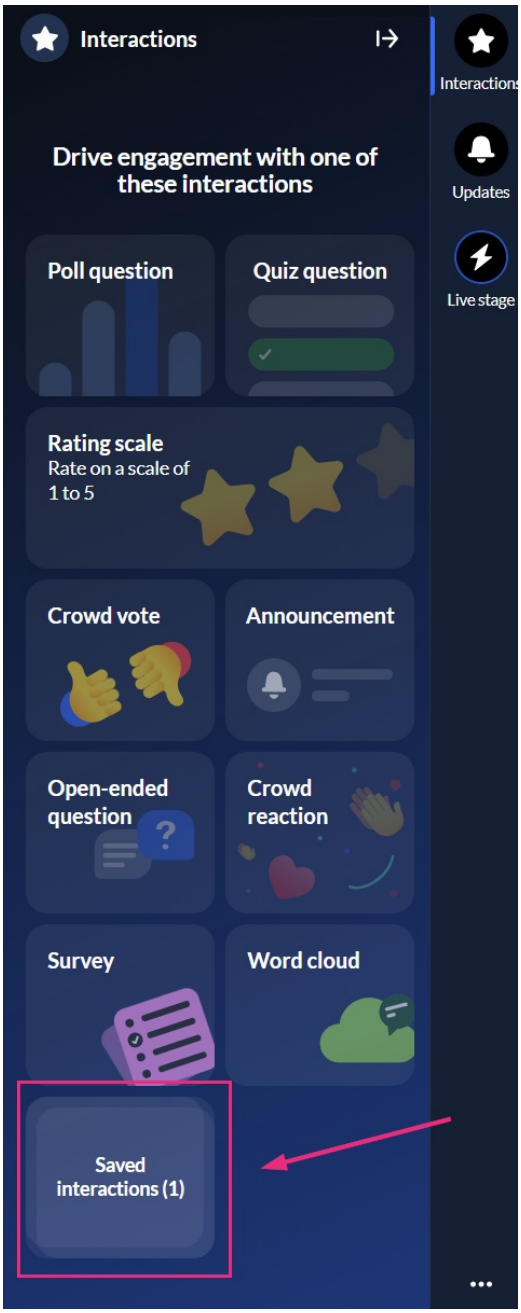
- **Seconds** – From 5 to 60 seconds
- **Minutes** – From 1 to 10 minutes

Save, schedule, or publish the poll

Choose one of the following:

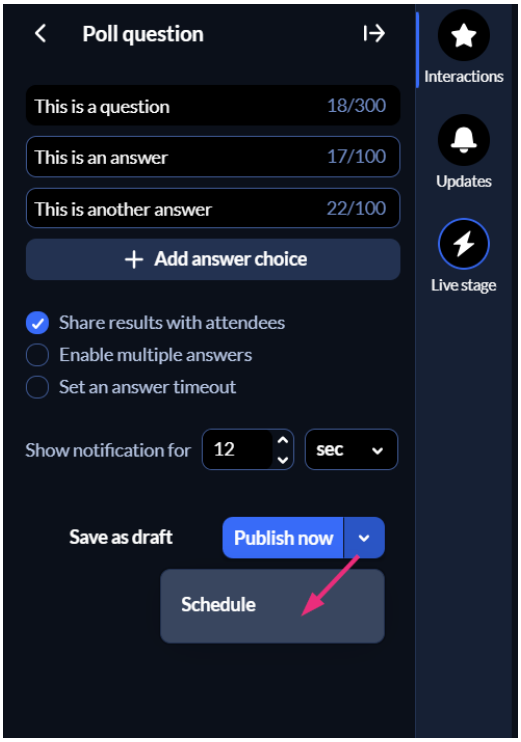
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- **Save as draft** – Save the poll without publishing it. You can find it later under **Saved interactions.**



- **Publish now** – Publish the poll immediately. Participants receive a notification when the poll is available
- **Schedule** – Publish the poll at a specified time. Click the arrow next to **Publish now** and select **Schedule**. For full instructions, see Schedule interactions.

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