Create and publish open-ended questions in a live session

Content updated: 05/07/2026

This article is designated for moderators

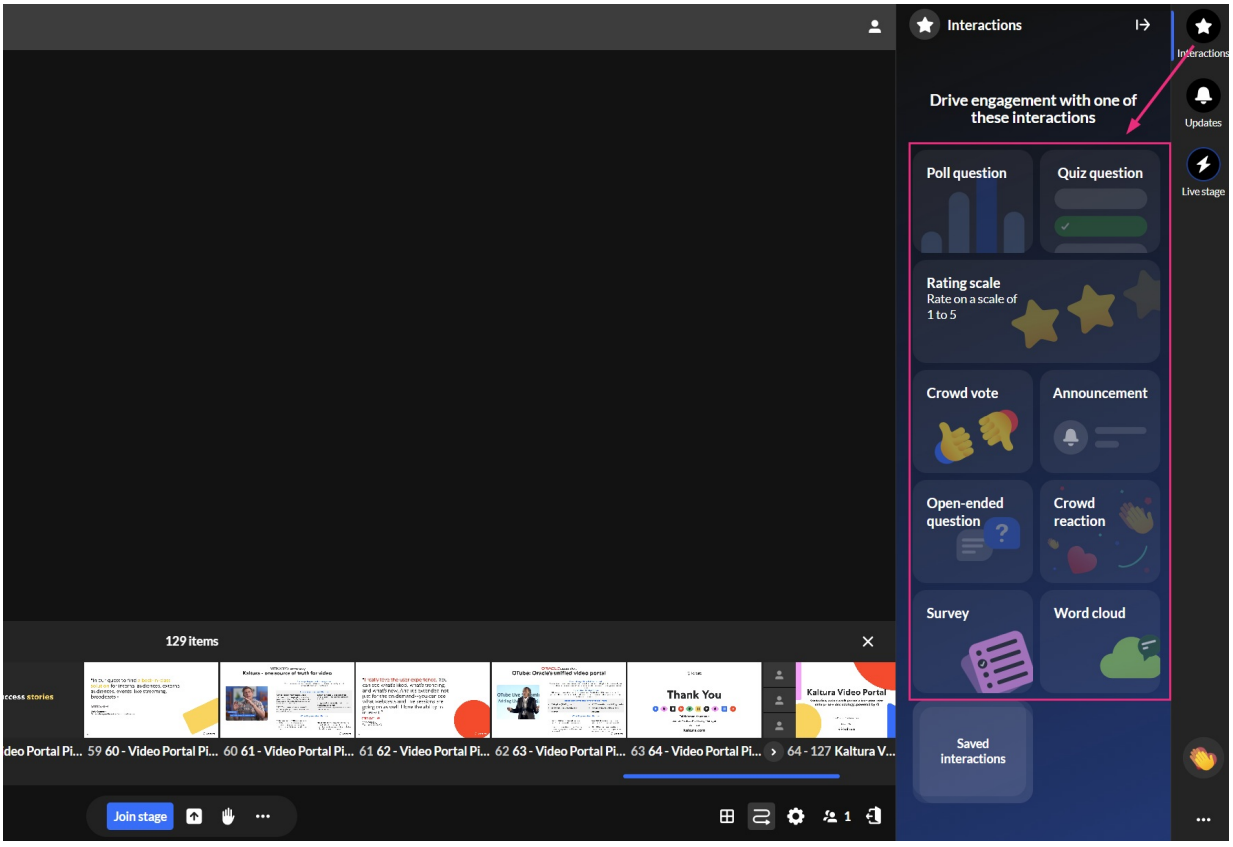
About

Use **open-ended questions** to collect written responses from participants during a live session. They are useful when you want participants to share feedback, ideas, or opinions in their own words rather than select from predefined answers.

You can prepare an open-ended question before the session begins, then save it as a draft, schedule it, or publish it immediately.

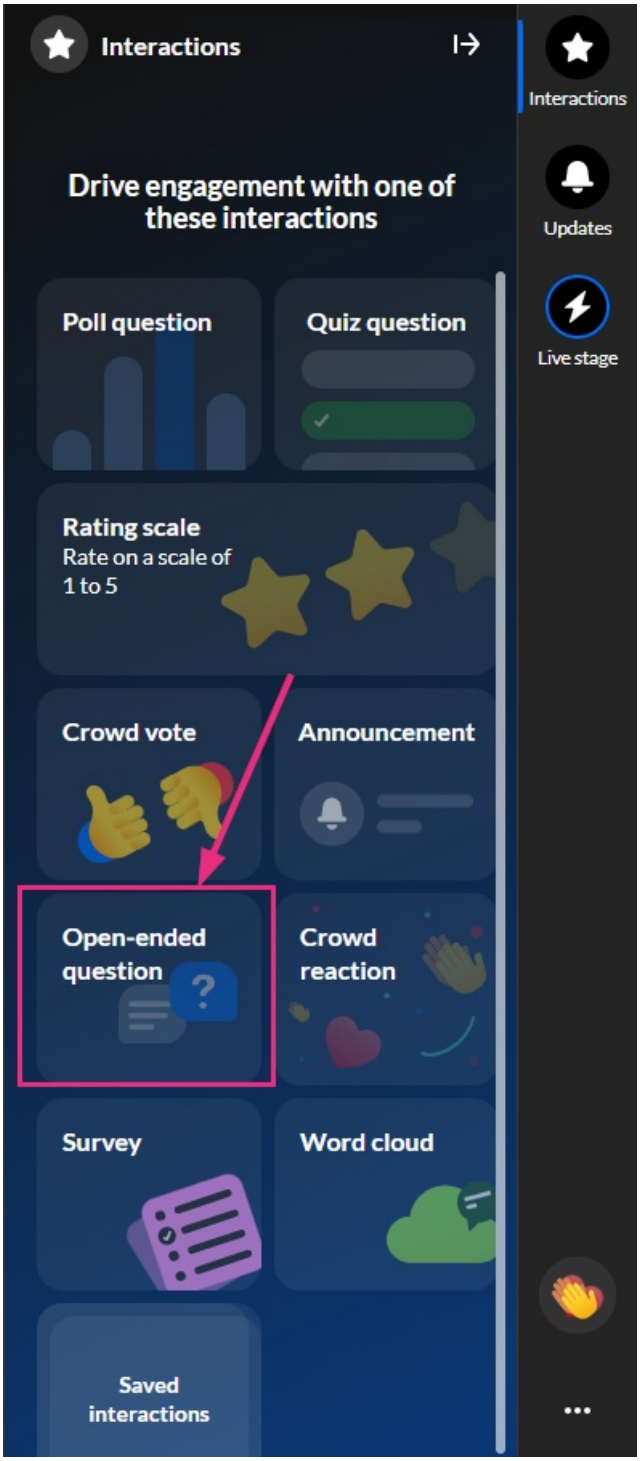
Create an open-ended question

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



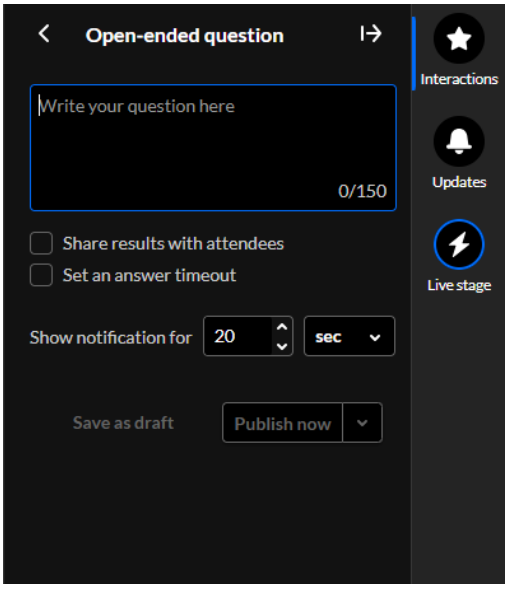
2. Select **Open-ended question**.

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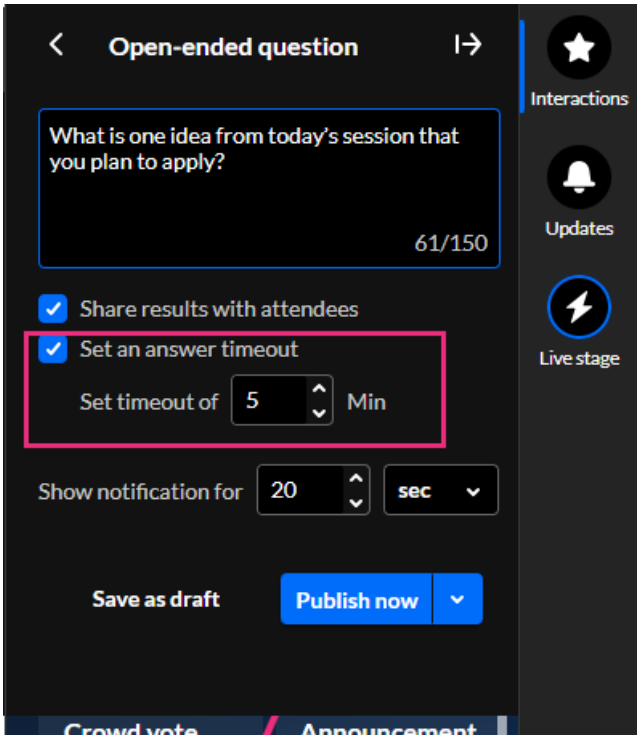
The Open-ended question window opens.

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3. Type your question in the “Write your question here” field (up to 150 characters).
4. Select any of the following:

- **Share results with attendees** - Allow attendees to view all submitted responses. When this option is turned off, attendees see only their own response. Moderators can always view all responses.
- **Set an answer timeout** - Limit how long participants have to respond. When you select this option, an additional field displays:



Use the arrows to set the response window:

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

Participants who have not yet responded see a countdown. When the response window ends, the open-ended question closes automatically.

5. Set how long the open-ended question notification remains visible to participants. Use the arrows to choose the duration:

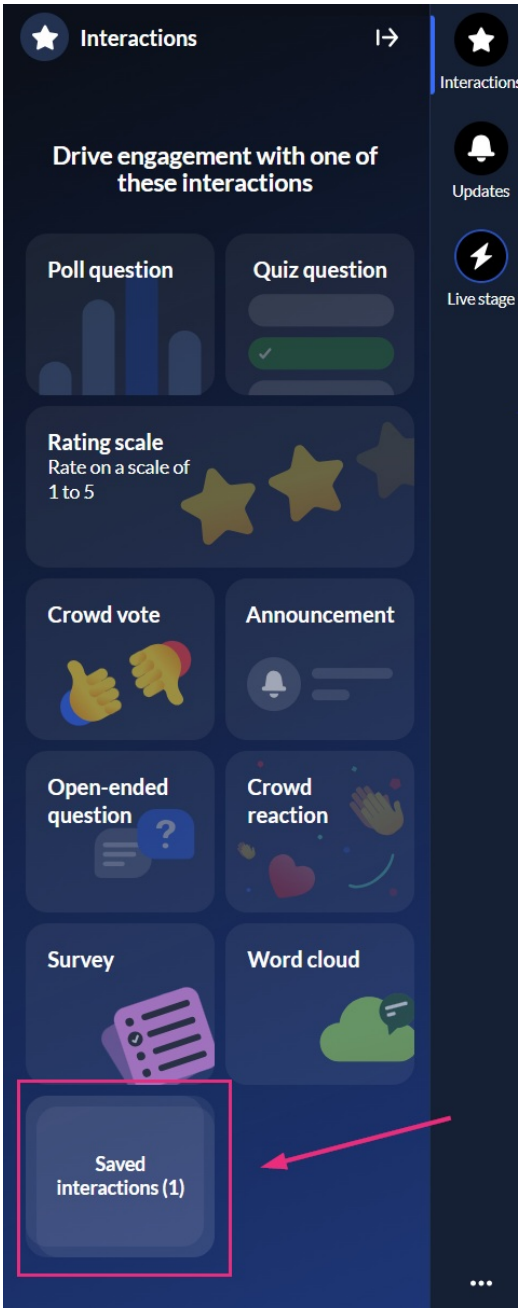
- **Seconds** – From 5 to 60 seconds
- **Minutes** – From 1 to 10 minutes

Save, schedule, or publish the open-ended question

Choose one of the following:

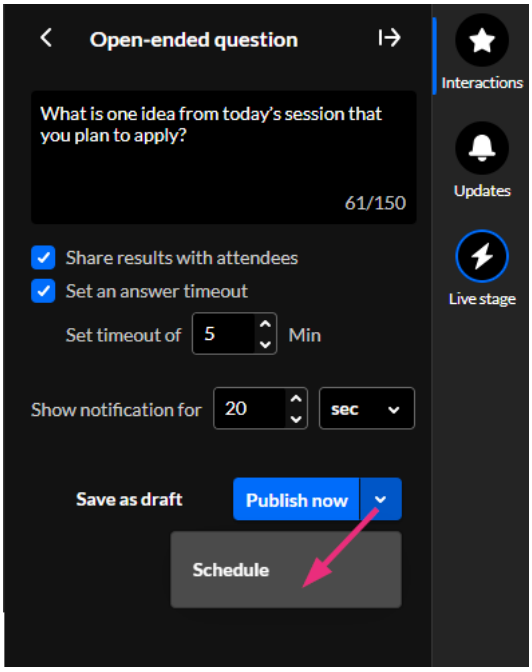
- **Save as draft** – Save the open-ended question without publishing it. You can find it later under **Saved interactions**.

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- **Publish now** – Publish the open-ended question immediately. Participants receive a notification when the question is available.
- **Schedule** – Publish the open-ended question at a specified time. Click the arrow next to **Publish now** and select **Schedule**. Schedule the open-ended question relative to the session start or for a specific future date and time, then click **Schedule**. For full instructions, see Schedule interactions.

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Each participant can submit one response and cannot edit it after submitting.

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