Schedule polls, quizzes, and other interactions to publish automatically

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This article is designated for moderators

About

You can **schedule an interaction** to publish automatically before or after a session starts, or at a specific date and time.

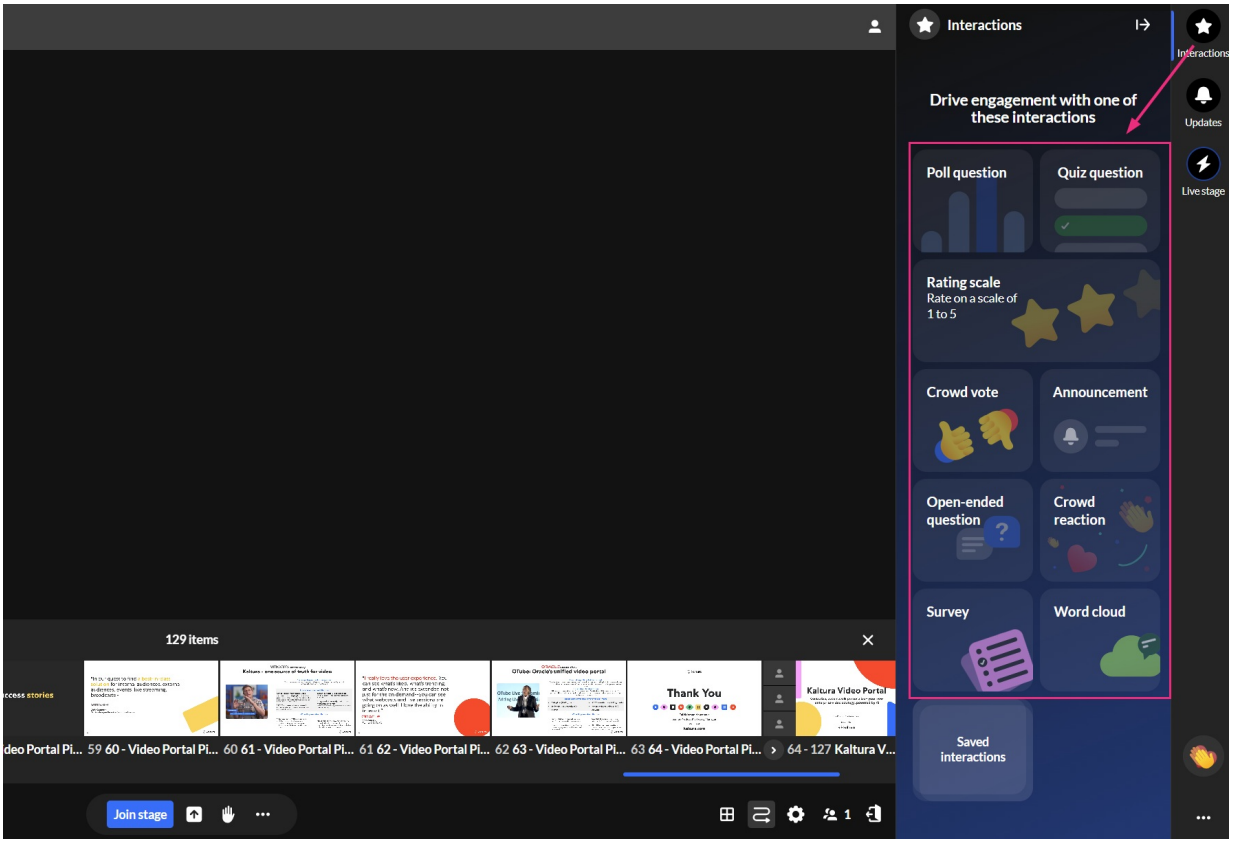
You can schedule poll questions, quiz questions, rating scales, crowd votes, word clouds, and open-ended questions while creating them or from **Saved interactions**. Surveys can only be scheduled from **Saved interactions**.

Schedule an interaction while creating it

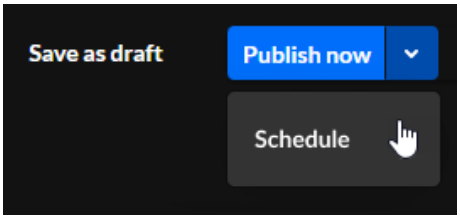
You can schedule a poll question, quiz question, rating scale, crowd vote, word cloud, or open-ended question directly from its creation screen.

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

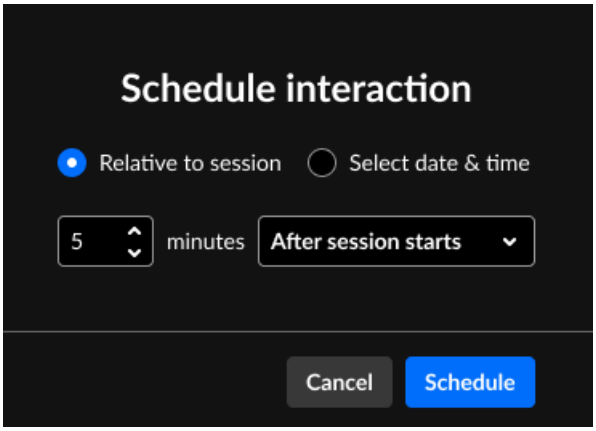
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2. Create the interaction.
3. Click the arrow next to **Publish now**, then select **Schedule**.



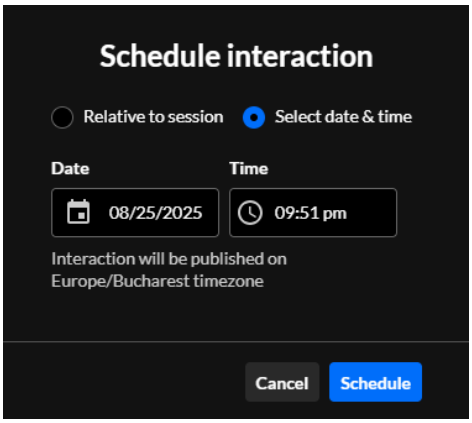
The Schedule interaction window opens.



4. Choose when you want the interaction to publish:

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- **Relative to session** – Set the number of minutes, then select **Before session starts** or **After session starts**. For example, to publish the interaction 5 minutes after the session starts, enter **5** and select **After session starts**.
- **Select date & time** – Select the date and time when you want the interaction to publish. You can only schedule an interaction for a future date and time.



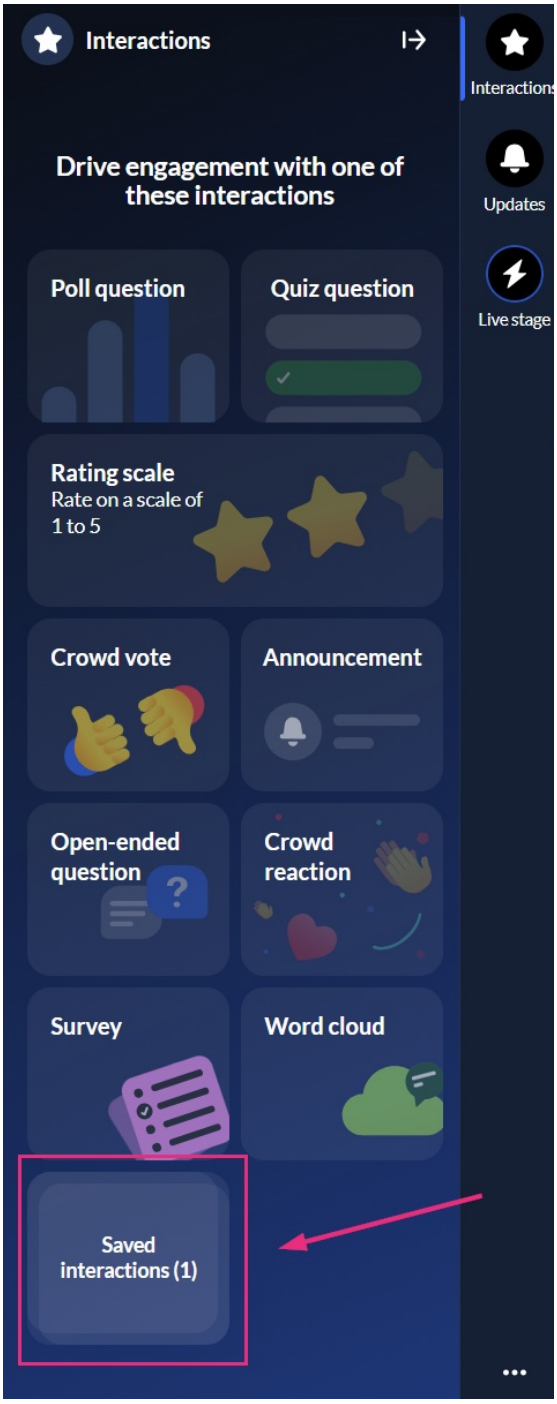
5. Click **Schedule**.

Schedule a saved interaction

You can schedule any supported interaction from **Saved interactions**, including surveys.

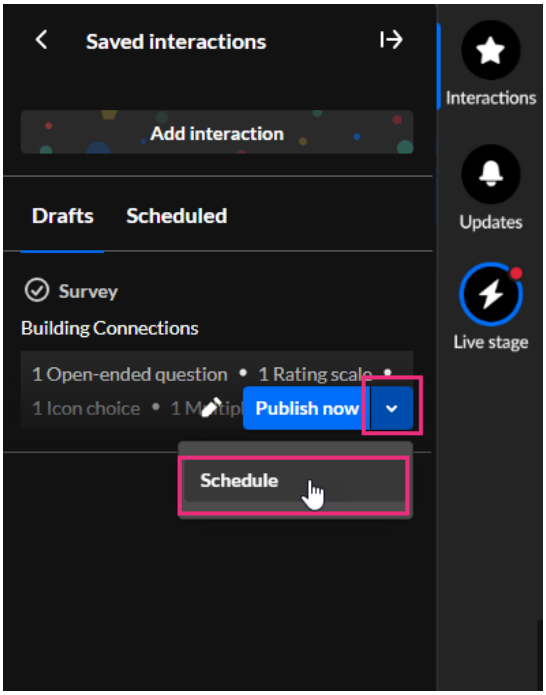
1. In the Interactions panel, click **Saved interactions**.

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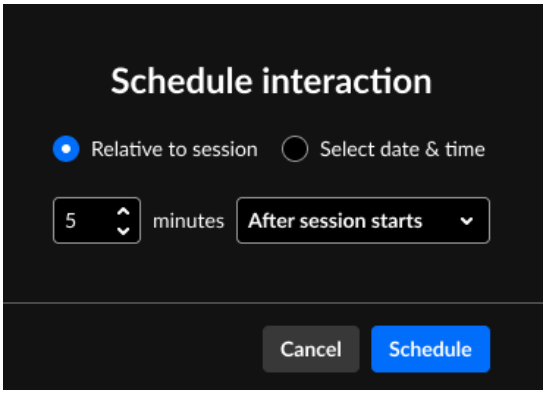


2. Find the interaction you want to schedule.
3. Click the arrow next to **Publish now**, then select **Schedule**.

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The Schedule interaction window opens.



4. Choose when you want the interaction to publish:

- **Relative to session** – Set the number of minutes, then select **Before session starts** or **After session starts**.
- **Select date & time** – Select the date and time when you want the interaction to publish. You can only schedule an interaction for a future date and time.

5. Click **Schedule**.

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