

Create and publish poll questions in a live session

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 This article is designated for moderators

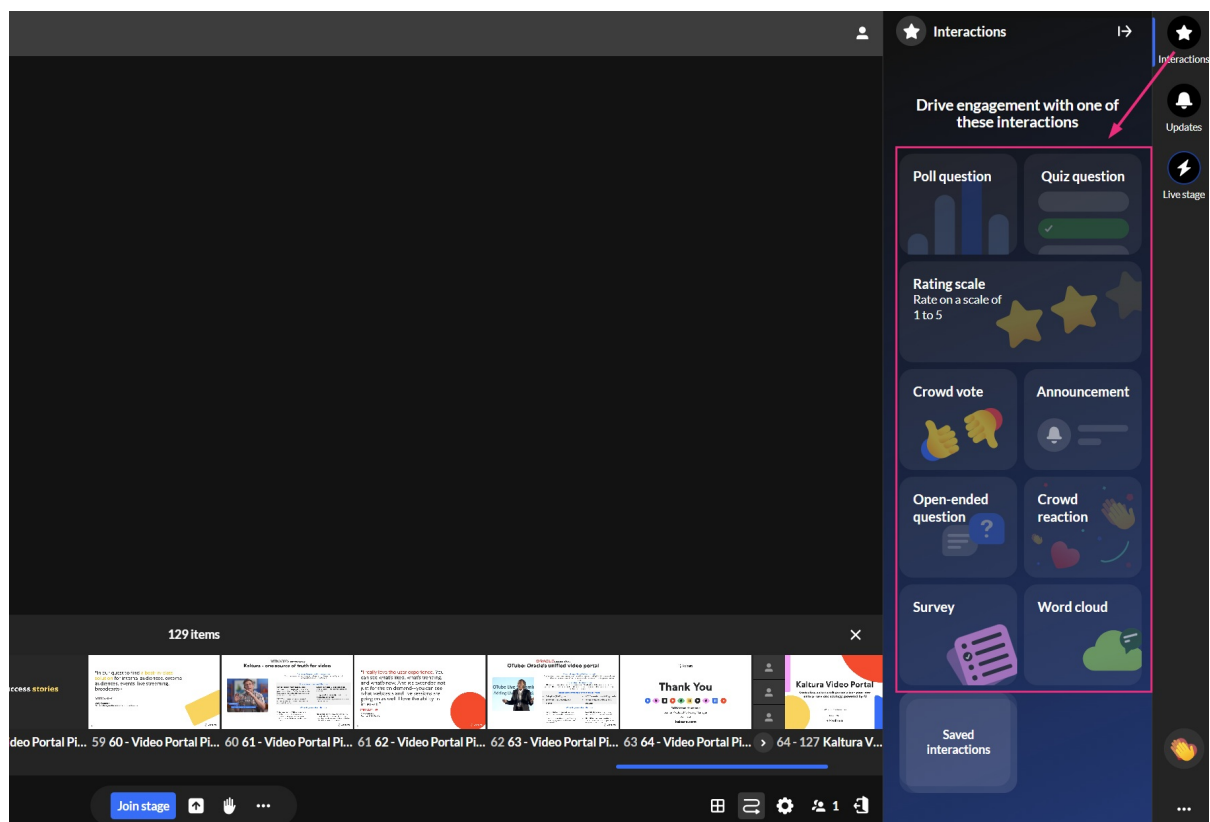
About

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

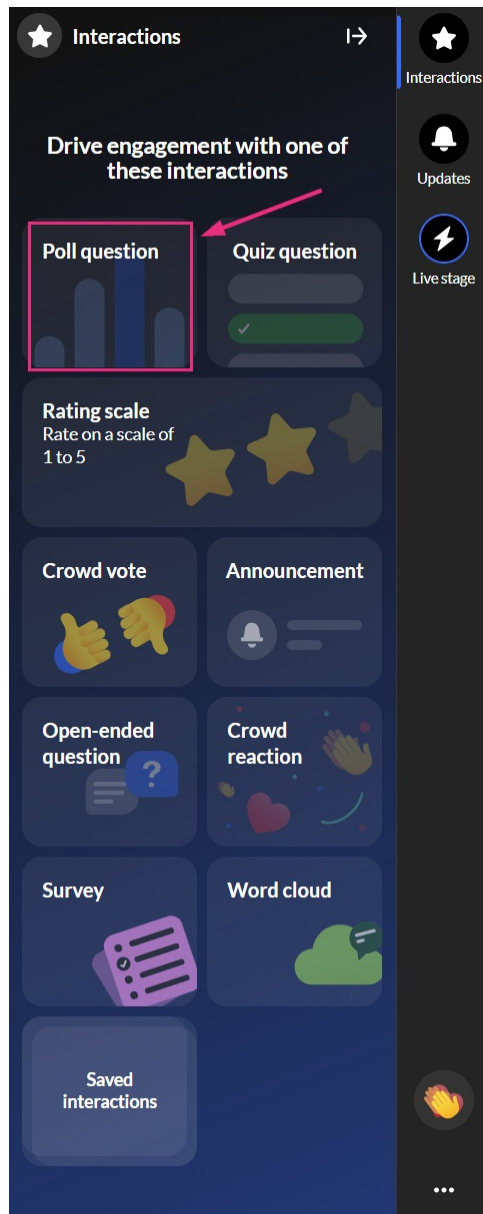
You can prepare a poll before the session begins, then save it as a draft, schedule it relative to the session start or for a specific date and time, or publish it immediately.

Create a poll question

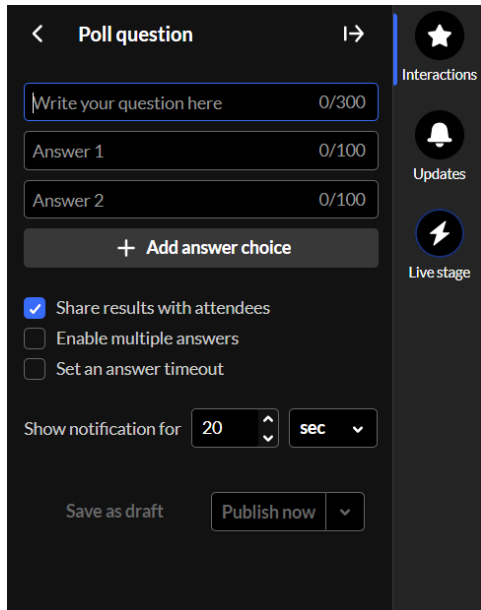
1. On the session page, click the **Interactions** tab in the upper-right corner to open the Interactions panel.



2. Select **Poll question**.



The poll question form opens.

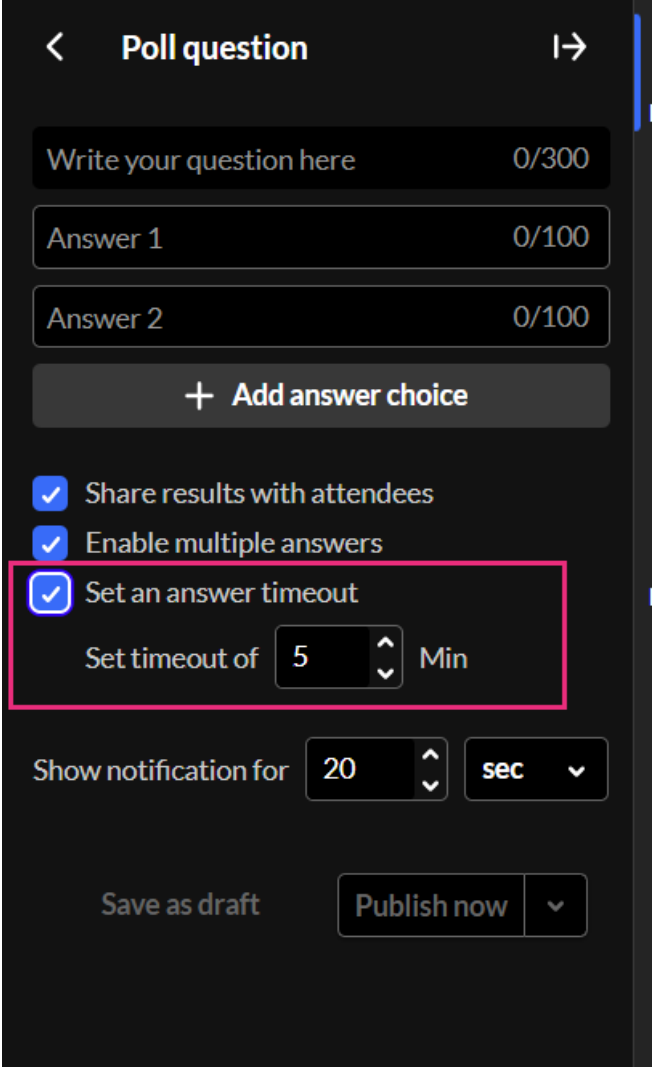


3. Enter your question (up to 300 characters)
4. Enter the answer choices. Each answer can contain up to 100 characters.

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:



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.

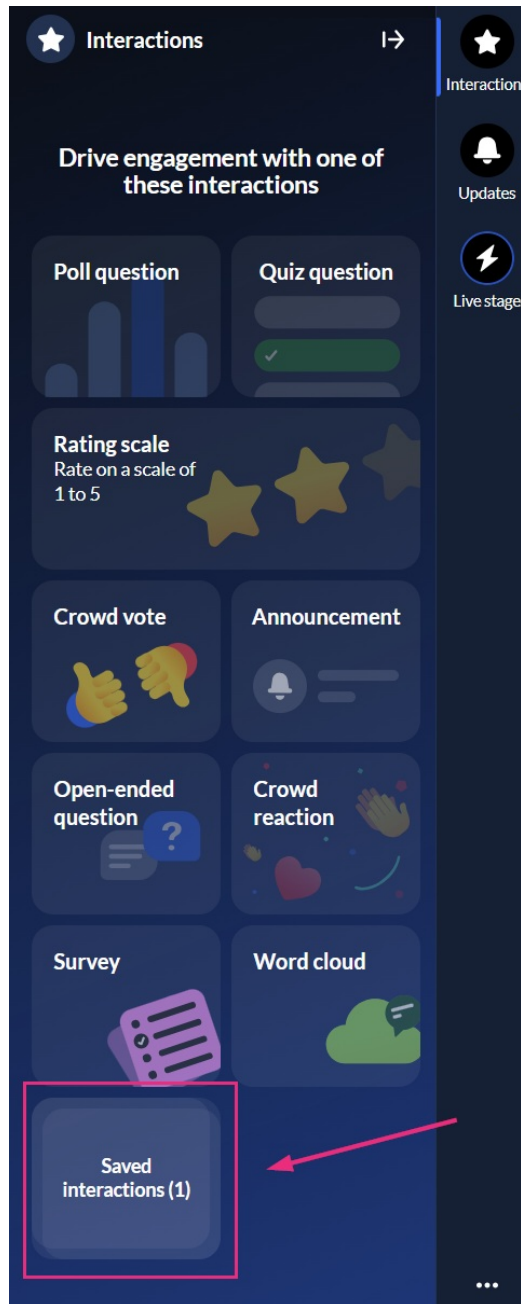
6. Set how long the poll notification remains visible to participants. Use the arrows to choose the duration:

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

Save, schedule, or publish the poll

Choose one of the following:

- **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](#).

<

Poll question

I→

This is a question

18/300

This is an answer

17/100

This is another answer

22/100

+ Add answer choice

☒ Share results with attendees

☐ Enable multiple answers

☐ Set an answer timeout

Show notification for

12

sec

Save as draft

Publish now

Schedule