

Create and manage a Word cloud in live sessions

Content updated: 09/08/2026

 This article is designated for moderators

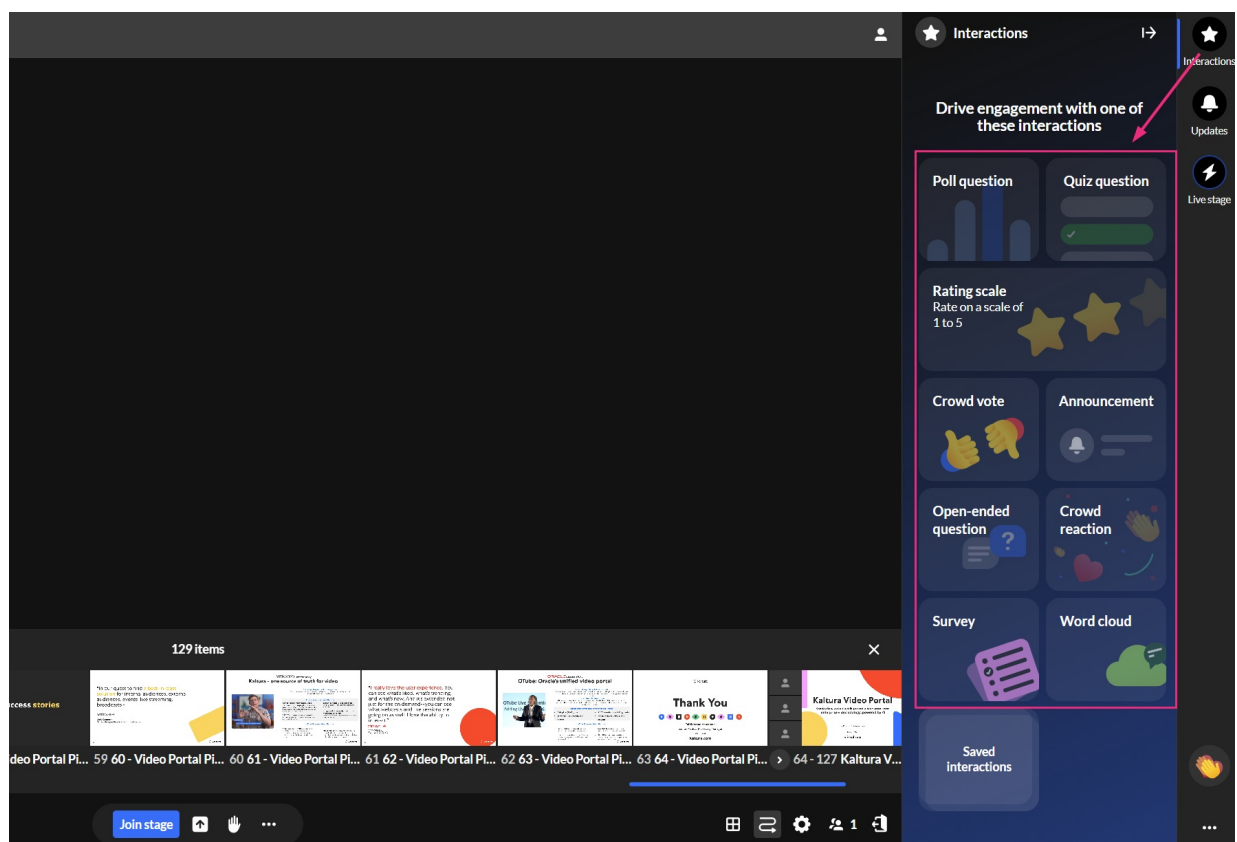
About

Use a **Word cloud** to collect short written responses from participants during a live session. Responses appear in a visual word cloud, with frequently submitted words displayed more prominently so you can quickly identify common themes.

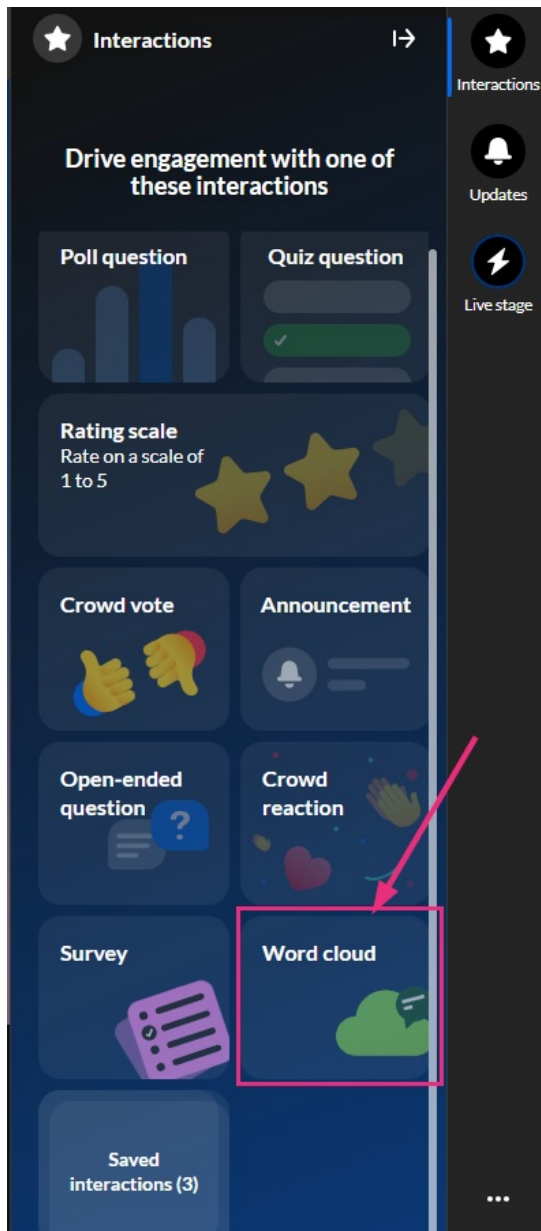
You can prepare a Word cloud before the session, then save it as a draft, schedule it, or publish it immediately.

Create a Word cloud

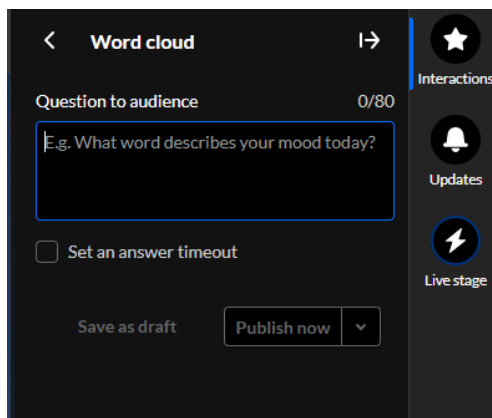
1. On the session page, click the **Interactions** tab in the upper-right corner to open the Interactions panel.



2. Click **Word cloud**.

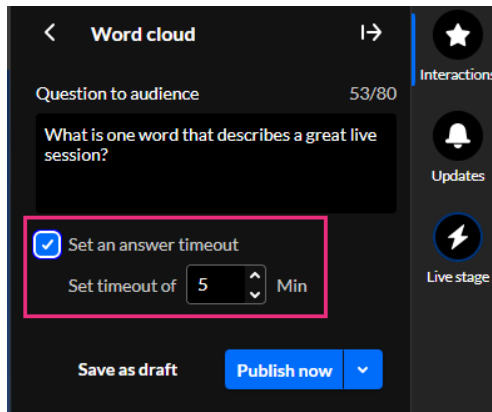


The Word cloud window opens.



3. Enter your question in the **Question to audience** field (up to 80 characters).

4. **Set an answer timeout** - To limit how long participants can respond, select **Set an answer timeout**. An additional field displays.



Use the arrows to set the response window:

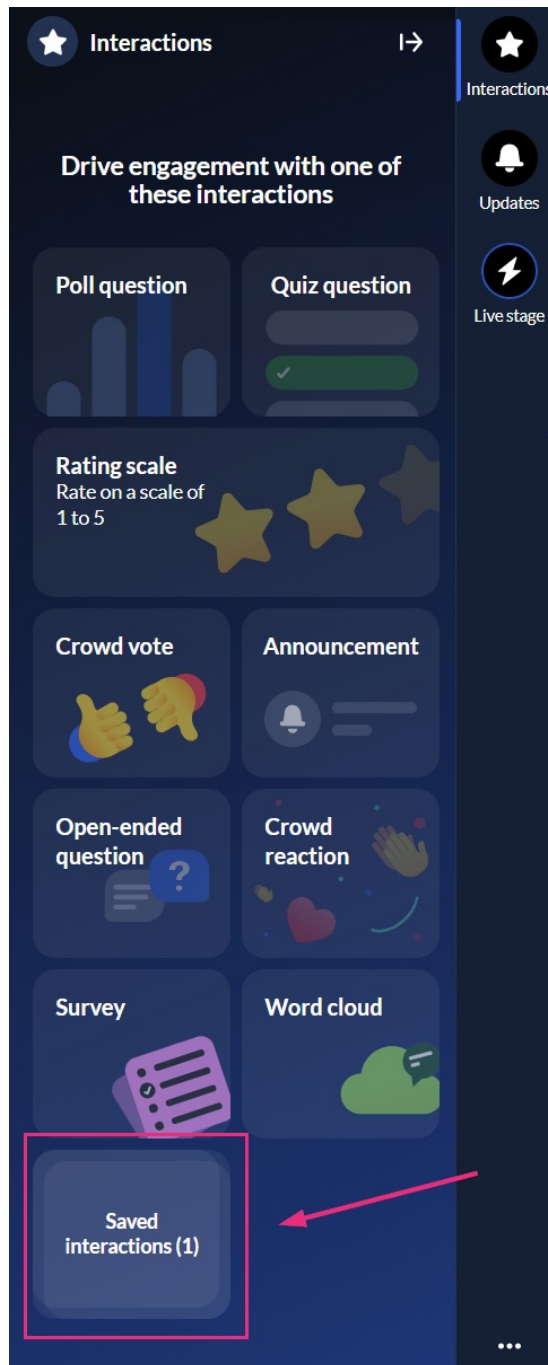
- Default: 5 minutes
- Minimum: 1 minute
- Maximum: 120 minutes

When the response window ends, the Word cloud closes automatically.

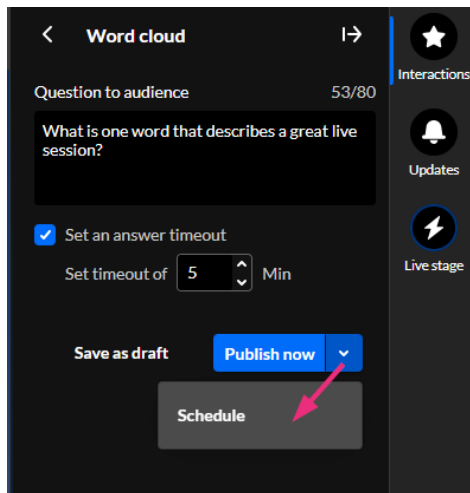
Save, schedule, or publish the Word cloud

Choose one of the following:

- **Save as draft** – Save the Word cloud without publishing it. You can find it on the **Drafts** tab under **Saved interactions**.



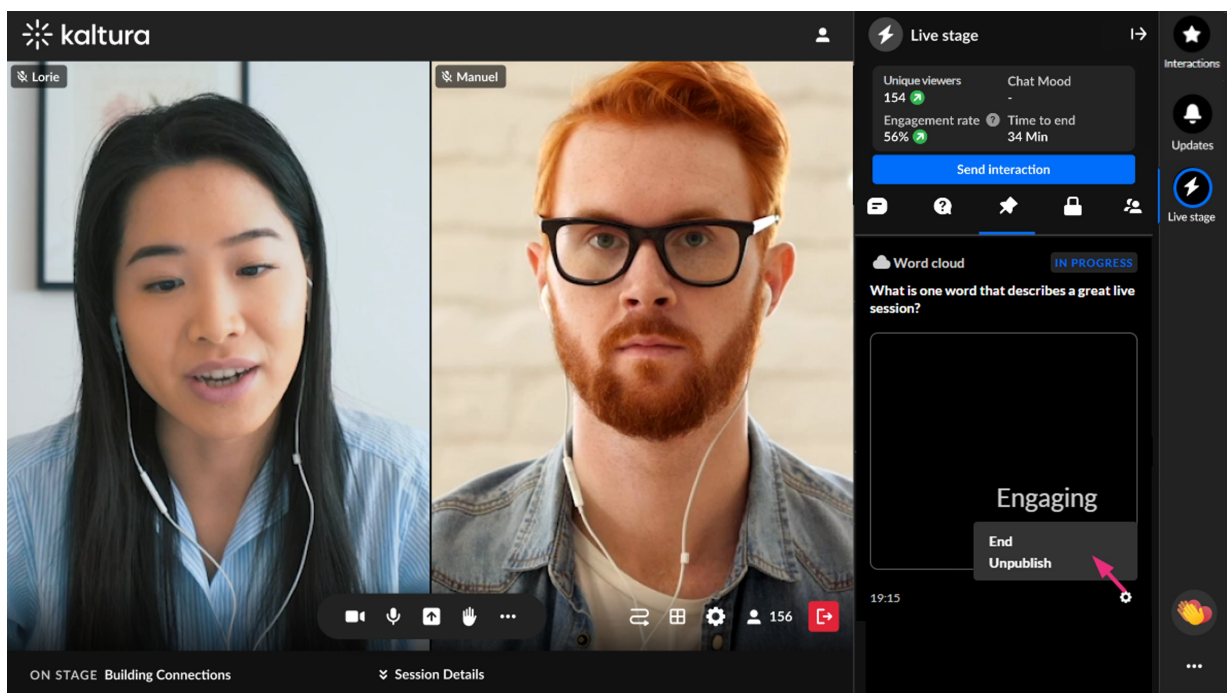
- **Publish now** – Publish the Word cloud immediately. Participants receive a notification when the Word cloud is available.
- **Schedule** – Click the arrow next to **Publish now** and select **Schedule**. Schedule the Word cloud relative to the session start or for a specific future date and time, then click **Schedule**. For full instructions, see [Schedule interactions](#).



Manage a published Word cloud

While the Word cloud is active, participants can click **Show results** to view the current results in a toast notification.

To end or unpublish the Word cloud, open the feed sub-tab (**pushpin icon**) under **Live stage**, click the **gear icon**, and select **End** or **Unpublish**.



After the Word cloud ends, the results display as an overlay on the left side of the screen and in the feed sub-tab under **Live stage**.