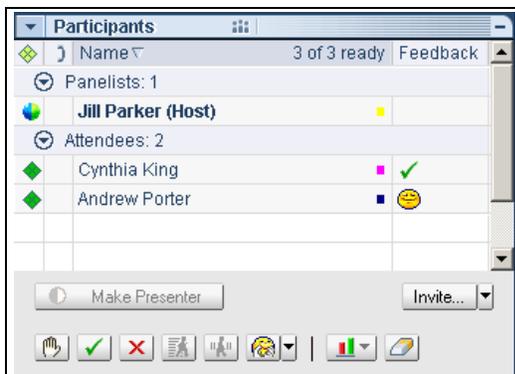## Participant Panel

The Participants panel allows you to view the list of all participants in a training session. Feedback buttons, which allow participants to give non-verbal feedback to the presenter during a training session, appear at the bottom of the Participant panel. The Chat and Q&A panels are also used to communicate.

Feedback Tools

Note: Raise Hand, Yes, No, Go Faster, Go Slower, Emoticons, Feedback Results, Clear Feedback

1. Click on one of the **Feedback** buttons at the bottom of the **Participants Panel.** *Your response appears on the Participants panel in the Feedback column.*

2. To request to speak in a session, click **Raise Hand**. *The Raise Hand icon appears next to your name.*

Chat Panel

1. Click in the **Chat Box** and type a message.

2. Select who you wish to receive the message from the **Send to:** drop down list.
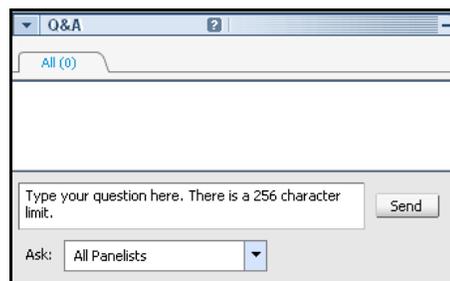
Note: By default, only the presenter and panelists have chat privileges to chat with all participants publicly or privately.

3. Click **Send**.

Q&A Panel

To ask a question:

1. Type a question in the box above the **Ask** button in the Q&A Panel.

Note: If your Q&A Panel is not active, click on the Q&A button in the Icon Tray at the top of all panels.

2. Select from the **Ask**: pull down menu the person to whom you wish to direct your question.

3. Click **Send.** *Your message will be sent and appears on the Q&A panel of the receiver.*

To answer a question:

1. Click on the question you wish to answer.

2. Type an answer in the box above the Respond Privately button.

3. Click **Send.** *Your answer appears below the question in the Q&A Panel.*

Note: The Q&A icon turns orange for panelists when a question is asked and the panel is minimized.

To answer a question privately:

1. Click on the question you wish to answer then select **Respond Privately**.

2. Under *Mode of Response*, select **Defer,** to answer the question at a later time**,** or **Dismiss.**

3. To send a custom response, choose **Custom.** Type the custom response in the field.

4. Click **Send**.