**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.

**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.