Feedback

Feedback, such as agreeing or disagreeing with questions or raising a hand to signal the meeting host or presenter can be done through the Feedback drop down menu on the menu bar. This menu can also be used to communicate if the speaker should raise or lower their voice, slow down, and give applause. Feedback can be used in any layout.

When a user selects a feedback option from the menu it **Appears by their Name** in the attendees pod.

To clear all current feedback from users in a room select **Clear Everyone’s Status** from the attendees pod menu.
Polling

The poll feature can be used to ask questions of the audience and have them select an answer.

Creating a New Poll:

1. Select the Menu from the poll pod.
2. Select New Poll.
3. Enter your Poll Question.
4. Enter the Answer Options for the poll.
   ***NOTE: Be sure to hit the Enter Key between answers to place each answer on a separate line.
5. Select Open to deploy the poll to the room.

***NOTE: Instructors may create multiple pool questions ahead of time and save them for deployment at a later time and selected during the presentation using the Select Poll option.

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Broadcasting Poll Results:

1. Select the Poll menu from the poll pod.
2. Select Broadcast Results. This will display the results for all active polls.

![Poll Menu]

Break Out Rooms

Breakout Rooms can be created to place attendees into smaller discussion groups to discuss course topics and ideas. Instructors can float between Breakout Rooms and then bring attendees back together to discuss the group discussions as a whole.

Creating Break Out Rooms:

1. Select Break Out Rooms View from the attendees pod.
2. Select the Distribute Evenly from Main Room button to place attendees separate break out rooms.
3. Select Start Break Out. This will send the attendees in separate rooms.
Switching Between Break Out Rooms as an Instructor:

1. Select your Name in the attendees pod.
2. Select the Room you wish to enter from list.
3. To bring all attendees back to the main room select End Breakouts.