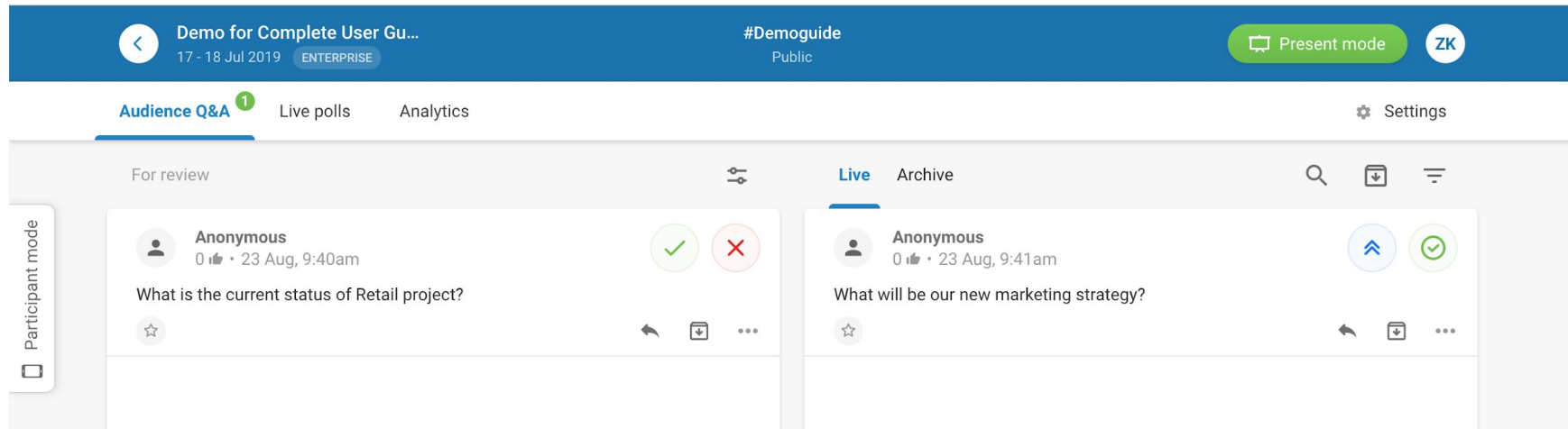# Slido Essentials for Onsite Administrators

slido

Managing questions

Go to the "Audience Q&A" tab in your Admin.

On the left side (if moderation is ON):

✓ **approve** the good questions.

✕ **dismiss** the inappropriate ones.
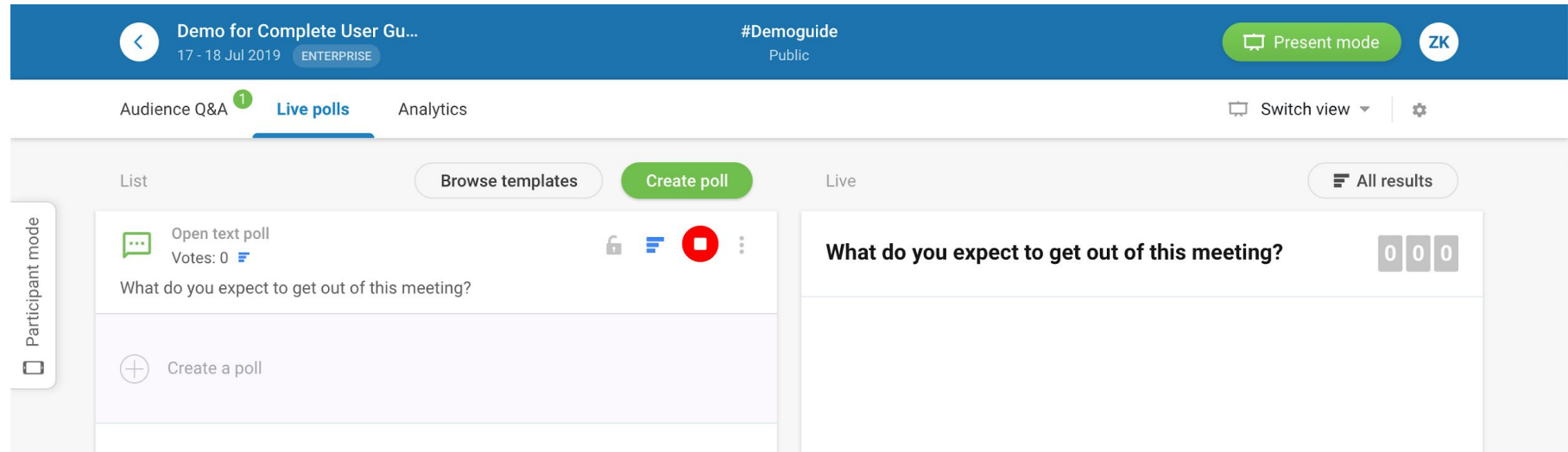
On the right side (you need to click on it):

⤒ **highlight** the question that is being answered by presenter to pin it to the top.

✓ **mark the question as answered** and remove them from Present view to make room for the next ones.

··· Click on the three dots next to the question to **edit** or permanently **delete** it.

▼ At the end of the session, **Archive all** the questions to start from scratch.

Administrating polls

Go to the "Live Polls" tab in your Admin.

- ▶ **Activate** the poll to display it it on the screen.
- ☰ **Hide/Unhide the results** from the audience.

- ⏹ **Deactivate** the poll once the voting is over.
- 🔒 **Lock the voting** to fix the results on the screen.