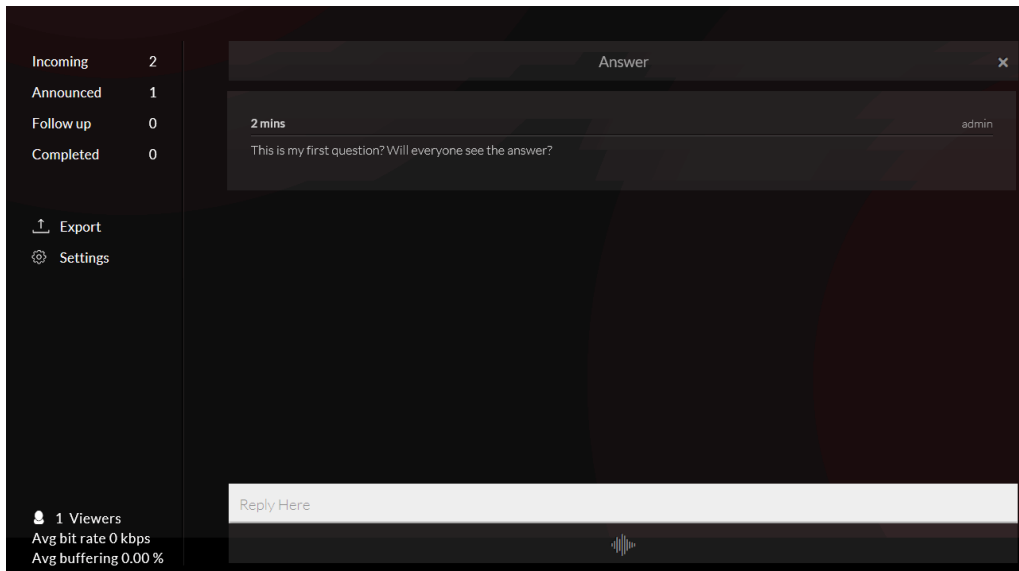


# Moderated Q&A - Replying to a Question via Message

Last Modified on 07/13/2020 8:27 pm IDT

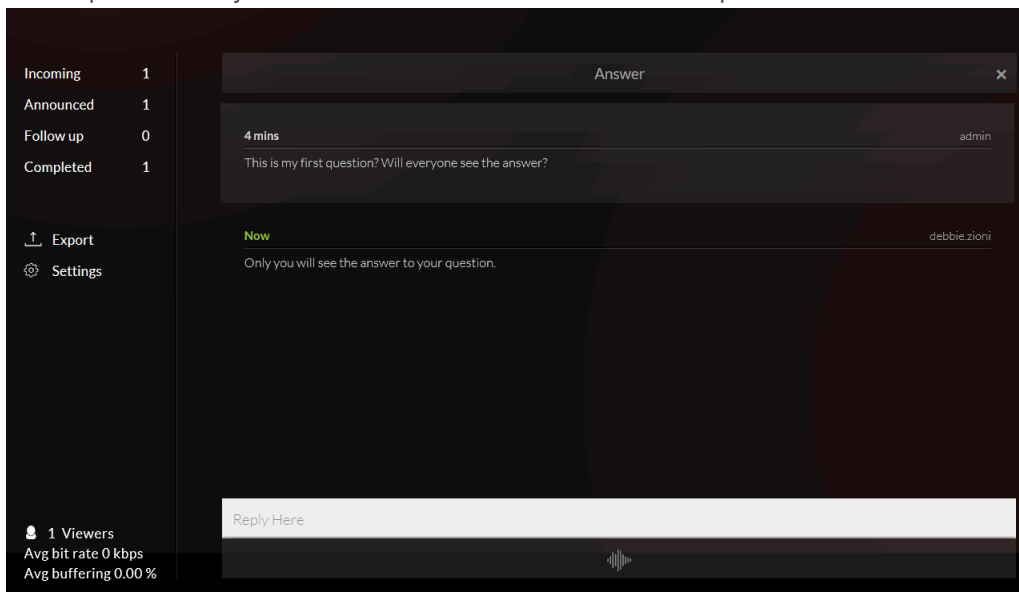
1. In the Moderator View, click on the question.



The screenshot shows the Kaltura Moderator View interface. On the left, there is a sidebar with a list of question statuses: Incoming (2), Announced (1), Follow up (0), and Completed (0). Below this list are buttons for 'Export' and 'Settings'. At the bottom of the sidebar, it shows '1 Viewers', 'Avg bit rate 0 kbps', and 'Avg buffering 0.00 %'. The main area displays a question card with a '2 mins' timer and the text 'This is my first question? Will everyone see the answer?'. The card is attributed to 'admin'. At the bottom of the main area, there is a text input field labeled 'Reply Here' and a microphone icon.

2. Type your message in the text box and press Enter.

Your response will only be shared with the attendee that asked the question.



The screenshot shows the Kaltura Moderator View interface after a response has been sent. The sidebar on the left now shows 'Completed' as 1. The main area displays a question card with a '4 mins' timer and the text 'This is my first question? Will everyone see the answer?'. Below the question card, a new message is shown with a 'Now' timestamp and the text 'Only you will see the answer to your question.' This message is attributed to 'debbiezioni'. At the bottom of the main area, there is a text input field labeled 'Reply Here' and a microphone icon.

Attendee will see the following:

Type your question here


0/500 Send

● 500

admin

Now

We will be starting in a moment.

Announcement 

Now

- The question will automatically be moved to the Completed queue.
- Click on Incoming to return to questions queue.