

Manage Live Questions

If you are appointed the Organiser role in MeetingHub, you can create and handle Live Questions (LQ).

Live Questions are a simple way to ask questions to all participants in the MeetingHub.

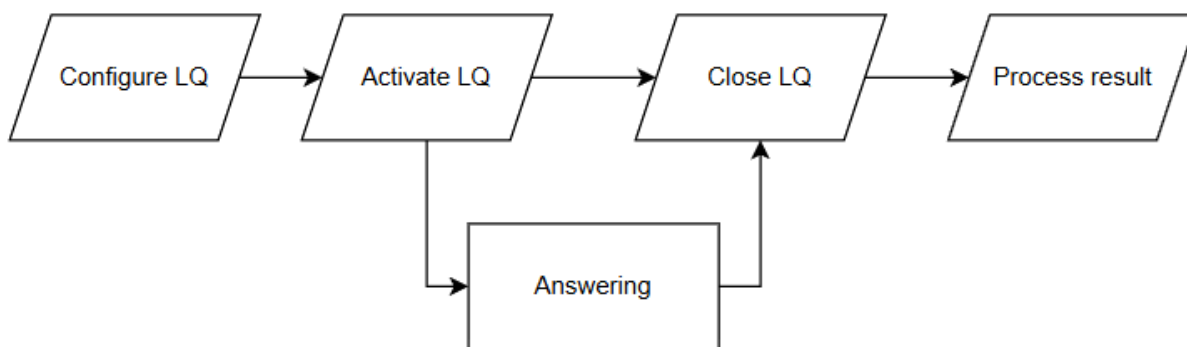
You can ask a single question, and participants can be presented with options to answer either single-choice or multi-choice.

Result can be published, or only shown to organisers.

Also answers can be collected anonymously.

How to setup and use

The process of handling LQ is divided into these tasks:



Example setup of LQ

Step / Action	Description
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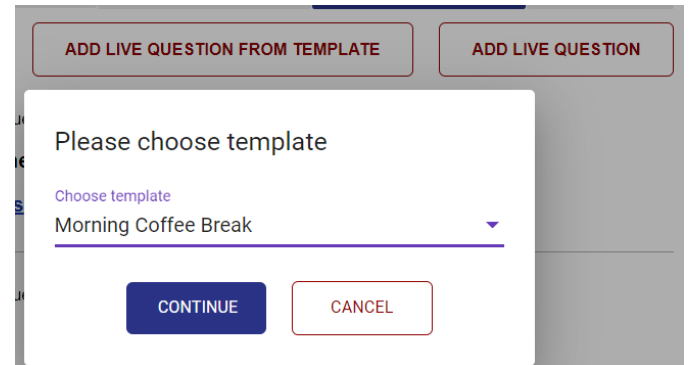
1. New or Template

There are two ways to create a LQ, either from a template , or from scratch.

When you create a LQ, you have the option to save it as an template in the current meeting.

This way you can quickly create repetitive LQ in the same meeting.

Click either the "Add Live Question" or "Add live question from template".



2. Configure Live Question

Description of the fields is provided at the end of this page.

When the LQ is configured and "Submit" is clicked, the LQ is ready to be activated and presented to the participants.

It is not visible to the participants until it is activated (see next step).

Topic:

Anonymous answering

Enable anonymous answering

Public result

Show public result

Answering choice

Single choice Multiple choice

[Remove](#)

[Remove](#)

[+ Add choice](#)

Set max choice items

Time to answer

Enable limited answering time

seconds

Save as a template

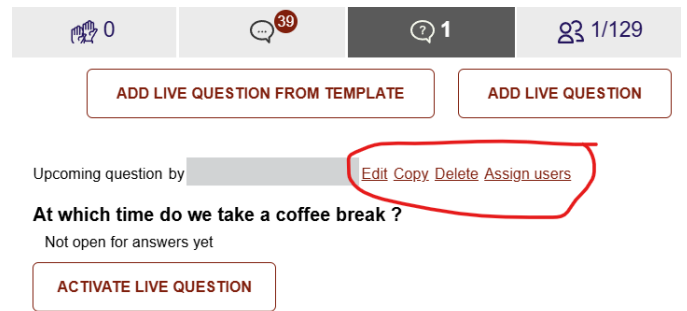
See field description at the end of this page.

3. Assign respondents

If only a subset of participants are required to answer the LQ, you can assign those by clicking the "Assign users" option next to the LQ.

Please note that the LQ will be visible to all participants in the meeting, but only the selected participants can answer.

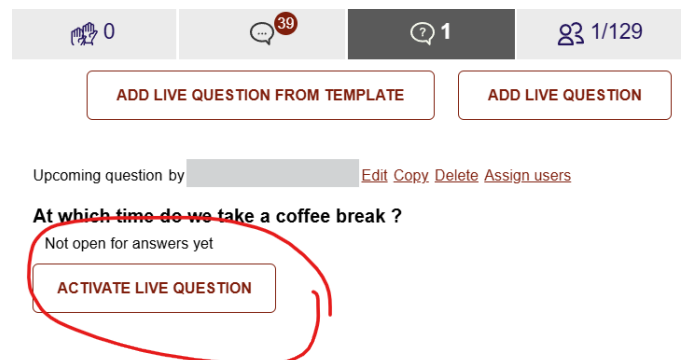
The result will equally be visible to all participants if the option to publish the result of the LQ is enabled.



The screenshot shows a navigation bar with icons for 0 votes, 39 comments, 1 question, and 1/129 participants. Below the bar are two buttons: "ADD LIVE QUESTION FROM TEMPLATE" and "ADD LIVE QUESTION". The main content area shows "Upcoming question by" followed by a redacted name and a red circle around the "Edit Copy Delete Assign users" links. The question text is "At which time do we take a coffee break ?" and it is noted as "Not open for answers yet". A button labeled "ACTIVATE LIVE QUESTION" is visible at the bottom.

4. Activate

Remember, the LQ will not be visible to participants before it is activated.



This screenshot is identical to the one above, but with a red circle around the "ACTIVATE LIVE QUESTION" button. The "Assign users" link is also visible but not circled.

When you click "activate" the LQ will be locked from editing - no further changes are possible.

Click "Activate Live Question" to publish it to the participants. You will be asked to confirm the activation.

Please be aware that ONLY one LQ can be active at a time. If the "Activate" button is not visible another question is already active.

5. Close

If you have configured the LQ with a limited answering time, the LQ will automatically close when the period is over.
Otherwise you will have to close the LQ when you see fit. Click the "Close Live Question" to end the answering period.
The panel to close the question is only visible to participants with organiser role.

Answer now

At which time to we take coffee break ?

Select your answer (Select one or more options) Submitted answers: 0/30

Answers are Published

10:00

10:30

SUBMIT

Time for answering is not limited

CLOSE LIVE QUESTION

You will be asked to confirm the closure of the LQ.
Please note, a closed LQ can not be activated again.

6. Process answers

When the LQ is closed, the answers will be published , if the relevant setting of the LQ has been properly ticked. If the LQ has been configured NOT to publish the answers, only organisers will be able to see the result. If the LQ has been configured to publish the answers, all participants will be able to see the result. If a LQ has been configured as Anonymous, the system does not record who provided the individual answers. Therefore nobody can see who answered what.

Finished Live Question [Delete](#)

At which time to we take coffee break ?

[Hide results](#)

Answers Submitted answers: 1/30

10:00	1
10:30	1

Participants	Answered
Kenneth Karlsson	10:00, 10:30

The properties to be set for a LQ

Property	Definition
Topic	This is the question asked
Anonymous answering	If selected, the system will not record any information on the user who provided the answer.
Public result	If selected - the result will be published when the LQ is closed. If this is not selected, only participants with the organiser role can see the results.

<p>Answering choice</p> <p>Set max choice items</p>	<p>The LQ can be configured as either a single-choice or multiple-choice.</p> <p>Based on this setting, the respondent can select one or more of the listed answering choices.</p> <p>The organiser can include several answering choices for the LQ through the dedicated "+ Add choice" function.</p> <p>If multiple choice is selected, it is also possible to indicate a maximum number of options to be selected. Example: there are 3 choices, but the respondent is only allow to select 2. Respondent can then select any answers but only 2 and can swap as they want.</p>
<p>Time to answer</p>	<p>The LQ can be time limited.</p> <p>If selected the LQ will only be open for the indicated duration (in seconds), and it will automatically close afterwards.The LQ still need to be activated to start the timer.</p> <p>If this is not set, the organiser is responsible to close the LQ when appropriate.</p>
<p>Save as Template</p>	<p>If you have recurring questions, you can save the LQ as a template. In this way you can easy and quickly create a new LQ based on the same setup. Give the template a short descriptive name. You cannot edit a template.</p>

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