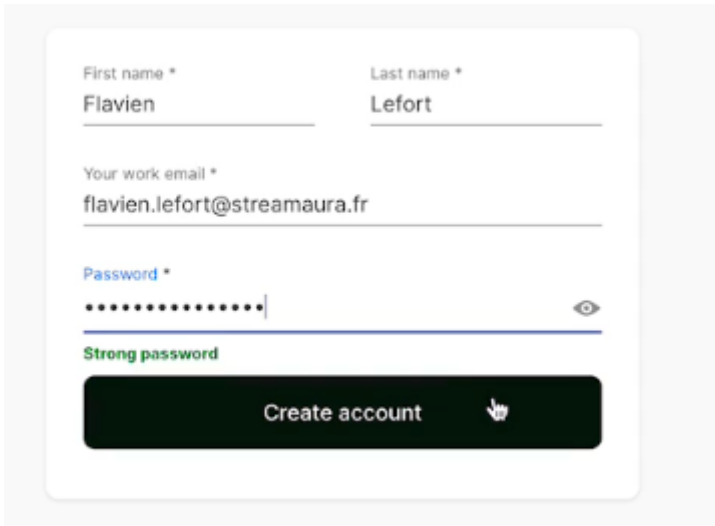


Slido is a useful tool for managing live Q&A sessions, allowing moderators to filter, highlight, and archive questions efficiently. This guide will walk you through the key features of moderating a Slido Q&A session.

More information is available on [Slido Help Center](#)

[Video tutorial](#)

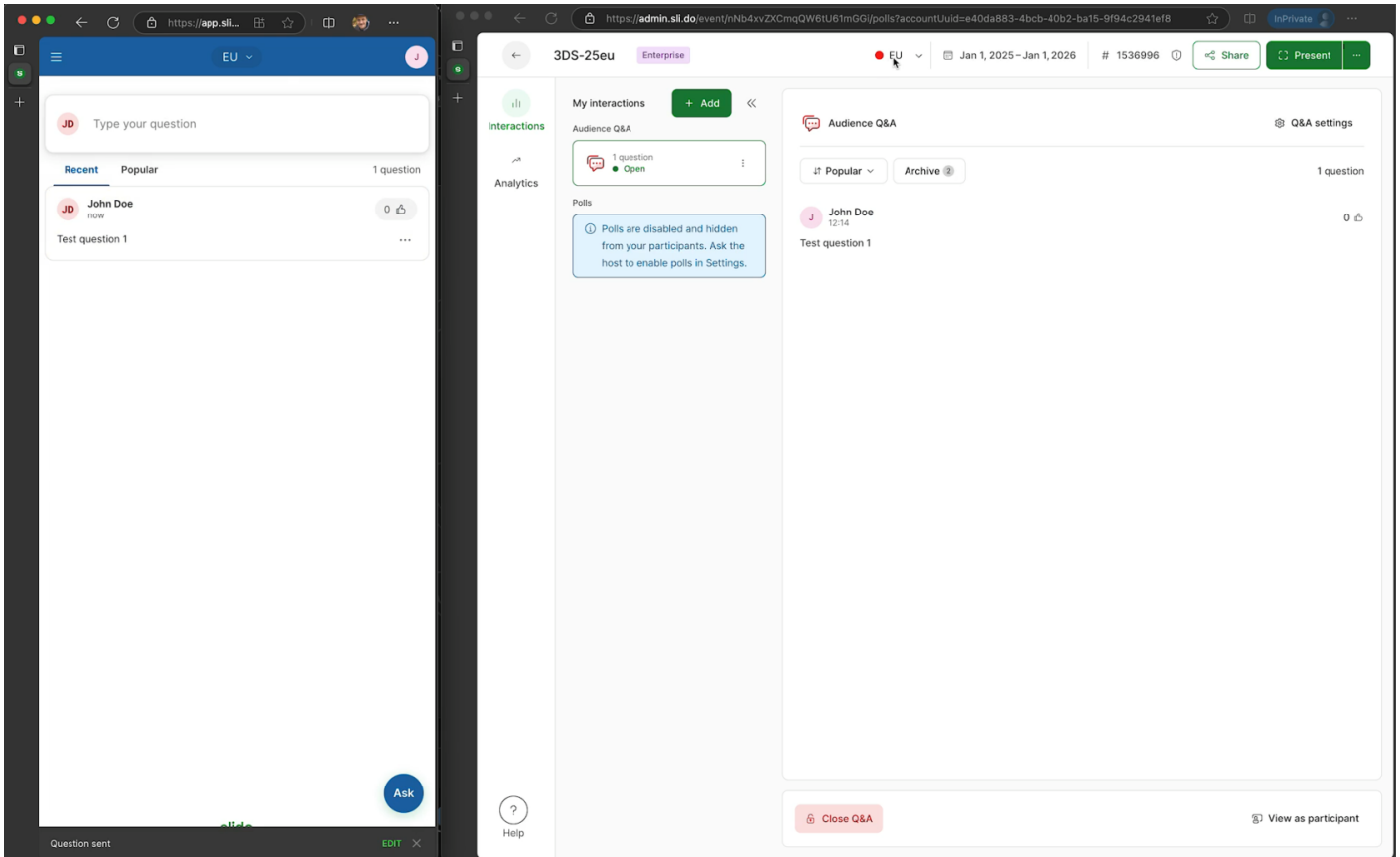
# 1. Logging into Slido

A screenshot of a registration form for Slido. The form is white with a light gray border. It contains the following fields: 'First name \*' with the value 'Flavien', 'Last name \*' with the value 'Lefort', 'Your work email \*' with the value 'flavien.lefort@streamaura.fr', and 'Password \*' which is masked with dots. Below the password field, there is a green checkmark and the text 'Strong password'. At the bottom of the form is a dark green button with the text 'Create account' and a mouse cursor icon.

1. Open the **Slido link** in your web browser.
2. Enter your **email address** to sign in.
3. If you already have a password for this email, enter it to log in.
4. If you don't have an account, create one by completing the registration form.

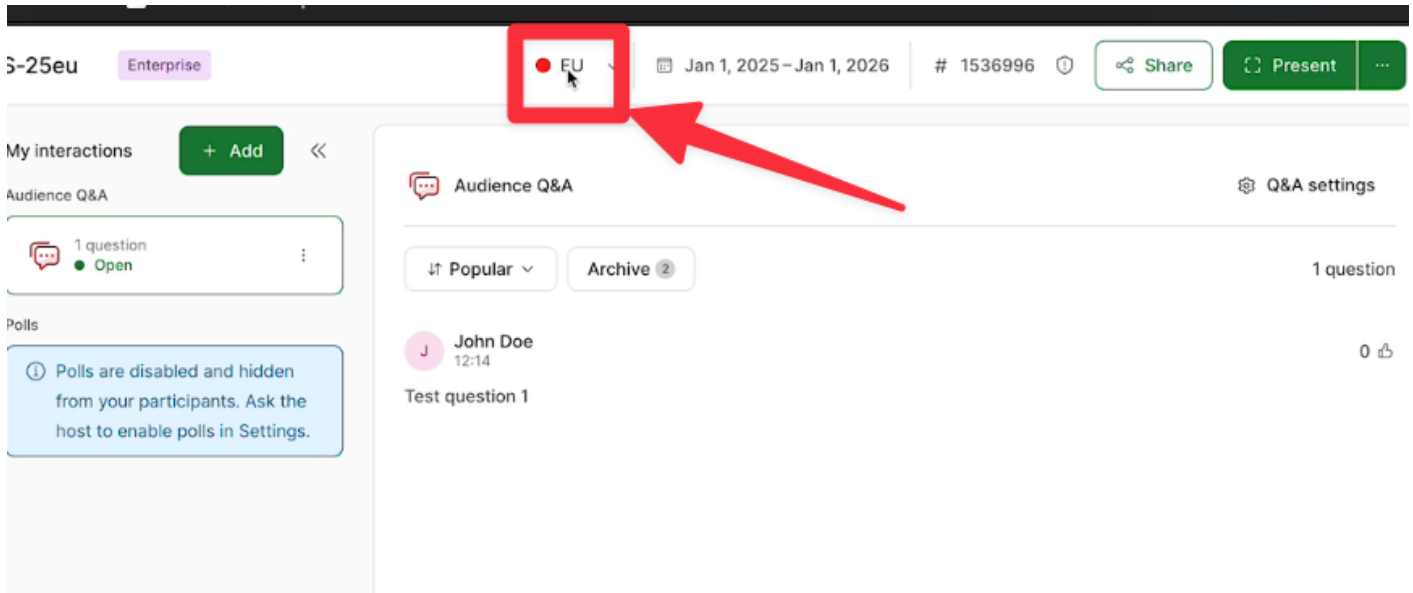
Once logged in, you will have access to the events assigned to your account.

## 2. Understanding the Participant Interface



- On the **left side** of the screen, you will see the participant interface.
- Participants can submit questions via a **smartphone** or a **webcast interface**.
- You can open this interface in a **separate browser window** for easier moderation.

# 3. Managing Questions in Different Rooms



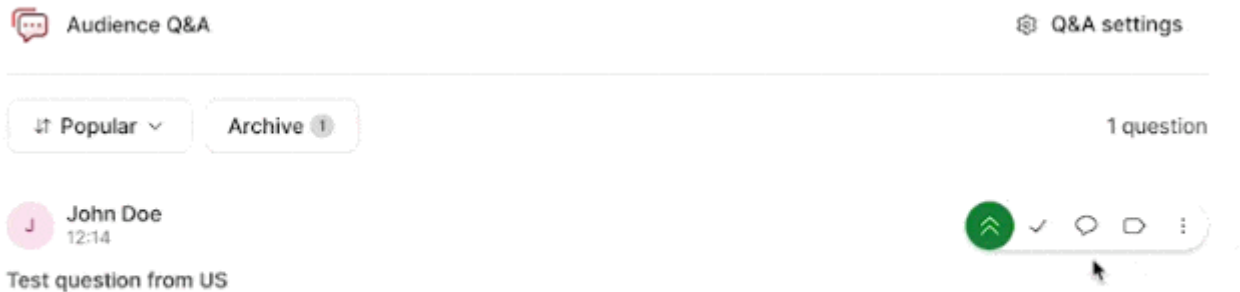
- Slido allows you to manage multiple **rooms** (e.g., different regions, departments, or topics).
- To view questions from a specific room, ensure you have selected the **correct room**.
- Questions posted in one room will **not** be visible in other rooms.

## Example:

- If you are in the **EU Room**, you will only see questions from that room.
- A question from the **US Room** will not appear in the EU Room unless you switch rooms manually.

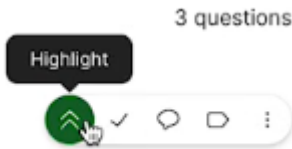
To switch rooms, use the **room selector** in the interface.

## 4. Replying to Questions



1. Click the **Reply** button next to a question.
2. Type your response as a **moderator**.
3. You can choose to display your **real name** instead of "Moderator" (this can be changed in account settings).
4. Once posted, your response will be visible to **everyone**.

## 5. Highlighting Questions for Moderators

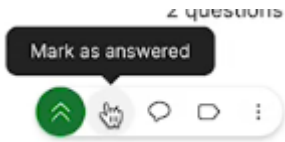


If there are many incoming questions, you can **highlight** certain ones for easier reference.

- Select a question and mark it as **highlighted**.
- This will make it **stand out** for all moderators.
- **Note:** Highlighting a question does **not** make it visible to participants—it is only for internal moderation.

If you no longer need the highlight, simply **remove it**.

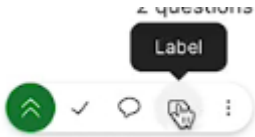
## 6. Marking Questions as Answered



- Once a question has been answered, you can **mark it as answered** to remove it from the active list.
- The **person who asked the question** will still be able to see it along with the reply.

This helps keep the interface **clean and organized** for moderators.

## 7. Labeling Questions for Categorization

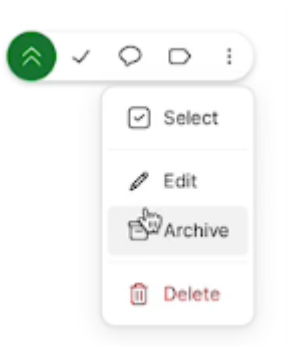


To manage questions efficiently, you can **apply labels** based on their topics.

1. Select a question.
2. Click the **Label** button.
3. Choose or create a relevant **label** (e.g., "Accounting").
4. You can filter questions by label to focus on specific topics.

This is useful when handling a **large number of questions** during an event.

## 8. Archiving Questions

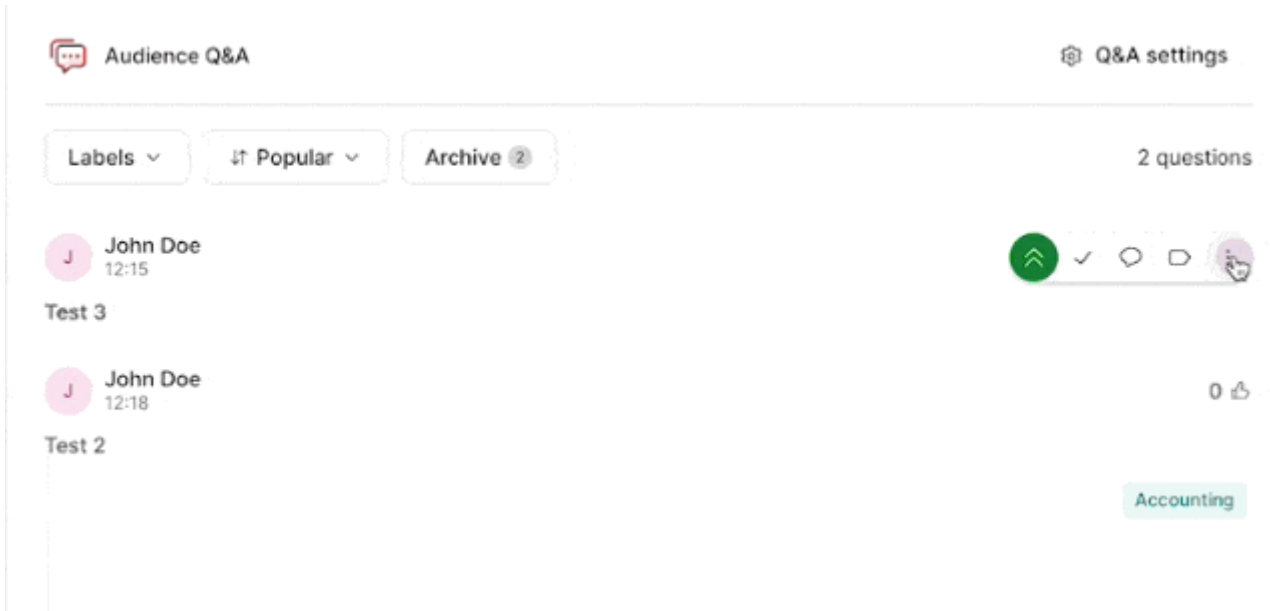


Archiving helps remove inactive questions from the main view while keeping them accessible.

- Click the **Archive** button next to a question.
- Archived questions will disappear from the participant interface.
- To review archived questions, go to the **Archive tab**.
- You can also **restore** archived questions if needed.

If necessary, you can **bulk archive** multiple questions at once.

# 9. Managing Multiple Questions at Once



- You can **select multiple questions** and apply actions such as:
  - **Labeling**
  - **Archiving**
  - **Marking as answered**

This is useful when dealing with a **high volume of questions** during an event.

# 10. Clearing Questions at the End of a Session

At the end of a Q&A session, you can remove all questions by clicking "**Archive All Questions.**"

- This clears all unanswered and inactive questions from the main interface.
- **Only answered questions** will remain visible to the participant who asked them.

# Final Tips for Effective Moderation

- **Always switch to the correct room** to see relevant questions.
- **Use labels** to categorize topics and improve organization.
- **Highlight important questions** for easy reference.
- **Archive or mark questions as answered** to keep the list clean.

By following these steps, you can efficiently manage a Slido Q&A session and provide a smooth experience for both moderators and participants.

This guide ensures that you can moderate Slido with ease and confidence! Let me know if you need further refinements. ☐☐