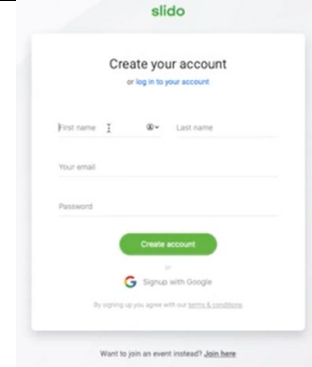


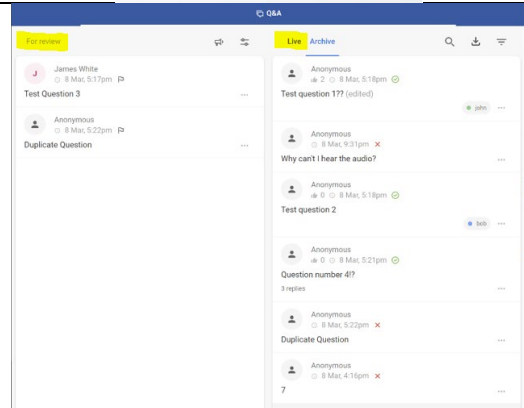
Slido Instructions for Speakers and Hinman Hosts

1. Click on the link for the specific course you are monitoring (note: each course has a unique link). Links have been emailed to you by the Hinman Team.

2. Log in with your Slido account. You will need to create an account if this is your first time accessing Slido.



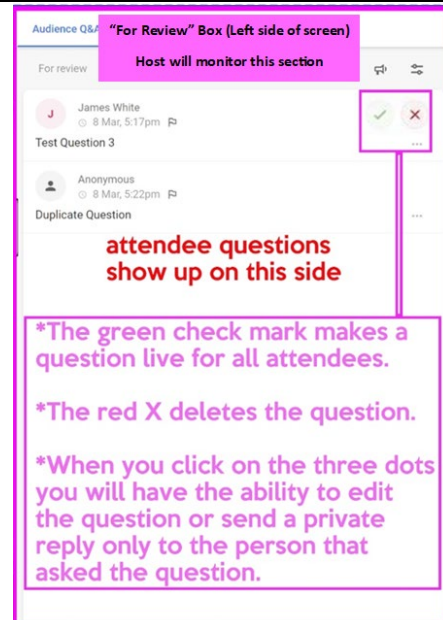
3. Once logged in, you will see two boxes on the screen:
 - "For Review" on the left
 - "Live" on the right



4. "For Review" Box – Questions submitted by attendees will first appear in the "For Review" box on the left side of the screen. Hinman Hosts will monitor the questions, edit for grammatical or term accuracy (if needed) by clicking on the three dots (...), then approve the questions to the Speaker by checking the green check mark.

If a question is not intended for the speaker (ie. technical support requests or questions not related to the course material), the question can be deleted by clicking on the red "X".

Once the question is approved to the speaker, it is moved to the "Live" box (right side of the screen), where the speaker can now answer the question. The question is now visible on the Virtual Platform for all to see (attendee view).



5. "Live" Box – Once a question is approved by the Hinman Host, it leaves the "For Review" box and is moved over to the "Live" box (right side of screen) where the speaker will post his/her reply. To reply, the speaker will click on the three dots to open the "reply" text box. Once the question has been answered, the answer appears on the Virtual Platform for attendees to see. The green check mark next to the question indicates that the question has been answered and sent to the Virtual Platform for attendees to see. Speakers can click on that green check mark to archive the question, which removes it from speaker-view in the "Live" box.

