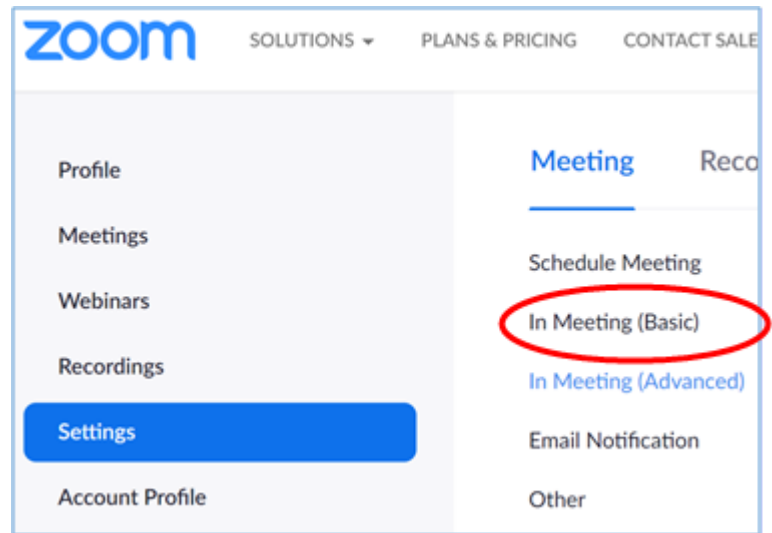


LCOM Educational Technology Services: Polling in Zoom

Educational Technologies @ Larner Learning Commons

Activate Polling


To use polling in Zoom, you need to activate that feature before you start a meeting. To do so, log on at <https://uvmcom.zoom.us/>, click on “Settings”, then click on “In Meeting (Basic)”.



Scroll down to “Polling” and click the slider to turn on Polling (grey is off, blue is on):

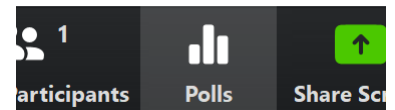
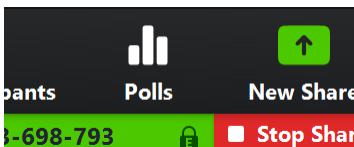
Polling



Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 

Now, when you start a meeting, you’ll have a Polling button to the left of “Share Screen”.

Or, if you’re already sharing, it’s to the left of “New Share”.



Creating Poll Questions Ahead of Time

You can create poll questions ahead of time, to make things run smoother during the zoom meeting. Here, we will discuss this option, and in the next section we’ll discuss the creation of questions on the fly, during the meeting.

Go to the Meetings page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.

From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll. **NOTE:** You won't see this option when you're first setting up the meeting. You have to create a meeting, save it, and then you'll have the option to create polls.

You have not created any poll yet. Add

Multiple Polls: You can create multiple polls for one meeting. All of the questions in one poll will be presented to participants at the same time, listed vertically in a pop-up window. So, if you want to present just one question, then continue with your presentation, and then later present another question, make each question as a separate poll.

Enter a name for this poll – participants will see this.

Enter your first question.

(Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.

Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).

Type in the answers to your question.

If you would like another question, click "+Add a Question" below the answer choices. Repeat until you have all the questions entered. *See note about multiple polls on the next page*

Click Save at the bottom.

You can only create a max of 25 polls for a single meeting.

Add a Poll

Cathy's Poll

Anonymous? ?

1. What are your favorite flavors of ice cream? Select all that apply.

Single Choice Multiple Choice

vanilla

chocolate

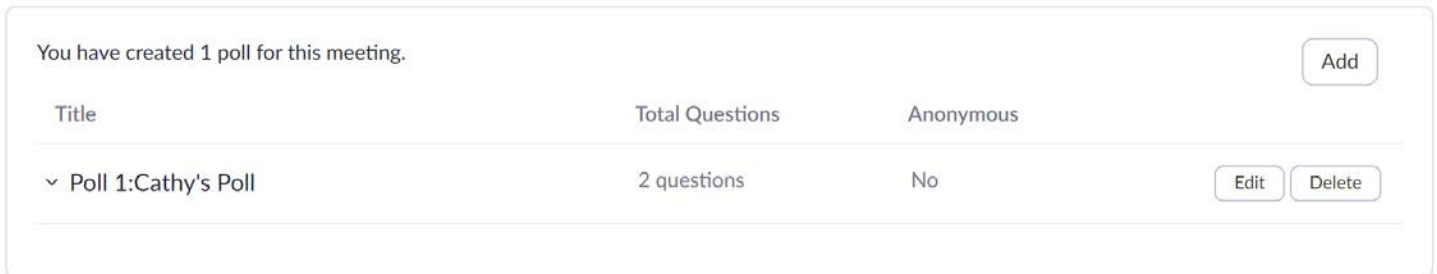
strawberry

fudge ripple

Ben & Jerry's Phish Food 231

Editing Polling Questions

You can edit questions or add more questions to a poll you've set up. Click on Edit, to change your questions or add more questions to that poll. Click Add to create another poll. Remember, all questions in one poll are presented together at the same time, so if you want to do poll questions at different times during your Zoom meeting, you should make separate polls.



Launching a Poll – Questions created beforehand

During a Zoom meeting, click on the Polls icon to begin polling. A Polls pop-up window will open. Your first poll will appear. If that's the poll question(s) you want, click "Launch Polling". If you want questions from one of your other polls, click the drop-down arrow and select it, then click "Launch Polling".

The top of the window will change to green when polling is active. You'll see a timer, and you'll see responses in real time as they come in.

When you're ready, click "End Polling":

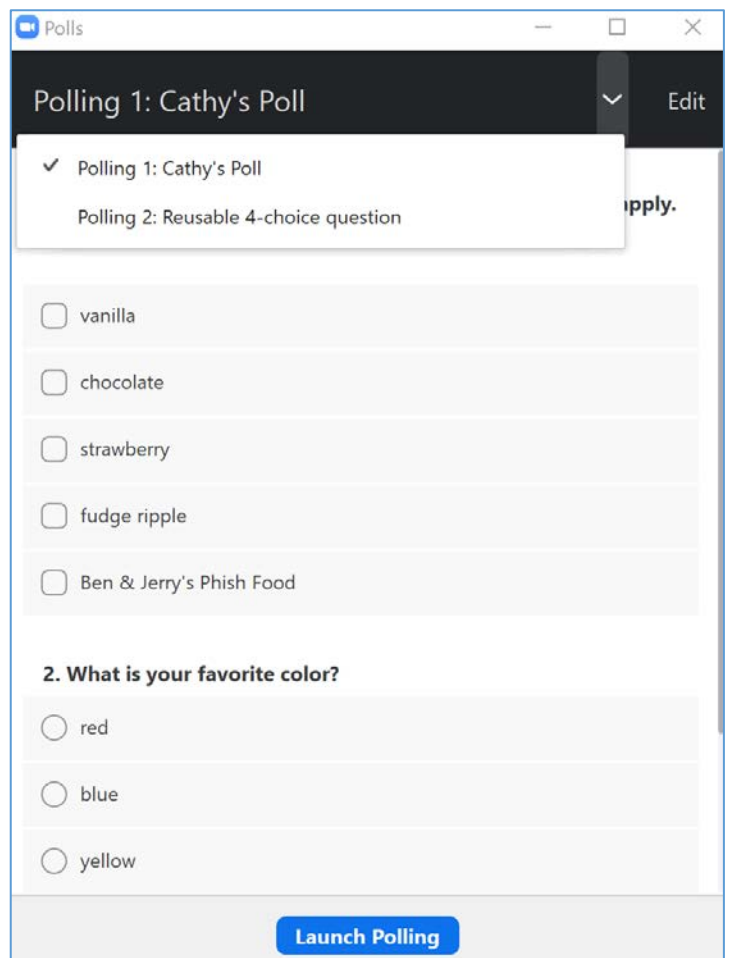
End Polling

You are then presented with two options – Share Results (i.e. display the response graph to participants), or Re-launch Polling. Re-launching a poll allows participants to respond to the questions again. All data from the first polling will be erased (and you'll be warned about that).

Share Results

Re-launch Polling

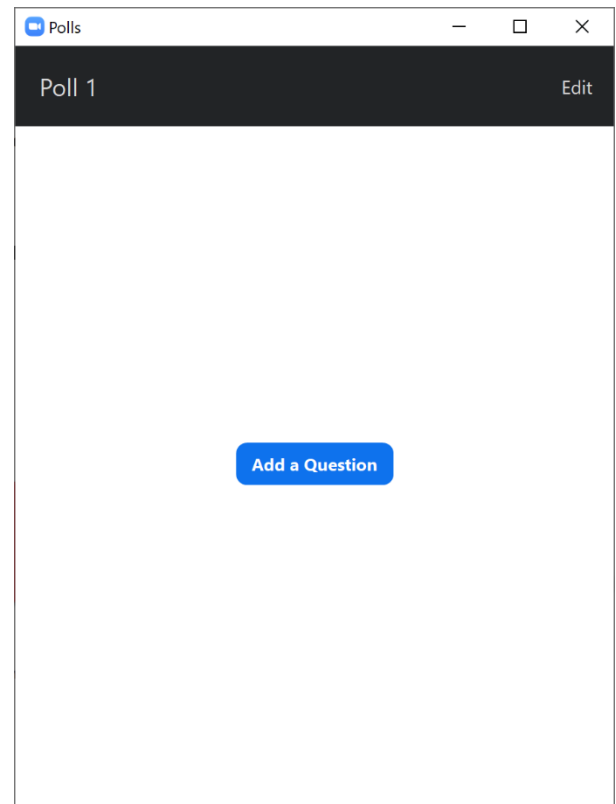
The third option is to simply close this Polls window by clicking the X in the upper right. To do more polling later in your meeting, click the polls icon again.



Creating Questions on the Fly During the Meeting

If you did not create questions beforehand, and you click the Polls icon, you'll be presented with this window. Whether you click on "Edit" or "Add a Question", you'll be taken to the same place – the web browser, to create a poll with one or more questions. Because of the time this takes, it's recommended that you create your questions beforehand if possible.

The steps for creating a poll and questions are the same as in the earlier section, "Creating Poll Questions Ahead of Time".



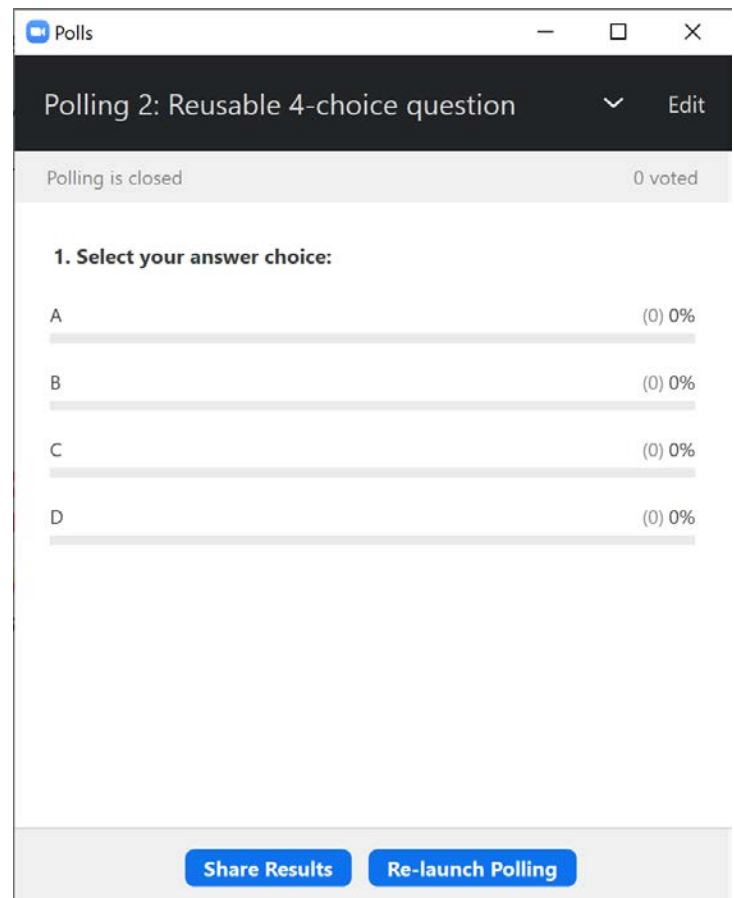
Reusing One Generic Poll Question

If you don't need to save data (the results) from polling, and you'll be sharing your screen with a PowerPoint presentation, then you can simplify things by only creating ONE poll, with ONE question, and then reusing it throughout your Zoom meeting. You don't have to enter all your questions and answer choices, because the participants will see them in the PowerPoint.

The only data that will be saved will be the results of the *last* time polling.

To do this, create a poll with a generic name, and create a question where the question text is something like "Select your answer choice:" and then type a single letter (A, B, C, etc.) into each answer choice. Create as many answer choices as necessary – if some of your questions have 5 answer choices and some have 4, then create 5 answer choices.

Then, during your Zoom meeting, you can re-use the same poll (click "Re-launch Polling") as many times as you need. You will be warned that the previous poll's results will be overwritten.



Downloading a Report of Poll Results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

To download

Click "Generate"

Webinars

Recordings

Settings

Account Profile

Reports

Meeting Report

Report Queue

Report Type: Registration Report Poll Report

Search by time range: From: 03/19/2020 To: 03/21/2020 Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>		03/20/2020 10:27:10 AM	My Meeting	555-223-909	3	Generate

Then click "Download"

Meeting Report

Report Queue

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report		Mar 20, 2020 10:27:10 AM	My Meeting	555- 223- 909	Mar 20, 2020 11:08:56 AM	Download

You will be prompted to save the CSV file, which can be opened in Excel.

Note that if you want to see the identities of who gave which answer in the data, you must require participants to authenticate. This is set in the meeting settings:

Only authenticated users can join: Sign in to Zoom

For more info on Polling, go to <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>.

Contact information for related Technology Support

- Educational Technology Team – edtech@med.uvm.edu
- Helpdesk Technology Support – Enter a ticket at <https://footprints.uvm.edu>
- Audio Visual Support – COMAV@med.uvm.edu