

Are You Using Zoom Polls? Learn to Create Polls Before and During Zoom Meetings

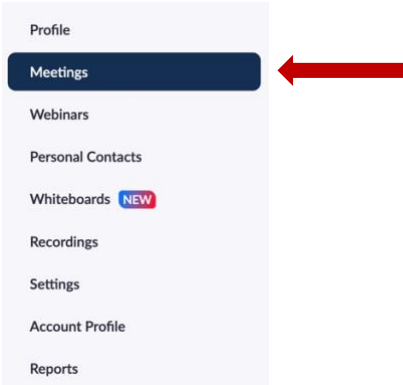
Cheat Sheet

Polling on Zoom: The Basics

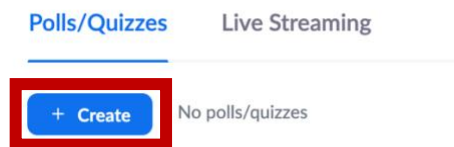
- The polling feature is automatically enabled for Suffolk Zoom accounts.
- The host (meeting creator/originator) is the ONLY one who can create polls. Co-hosts or Alternate hosts can launch polls (more on that below.)

Creating a Poll before the meeting:

- Go to the **scheduled** meeting that you wish to add a poll for.
 - Visit suffolk.zoom.us
 - Select Meetings on the menu to the left of the screen



- From the list that will appear select the scheduled meeting you wish to add a poll to. **Note:** You can ONLY add polls to **scheduled meetings** (either before the meeting starts or in the meeting.)
- From the meeting management page, scroll all the way down until you see the image below, select **Create**:



- A prompt will appear:

Choose what you would like to create

This poll/quiz will be used for AnnaKatherine Wherren!...

■
Poll

Present polls in a meeting and report real-time results

A poll only allows you to add single and multiple-choice questions that participants answer. You then reveal the answers to participants.

✓
Advanced Polls and Quizzing

Add different question types and images to polls. Set answers for quizzes.

This option allows you to add matching, short answer, long answer, ranked choice, single, and multiple-choice questions. You may gather answers during a meeting and either view them after the meeting is over or make them available during the meeting.

What's the difference?
Next
Cancel

- Select **Poll** and press **Next**.
 - Enter a title and your first question.
 - (Optional) Click on the **three dots** by the Save button. 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 and click **Save** at the bottom.
 - If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

Note: Questions added to the same poll will appear consecutively on screen, students will be able to see these questions. **Solution:** Create separate polls with individual questions.

Should I check the Anonymous option and what does it mean?

- All polls are anonymous on the screen (even if the box is not ticked). The Participants and Host will only see how many Participants have voted one way or the other and percentages. A full Poll Report is available on the main settings page, suffolk.zoom.us.
- If you select the anonymous box, the user information in the *poll report* will be kept anonymous.

- Select **Advanced Polls and Quizzing** and press **Next**.
 - Enter a title and your first question.
 - (Optional) Click on the **three dots** by the Save button. 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, multiple choice, matching, rank order, short answer, or long answer.
 - Type in the answers to your question and click **Save** at the bottom.
 - If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

- o To make your Advanced Poll and Quiz select the **three dots** at the bottom of the screen to the left of the **Save** button. Check the box that says Make a quiz and set correct answers:

- o You must set a correct answer for each question.

- Select Please set answer underneath each question. You will be prompted to select a correct answer. Once you have selected the answer, click **Done**. Do this for each question.

Select Correct Answer

1. Untitled Question (Single Choice)

Choice 1

Choice 2

Done

Creating a Poll in a meeting:

- You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions. **Review:** [Polling in meeting](#).



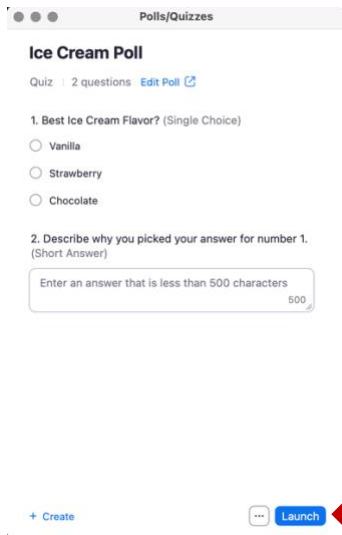
- If you create Polls in meeting, students will not be able to see that you are creating them. **Note:** Make sure that you are *not* sharing your screen.

Launching a poll:

- Start the scheduled Zoom meeting that has polling enabled.
- Click Polls in the meeting controls.



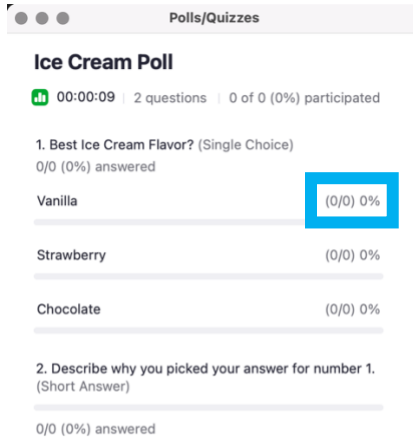
- Select the Poll you want to launch and click on Launch Poll.



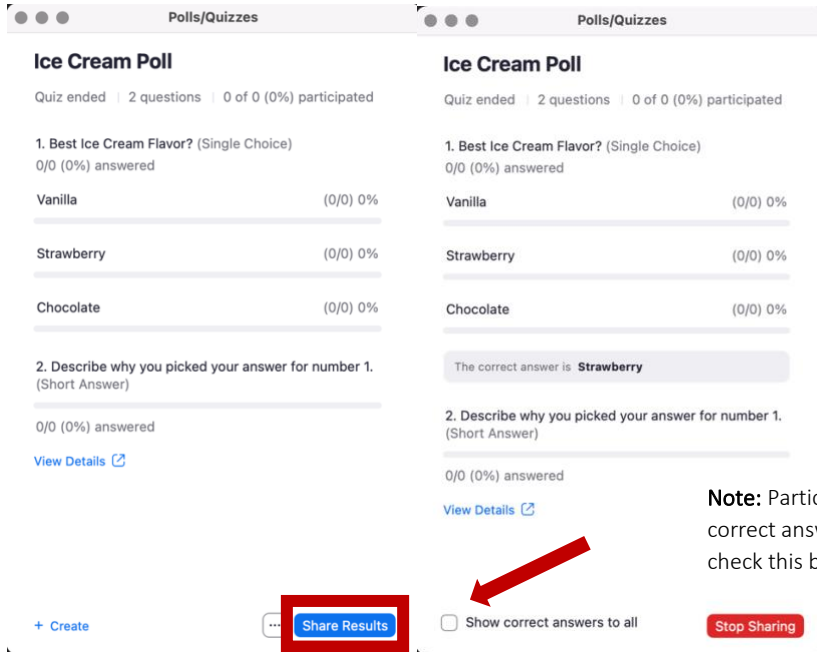
Created July 2020 using Zoom v. 5.1.2

Updated July 2022 using Zoom v. 5.11.2

- The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
- Once you would like to stop the poll, click **End Poll**.



- If you would like to share the results with the participants in the meeting, click **Share Results**.



Note: Participants will not see the correct answers to a quiz unless you check this box.

Downloading a report of poll results

You can [download a report of the poll results](#) after the meeting. When viewing a report of the poll results, take note of these things:

- 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, the polling report will show the profile names of authenticated users in the same account.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.