# Using polls in Zoom

Zoom's own support guide with video: <u>https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings</u>

### Quickguide (7 steps):

## **1. Activate polls in your Zoom "Settings"** (you can access your account on syddanskuni.zoom.us.)

rofile	Meeting Recording			
Meetings Webinars	Schedule Meeting In Meeting (Basic)	Schedule Meeting	Display end-of-meeting experience feedback survey Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 💮	
Recordings Settings Account Profile	In Meeting (Advanced) Email Notification Other	In Meeting (Advanced) Email Notification Other	Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	
Reports	K		Polling Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 69	

### 2. Schedule your zoom-meeting.

Please note that the polling option will *not* appear if you schedule your meeting through the outlook plugin.

$\leftrightarrow$ $\rightarrow$ C $\square$ syddanskuni.zoom.us		
	PLANS & PRICING CONTACT SALES	
Profile	Upcoming Meetings	
Meetings		-
Webinars	Schedule a New Meeting	

3. Find your meeting in the meetings list and scroll down to find "Polls". Click the "Add"-button.

Video	Host	On
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from Denmark	
Meeting Options	<ul> <li>Enable join before host</li> </ul>	
	× Mute participants upon entry 😰	
	$\times$ Enable waiting room	
	$\times$ Only authenticated users can join	
	$\times$ Record the meeting automatically c	on the local computer
Delete this Meeting	Save as a Meeting Template	
Poll Live Streaming		
You have not created any poll yet.		

#### 4. Set up your poll.

Enter a title and a question, choose whether you'd like the polling to be anonymous, and whether you'd like it to be single or multiple choice.

You can have as many questions in one poll as you'd like, and you can add additional polls.

Let's say that you're teaching in a Zoom meeting from 8-11. In practice, you could have one poll with 3 questions at 8.45 and another poll with 1 question at 10.00. The polls aren't timed, so you can run them anytime, but you can't run only question 1 and 2 and then save question 3 for later; then you need to make one poll with question 1+2 and a different poll for question 3.

You can also add polls while you're in the meeting, so they do not have to be planned ahead of time.

nt	er a title for this poll.	
٨n	ionymous? ⑦	
	Type your question here.	
	Single Choice     O Multiple Choice	
	Answer 1	
	Answer 2	
	Answer 3 (Optional)	
	Answer 4 (Optional)	
	Answer 5 (Optional)	
	Answer 6 (Optional)	
	Answer 7 (Optional)	
	Answer 8 (Optional)	
	Answer 9 (Optional)	
	Answer 10 (Optional)	
		Delete

**5. Enter your meeting at the scheduled time** (of course, you can also enter the meeting ahead of time just to check that everything works). **In the bottom menu, you will see "Polls" as an option.** 

Add a



6. Click "Polls" and use the little white arrow to choose which poll you'd like to launch.

You can see the results ticking in live as your students answer and click 'submit'. You can then end the poll and share the results.

Polls -	n x	Polls	– 🗆 🗙	Polls	– 🗆 ×
Polling 1: Check-up	✓ Edit	Check-up in Progress	0:12	Polling 1: Check-up	✔ Edit
1. Are you still here?		Attendees are now viewing questions	0 of 0 (0%) voted	Polling is closed	0 voted
) Yes		1. Are you still here?		1. Are you still here?	
⊖ No		Yes	(0) 0%	Yes	(0) 0%
		No	(0) 0%	No	(0) 0%
2. Would you like a further explanation of X?     Ves		2. Would you like a further explanation of	X?	2. Would you like a further explanation of	f X?
⊖ No		Yes	(0) 0%	Yes	(0) 0%
		No	(0) 0%	No	(0) 0%
Launch Polling		End Polling		Share Results Re-laund	ch Polling

7. The "Polls" dialogue window also allows you to edit your polls, and in the "Edit" section, you can also add additional polls on the spot.

