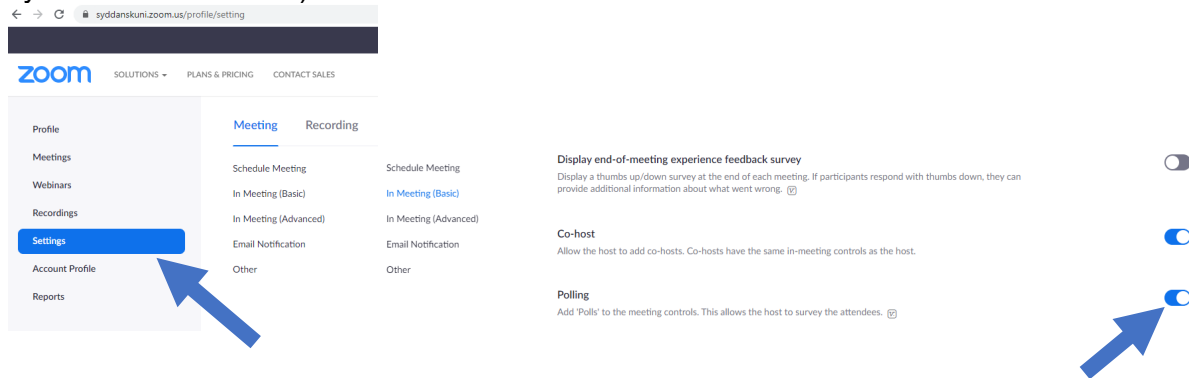


Using polls in Zoom

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

Quickguide (7 steps):

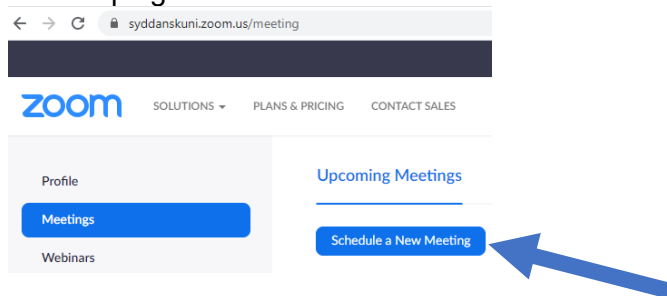
1. Activate polls in your Zoom "Settings" (you can access your account on syddanskuni.zoom.us.)



The screenshot shows the Zoom account settings page for 'syddanskuni.zoom.us'. The left sidebar has 'Settings' highlighted with a blue arrow. The main content area is divided into 'Meeting' and 'Recording' sections. Under 'Meeting', the 'Polling' toggle is turned on, indicated by a blue arrow. Other settings like 'Display end-of-meeting experience feedback survey' and 'Co-host' are also visible.

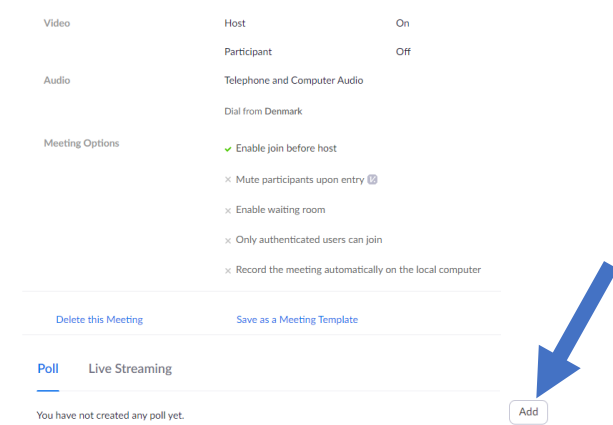
2. Schedule your zoom-meeting.

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



The screenshot shows the Zoom account meetings page for 'syddanskuni.zoom.us'. The left sidebar has 'Meetings' highlighted with a blue arrow. The main content area shows 'Upcoming Meetings' with a 'Schedule a New Meeting' button highlighted by a blue arrow.

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



The screenshot shows the Zoom meeting settings page. The 'Poll' tab is selected, and the 'Add' button is highlighted with a blue arrow. The page shows various meeting options like 'Enable join before host', 'Mute participants upon entry', etc.

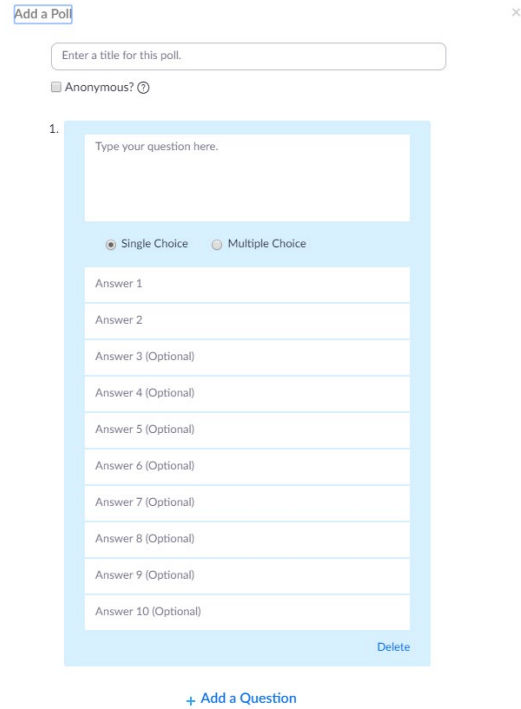
4. Set up your poll.

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.

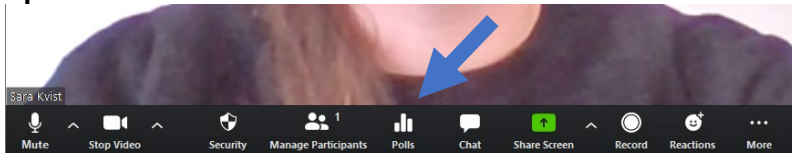
You can have as many questions in one poll as you'd like, and you can add additional polls.

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.

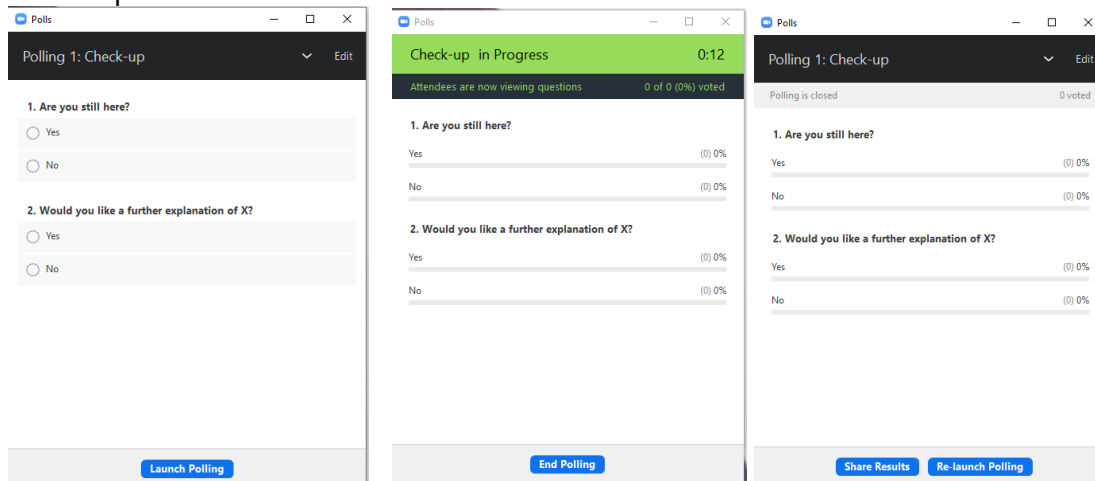
You can also add polls while you're in the meeting, so they do not have to be planned ahead of time.



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.



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.



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.

