

USEFUL TOOLS

Polling

Adapted from: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be created when setting up the meeting.

Enable Polling

Sign in to the Zoom web portal.

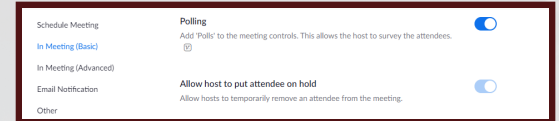
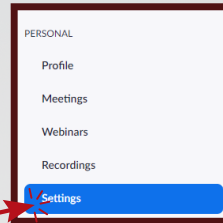
Click Account Management > Settings

Navigate to the Polling option on the Meeting tab and verify that the setting is enabled.

Create a Poll

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.



Launching a Poll

Start the scheduled Zoom meeting that has polling enabled.

Select the Polling option in the menu bar.

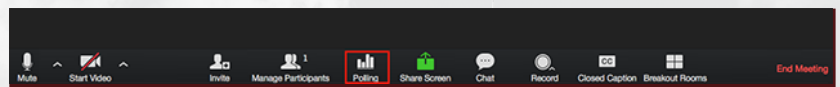
Select the poll you would like to launch.

Click Launch Poll.

The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

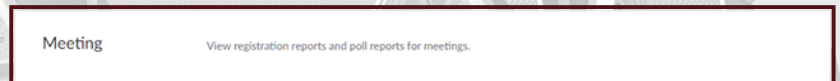
Once you would like to stop the poll, click End Poll.

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



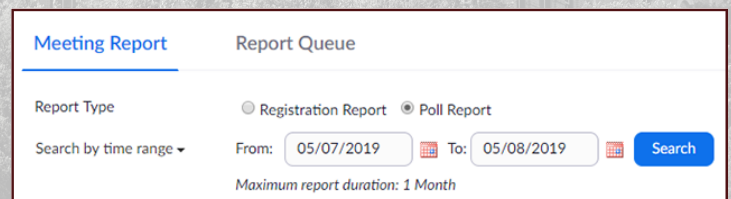
Downloading a Report of Poll Results

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.



Sign in to the Zoom web portal. Navigate to Account Management > Reports. In the Usage Reports tab, click Meeting.

A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID. Next to Report Type, select the Registration Report or Poll Report.



Add a Poll ×

Enter a title and your first question.

Business Law 2361 - Poll 1

☐ Anonymous? ⓘ

1.

a person required to make answer in a legal action

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).

☒ Single Choice ☐ Multiple Choice

Social Engineering

Legal System

Plaintiff

Defendant

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

You can add more polls by repeating Step 2.

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

Save Cancel

In the drop-down menu below Report Type, select one of these options:

Search by time range: Select a time range then click Search. Search by meeting ID: Enter the meeting ID and click Search.

Click Generate in the last column. You can also use the check boxes to select multiple meeting then click Generate at the top.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Polling	984-855-1234	2017-08-26 11:55:24 Download
Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19	Topic: 123456	987-654-3210	2017-08-26 11:47:40 Download
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Polling	984-855-1234	2017-08-26 11:35:50 Download