Creating and Using Polls During a Zoom Meeting

Creating Polls for a Zoom Meeting
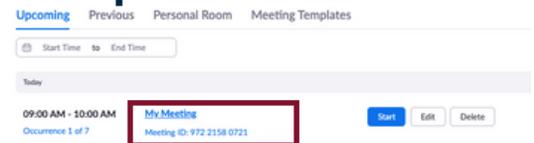
⚙ Polls must be created _before_ a Zoom meeting begins

1. Schedule a meeting through su.zoom.us

⚙ If you are unsure how to schedule a meeting, please view the "Scheduling a Meeting" reference page"

2. Select the meeting you would like to add a poll into

⚙ You can find scheduled meetings under the "Meetings" tab

⚙ Scroll to the bottom of the meeting page to find the "Polls" section

3. "Add" a poll and fill out the information

⚙ The "Add" button is on the right hand side of the page under the "Polls" section   [Add]

⚙ Create a title for the poll. This will appear at the top of the poll in the meeting

⚙ If you would like voting to be anonymous, select the check mark next to "Anonymous"   ☐ Anonymous? ⓘ

⚙ Fill in the prompts for "Question" and "Multiple Choice Answers". This is what will appear on the screen during the meeting

⚙ You can add as many polls as you like, and edit the ones that exist

Using Polls in a Zoom Meeting

1. Select "Polling" in the Task Bar

⚙ You will have the ability to edit your poll for any last minute changes before you launch it.
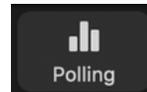
2. Select "Launch Poll" to be sent out to all participants   [Launch Poll]

⚙ Once you launch the poll, it will appear on every participant's screen and prompt them to answer

⚙ You will get real time feedback as participants answer the poll

⚙ When you are ready to move on, select "End Poll". The final results will be shared on your screen.

⚙ You have the option to relaunch the poll or share the results with all participants.

⚙ If you do not want to do either, simply exit out of the poll pop-out window.