

CALGARY HORTICULTURAL SOCIETY

POLLS

Module #9

POLLS

Polls in Zoom can be a great tool to engage an audience – before, during or at the end of a presentation.

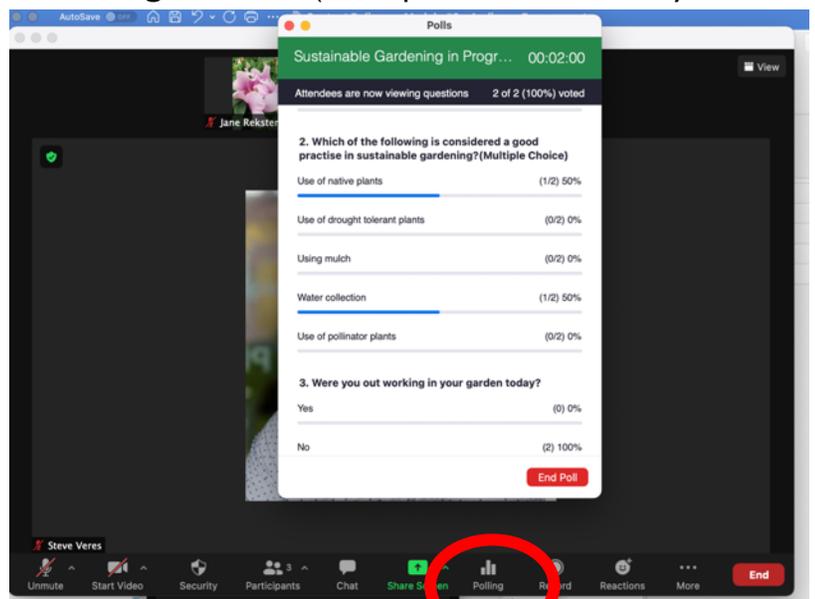
Questions

Questions asked are answered using options for a **single answer** (Participants can choose only one answer) or **multiple choice** questions (Participants can choose more than one option from the list).

Each Poll can have up to 10 questions, and each meeting can have up to 25 Polls.

Poll questions need to be sent to the Program Coordinator ahead of a presentation and will be launched by your Host or Moderator, at whatever point in the presentation that you choose.

Whoever is responsible for starting the Poll (Must be the person who set up the Meeting or has Host privileges) clicks on **Polling** then **Launch Poll**.



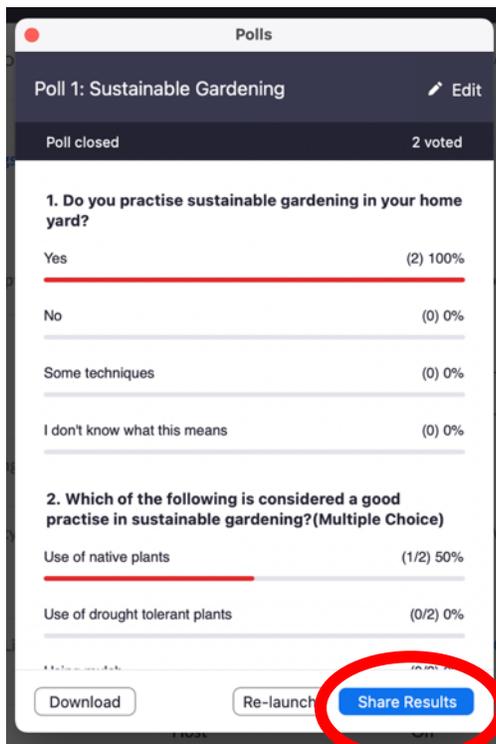
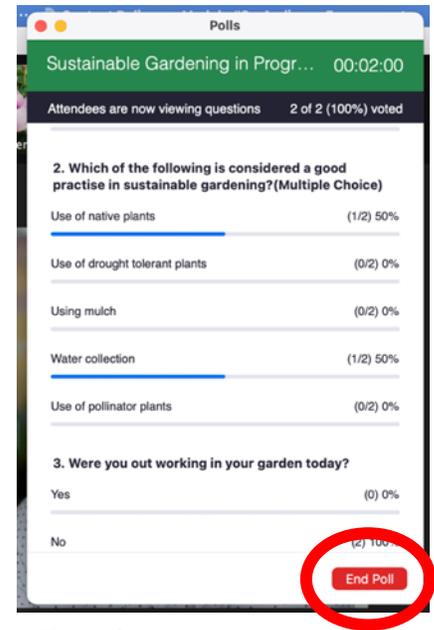
Questions are visible on the screen to all participants, and they chose their answers by clicking on their screen. This physical action helps to keep attendees connected.

You can see how many Attendees have viewed and completed the Poll. You may need to remind Attendees to click the **Submit** button when they are finished.

When you are sure everyone has participated you choose **End Poll**.

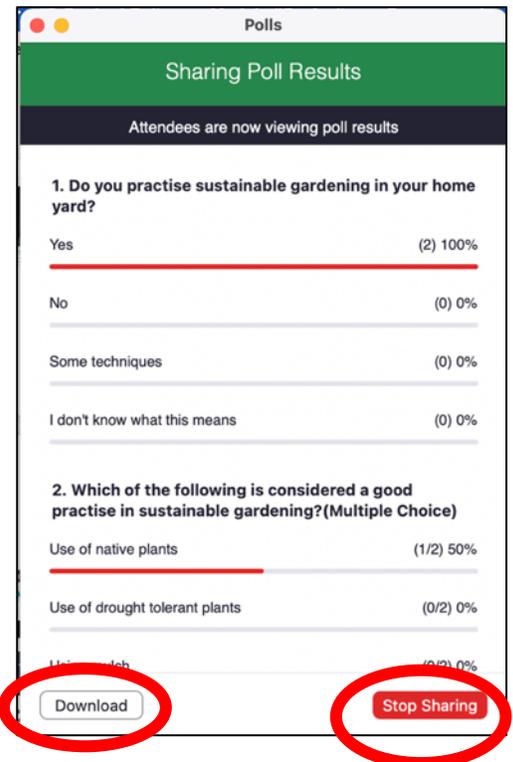
Results

When the Polling is completed the results can be shared with the audience. Results can also be downloaded to a CSV file. This can be useful if the Poll is being used as a quiz as it indicates attendees responses which can then be marked. (This is more likely to be used in multi-session Courses). The mechanics of how the Poll will be handled should be discussed ahead of time with your Program Coordinator.



Choose **Share Results** to allow the audience to view the results.

You can **Download** the results if the presenter has requested. This will create a CSV file that can be converted to Excel. Know ahead of time where you will save this document.



You can also choose to **Re-launch** this poll, but be aware that this will delete all previous responses

When you are done, **Stop Sharing**, and the Poll will be gone from participants screens.