# Using Polls in Zoom

Using polls in your Zoom session will help to keep your students' attention, engage them better and provide you with an opportunity to assess their level of understanding or prior knowledge.

Polls in Zoom can be created in advance and launched during the session. You can create your poll directly inside your session by starting it (it can be done at any point of time even if it is not booked to start yet), going directly into Polls button and creating your poll. The poll will remain inside the session after you close it. The method below shows you how to use **Zoom Web Portal** to create a poll, as this will also allow you to create multiple polls for the same session and enable the poll option if the button does not appear in your Zoom. You can also set up a recurring poll in Zoom by using a Zoom meeting template (see Create a Zoom Meeting Template Quick Guide for instructions).

1. Book your Zoom session: you must be the session host to have access to polls.
   Open the Zoom Menu and select **Settings**:
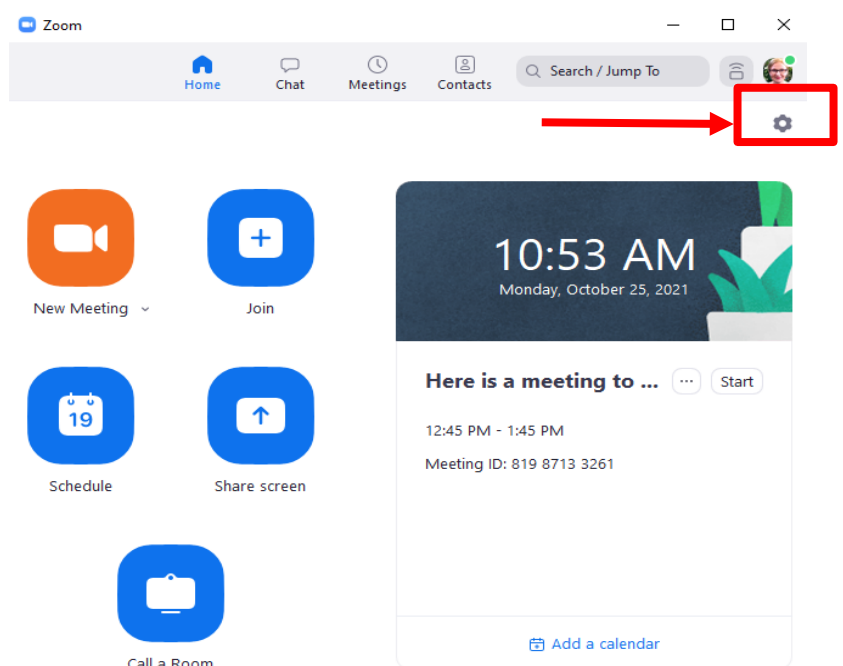
2. Once **Settings** is opened in the new window, select View More Settings at the bottom of the frame. This is the Zoom Web Portal: it will open in your browser and you will have to log in using your current ND login and password.

3. Select **Meetings.**
    You will see all your upcoming sessions listed. Find the session where you would like to add the poll and click on its title.
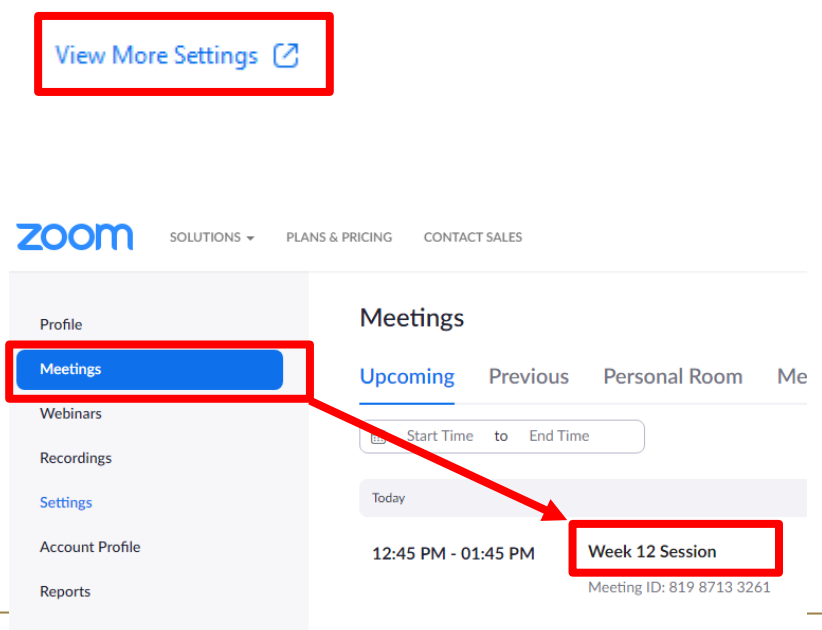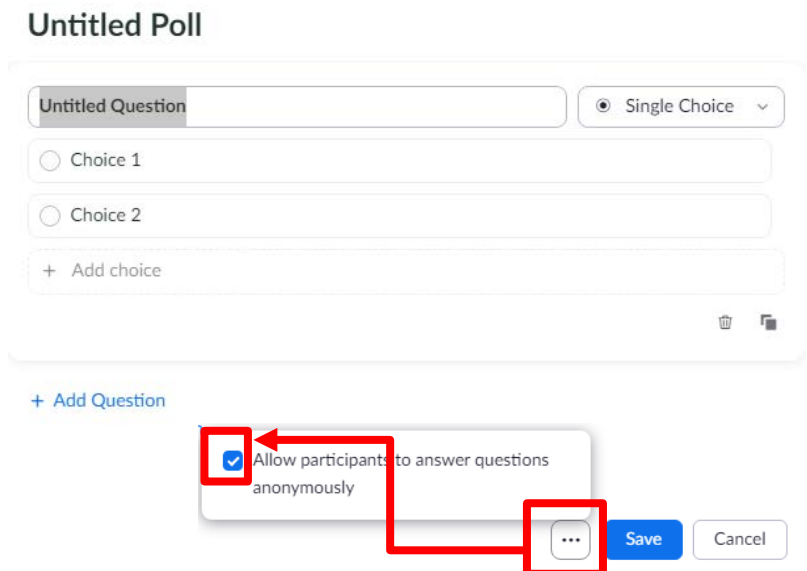
4. Scroll to the bottom of the page to find the Poll option and click select **+ Create**.
NOTE: If you do not have the Polls button, the last page of this Guide explains how to enable the option.

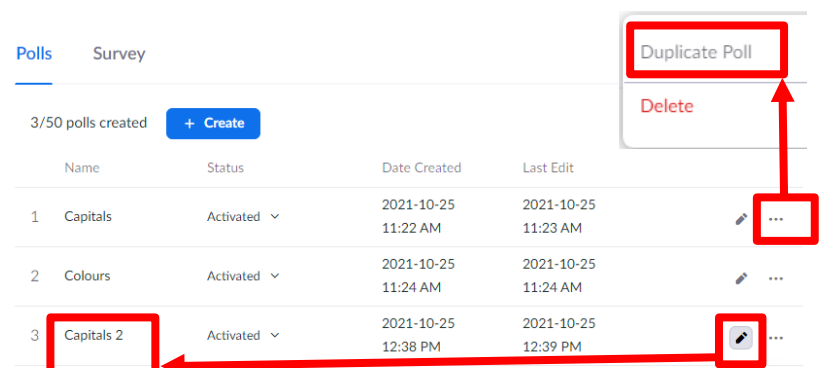**Polls** Survey

No polls created **+ Create**
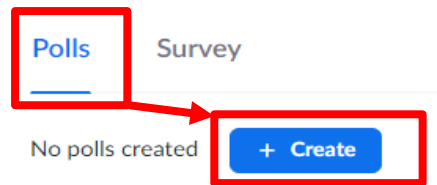
5. Enter the title, your first question and answer options by clicking your cursor into the area you want to edit and typing the information. Select whether you want the question to be **single choice** (participants can only choose one answer) or **multiple choice** (participants can choose multiple answers). Click **Add a Question** to create a new question for that particular poll.
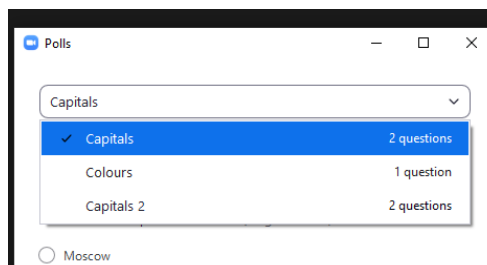Click on the Menu (**…**) to tick the Anonymous option if you want to keep the participant's polling information anonymous in the meeting and in the reports.
Once the poll is built, click **Save** at the bottom.

Untitled Poll

Untitled Question ● Single Choice ⌄

○ Choice 1

○ Choice 2

+ Add choice

🗑 ▣

+ Add Question

☑ Allow participants to answer questions anonymously

… **Save** Cancel

6. If you want to run the same (or similar but extended) poll twice (to assess prior knowledge, and re-run again after delivering the related content to check understanding), you can duplicate any poll that you created by clicking on the poll menu (**…**) on the right of its title and selecting **Duplicate.** You can also delete unwanted polls or edit a poll by selecting a **pencil icon**: edit your duplicated poll to re-title it.

Duplicate Poll

Delete

Polls Survey

3/50 polls created **+ Create**

	Name	Status	Date Created	Last Edit		
1	Capitals	Activated ⌄	2021-10-25 11:22 AM	2021-10-25 11:23 AM	✏	…
2	Colours	Activated ⌄	2021-10-25 11:24 AM	2021-10-25 11:24 AM	✏	…
3	Capitals 2	Activated ⌄	2021-10-25 12:38 PM	2021-10-25 12:39 PM	✏	…

7. Once in your live session, simply click on the Polls button at the bottom of Zoom screen to launch your poll. If you have more than one, use the drop-down menu on top to select.

● Polls — ☐ ✕

Capitals ⌄

✓ Capitals 2 questions

Colours 1 question

Capitals 2 2 questions

○ Moscow

8. In live session: to launch, click on the blue **Launch** button on bottom right. Use **End Poll** button to close the poll and **Share Results** if you wish to show the results to your audience. The Menu (**…**) gives you further options, including that of re-lauching the poll: be careful as this will clear existing polling results. You will find poll results in Zoom Web Portal: the pencil icon (see step 6 above) will be replaced by poll results icon: 📊
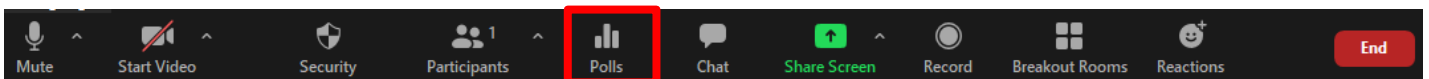
To enable polling option:

1. Sign in to the Zoom Web Portal (follow Steps 1 and 2 above: you do not have to create a session first)

2. Select **Settings**

3. Scroll down until you see **Meeting Polls/Quizzes** heading. If the setting is disabled, click the toggle to enable it:

Meeting Polls/Quizzes

Allow host to add polls before or during a meeting

If a verification dialog displays, choose Turn On to verify the change.

You will now have Polls button displayed at the bottom of all Zoom sessions where you are a host (e.g., you booked the session):

More how-to guides on Zoom are available here:
https://www.notredame.edu.au/staff/work/LTO/online-learning/resources/engagement