

Polling Participants in Zoom

Zoom Help Center information on Polling has been used in this tip sheet. To see more about Polling plus the video “Zoom 1010: Polling (in meeting)”

Go to: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

The polling feature for Zoom meetings allows you to create single choice or multiple-choice polling questions for your meetings.

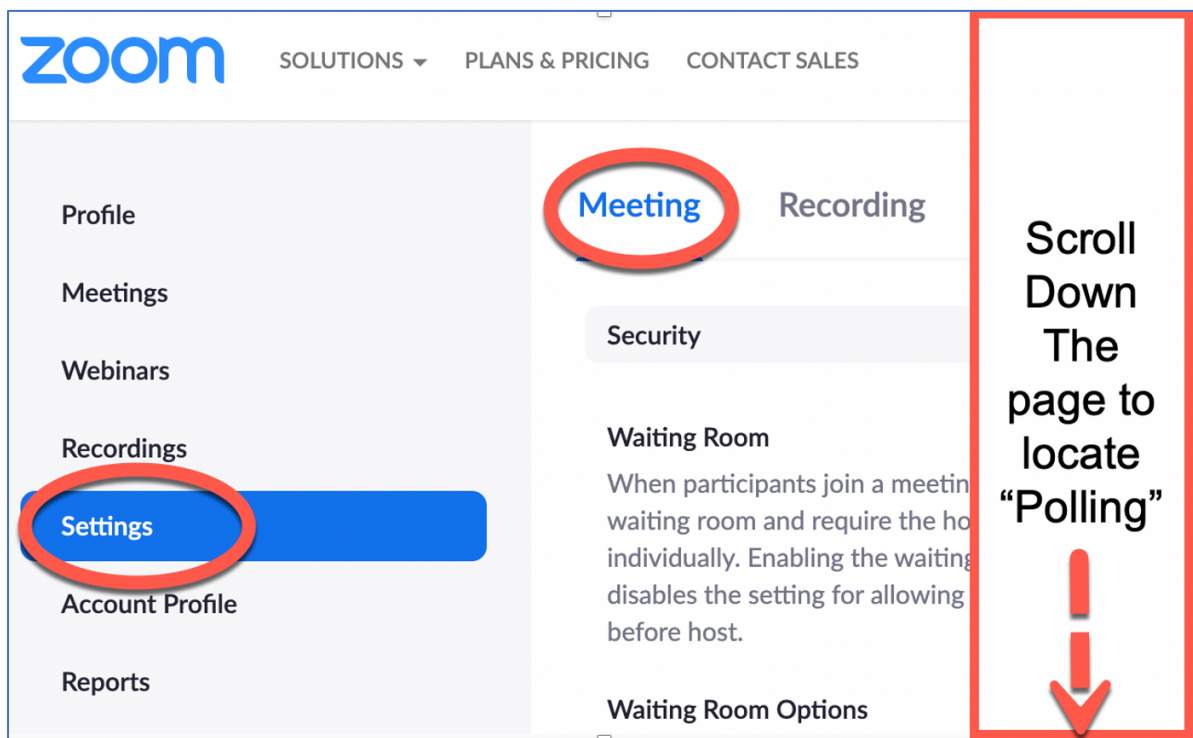
You will be able to launch the poll during your meeting and gather the responses from your attendees.

(If all meeting attendees are using a maine.edu email address you also have the ability to download a report of polling after the meeting.)

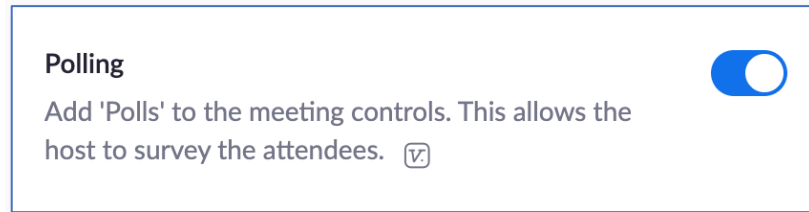
Maine.edu Zoom User

To enable Polling for your own use:

1. Sign into your UMS Zoom account on the web portal.
2. Select **Settings**.
3. Scroll down the page to the **Polling** option under the **Meeting** tab.
4. If the setting is disabled, click the toggle to enable it.
(If a verification dialog appears, choose “Turn On” to verify the change.)



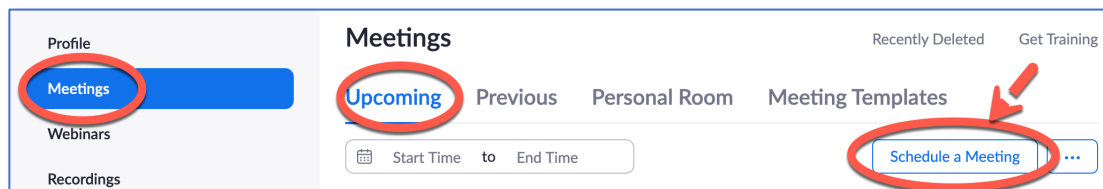
Go to Settings and the Meeting tab. Scroll down the page to find “Polling”



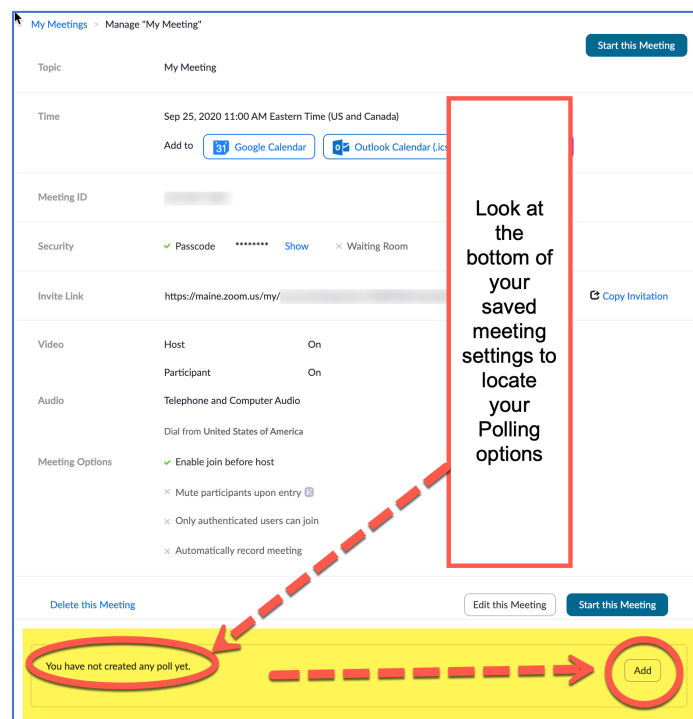
Make sure the Polling option has been turned on!

Creating a poll

1. Go to **Meetings** in the navigation menu.
2. Set up your meeting information under the **Schedule a Meeting** tab

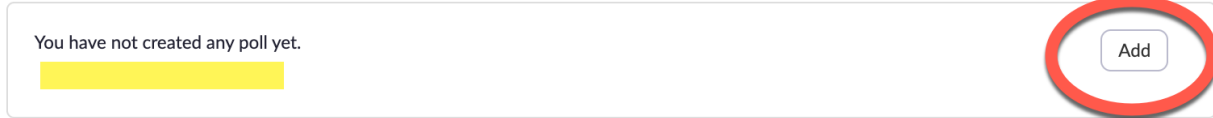


3. After you have entered your meeting information click "**Save.**"
4. You will now see your prepared meeting information ready to copy and paste into an email invitation.



5. Note the Polling options located at the bottom of your meeting information!

6. Click on the **Add** button.



You have not created any poll yet.

Add

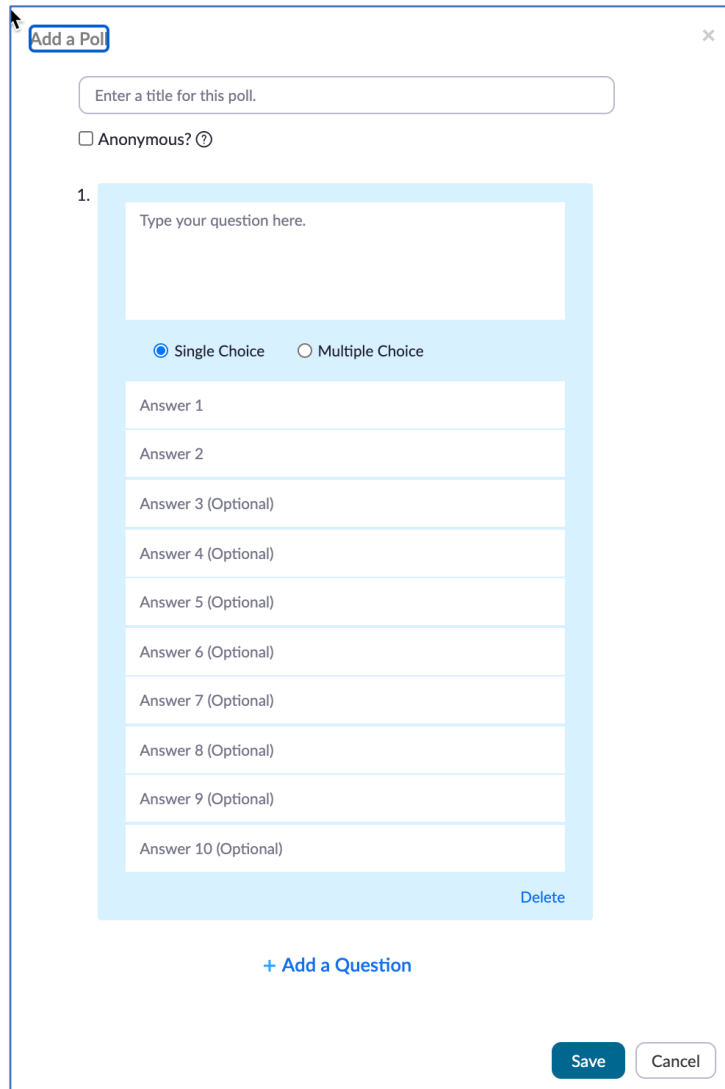
The Add a Poll window will now open.

Note:

“Anonymous” is used when generating a poll finding report. (Currently, it appears that all participants need to be using a maine.edu email address for such a report.) It may be possible to generate a polling report if you have set up a *Registration* process for your meeting participants? (If you experiment with this please let us know your findings!)

Workaround in use at the senior colleges.

If you want to save your Poll Finding use a screen capture tool to save a screen shot of the poll results. (This will give anonymous information.)



Add a Poll

Enter a title for this poll.

☐ Anonymous? ⓘ

1.

Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)

Save **Cancel**

Make sure you Save your Poll questions!

8. In the Polling set up window enter a Poll title and your questions.

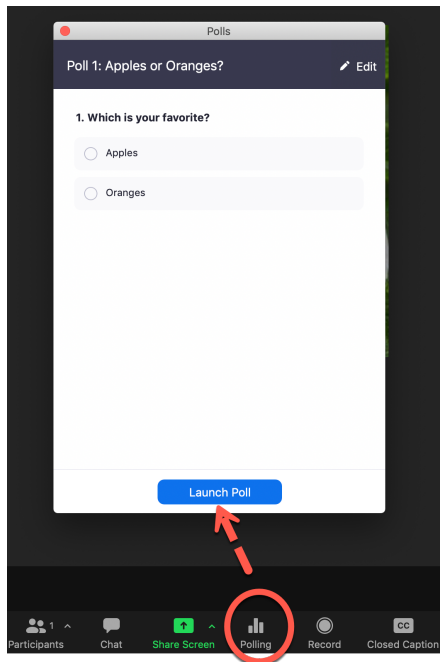
9. Select whether you want the question to be single choice (participants can only choose one answer) or multiple-choice (participants can choose multiple answers).

10. Type in the answers to your question and click **Save** at the bottom.

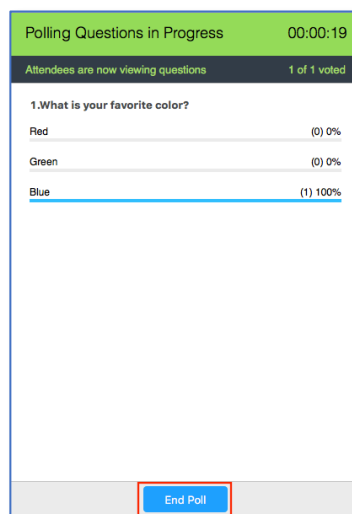
11. If you would like to add a new question, click **+ Add a Question** to create a new question for that particular poll.

Launching a Poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polling** in the meeting controls.
3. Click **Launch Poll** once the Poll has opened.
 - a. The participants in the meeting will now be prompted to answer the polling questions.

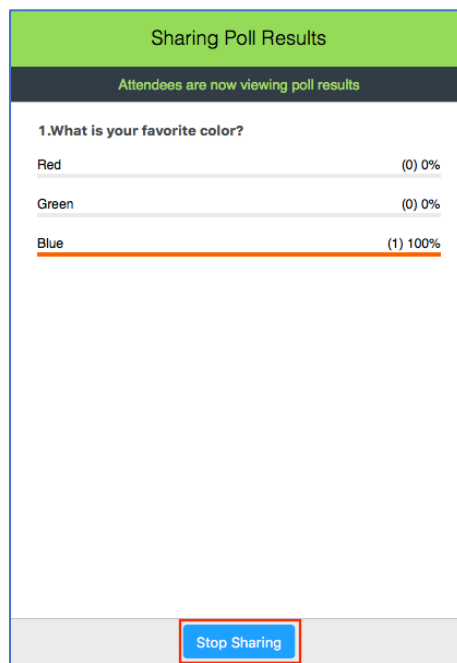


4. The host will be able to see the results live.



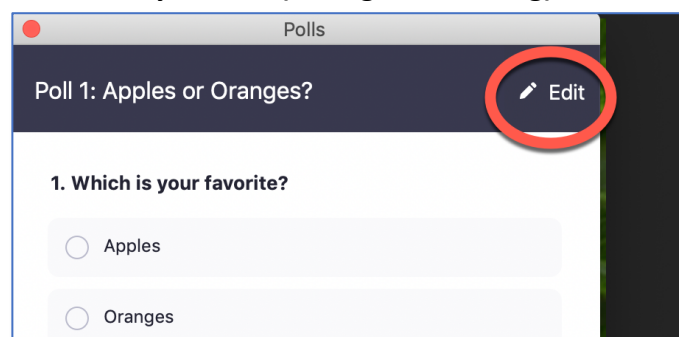
5. Let people know when you are going to stop the poll, then click **End Poll**.

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



Additional notes

- You can also create a poll by clicking Polling during the meeting.
 - This will open up your UMS Zoom web browser where you can add additional polls or questions.
- You can also click on your Poll (during the meeting) to edit or add a new poll.



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

Screen capture

Tools that will take a snapshot of your Poll: Snaggit (\$), Snipping Tool (Windows) free, Skitch (Mac) free.