

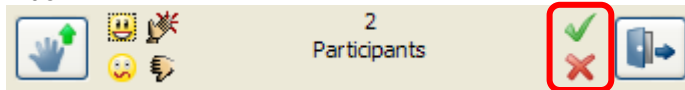



Polling

The Polling feature offers three different types of polls to obtain quick responses to verbal or written questions:

Type of Poll	Response Buttons
Yes/No	✓ ✗
Multiple Choice	A B C
Multiple Choice	A B C D
Multiple Choice	A B C D E
Class Pace (Slow Down/Speed Up)	⏪ ⏩

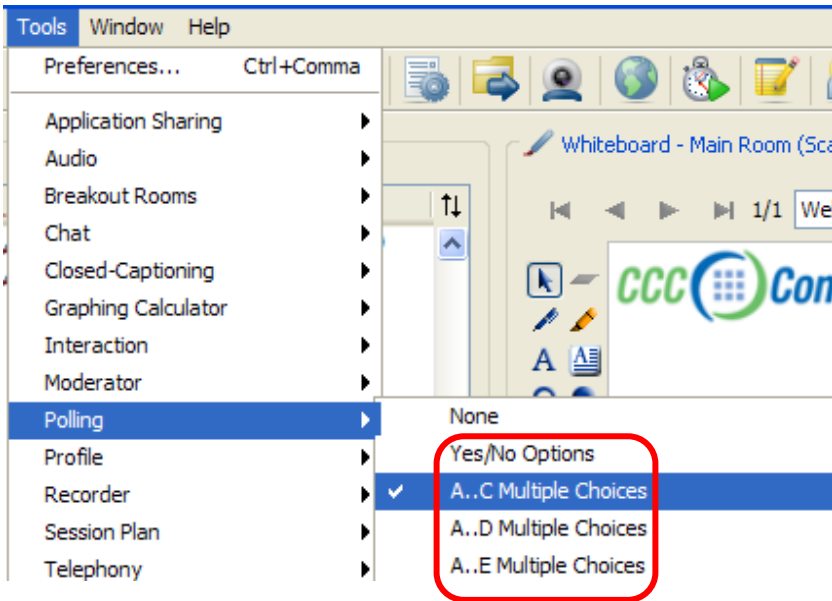
- The **Yes/No** poll is available by default to everyone as they enter the room; the icons appear in the Participants window.



- Poll responses automatically show to everyone in the Participant window.
- To hide or un-hide responses click the  icon located on the menu bar.

Choose a Poll Type

From the **Tools** menu, select **Polling**, then select the type of poll:



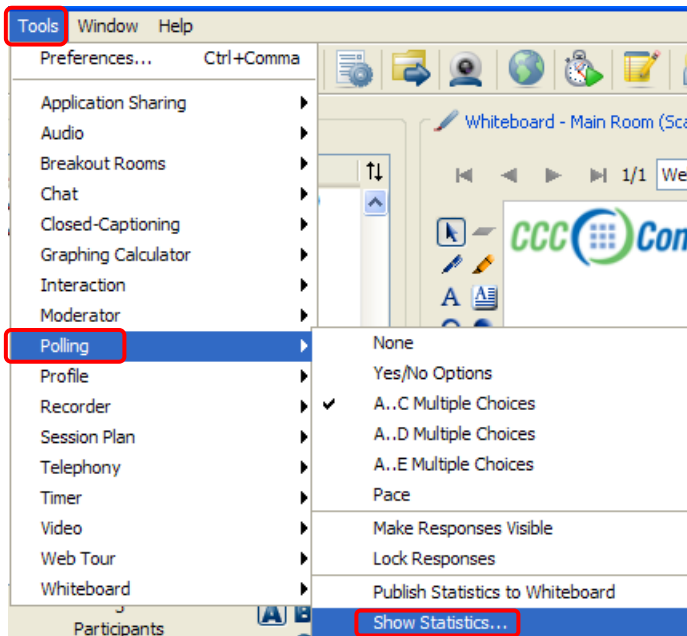
The menu bar will display to all participants the appropriate response buttons based on the type of poll you select.



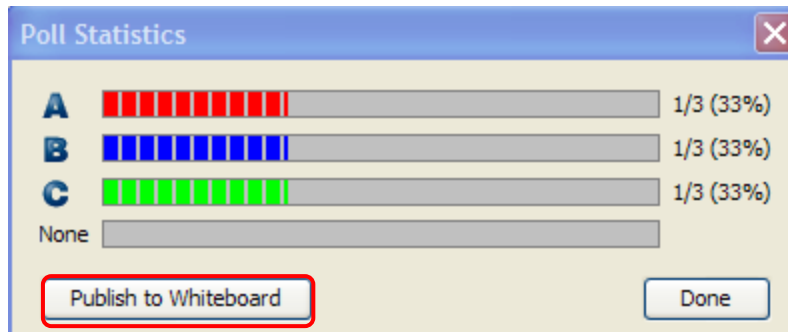
Post a PowerPoint slide with questions and the answers participants can choose from.


View Poll Results

A Moderator can privately view a graph of polling results: On the **Tools** menu select **Polling** then select **Show Statistics**:



- **Show Statistics** is viewed only by the Moderator.
- **Publish to Whiteboard** shares the graph with participants.



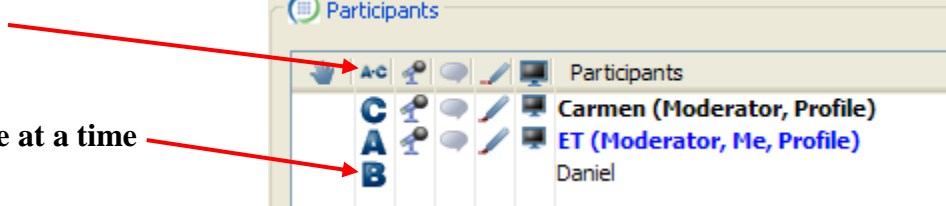
You can also use the icon on the menu bar  to publish results to the whiteboard.

Clear Results

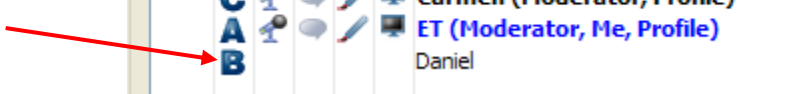
To clear responses in the polling column either:

- Click the top of the polling column to clear all responses at once.
- Click on each response in the polling column one at a time.

Clear all



Clear one at a time



Lock Responses

To lock polling responses, click  on the menu bar. Participants will not be able to change their responses to the poll.

Disable Polling

To disable the polling feature, select Polling from the **Tools** menu and choose **None**.

Tips:

- Use polling to break up the session and engage participants.
- Use the whiteboard to present your polling question along with the responses.
- Hide the polling results from your participants until they have responded to ensure honest feedback. Reveal the results only after everyone has responded.
- Use the Class Pace poll so that participants can give you feedback on the pace of the session.
- If the polling results were shown to the participants they will also be shown in the recording. Hidden results are not recorded.

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