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# ZOOM TUTORIAL

POLLING ON ZOOM

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## OVERVIEW:



WHAT IS POLLING?



ENABLING POLLING



HOW TO USE IT?

## ENABLING POLLING:

- Sign in to the **Zoom web portal on your browser. (NOT THE APPLICATION)**. Go to <https://zoom.us/>.
- In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
- Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

### Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ



Modified [Reset](#)

# CREATING A POLL

- (1) Go to the **Meetings** page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.
- (2) From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

You have not created any poll yet.

[Add](#)

- (3) Enter a title and your first question.
  - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
  - Select whether you want the question to be **single choice** (participants can only choose one answer) **or multiple choice** question (participants can choose multiple answers).
- (4) Type in the answers to your question and click **Save** at the bottom.
- (5) If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.
- (6) You can add more polls by repeating **Step 2**.

Add a Poll ×

Anonymus? ⓘ

1.

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

■ You can also create a poll by clicking **Polling** during the meeting. This will open up your **default web browser where you can add additional polls or questions.**

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

# LAUNCHING A POLL

- (1) Start the scheduled Zoom meeting that has polling enabled (**ON THE APPLICATION THIS TIME**).
- (2) Click **Polls** in the meeting controls. 
- (3) Select the poll you would like to launch.
- (4) Click **Launch Poll**.
- (5) The participants in the meeting will now be prompted to answer the polling questions. (The host/instructor will be able to see the results live!)

Polling 1: Polling Questions Edit

1.What is your favorite color?

Red

Green

Blue

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

**Launch Poll**

Zoom Participant ID: 30 Meeting ID: 100-878-041

Alexan

Zoom Meeting Controls: Join Audio, Start Video, Invite, Manage Participants, **Polls**, Share, Chat, Record, Closed Caption, More, End Meeting

Zoom Polls Window: Polling 1: 3/19 discussion question #1 Edit

1. Who was the first person to graduate from the University of Washington?

John Pike

Clara Antoinette McCarty Wilt

Edmond Meany

Charles Odegaard

**Launch Polling**

# LAUNCHING A POLL

- (6) Once you would like to stop the poll, click **End Poll**.
- (7) If you would like to share the results with the participants in the meeting, click **Share Results**.
- You can download a report of the poll results after the meeting.

