

Using Polls in Zoom

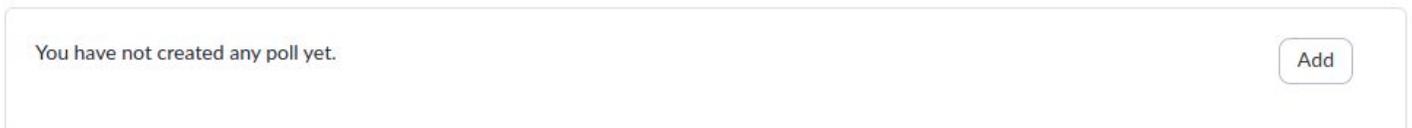


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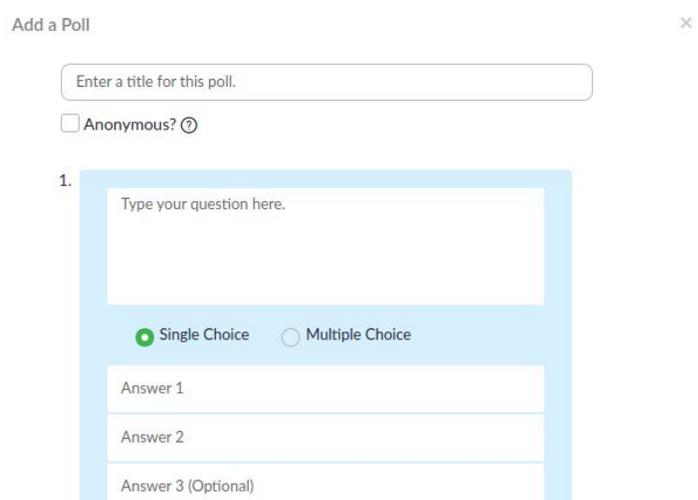
Zoom offers a polling feature that allows you to prompt participants for feedback during a meeting session. Participant responses to poll questions are gathered and then displayed for all participants to see. After you have concluded your session, you can download a report containing the results of your poll. Polls can also be set to be anonymous, if you do not wish to collect participant information along with the poll results.

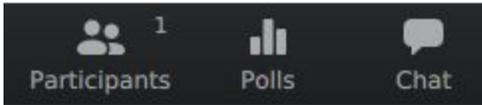
Polls should be created in advance of a meeting. After you have scheduled a meeting Zoom, you can add polls which will then become available during your Zoom meeting session. In the Zoom website at <https://princeton.zoom.us/>, schedule a new meeting.

- After you have created a meeting, click the **Meetings** link in the left-hand menu and click the title of the meeting to edit the meeting settings.
- Scroll to the bottom of the page and you should see a section with the text, "You have not created any poll yet." Click the **Add** button to create a new poll for use in this meeting.



- Enter a title for this group of questions and then add your first question in the larger text field at the top of the blue area. Notice that you can set each question to allow participants to choose one answer or multiple answers. Notice also that you may choose to make the poll anonymous. This will make responses to the questions in this poll anonymous while the poll is being executed and in the reports.
- Add possible answers to this question and, when finished, click either **Save** or **Add question**. After you have saved this poll, you will still be able to edit the poll, so feel free to save often.





If you start session for which you have created poll questions, an additional **Polls icon** will appear at the bottom of the session screen. Click this button to open the polls window.

The resulting window allows you to make the poll available to session participants by clicking the **Launch Polling** button.

Exporting results

To generate a report of the results of a polling session, return to the Zoom website. Near the bottom of the left-hand menu, select **Reports**.

The resulting list will offer some options for types of reports available. Select **Meeting** and then, next to **Meeting Type**, select **Poll Report**.

Find the meeting during which you executed a poll and click the **Generate** link on the right-hand side of the screen. On the following screen, select **All Registrants** and then **Continue** to generate the report.

A screenshot of a Zoom poll window. The title bar reads 'Polling 1: Questions for Lecture 5' with an 'Edit' link on the right. The main content area contains a question: '1. Why did you take this class?'. Below the question are two radio button options: 'I am genuinely interested in the subject matter' and 'It is required for my major'. At the bottom of the window is a blue button labeled 'Launch Polling'.