



Setting up Polling/Advanced Polling

for Single and Recurring Meetings (Must be done via Web Browser)

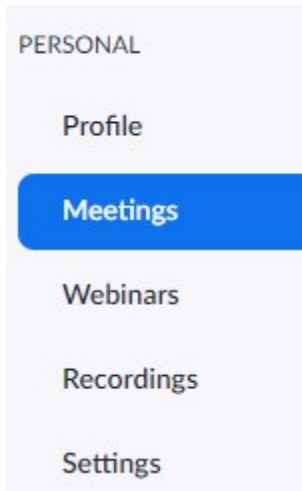
Note: Both hosts and participants will need to be updated to 5.8.3 or higher to access Advanced Polling

1. Log into your Zoom account at <https://umassboston.zoom.us> (Using Single Sign On) or www.zoom.us (Using password previously set up).


A screenshot of the Zoom login interface for UMass Boston. The background is dark blue. At the top, the UMass Boston logo and the word "Zoom" are displayed in white. Below this, the text "Video Conferencing" is centered. Three light blue buttons are arranged vertically on the left, each with a corresponding description to its right. A large yellow arrow with a black outline points from the right towards the "Sign in" button.

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Sign into your Zoom account (Using UMB credentials: First.LastName@umb.edu & UMB Email Password)

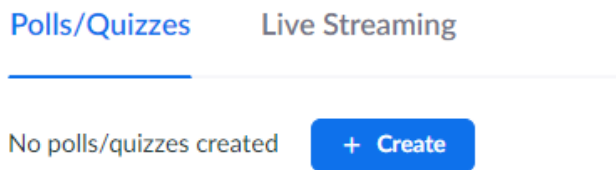
2. Click “Meetings” on the left column



3. Schedule your meeting/Choose your meeting

- a. If you have not yet scheduled your meeting, click  and follow the prompts
 - i. [Scheduling a single meeting](#)
 - ii. [Scheduling a recurring meeting](#)
- b. OR click on the title of your already scheduled meeting

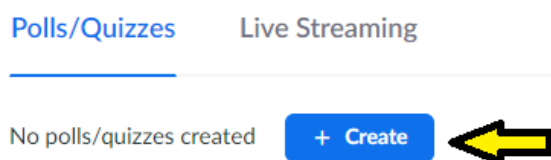
4. On the next screen (that displays all your meeting information), scroll to the bottom to where it says Poll/Quizzes.



5. To begin, first decide if you would like to add a standard poll or an advanced poll. Please see the comparison below:
- a. [Standard Poll](#): Allows you to create single choice or multiple-choice polling questions
 - b. [Advanced Poll](#): Allows you to create single choice, multiple-choice, matching, ranked choice, short answer, and long answer questions. NOTE: [ADVANCED POLLS CAN BE TURNED INTO A QUIZ](#)

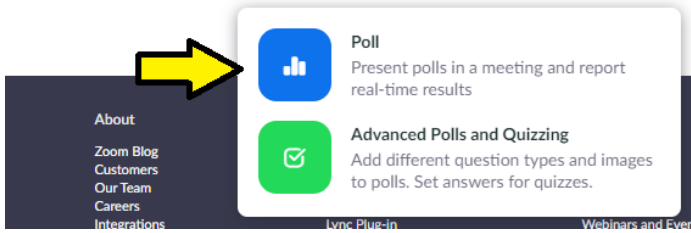
**Please follow the steps below to add a Standard Poll,
or skip to step 8 if adding an Advanced Poll**

6. Start adding your Standard Polling questions, click “Create” and then click “Poll”



No polls/quizzes created

+ Create



a. A pop-up window will appear where you can begin adding your polling questions

Untitled Poll

Untitled Question Single Choice

Choice 1

Choice 2

+ Add choice

+ Add Question

... Save Cancel

- i. Title the poll by clicking “Untitled Poll” and entering a new title. An example could be “Class 1 – the Date”
- ii. Next, you can begin entering your first polling question where it says “Untitled Question.”
- iii. Select whether you want the question to be single choice (can only choose one answer) or multiple-choice question (can choose multiple answers) by clicking the drop-down menu where it says “Single Choice”.
- iv. Enter the answers on the provided “Choice 1 and Choice 2” lines
- v. You can add additional choices by clicking “Add choice”, or add additional questions by clicking “Add a Question” at the bottom, and repeating steps ii – v
- vi. Click Save at bottom when finished.

7. If creating polls for a recurring meeting, you can continue to create polling questions for your next meeting

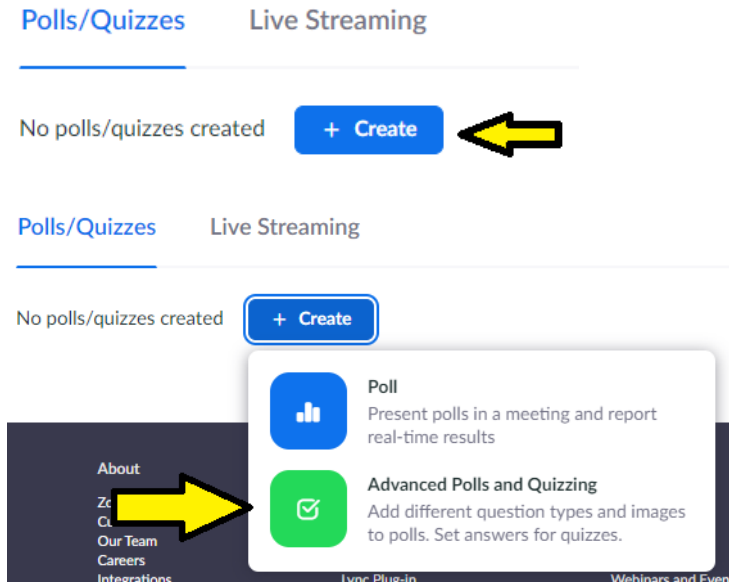
- a Click “Create”
- b Repeat steps i – v above

Polls/Quizzes Live Streaming

1/50 polls/quizzes created + Create

Name	Type	Status	Date Created	Last Edit
1 Class 1 - 9.7.21	Poll	Activated	2021-11-09 09:19 AM	2021-11-09 09:19 AM

8. Start adding your Advanced Polling questions, click “Create” and then click “Advanced Polls and Quizzing”



a A pop-up window will appear where you can begin adding your advanced polling questions

The image shows a form titled 'Untitled Advanced Poll'. At the top, there is a text input field containing 'Untitled Question' and a dropdown menu set to 'Single Choice'. Below this are two radio button options labeled 'Choice 1' and 'Choice 2'. There is a '+ Add choice' button below the radio buttons. At the bottom of the form, there are two checkboxes: 'Required' and 'Show as dropdown'. To the right of these checkboxes are a trash icon and a three-dot menu icon. Below the form is a '+ Add Question' link. At the very bottom of the form area, there are three buttons: a three-dot menu icon, a blue 'Save' button, and a 'Cancel' button.

- i Title the poll by clicking “Untitled Advanced Poll” and entering a new title. An example could be “Class 1 – the Date”
- ii Select the type of question you want to ask by clicking the drop-down menu where it says “Single Choice”

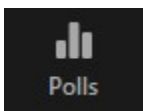
- **Single Choice:** Poll participants can select only one of the provided answers. Possible answers can be listed all at once or under a drop-down menu.
- **Multiple Choice:** Poll participants can select multiple of the provided answers.
- **Matching:** Poll participants can match prompts on the left side with answers on the right side. Order of prompts and answers can be adjusted as needed. Up to 9 prompts can be provided for each question, with the possible matches ranging between 2-9 options.

- **Rank Order:** Poll participants can rank each item based on the provided scale. Up to 10 items can be provided for each question, with the scale allowing a range of 2-7 options.
- **Short Answer:** Poll participants can respond with a short answer response. The minimum and maximum allowed characters for the response can be set.
- **Long Answer:** Poll participants can respond with a long answer response. The minimum and maximum allowed characters for the response can be set.
- **Rating Scale:** Poll participants can rate between 1 - 10

- Next, you can begin entering your first advanced polling question where it says “Untitled Question.”
- Enter the choices on the provided “Choice 1 and Choice 2” lines or click + Add Choice, + Add Row, + Add Column, + Add Prompt, or + Add Answer (depending on the type of poll question selected)
- Click the “...” to add an image to the question
- Add additional questions by clicking “Add a Question” at the bottom, and repeating steps ii – iv
- Click Save at bottom when finished.
- [PLEASE NOTE THAT ADVANCED POLLING CAN BE MADE INTO A QUIZ. CLICK HERE TO FIND OUT HOW](#)

To Launch your Poll during your meeting

- Click your Poll button at the bottom on your Zoom menu bar



- A pop-up window will appear, displaying your first poll.

The image shows two overlapping windows from the Zoom Polls interface. The background window is titled "Test Advanced Poll" and shows a single question: "1. What day is it today? (Single Choice)". Below the question are three radio button options: "Monday", "Tuesday", and "Wednesday". At the bottom of this window are two buttons: "Edit Poll" with an external link icon and a blue "Launch" button. The foreground window is also titled "Test Advanced Poll" and shows a list of polls. The first poll, "Test Advanced Poll", is selected and highlighted in blue, with a checkmark in a box to its left and "1 question" to its right. Below it is another poll, "Class 2 Poll", with "1 question" to its right. A yellow arrow points to the close button (X) in the top right corner of the foreground window. At the bottom of the foreground window, there are two buttons: "Edit Poll" with an external link icon and a blue "Launch" button.

- You can launch that poll by selecting “Launch” at the bottom, or you can select a different set of polling questions that you have set up.

- b. To select a new set of polling questions, click the down arrow at the top of the window. Select which group of polling questions you would like to launch. Then click “Launch”
- c. You also have the option to edit your polling questions or add another poll during your meeting by clicking “Edit Poll”

**NOTE: You can create a max of 50 polls for a single meeting,
with each poll having a max of 50 questions.**

[Downloading Polling Results](#)

- A. Results can be download during the meeting or after the meeting

End Poll

- b. After the meeting – [Please follow the instructions found here](#)

Notes:

- Give at least 10 minutes for polling results to process and post before downloading. If download is blank when opened, polling results have not finished processing and will need more time before downloading.
- Participants need to be registered for names to be posted on results
- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of authenticated users in the same account.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.