Setting up a Quiz

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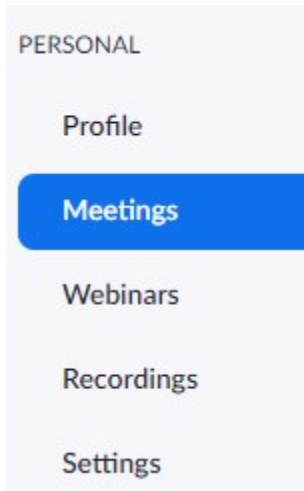
1. Log into your Zoom account at https://umassboston.zoom.us (Using Single Sign On) or www.zoom.us (Using password previously set up).

2. Click "Meetings" on the left column

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3. Schedule your meeting/Choose your meeting

    a   If you have not yet scheduled your meeting, click   Schedule a Meeting   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
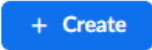
4. On the next screen (that displays all your meeting information), scroll to the bottom to where it says Poll/Quizzes.

Polls/Quizzes   Live Streaming

No polls/quizzes created   + Create

5. To begin, click "Create" and then click "Advanced Polls and Quizzing"

Polls/Quizzes   Live Streaming

No polls/quizzes created   + Create

Polls/Quizzes   Live Streaming

No polls/quizzes created   + Create

Poll
Present polls in a meeting and report real-time results

Advanced Polls and Quizzing
Add different question types and images to polls. Set answers for quizzes.

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

Untitled Advanced Poll

Untitled Question | ⦿ Single Choice ⌄

◯ Choice 1

◯ Choice 2

+ Add choice

☐ Required   ☐ Show as dropdown   🗑 ⋯

+ Add Question

⋯ **Save** Cancel

b   Before adding your questions, click "**…**" at the bottom of the window and select "Make a quiz and set correct answers"

Untitled Quiz

1. Untitled Question (Single Choice)

◯ Choice 1

◯ Choice 2

❗ Please set answer

+ Add Question   ☐ Allow participants to answer questions anonymously

➡️   ☑ Make a quiz and set correct answers

⋯ **Save** Cancel

i   Title the Quiz by clicking "Untitled Quiz" and entering a new title. Example: "Quiz 1 – the Date"
ii   Next, you can begin entering your first quiz question where it says "Untitled Question."
iii   Select the type of question you want to ask by clicking the drop-down menu where it says "Single Choice" **Note**: Only Single Choice, Multiple Choice, Matching, Rank Order and Fill in the Blank can set a correct answer. Short answer and long answer questions will require manual scoring.

      • **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.
- **Fill in the Blank**: Poll participants can respond by typing an exact answer. Will need to match answer exactly and is case sensitive.

iv 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)

v   Click the "…" to add an image to the question

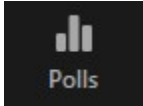vi Once you have created the question, set an answer by clicking "Set Answer"

vii Add additional questions by clicking "Add a Question" at the bottom, and repeating steps ii – vi
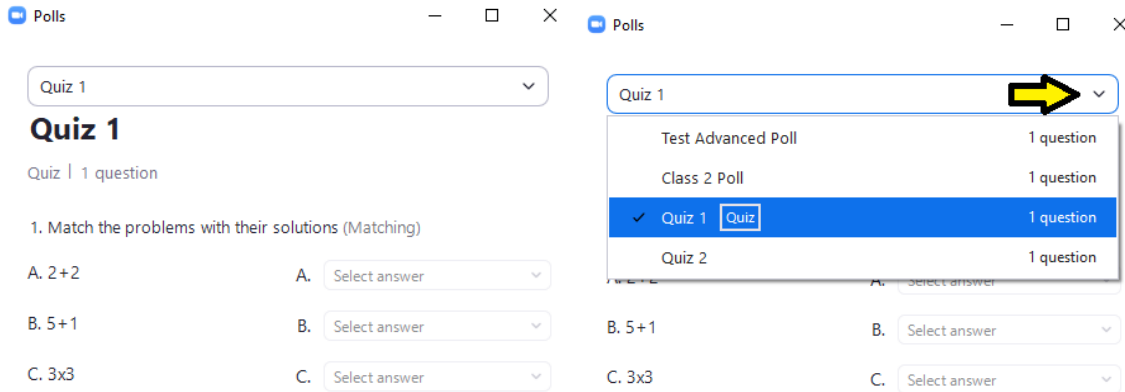
To Launch your Quiz during your meeting

6. Click your Poll button at the bottom on your Zoom menu bar

7. A pop-up window will appear, displaying your first Quiz/Poll.

a. You can launch that Quiz by selecting "Launch" at the bottom, or you can select a different Quiz/set of polling questions that you have set up.

c. You also have the option to edit your Quiz, or add another Quiz during your meeting by clicking "Edit Poll"

8. Before launching your quiz, you also have the option to
   a   Display questions in random order
   b   Show one question at a time

This can be found by clicking "**…**" at the bottom of the Polling window

NOTE: You can create a max of 50 polls for a single meeting,

with each poll having a max of 50 questions.

Downloading Polling/Quiz Results

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

    a. During the meeting – After ending the Poll **End Poll** , click the "…" and choose "Download Results".

    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.