

Setting up Polling for Recurring Meetings (Must be done via Web) - <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

1. Set up your recurring Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/214973206-Scheduling-Recurring-Meetings>
2. After setting up your recurring meeting click “Save” at the bottom of the screen.
3. On the next screen (that displays all your meeting information), scroll to the bottom to where it says Poll.



If you have already set up your recurring meeting, you can get to this screen by logging into your Zoom account at www.zoom.us – Clicking “Meetings” on the left column – Then click into one of the recurring meetings by clicking on the blue text listed under “topic”.

4. To begin adding your Polling questions, Click “Add” on the right of the screen



- a. A pop-up window will appear where you can begin adding your polling questions for your first meeting.
 - i. For “Enter a title for this poll”, an example could be “Class 1 – the Date”
 - ii. Next, you can begin entering your first polling question where it says “Type your question here.”
 - iii. Select whether you want the question to be single choice(can only choose one answer) or multiple choice question(can choose multiple answers)
 - iv. Enter the answers on the provided “Answer” lines
 - v. You can add additional questions by clicking “Add a Question” at the bottom, and repeating steps ii – iv .
 - vi. Click Save at bottom when finished.

Add a Poll

Enter a title for this poll.

Anonymous? ⓘ

1. Type your question here.

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

5. To create polling questions for your next meeting, Click “Add” on the right side of the screen again.

Poll Live Streaming

You have created 1 poll for this meeting.

Title	Total Questions	Anonymous	
▼ Poll 1:Class 1 - "the date"	2 questions	No	 Add
			Edit Delete

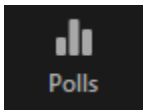
a. Repeat steps i – vi

6. Continue to do this for each class session.

a. You can add polls whenever you would like by logging into your Zoom account at www.zoom.us – Clicking “Meetings” on the left column – Then click into one of the recurring meetings by clicking on the blue text listed under “topic”.

To Launch your Poll during your meeting

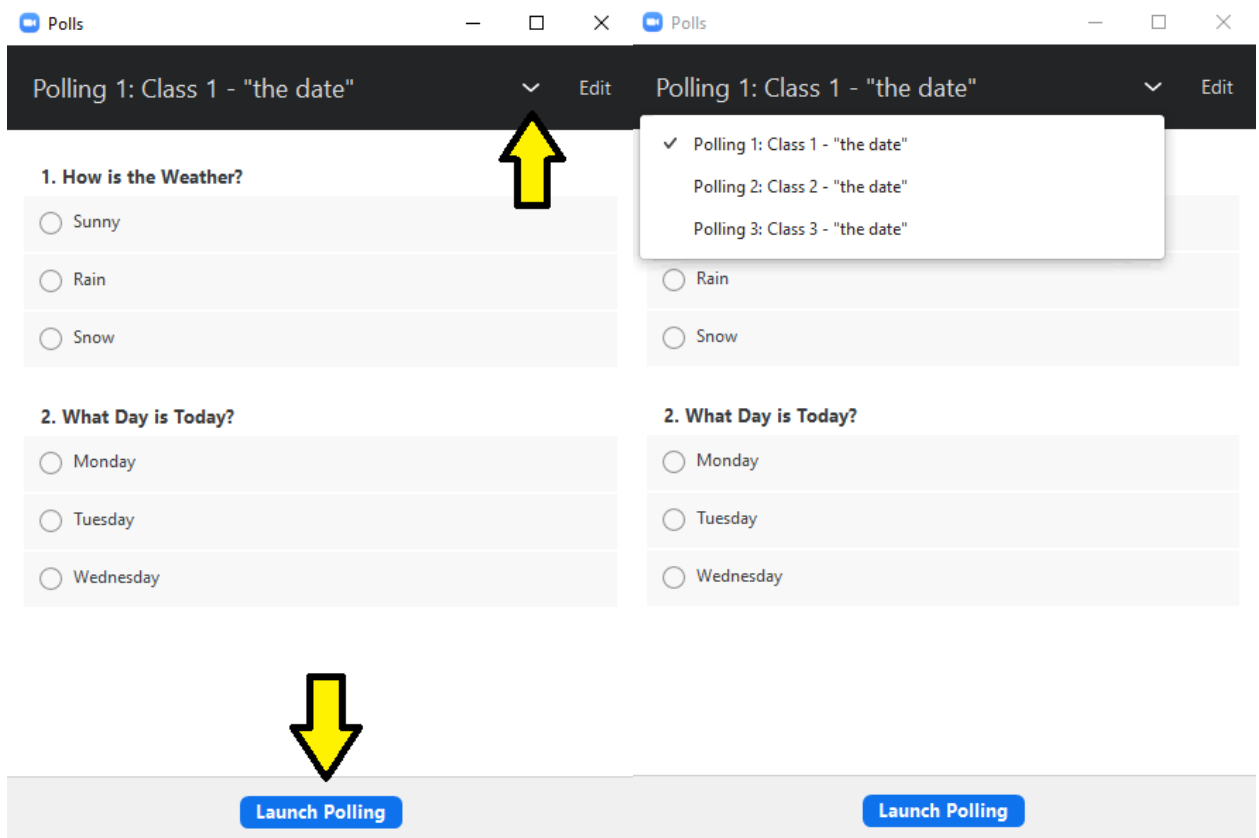
7. Click your Poll button at the bottom on your Zoom menu bar



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

a. You can launch that poll by selecting “Launch Poll” 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 Poll”



The screenshot shows the Zoom Polls interface. At the top, there are two poll cards for "Polling 1: Class 1 - 'the date'". The first card has a dropdown arrow and an "Edit" button. A yellow arrow points to this dropdown arrow. A dropdown menu is open, showing three options: "Polling 1: Class 1 - 'the date'" (selected with a checkmark), "Polling 2: Class 2 - 'the date'", and "Polling 3: Class 3 - 'the date'". Below the poll cards, there are two "Launch Polling" buttons. A yellow arrow points to the right "Launch Polling" button.

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

Downloading Polling Results - <https://support.zoom.us/hc/en-us/articles/216378603>

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.