

Polling in a Zoom Meeting

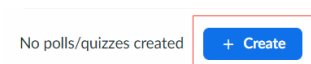
Pre-set Polls for you Zoom meeting.

➤ Pre-set Polls from Zoom website

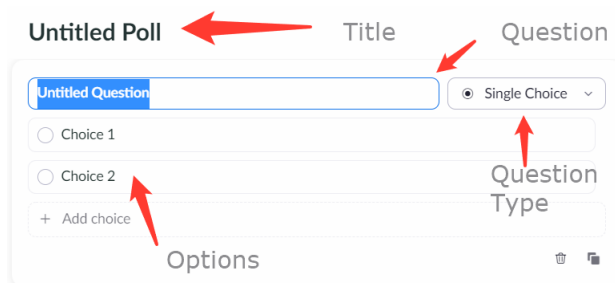
1. Go to [Zoom.us](https://zoom.us) and sign in with your SMU Email and Zoom password.
2. From the left navigation panel, go to the **Meetings** page
3. If you already have your meeting scheduled, click on the **Meeting Topic**, and scroll down to the bottom of the page. Otherwise [schedule a new meeting](#) and open the meeting by clicking on meeting topic.
4. Scroll to the bottom and select **Polls/ Quizzes**.

[Polls/Quizzes](#) [Survey](#) [Live Streaming](#)

5. Click **+ Create** to begin creating the poll



6. Enter a title, questions, and option for that poll. You can also change it to Multiple Response Question.

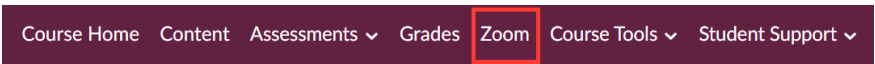
A screenshot of the Zoom poll creation form. The form is titled "Untitled Poll" and has a "Title" field containing "Untitled Question". To the right of the title field is a "Question" dropdown menu set to "Single Choice". Below the title field are two "Options" fields, "Choice 1" and "Choice 2", each with a radio button. There is an "+ Add choice" link below the options. At the bottom right, there is a "Question Type" dropdown menu. Red arrows point to the "Title" field, the "Question" dropdown, the "Choice 1" field, and the "Question Type" dropdown.

Note: You can create more different types of question if you create and advanced poll. Here is a document [Explaining Advanced polling Feature in Zoom](#)

7. Click **Save** at the bottom after you are done creating a poll.
8. Create addition polls by clicking the **+ Create** and giving the poll a new name.

➤ **Pre-set Polls from Brightspace.**

1. Go to **Zoom** from the top navigation panel of your Brightspace course

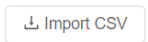


Course Home Content Assessments ▾ Grades **Zoom** Course Tools ▾ Student Support ▾

2. If you already have your meeting scheduled, click on the Meeting Topic, and scroll down to the bottom of the page. Otherwise schedule a new meeting and open the meeting by clicking on meeting topic.
3. Scroll down to the bottom to the section **Poll**
4. Download the **CSV template**, add your poll questions there


Poll

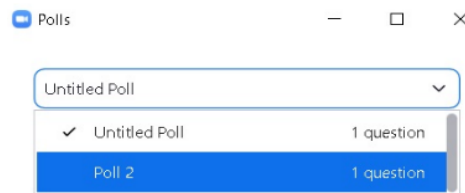
You can import polls to this meeting through importing CSV. [Download a CSV Template](#)









5. Then upload the edited file with the quiz using the **Import CSV** button. 

Once you have uploaded you can see all the poll questions under the poll section. You can edit those questions from Zoom web site and launch and share the results from the desktop app normally.

Launch a Poll

1. Click on the **Poll**  button on the meeting toolbar in your Zoom meeting
2. If you have multiple polls, click on the top dropdown menu, and select the other poll from the menu.

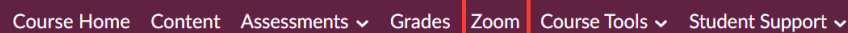


3. After you do that, you should see a **Launch** button for the new poll.
4. To stop the poll, click on 
5. To sharing the polling result with the attendees, click on 
6. To stop sharing the result click on 
7. If you want to Edit the Poll, click on 
8. There are some additional options in poll which you can access if you click on three dots besides the launch button.
 - Click on  **Re-launch Poll** to Relaunch the same poll
 - Click on  **Download Results** to Download a copy of the result into your computer
 - Click on  **View Results from Browser**  to show the results in the browser

Polling Report

To see the report in Brightspace, please follow these steps

1. Go to **Zoom** from the top navigation panel of your Brightspace course



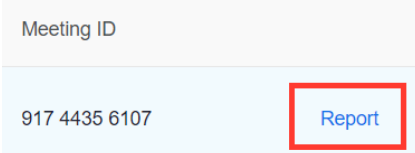
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2. Go to **Previous Meetings**



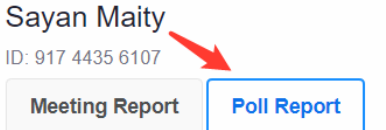
Upcoming Meetings **Previous Meetings** Personal Meeting Room Cloud Recordings

3. Click on **Report** beside the Meeting.



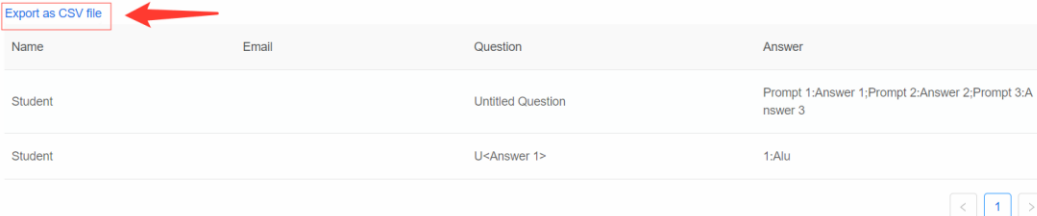
Meeting ID
917 4435 6107 **Report**

4. Go to **Poll Report**



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ID: 917 4435 6107
Meeting Report **Poll Report**

5. You can see the poll answers here. Also, you can **export** the responses as a .csv file by clicking **Export as CSV file**.



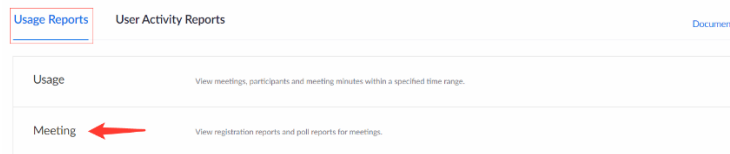
Export as CSV file

Name	Email	Question	Answer
Student		Untitled Question	Prompt 1:Answer 1;Prompt 2:Answer 2;Prompt 3:Answer 3
Student		U<Answer 1>	1:Alu

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Also, you can see the poll report from your Zoom web account

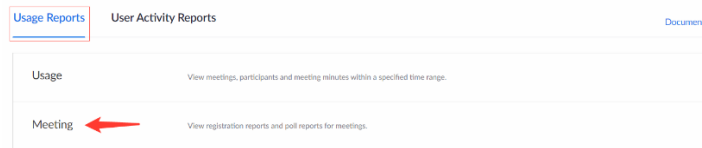
1. Go to [Zoom.us](https://zoom.us) and sign in with your SMU Email and Zoom password.
2. From the left navigation panel, go to the **Reports** page
3. Under **Usage Reports**, open **Meeting**



4. Under the Meeting report, set the **Report Type** to **Poll Report**

Report Type Registration Report **Poll Report** Survey Report

5. Search the report, either using the date range, or using the meeting ID



6. Click on **Generate** beside the recording to generate the report for poll

Meeting ID	Attendees	
899 3152 2616	2	Generate

7. In the next page under report queue, you can see all of you generated reports till now. Download the latest one for your poll by click on **Download**.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Nov 17, 2021 03:00:00 PM	Nov 17, 2021 03:22:13 PM	Test Meeting for Zoom Poll	899 3152 2616	Nov 17, 2021 04:35:54 PM	Download