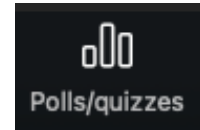


Polls in a Zoom Meeting

Polls are a great way to engage your participants, improve their attentiveness, and gather data about them as well as provide instant feedback on your presentation. You can also use a poll for a quick knowledge check by making it a quiz.

Ensure Polls are enabled in your Settings

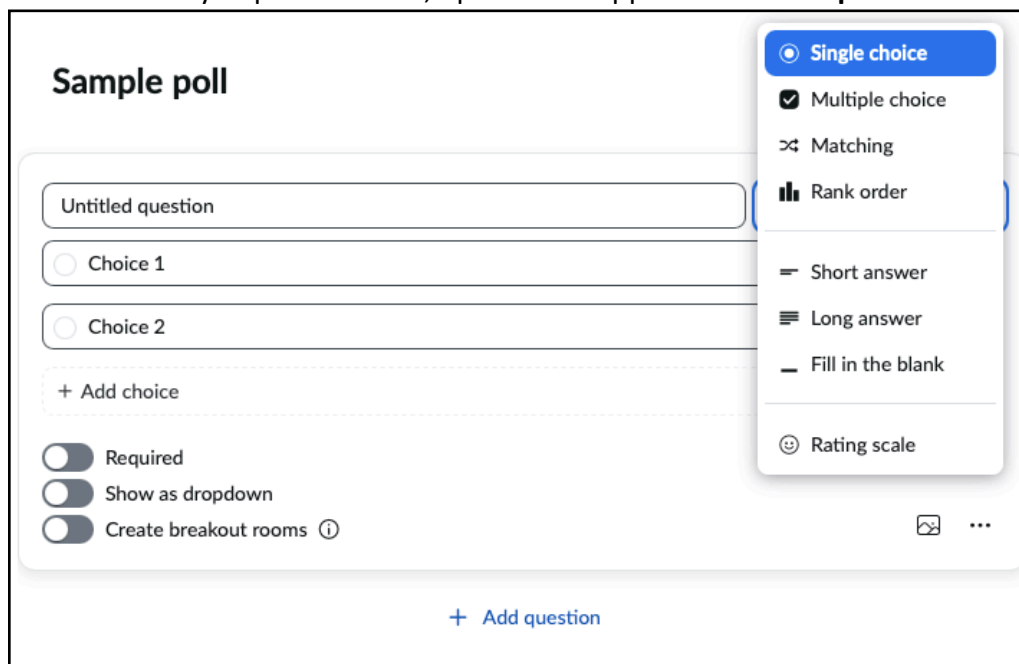
As the host, you should have an icon on your tool bar for Polls/Quizzes – if that icon is not there, you need to change your settings.



1. Navigate to csus.zoom.us and sign in.
2. From the left navigation pane, select **Settings**.
3. From the **Meeting** tab, select **In Meeting (Basic)** then scroll down to **Meeting Polls/Quizzes**.
4. The indicator should be blue to show it is turned on.

Create a Poll

1. While signed in, click **Meetings** on the left.
2. Click the **Meeting Title** to which you want to add a poll. The meeting has to be scheduled before you can add a poll.
3. Click the **Polls/Quizzes** tab at the top of the page.
4. Click **Create**, give your poll a name, and enter your poll questions. There are many question formats. Once you pick a format, options will appear. Click **Add question** for more entries.



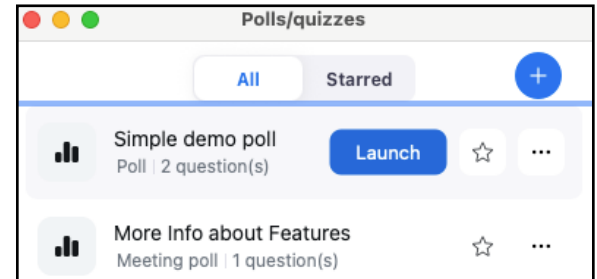
The screenshot shows the 'Sample poll' creation screen in Zoom. It includes a title field 'Untitled question', two choice fields 'Choice 1' and 'Choice 2', and a '+ Add choice' button. Below these are three toggle switches: 'Required' (checked), 'Show as dropdown' (unchecked), and 'Create breakout rooms' (unchecked). A dropdown menu is open on the right, showing various question formats: 'Single choice' (selected), 'Multiple choice' (checked), 'Matching', 'Rank order', 'Short answer', 'Long answer', 'Fill in the blank', and 'Rating scale'. At the bottom, there is a '+ Add question' button.

5. When you are finished, click **Save**.

Launch the Poll

Only the host or co-host can launch a poll.

1. Start the scheduled Zoom meeting that has Polls enabled.
2. Click **Polls/Quizzes** in the meeting controls.
3. Hover over the poll you want then click **Launch**.



Monitor the Poll

Participants will be prompted to answer the questions.

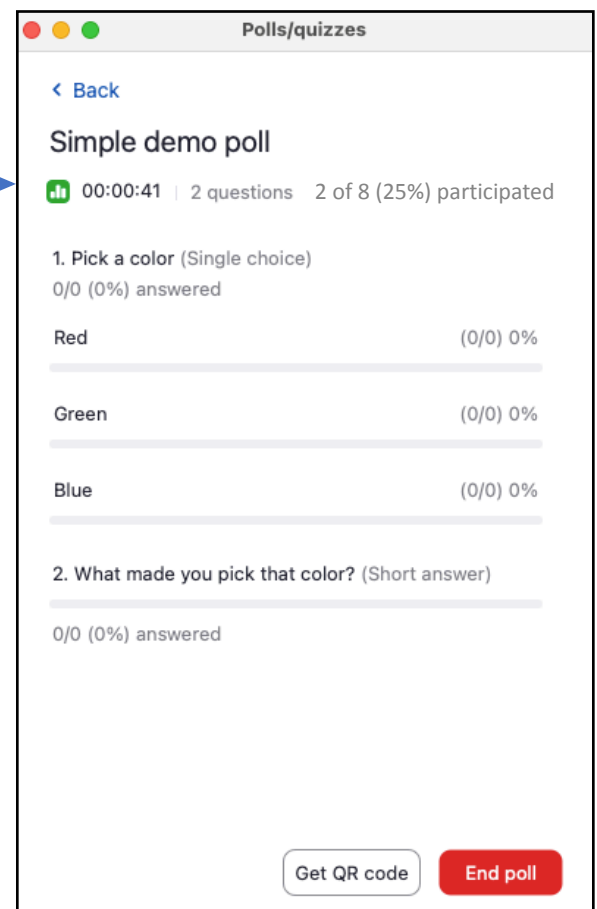
The host will be able to monitor their completion - you might want to let them know periodically how many are finished.

When appropriate, click **End Poll**.

Then click **Share Results** if you want participants to see the results, otherwise you can announce them.

By clicking the ellipsis (...) next to Share Results, you also have the options to re-launch poll, download results or view results from browser.

When you are finished, close the poll panel.



Note: When you save a poll here, it is available for all your meetings.