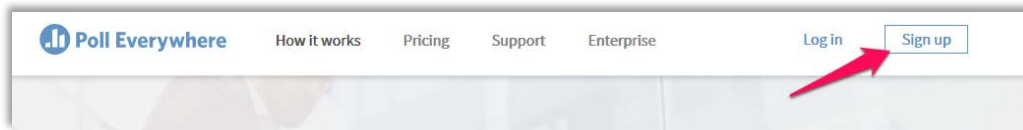## Poll Everywhere

Real-time polling allows you to transform one-way lectures into two-way conversations. This is a low-pressure way of getting everyone to contribute.
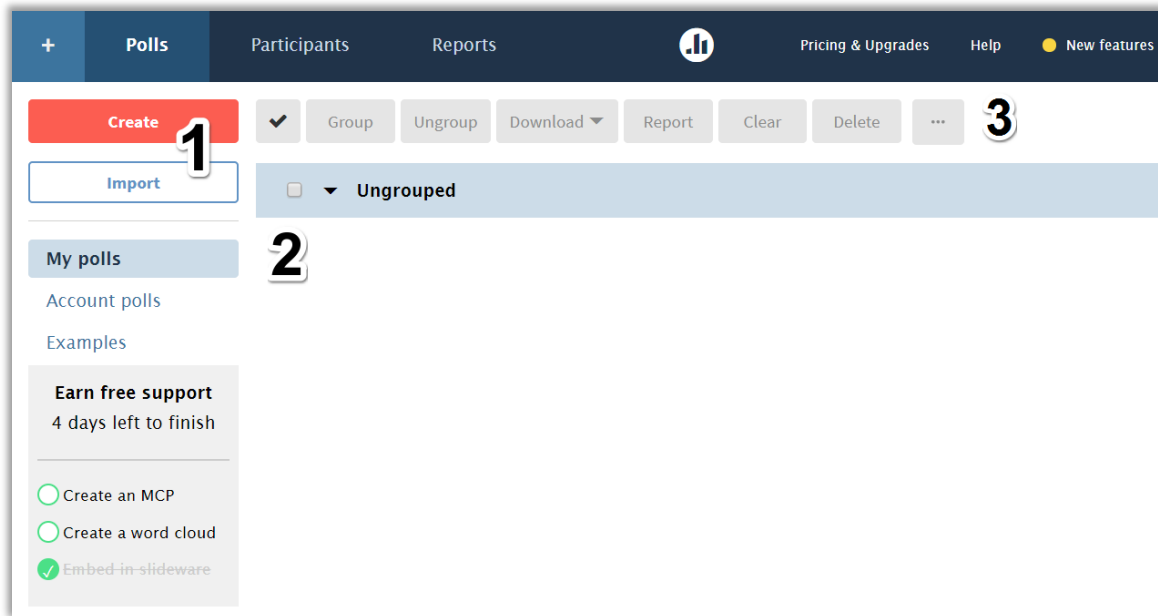
You will be required to create a Poll Everywhere account.

1. Click the **Sign Up** button to register with Poll Everywhere.

2. Follow the on-screen instructions to create an account.
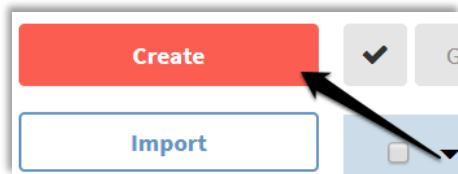
Poll Everywhere Interface

1. **Create/Import**: use these buttons to create a new poll or import a formatted CSV file.
2. **Poll Groups**: will list all polls the user has created.
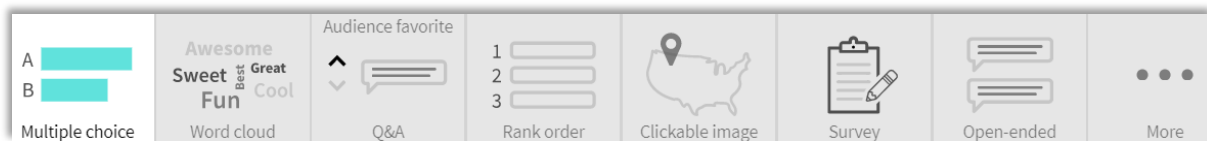3. **Poll manager**: allows you to group, download, and delete your polls.

Creating a New Poll
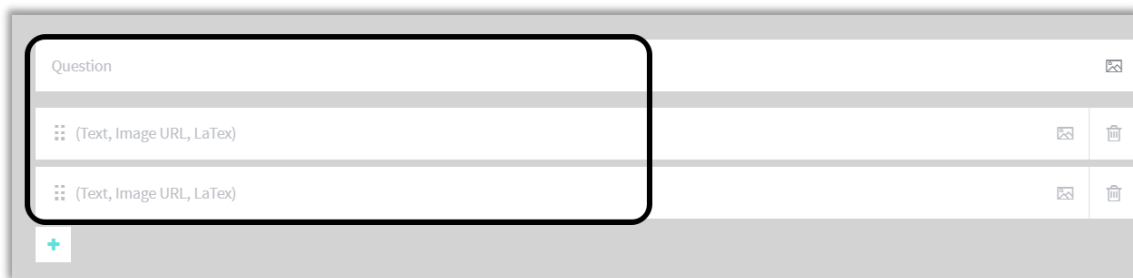
1. To create a new poll, click the **Create** button.

A new page will load.

2. Select the type of poll you would like create. For this handout we will focus on *multiple choice* polls.

- **Multiple Choice**: allows the audience to respond a multiple choice question.
- **Word Cloud**: creates a graphic based on the audience responses. The words will move and expand depending on the frequency of submission.
- **Q&A**: allows the audience to submit responses and "up-vote" their favorite response.
- **Rank Order**: allows the audience to drag response items into a rank order.
- **Clickable Image**: allows you to add clickable regions to an image and counts how often those regions are selected.
- **Survey**: allows you to create a survey with multiple polls.
- **Open-ended**: will create a text wall with audience responses.

3. Enter the question and answers in the text fields provided.

       Allows you to insert an image.

       Allows you to add a response item.

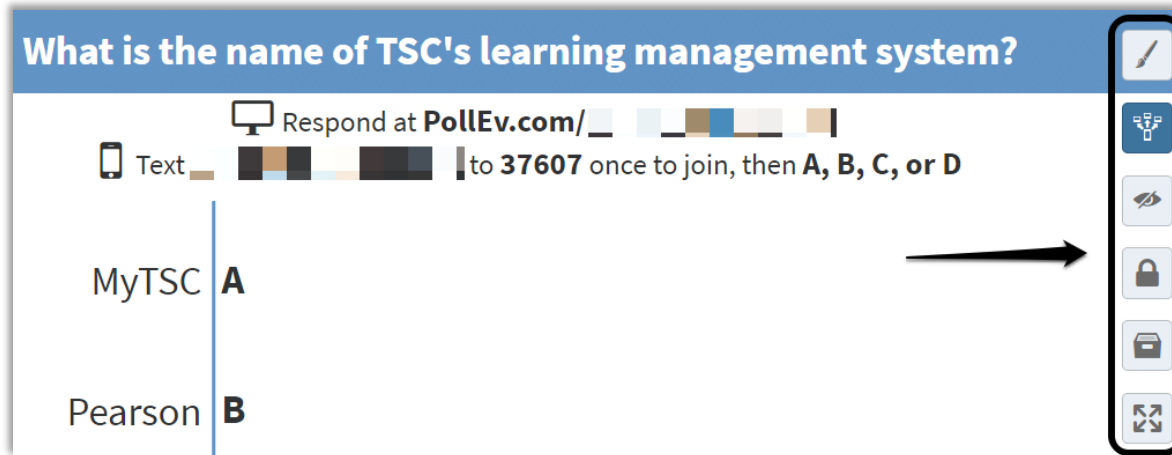   Allows you to delete a response item.

4. Once you have completed entering the question and answers, click **Create**.

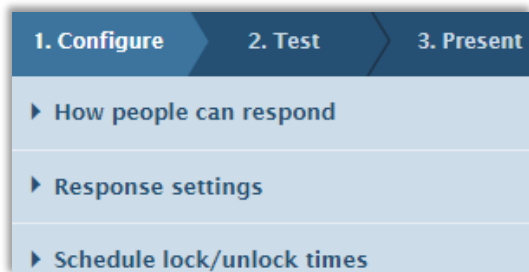Your poll will be created and the present screen will load.

Presenting From the Web

Your poll can be presented from the web or PowerPoint.

- **Visual settings**: allows you to change the orientation, color scheme, font, etc. of your poll.
- **Activate**: publishes your poll and allows the audience to submit responses.
- **Hide Chart:** will hide the poll's results.
- **Lock Responses**: will not allow for your audience to submit a response.
- **Clear poll**: will clear submitted responses.
- **Full screen**: presents your poll in full screen view.

The present page also includes editable settings for audience responses. These settings include how your audience can respond, the amount of times an audience member can respond, and lock/unlock dates.

1. Click the **activate button** to allow the audience to respond.

The audience can now submit their responses by following the on screen instructions.
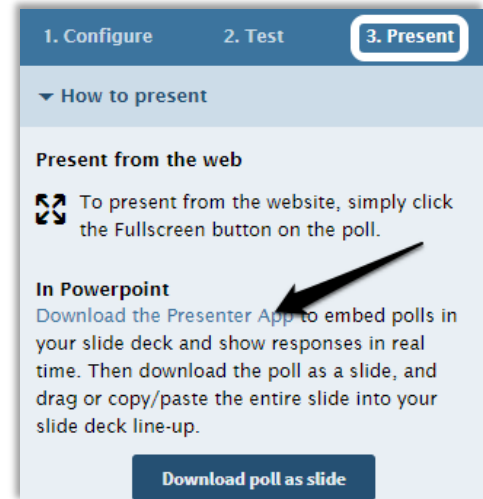
Presenting with PowerPoint

You can embed polls created with Poll Everywhere into your PowerPoint, Keynote, and Google Slides presentations.

You must first download and install the Presenter App, available in the *Present* tab.

Once the Presenter app has been installed, you will be able to download and drag/copy/paste the poll slide into your PowerPoint. You can also create new polls and embed new poll from PowerPoint.
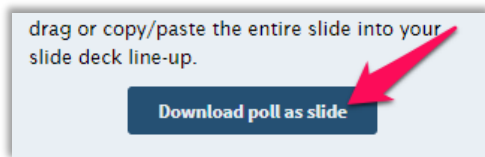
This functionality will require an internet connection.

Downloading and Embedding Polls

You can download the created polls to your computer and place those slides in PowerPoint.

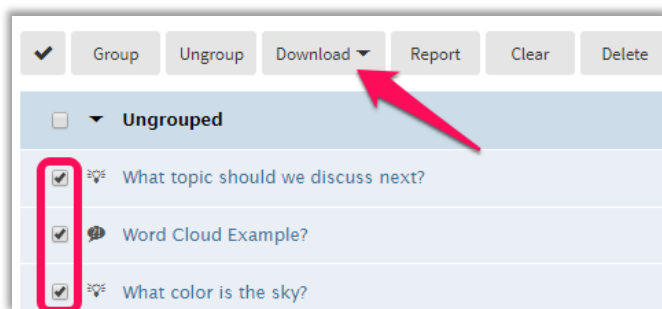1. Click **Download poll as slide** to save your file.

2. In PowerPoint, open the file you wish to add the poll to.
3. Copy and paste the slide(s) downloaded from Poll Everywhere into your PowerPoint.
4. Save your changes.

Downloading Multiple Polls

You can download multiple polls using the poll manager page.

1. Select the polls you would like to download.
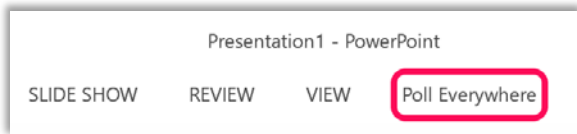2. Click the download button and select the **Slide** option.

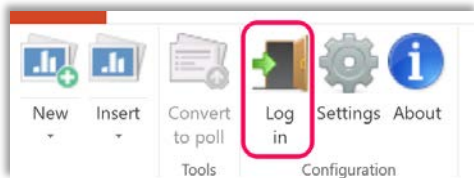3. Follow the steps in the Downloading and Embedding Polls section to add these polls to your PowerPoint.

Creating and Embedding Polls in PowerPoint

Once the Presenter App is installed, you will be able to insert and create polls through PowerPoint. You will need an internet connection.
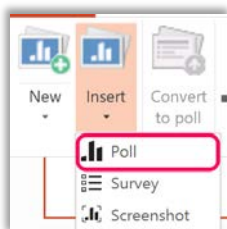
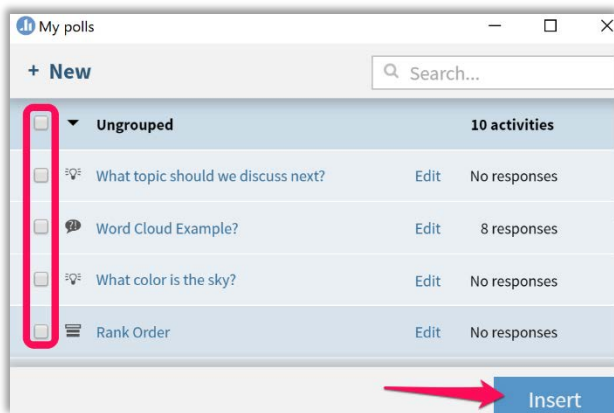1. In PowerPoint, find the Poll Everywhere tab.

2. Click the **Login** button to connect to your Poll Everywhere account.

3. Enter your Poll Everywhere credentials and click **login**.

4. Click **Insert**, then select **Poll**.

5. A list of your polls will load. Select the poll(s) you want to embed, then click **Insert**.

   The polls will become active once the presentation begin.

6. To begin a presentation, click the ⬚ icon or enter *F5* on your keyboard.

   Note: You will need an internet connection for this functionality.