

Managing Response Submissions in Poll Everywhere

Tutorial Video Transcript

There are a few different ways that you can activate and deactivate a poll activity in Poll Everywhere.

When a poll is active, it means it's ready to receive and tally responses.

There are a couple of manual and a couple of automatic ways to activate and deactivate polls.

The first way to manually activate a poll activity is to click the circles bullseye icon next to the item listing for that activity.

The icon will turn green, showing you that it's active and the current activity that's active will be shown on the top left here.

And then you can deactivate it by clicking deactivate in this section or also deactivating it by clicking the circles icon again.

The second way to manually activate an activity is similar.

Just want to select the activity that you want to activate.

This opens the preview window. The preview and settings window for your activity.

And at the top here, you can click activate and it's ready to receive and tally responses and you can click the present button to go full screen with it to present it to your audience. I'm going to go ahead and exit out of the present view.

And you notice when we exit the present view, the poll activity is deactivated.

And we can check this by going back to our list and it shows it's deactivated.

To automatically activate a poll activity is similar to the previous process.

Select the activity that you want to present and then click present.

And that activity is now active and when you exit out, it will deactivate.

I'm going to go back to our activities list.

The second way to automatically activate a poll activity is when you have the poll inserted into your PowerPoint to use in your presentation.

I'm going to show you how this looks in Poll Everywhere once we've activated the activity in PowerPoint.

What I have here is a PowerPoint generic slide template and I have the full activity slides inserted starting from slide three through five.

When we present this. Going to advance to the poll slide.

And now this poll is going to be automatically activated. So, if I end the slideshow in PowerPoint.

Minimize the PowerPoint window. You can see here in Poll Everywhere that your activity is still active.

You can deactivate it here by clicking the deactivate button.

But you do notice that the activate button is not highlighted green as it was when we manually activated it.

If I were to refresh the window. You'll see that it is active.

Which looks like just a minor glitch on their end. You can go ahead and click deactivate to deactivate the poll.

And those are the manual and automatic ways in which to activate and deactivate polls and Poll Everywhere.

Next, we're going to show how to clear responses from your activities.

The clear responses from a poll everywhere activity. You have a few options.

First one from your activity list here, you notice you will have a tally of your total collected responses for each activity.

You can select which activities you want to clear the responses from and just click clear and it will archive the responses if you ever do need to retrieve them later.

You can also select the activity that you want to clear the responses from.

And from this preview in settings window, you can just clear the responses from activity.

Go back to the activity list. And if you have activities that are categorized within folders, you can actually clear the activity or the responses from all the activities within that folder by doing the same thing. Select the folder where you want to clear the responses and click clear.

Another way to clear activities is within the presentation view.

So, select activity. Click present. And with your activity active, you'll be collecting responses and it will be tallying them. And you can just clear them if you need to within the presentation view.

I'm going to exit out of that. And I'm going to go back to the activities list.

And similar to the presentation view within poll everywhere, if you're presenting within your PowerPoint--

I'm going to open the PowerPoint and then go to the presentation view.

Advance to the slide. And the same controls appear here as they do within Poll Everywhere's presentation view. And you can clear the responses real time if you need.

Let me end that slide show. And let me deactivate the poll.

And one last indirect way of clearing the responses from your activity is within editing view in PowerPoint.

Click the Poll Everywhere tab and you can clear the responses from the current activity or all of them in the presentation.

And those are the handful of ways to clear responses from your Poll Everywhere activities.

And lastly, we'll look at how to lock and unlock your activities.

Locking a Poll Everywhere activity will prevent participants from submitting new responses.

This is useful if the presenter wants to stop the poll and move on to the next topic or if they want to prevent participants from changing their answers.

Let's go over the ways to lock or unlock an activity. The first way to lock in activity would be from your activities list.

You can select the activities that you want to lock and click the lock button.

And this changes the icon on the left side of the list item.

To unlock, same thing, just click the unlock button.

Another way is to open the activity in the preview in settings.

And you can also lock or unlock the activity from here. And if you present the activity, you also have these same controls, to lock or unlock. Exit out of this presenter review.

And go back to our activities list. And the same controls are also available in PowerPoint when you are presenting the slide show.

I'm going to go into presenter view. And we will advance to our activity.

And you also have your lock and unlock icon here so you can control the flow if you need to in real time.

I'll end the slide show here and go back to our activities list and deactivate the poll that was just activated within PowerPoint.

And as you can see, locking and unlocking is just a manual control for you if you need to control the flow of responses coming in or by unlocking to allow the responses to resume.