

Managing Response Submissions

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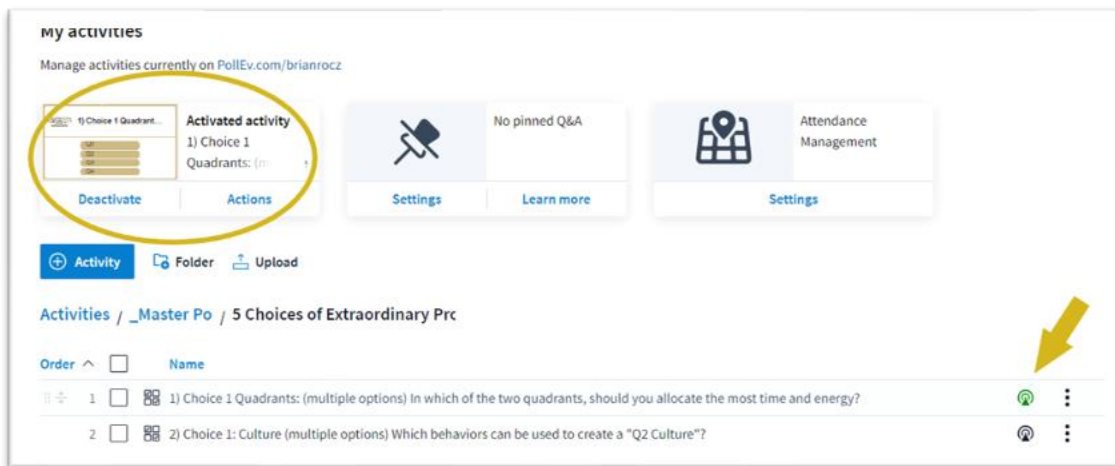
There are a few options when it comes to managing response submissions in Poll Everywhere.

You can activate and deactivate poll activities (when a poll is active, it's ready to receive and tally responses). You may also clear responses and lock/unlock activities.

Manually Activate/Deactivate a Poll

Method 1: 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.



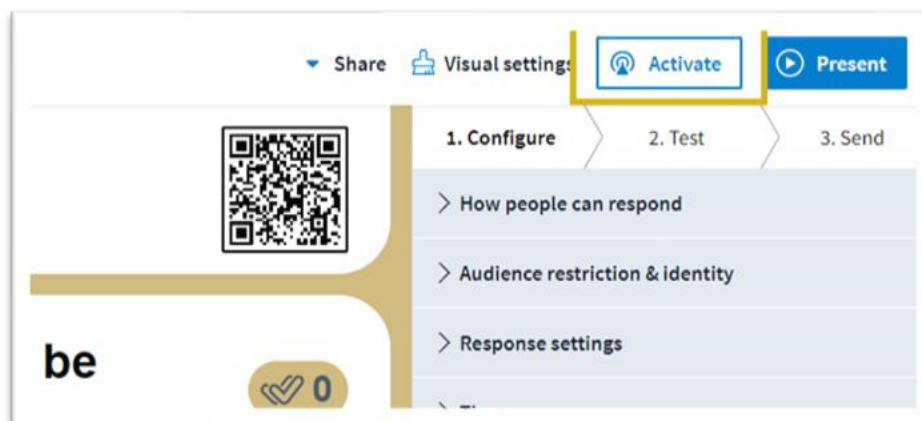
You can deactivate the activity by clicking Deactivate in the top-left status panel or by clicking the circles icon again.

Method 2: The second way to manually activate an activity is similar.

Select the activity that you want to activate.

This opens the preview and settings window for the activity.

On the top-right, you can click the Activate button and your activity will be ready to receive and tally responses. Click the present button to go full screen with it to present it to your audience.



When you exit the present view, the poll activity is deactivated.

Automatically Activate/Deactivate a Poll

Automatically activating a poll activity is similar to the manual process.

Method 1: Select the activity that you want to present and then click Present.

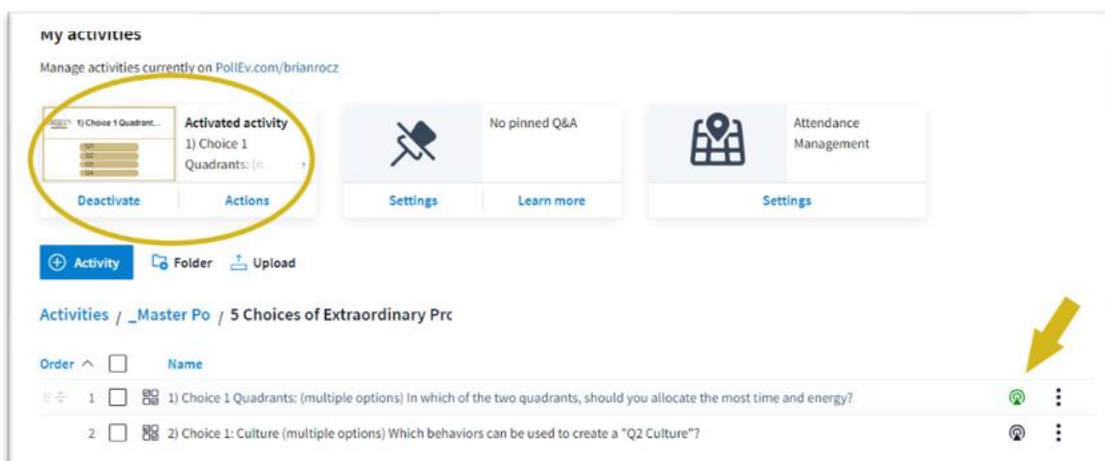
The activity is made active while presenting. When you stop presenting, the activity will deactivate.

Method 2: The second way to automatically activate a poll activity is when you have the poll inserted into your PowerPoint to use in your presentation.

When you are presenting (slide show), an inserted activity will become active upon reaching the first slide of the activity.

After you are done presenting, you may notice in your activities list in Poll Everywhere that the last active activity is still active even though your presentation is over.

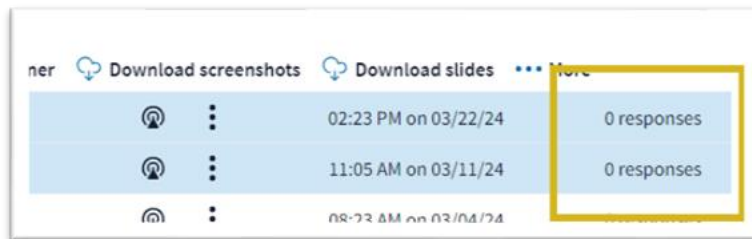
You can manually deactivate any active activity by clicking on the green circles icon or by clicking Deactivate in the top-left activity status panel.



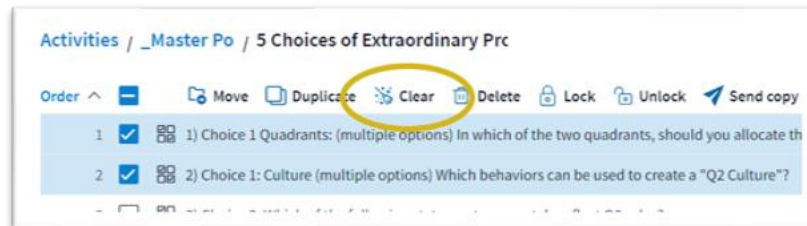
Clearing Responses

To clear responses from a pole everywhere activity. You have a few options.

Method 1: On the right-side of your activity list, you can see the total collected responses for each activity.

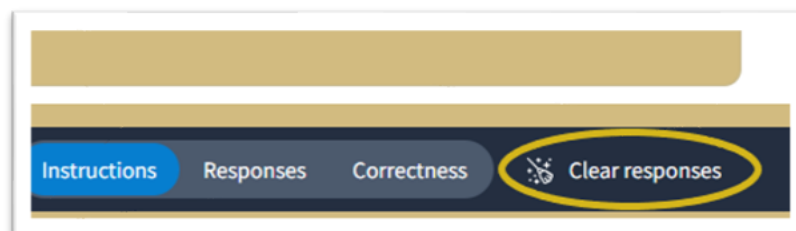


You can select which activities you want to clear the responses from and click Clear and it will archive the responses if you ever do need to retrieve them later.

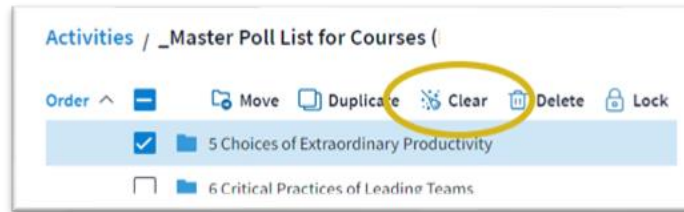


Method 2: Select the activity that you want to clear the responses from.

On the Preview and Settings screen – the right-side of the control panel at the bottom of the activity preview, you can clear the responses from activity.

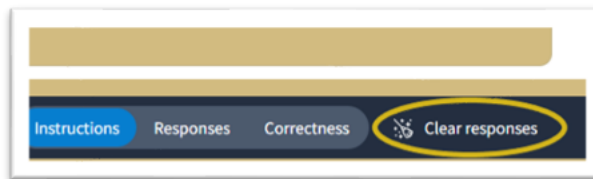


You may also clear responses from all the activities within a folder by selecting the folder you want to clear the responses from and click Clear.



Method 3: Another way to clear activities is within the presentation view in Poll Everywhere.

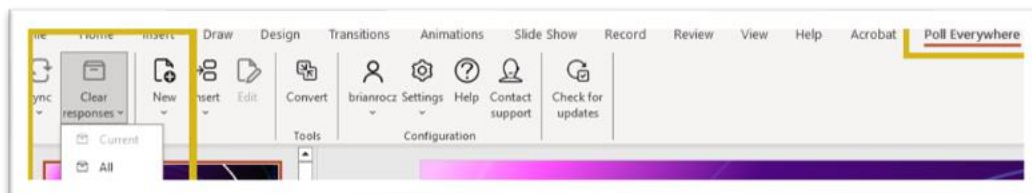
Select an activity and click Present. After collecting responses, you can clear them from within the presentation view by clicking Clear Responses on the right-side of the control panel at the bottom of the screen.



Similar to the presentation view within Poll Everywhere, if you're presenting within your PowerPoint, you have the same controls as you do within Poll Everywhere's presentation view.

Method 4: 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.

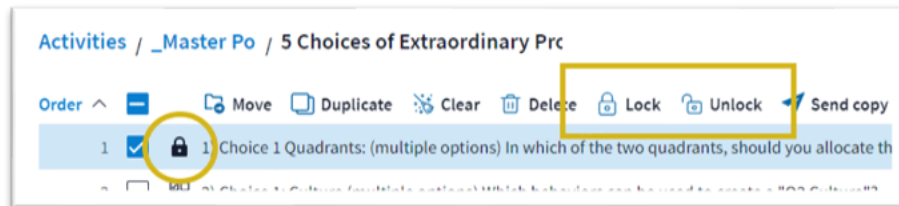


Lock/Unlock Activities

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.

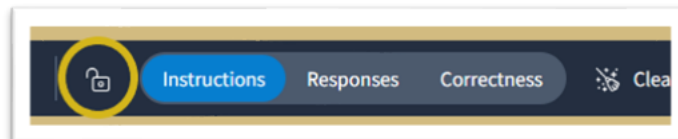
Method 1: The first way to lock in activity would be from your activities list.

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, click the Unlock button.

Method 2: You can also lock or unlock the activity from the Preview and Settings screen or if you are presenting an activity. The same controls at the bottom of the screen are available where you can lock and unlock the activity.



The same controls are also available on your activity in PowerPoint when you are presenting the slide show.