

Poll Everywhere: Create and Share a Poll Activity

In this video, we will learn how to create an activity in Poll Everywhere, provide an overview of poll types, and how to share your activities.

We will also touch on how to use Poll Everywhere with PowerPoint, Google Slides, Microsoft Teams, and Zoom.

First to create an activity, click the add activity button from your dashboard or you can also go to the activities page from the left hand menu on the side.

My activities page has the same add activity button here, so you can click on that and you will be presented with seven featured activities.

And if you click the more button, here you have 16 more.

Creating an activity is straightforward.

Click on the activity that you would like to create and you are presented with a templates that you can customize to your needs.

For example, this multiple choice activity has a space for the question.

And spaces for the answer options. And if you need more answer options, you can just click the add option button.

Other customizable options for this are the images you can add to the question or to one or all of your answer options.

And you can mark which of your answer options are correct as well.

And clicking and dragging on the hash marks will allow you to rearrange your answers.

Each of these activities also includes a brief description of that activity and how it functions.

You're also able to create compound activities that consist of a series of questions, and each question can be its own activity type.

Best thing to do would be just to explore all of these activity types and see which ones would suit your needs.

Well, let's close out of the activity selection screen and go back to the activities page.

When you create activities, they will be listed here at the bottom under the activities list.

And here you are also able to create folders to organize your activities.

And you are also able to upload a CSV file that will bulk create activities for you.

Let's click on this upload link here and here's where you can upload their CSV file.

There is a template provided that has a handful of columns and you just fill out which activity you want to create its question and answer responses.

And when you're done with listing out your activities, you can upload the CSV file and it will book create them for you.

I'm going to cancel out of this to go back to the activities page.

Once you've created your activity, you can select which one you would like to use.

That takes you to this activity dashboard here.

And at the top, you can see there are instructions on how participants can access the activity, whether it's via the URL or via text.

And this is how your activity will look to participants. On the bottom, there are some controls.

Right now the instructions is selected, which shows the instructions at the top of the activity here.

The Responses tab will show you the collected responses from the participants.

Correctness will mark off the correct answer and the percentage of participants that got that correct.

You can also clear your responses as well. On the right side, you can configure options for this activity.

How people can respond, and that's just how they're going to access it, whether it's via the website URL or text messaging.

You can restrict audience and anonymity. And under response settings, you have a handful of configuration options for how responses are selected.

Like how many responses each participant can provide or whether or not they're allowed to change their initial response.

Under the test tab that will show you kind of a mock up of what people would see.

And you can see I need to activate this activity to respond.

So let's go do that right here at the top. And we can select one of the answers and the response is recorded.

But you notice you don't see anything here. But if we go to this responses tab at the bottom here, you'll see that it was the answer was collected and the answer was wrong.

I'm going to clear that out. And here you can also view the web preview and text message preview as well.

Now, I'm going to send this here. And I'm going to select a response.

Go to the responses here, and it will show that it has collected that response.

I'm going to clear that out. And in the top here you can see that you have your send options which, have the presentation instructions. And if you click present up here in the upper right corner, that will take it to full screen mode.

Click on that. So if you're sharing your screen, just click that present button and it will just change it to full screen. Now escape out of that.

And under the share and embed option, you can share the response link, which is this URL at the top here.

There's also an embed script that if you were embedding this onto a web page.

And both of these sections are similar.

It's just the top one would be used if you are collecting responses over a period of time rather than when you're live.

And that's when you would use this option at the bottom here.

That's the overview of how to share or present the activity live.

Next, we'll go over how to use Poll Everywhere with other applications.

To see the different integrations from your dashboard, Click the apps button.

And this takes you to the apps page on Poll Everywhere. Scroll down.

And you can see the list of available software integrations.

We're going to start with Poll Everywhere for PowerPoint.

I'm going to talk through the Windows process, but it will be similar for Mac.

Click on the Learn More button. And this takes you to the page where you can download Poll Everywhere for Windows and just go ahead and download that.

And once you've downloaded that, install that on your computer. Let's go to PowerPoint.

And once you've installed Poll Everywhere on your computer and you open PowerPoint, you will notice that there is a new tab.

At the top here for Poll Everywhere. And the first time you open PowerPoint after you have installed the Poll Everywhere app,

it's going to ask you if you want to authorize that connection and just go ahead and do so.

I'm going to go to the Poll Everywhere tab. And here you see all of the controls you have for using poll everywhere in PowerPoint.

If you are not logged in to Poll Everywhere, this icon will just be a log in icon and you would just go ahead and log in through that.

What I've done is just picked a generic template for PowerPoint just so we have some slides to insert the activities into.

The two main controls that you'll be using are new and insert, but they both do the same thing, so they both have this activity button.

And when you click on that, it opens up your activities page in Poll Everywhere.

So you can create a new one or select from your list. I'm going to select one of these.

And it shows a preview. Select Insert slides.

And it gives you a couple of options.

There's the first option is a single slide, and the second option inserts three slides and instruction, slide results, and correctness.

We'll go through both of these here. I'm going to select this first one here and click insert slides.

Minimize this window here. And it has inserted the poll.

And so to activate the poll for participants to be able to use it, you can go to slideshow. And as long as you're presenting, it will activate the poll for you.

I'm going to click over here to the second slide. And I am going to actually just text in a response.

Ok, I've texted a response and you show it tallied up here at the bottom.

But the thing with this single slide set up is that you can see it didn't update in real time, but if you just hover down towards the bottom of the screen while you're presenting, you have your selections so you can select which of the versions of the poll you want to show?

And then you can show them which ones are correct. And I think you can clear them here.

You can. You can also clear your responses as well. So this works, this single slide set up works if, you know, using these controls works for you.

So let's look at the three slide set up.

I'm going to stop presenting. And then I'm going to delete this and we will.

Go to the poll everywhere tab and I'm going to insert again and then we will select.

The three slides. Minimize this window.

And three slides have been added to your presentation. Now, let's see how this runs.

I'll go to slide show and present. An advance to the first poll slide.

And for this, I'm going to do the same by texting in a response.

And it's tallied down here in the bottom right. But you can see that nothing's been updated on this view.

If you hover down towards the bottom while you're presenting this control panel comes up and you're able to cycle through your various activity views.

But you can also advance your slide presentation to view the results and then advance one more slide and you can see the correct answers.

So this three slide arrangement is just a variation.

You still have the same type of controls. It just depends on your preferred presentation style.

So I'm going to close out of the presentation here, and that covers how to use Poll Everywhere with PowerPoint.

Okay. And now let's look at using poll everywhere with Google Slides again from your dashboard and click on the Apps button.

Scroll down and we're going to click Learn More under Poll Everywhere for Google Slides.

In this case, instead of being a desktop app, it's a Chrome extension.

So we will go ahead and add this. And it's been added to the extension shelf.

Now we're going to open up a Google slide doc.

And inside Google Slides after you've installed the Poll Everywhere Chrome extension there is the new Poll Everywhere menu option.

Click on that and we can insert an activity.

Which brings up a window of your activities page where you can select one from your list or create a new one.

I'm going to select one from the list. Then I am going to insert the slide and you have again the option of a single result slide, or the three slide structure that has an instruction slide, the results, and the correctness.

This is the same as the process for adding the slides to PowerPoint.

I'm going to select the results slide. Insert that.

And this activity will become active once you present the slide show.

I'm going to go ahead and present. Now we have the results screen here, and I'm going to go ahead and text in a response.

And it records that pretty much immediately. And if you hover at the bottom, you do have your controls.

Again, very similar to PowerPoint. They have your instruction slide and your correctness.

And if you wanted to have three separate slides in your presentation, you would just select the three slide option when you insert the activity.

And you're not limited to adding only a single activity per presentation.

You can add as many as you like.

Presenting a pool activity via Zoom or a Microsoft teams meeting is just a matter of sharing the screen where the activity is being presented.

You can be presenting an activity from within, Poll Everywhere, or one that you have included within a slide presentation.

For this example, I'm going to be presenting an activity from within

Poll Everywhere. Use one of these.

I'm going to activate that and present.

And for this example, I'm going to be using a Zoom meeting, but the process will be the same for Microsoft teams.

So in your Zoom meeting, select share screen and you want to select the full screen that your activity is being presented on, sharing a browser tab or a software window alone will not make the activity visible for participants.

So share the full screen that it's being presented on. Share that.

Now that your activity is being shared, you can ask your participants to visit the response URL or respond via text.

I'm just going to send in a text response. And it's been tallied and while sharing your activity via Zoom or Microsoft Teams, you also still have your controls at the bottom of the screen here to scroll through the available views for the activity.

And that's all there is to sharing your activity via Zoom or Microsoft Teams meeting.