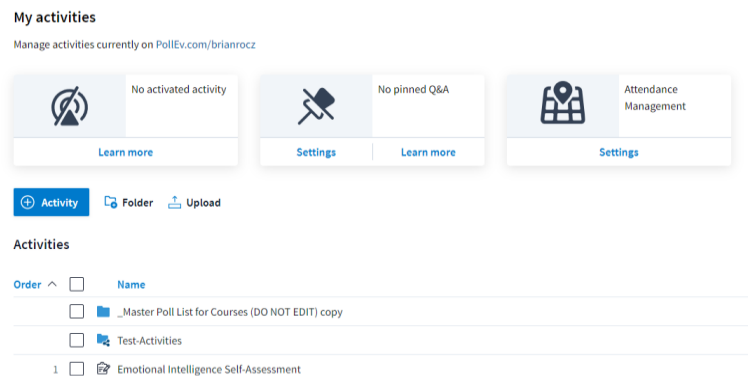# Using Shared Activities

General Interface Options

When you log into Poll Everywhere, you'll see the dashboard and the home tab on the top part of the left side menu.
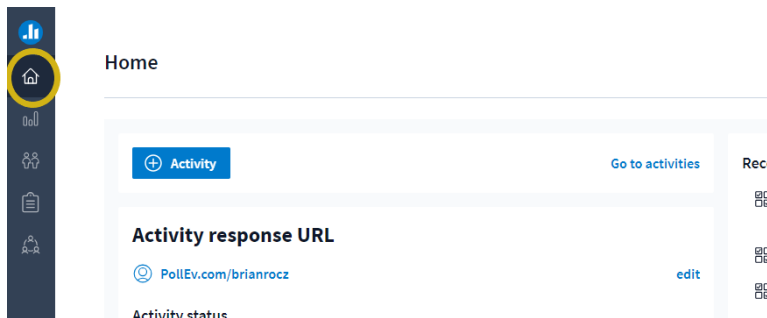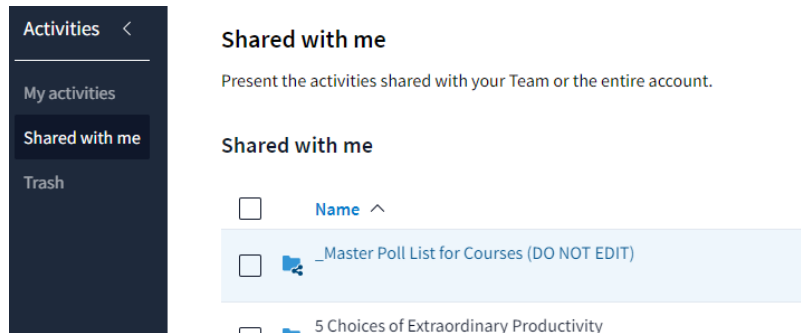

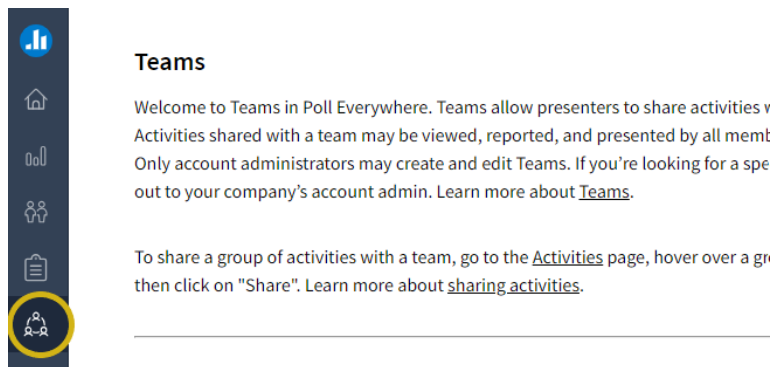Underneath the Home button is the Activities tab where you have a few options.

My Activities is where you can create activities and manage your content.

The **Shared with me** tab shows all the folders with activities that have been shared with you.

The Teams tab shows you the teams that you have been added to and opening any one of these lists out the team members.
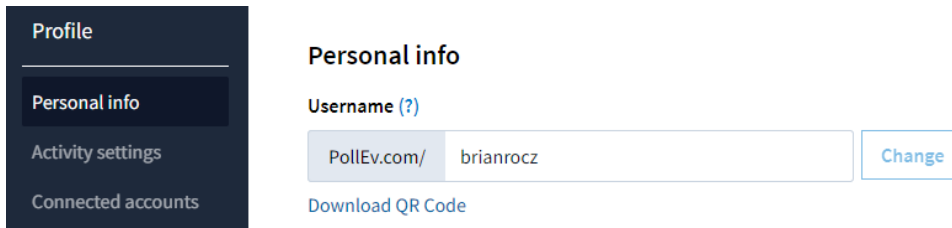

The bottom of the left-side menu is your **Profile** information. This is also where your global activities settings options are located.
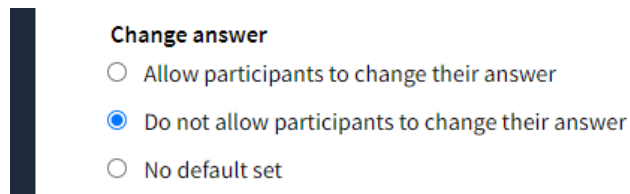
In the **Personal Info** tab, the first global setting is the URL that participants would use to access the activity or the QR code that you can use in your presentation that participants can scan to access the activity.

Note: The QR code is linked with the URL. So, if you were to change the suffix of the URL for any reason, you would need to download a new QR code and insert that into your presentation.


Under **Activity Settings**, most of these settings are good by default. There are special case settings for the most part, except the option for changing answers which allow or disallow participants to change their answer. Changing this to "Do not allow participants to change their answer" can help control the flow of activity engagement.

Revision 1.0

Under **Branded response page**, you can update any of the color schemes and content like logos and descriptions. The preview on the right-hand side will update as you make changes.
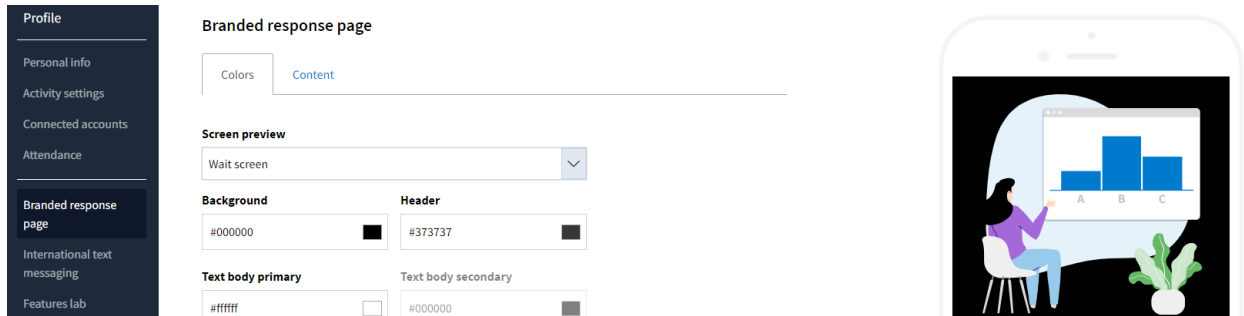
Under the **Features tab** there are prerelease and beta features that you can turn on and off to test them out.
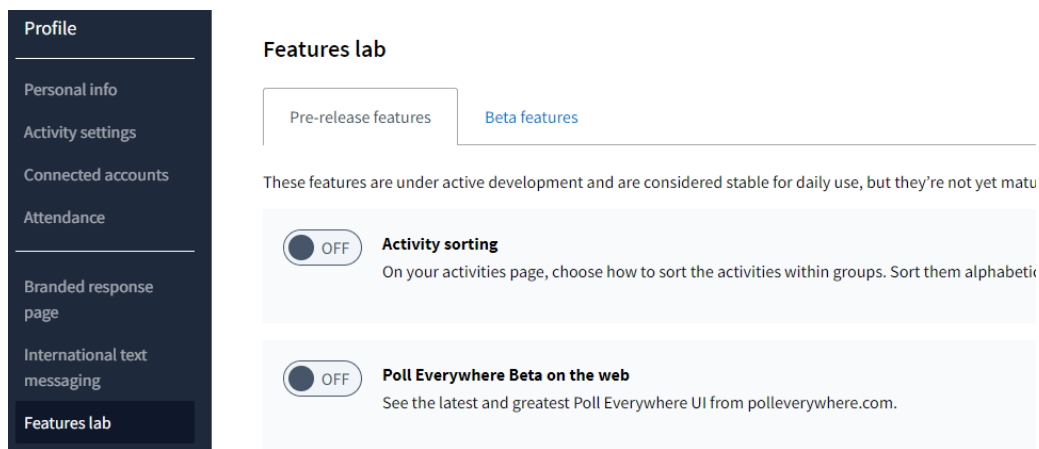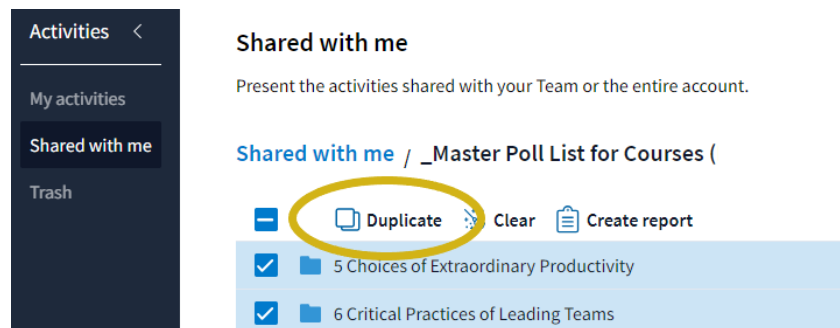

Note: Since they are prerelease in beta, they may not work as intended.
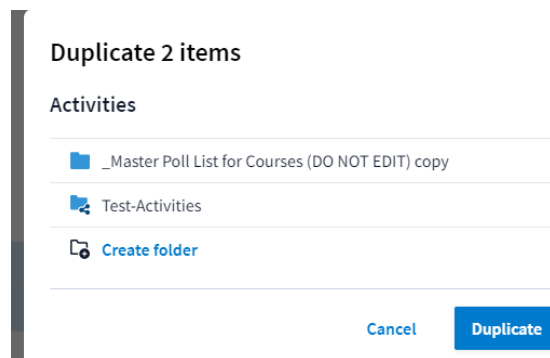
Using Shared Activities

The best practice for using activities that have been shared to a team is to duplicate the folders or activities to your profile.

Select the folders or activities you want to copy to your activities list and click **Duplicate**.

This reveals a list of the folders that you have on your profile on the right-side of the screen.

You can select a folder that already exists or you can create a new folder to duplicate them into.

You will receive a notification on the top-right of your screen.

When you navigate back to your My Activities tab, you will find the duplicated activities or folders.

Doing this before using the shared activities ensures that any edits you make to the duplicate activities don't affect those in the shared list.

It also mitigates issues on the rare instance that two people may need to use the same activity at the same time. If multiple people are trying to use an activity from a shared folder, there will be an activation and collection issue in Poll Everywhere.

So, separating out what you want to use specifically and duplicating them into your activities list ensures that any changes or deletions made from your list don't affect those from the shared list.