Visual Settings and Configurations in Poll Everywhere

Tutorial Video Transcript

In this video, we are going to go over Poll Everywhere configurations and visual settings.

Specifically, we will touch on global activity configuration, activity level settings, visual settings, and survey activity type settings.

It will be helpful to review these settings, configurations, and best practices before using Poll Everywhere with your classes or audience.

First, let's look at Global activity configuration.

You can find the global settings for your Poll Everywhere activities by navigating to the profile tab at the bottom of the left side menu, and then click on Activity Settings. In the activity settings, select Do Not Ask participants to enter screen names - Auto generated IDs will be used to track responses under who can participate.

Select everyone with no restrictions. As for the remaining settings, review each of them as they may be useful in special cases.

Before we exit this screen, let's go ahead and scroll to the bottom and then click save to save your settings.

Next, we'll look at activity level settings. From the left side menu, click activities tab.

Then we'll select an activity so we can view the settings options.

On the right side you'll see the configure menu. And underneath that the how people can respond drop down. This gives options for the respondents to use the URL to submit responses or submit them via text message.

To keep things simple, you can just have the URL as an option for the respondents to submit responses. But if you feel that allowing participants to respond to via text would work in your learning context, you may also enable the text messaging checkbox. And you can see at the top of the activity preview that the information to access the activity updates as you change the selections in the configure menu.

Let's close the how people can respond drop down and open the second one.

Audience restriction and identity. Here you can see the who can participate options, which is similar to the global settings that we just looked at.

But this will control this setting for this activity alone.

And in most cases, selecting everyone with no restrictions is going to work for you under how do you want to identify participants?

Select auto generated ID and you can hover over the question mark tooltip to read more on that.

And be aware of that. Selecting the completely anonymous option will lock this setting against any future changes.

You can hover over the careful tool to read more on that. Close the audience restriction, drop down and open the response settings.

The settings you see here are all the default settings for an activity.

Most of these will work in most instances, but you may have a special case where you need to change one of the settings for your context.

The only setting that stands out here is the change answer settings to allow or not allow changes to responses, which may be the more important one that you would want to be aware of.

Let's go ahead and close the Response Settings dropdown and open the timer.

Using a timer is personal preference or based on the situation you do, turn it on.

You can set the time and you'll see on the preview of the activity that there is a timer graphic inserted.

We'll go ahead and turn that back off.

Now we can take a look at some visual settings to access the visual settings at the top on the same screen, just click Visual Settings.

The first setting to note is the auto fit content. Marking.

This box will scale your activity content to fit on one slide for most screens.

I'm going to turn it off just so you can see what happens. So here we just have Q1, Q2, Q3, etc., which isn't taking up a lot of room.

But if you had a lot of text longer, longer, uh, answer options that may bleed or wrap around to multiple lines.

Clicking this option will make everything fit within the preview window.

Next, we have the theme settings. This dropdown up top under theme you have some presets.

To change the overall look of your activity. And note that you will not see a custom selection until you actually change the specific design elements.

HR Learning & Development

Under color scheme, you can change primary text color, your primary background color, and secondary background color.

Let's open the font menu. You can change the font type and the size of the font drop down.

Open the voting instructions.

Enabling this will show the QR code on your activity. I'm going to close out of the visual settings just so you can see where that is placed the top right.

Go back into the visual settings. Those are the voting instructions.

Under the title dropdown. Here you can change the text color.

And you can also add a logo or graphic, which if you look on the left side here, that's where that is placed next to your activity question.

Let's close the title drop down and we'll look at the keywords drop down.

This option only works if you've enabled text messaging as a response option.

I'll show you how that looks. When I go back up here to the how people can respond configuration setting.

Enable text messaging, and you can see that it puts the instructions at the top.

And click on the drop down here.

And these first two are tied to multiple choice ABC or one, two and three answer options that the respondent would text to submit their response.

4 *Revision 1.0*

You can also create custom keywords as well.

If you select the keywords option, this generates a code for each response that the respondent would submit.

I'm going to turn off the text messaging. Close that menu.

The keywords mode will allow the participants to submit a response without joining a session or requiring activation of the activity.

Close the keywords menu and we're going to go down here to the bottom for the total results.

And here you can customize how the results are shown on the slide. Specifically, the response totals.

You can display them as a percentage account or not have them at all.

Next, we'll look at the settings for a survey activity. To review the settings for a survey, you need to be in the editing view of a survey activity.

As you can see on the right side, the settings are different from the activities that we previously reviewed.

The survey type activity allows you to ask multiple questions at the same time.

In the settings that we are going to go over can be used as a guide to get you started.

Toggle on show questions on a single page. While changing answers is set to off unless you have a need to restrict people changing their responses.

Set limit responses per person to on in. This by default is set to one and you can change that.

We're going to scroll down. Anonymous participation is set to on because in the global settings we have Poll Everywhere set to auto generate IDs rather than respondents having to enter their name.

And at the bottom we have restrict participants set to off.

Setting it to on would just add another layer of steps participants would have to go through to access the poll.

And I'm going to close out of this activity.

And that's an overview of the global and activity level settings for your Poll Everywhere activities.