Poll Everywhere

Instant Audience Feedback

Poll Everywhere is an audience or classroom response system. It uses a simple text messaging system that allows anyone to participate in your polls. Your poll will update as the audience responds.

To Create a Poll:

1. Open your Internet browser and navigate to http://www.polleverywhere.com/.

2. At the top right-hand corner of the Poll Everywhere screen, click the **Log in** link.

3. To take advantage of the full features of the program, use a district login ID and password. You can call Instructional Technology for this information. If you do not use a district login ID, your poll is limited to 30 responses from the audience and advanced features for customization will not be available.

4. Once you are logged in, you will be on the Create New Poll page. You will see large icons with links to the type of poll you wish to create. The description of the poll types are under the large icons.

5. Click the link of the poll you wish to create.

Creating a Multiple Choice Poll:
A multiple choice poll lets you define a set of fixed choices that participants can choose from.

1. Click the blue **Multiple choice poll** link.

2. Type your question in the Question Field. *Example: 010 What is your favorite color?*

   Note the three digit number at the beginning of the question above: Your question will also be the title of your poll in the list of polls when a user logs in. Since multiple users are sharing a login and password, it is helpful to start your question with your three-digit school number. This will eliminate confusion in locating the correct poll when you go back to edit or reuse a poll, or if another user wants to use the same question.

3. Type the answers or responses you want from the audience in the answer fields.
   Example: Red, Blue. Yellow

4. It is recommended to leave the Keywords fields adjacent to Answer fields blank. Poll Everywhere will automatically a random number for each keyword that the audience uses to respond.

5. Poll Everywhere provides fields for three choices or answers. If you wish to give your respondents more choices, click the gray **Add an Option** button under the answers field. Another field will be added.

6. On the right-hand side of the screen are links to customize the way your poll works. Click the down arrow next to the link title to see the choices. It is recommended to use the defaults that are already set.

7. Click **Save new poll** button under the answers. Your poll will be published and you will see the audience Instruction Screen where the results will also be displayed. As the audience responds, the results will appear in chart form on this screen.

Creating a Free Text Poll:
A free text poll allows participants to send free-form text responses instead of fixed choices.

1. Select the **Free text poll** link on Create New Poll page.

New Free Text Poll
Free text polls allow your audience to send in anything.

Question
Ask open-ended questions like "What questions do you have for the presenter?"

Instructions to Participants
Customize the keyword used to participate (?)

Text AUTO KEYWORD and your message to 22333

Save new poll or cancel creating poll

▶Inventive uses for Free Text Polls...

8. Type your question in the Question Field. Type your question in the Question Field.
Example: 010 What is your favorite color?

   Note the three digit number at the beginning of the question above: Your question will also be the title of your poll in the list of polls that you see when you log in. Since multiple users are sharing the same login and password, there will be many polls in the list. **It is helpful to start your question with your three-digit school number.** This will eliminate confusion in locating the correct poll when you go back to edit or reuse a poll, or if another user wants to use the same question.

2. Type a **Keyword** in AUTO KEYWORD field. Example: *Color*. Poll Everywhere will generate a number for the responder to type with their response if this is left blank.

3. On the right-hand side of the screen are links to customize the way your poll works. Click the down arrow next to the link title to see the choices. It is recommended to use the defaults that are already set except for the **Profanity Filter**. It is recommended that you set this filter to Reject.

9. Click **Save new poll** button under the questions. Your poll will be published and you will see the audience Instruction Screen where the results will also be displayed. As the audience responds, the results will appear on the word wall on this screen.

Helpful Hint: Since many polls will be created in advance and linked from within other programs, it is convenient to have the URL of your poll easily available. It is recommended that you create a Word document to store the URLs of your polls.

- When creating a poll, after you click **SAVE**, copy the poll's URL and paste it into your Word document.
- Write a short description of the poll. Do this for each for poll you create.
- When you need to use a poll, just copy the link from the Word document.
- Also, a fast way to open your poll and avoid browsing through a long list of polls is to open your Word document, hold down the Control key and click the link. Your poll will open.

Changing Poll Settings

1. On the results page of your poll, move your mouse to the end of the first line of your title. A **Settings** button will appear.

2. Click the settings button to edit the appearance of your poll. You can change the color and size of the fonts and chart appearance.

Other Controls:

2. On the right side of the poll screen, you will see links for controlling your poll.

3. Click the **Stop Poll** button when you want to end the poll.

4. You will **see Edit, Copy, Clear Results** and **Delete** links immediately below the Stop Poll button. Clearing ther results or deleting a poll can't be undone and are permanent.

5. To use the poll in a PowerPoint presentation, click the **Download as Slide** button.

- Select **PowerPoint 97-2003**.
- A dialogue box will open. Name your ppt file and save to your computer. You can integrate this slide into your PowerPoint presentation or build a presentation around the saved slide.
- You can also copy the URL of your poll and insert it into a PowerPoint presentation as a hyperlink.

Be sure to log out of Poll Everywhere when you have completed your poll.