Poll Everywhere Guide

This guide explains basic settings and important information. There might be GDPR and privacy issues if you select some settings!

There are four basic steps to getting a Poll Everywhere up and running

1. Choose a type of poll
2. Create the content for the poll
3. Add it into a presentation, or share it
4. Activate it for responses

You also need to be aware of your account settings which determine how polls are displayed, for how long and some privacy settings.
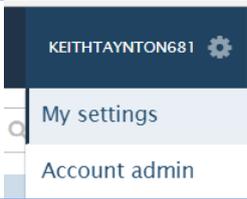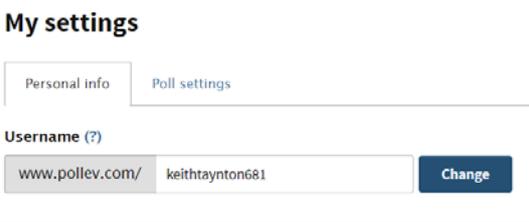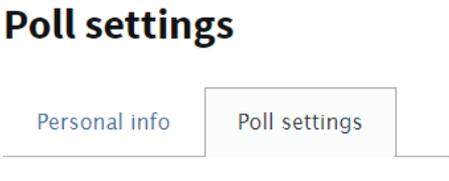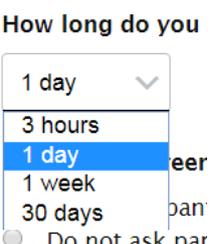
Part 1 Getting started

You'll need a university Poll Everywhere account to create polls. Apply using the link on this page: https://digitalhandbook.wp.derby.ac.uk/poll-everywhere/

Once you have an account, log in at https://www.polleverywhere.com

Account settings

The first thing to do is check your account settings which modifies all your polls and customises your account access web address.
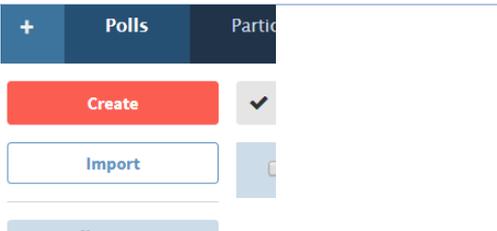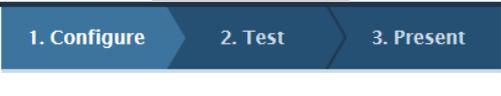
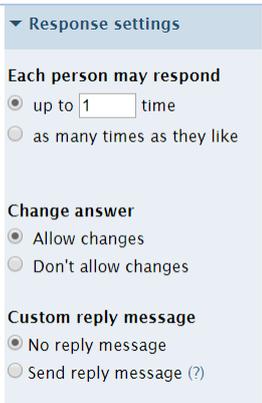Some of these settings can be overridden for each poll. See part 2.

Navigate to [account name] > My Settings on the top right of the page.	KEITHTAYNTON681 ⚙ My settings Account admin
Choose your custom URL You can change your webaddress for all your active polls here. Type in a new username and click change.	**My settings** Personal info Poll settings Username (?) www.pollev.com/ keithtaynton681 **Change**
Change poll settings Click on the Poll settings tab	**Poll settings** Personal info Poll settings
How long do you want your polls to stick around after you activate them? This sets the default length of time a poll is available for once active. After this time, the poll closes.	**How long do you** 1 day ∨ 3 hours 1 day eer 1 week 30 days pan ○ Do not ask par

Participant screen names Potentially a GDPR and privacy issue. When set to **Ask participants to enter a screen name before they respond to a poll,** users can optionally set a name (any name can be used). There is also an option to skip this in which case an anonymous name will be created. When **Do not ask participants to enter screen names (auto-generated IDs will be used to track responses)** users will not get asked for a name, and an anonymous name will be created.	Participant screen names (?) ⦿ Ask participants to enter a screen name before they respond to a poll ◯ Do not ask participants to enter screen names (auto-generated IDs wil **Recommended setting: Do not ask participants...**
When should correct responses be visible to participants? This setting determines when a user can revisit a poll and find out answers, if a question with answers has been set in a poll.	When should correct responses be visible to participants? (?) 1 day after response ⌄ Never Immediately 3 hours after response 1 day after response 1 week after response 30 days after response instructions be in?
Save Click save button to confirm changes.	**Save** Cancel all changes

Part 2 Creating and using a Poll
Choose a type of poll and its settings

Click on Create in the top left corner.	+ **Polls** Partic **Create** ✔ Import
Choose a poll type and enter the questions or content.	Multiple choice Word cloud Q&A Rank order Clickable image Survey Open-ended More
Click Create.	Create
Check the poll's settings on the right Configure box.	1. Configure 2. Test 3. Present

|	
Audience restriction and identity Choose who can participate and how they identify themselves. Recommended settings: **Everyone** **Completely Anonymous**	**▼ Audience restriction & identity** **Who can participate?** ◉ Everyone - no restrictions ○ Restrict to registered participants only (?) **How do you want to identify participants?** ◉ Screen name (?) ○ Completely anonymous ⚠ Careful!
Response settings Choose the settings you would like	**▼ Response settings** **Each person may respond** ◉ up to `1` time ○ as many times as they like **Change answer** ◉ Allow changes ○ Don't allow changes **Custom reply message** ◉ No reply message ○ Send reply message (?)
Schedule lock/unlock times These determine when a poll is open and closed for submissions.	**▼ Schedule lock/unlock times** **Auto-unlock time** *Not set* ○ Do not automatically unlock ○ 5 minutes from now ○ 1 hour from now ○ 1 day from now ○ Custom **Auto-lock time** *Not set* ○ Do not automatically lock ○ 5 minutes from now ○ 1 hour from now ○ 1 day from now ○ Custom
To test the poll, activate it. This makes it available on your custom web address! Deactivate after testing. Click the activate button on the toolbar in the poll results screen. Click the PollEv.com/[name] to visit the poll and test it.	When poll is active, respond at **PollEv.com/ktaynton**
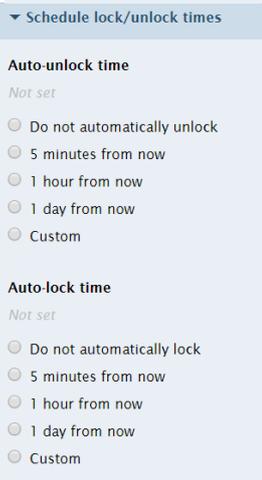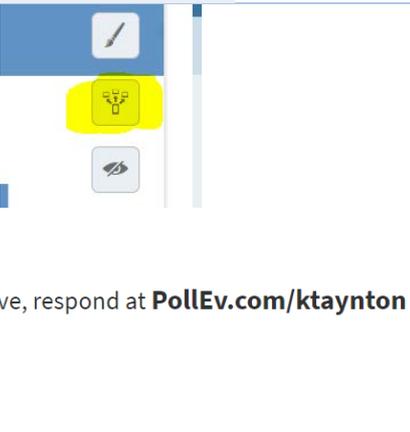
Add it into a presentation, or share it

Now your poll is ready to use. You can share it in several ways. The two most common are in a PowerPoint as an interactive slide, and via a link.

Your currently active poll is always available at PollEv.com/[name]. If the time expires on the poll then it will deactivate and your webpage will show nothing.

Powerpoint

To add a poll to PowerPoint you must install the PowerPoint plugin. This is available on Staff PCs through Software Centre. This is found in Start > Search: software
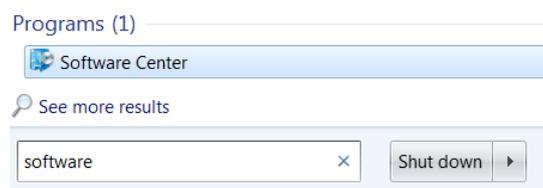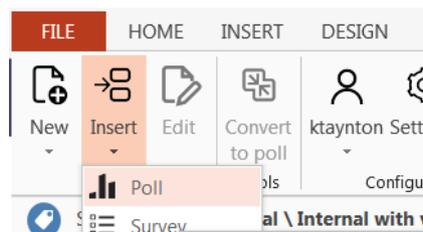
Once Poll Everywhere is installed you will have an extra tab in PowerPoint

Click on Login and then enter your Poll Everywhere username and password.

You can then click Insert, choose a type.

A pop up will then appear with your polls. Tick the boxes of all the polls you want to insert and click Insert activities.
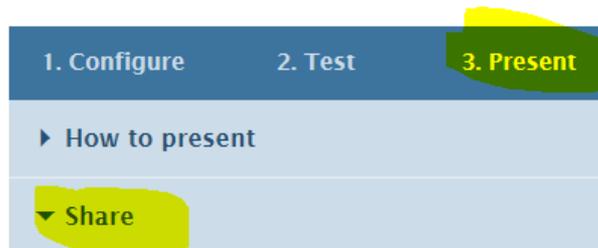
The poll is then in your PowerPoint as a slide.

Sharing a link

If you wanted to share a poll in an email or on a website you can share with a link. Polls shared in this way are always active and open.

To get the link, on the Poll Everywhere site, in the Present tab on the poll setting screen (see Part 1 above) choose Share.

You will then get several options for different sharing types.

Activate a poll to collect responses, and deactivate a poll

Activating a poll makes it live at the current poll in your page, and you can accept responses to it.

That is, anyone who visits PollEv.com/YOURNAME will see the currently activated poll and can respond.

If you're embedding a poll in PowerPoint, the poll you're displaying will automatically be activated and responses collected.

However, if you share the poll with a shareable link (see above) then it will always be available for responses, even though it won't display in your pollev.com/yourname page.
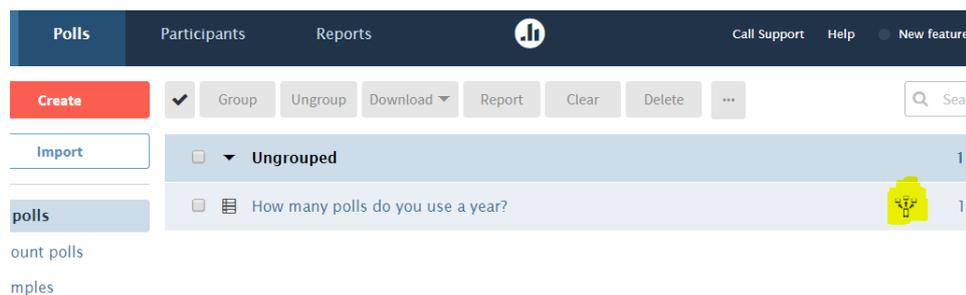
To activate a poll you can also use this icon where ever you see it.

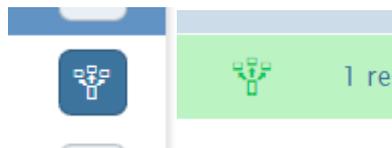It is displayed on the poll settings page.
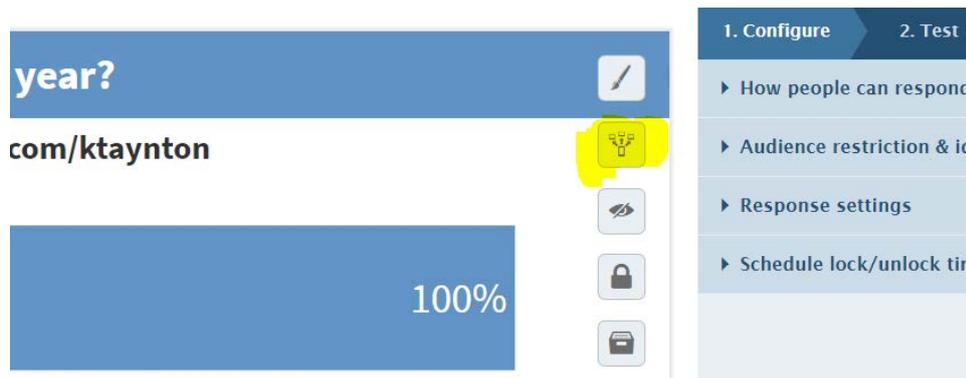
And also the list of polls you own

Click the icon to activate that poll.

It is activated when it shows blue or green.

To deactivate the poll, click the icon again.