<center>UMassAmherst</center>
Student Affairs Technology Services

Zoom Polling

Polling in Zoom allows users to create single choice or multiple choice questions for scheduled meetings. Polls can be launched during a meeting to gather responses from attendees, which can then be shared with attendees or downloaded. Polls have the option to be conducted anonymously if you do not want to collect participant information with the results.

NOTE: Polling is only accessible by participants who have the downloaded version of the Zoom software. Polls cannot be viewed by participants attending via web browser or phone. Polls can only be created using the online Zoom Meetings tool and cannot be created using the downloaded software.

https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings

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Turn On Zoom Polling in Your Settings

Before creating polls, you must first turn on the polling feature in your Zoom account settings online.
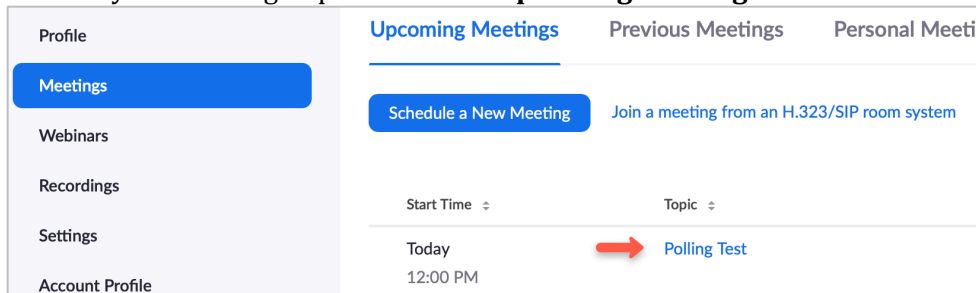
1. Navigate to your Zoom account settings page.
2. Go to the **In Meeting (Basic)** section on the **Meeting** tab.
3. Find the **Polling** setting and turn it on.
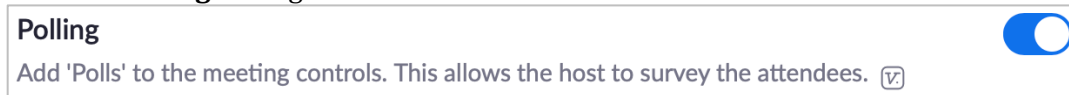
Create a Poll

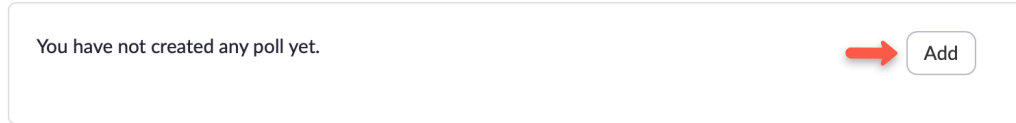Polls must be created in advance for a scheduled meeting in order to use the polling option. This must be done through the online Zoom Meetings tool. You can also create new meetings from a Template containing a poll.

1. Click on your Meeting Topic title in the **Upcoming Meetings** section of the online **Meetings** tool.

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2. Scroll to bottom of the meeting details page and click the **Add** button next to "You have not created any poll yet."
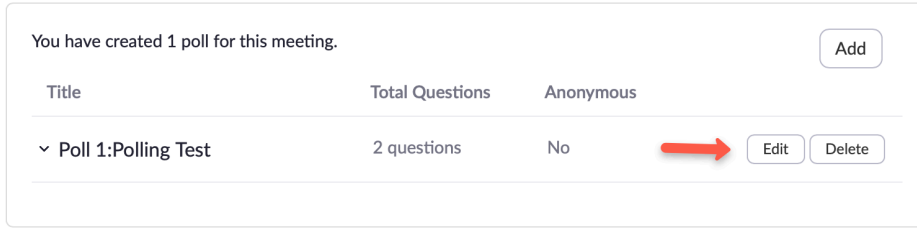
> You have not created any poll yet.   ⟶   Add

3. Create your poll.

> **Add a Poll**   ✕
>
> Enter a title for this poll.
>
> ☐ Anonymous? ⓘ
>
> 1.
> Type your question here.
>
> ● Single Choice   ○ Multiple Choice
>
> Answer 1
> Answer 2
> Answer 3 (Optional)
> Answer 4 (Optional)
> Answer 5 (Optional)
> Answer 6 (Optional)
> Answer 7 (Optional)
> Answer 8 (Optional)
> Answer 9 (Optional)
> Answer 10 (Optional)
>
> **Delete**
>
> **+ Add a Question**
>
> **Save**   Cancel

    a. Enter a **Title** for your poll.
    b. Check the "**Anonymous?**" box if responses should not be attached to the people responding.
    c. Type your question, select **Single Choice** or **Multiple Choice**, and add as many answers as you want (you must have at least 2 answer options).
    d. Add more questions by clicking **+ Add a Question** .
    e. Click the **Save** button.

4. Once a Poll is created, you can **edit** or **delete** from the same area of the meeting details page.
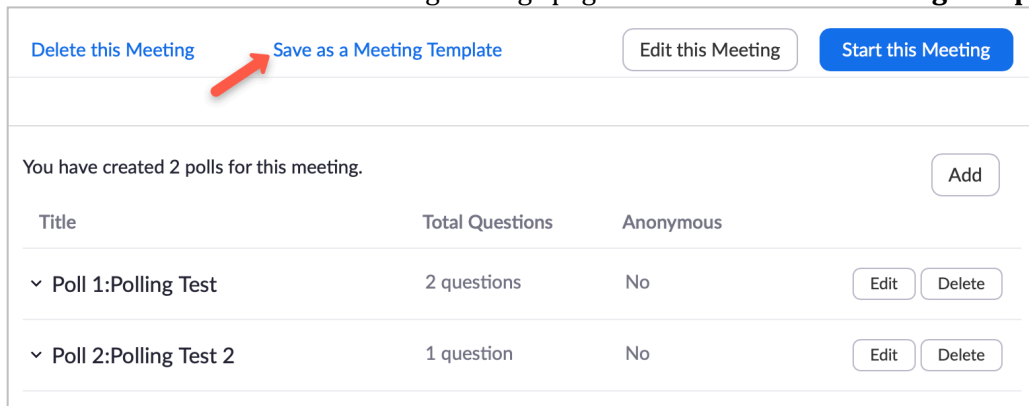
5. Click the "**Add**" button to create additional polls for this meeting as needed.

Create a Meeting Template with Polls

You can reuse a poll or set of polls in future meetings by saving a meeting containing these polls as a **Meeting Template**.

1. Open the meeting containing the polls you want to reuse.
2. Scroll to the bottom of the meeting settings page and click **Save as Meeting Template.**
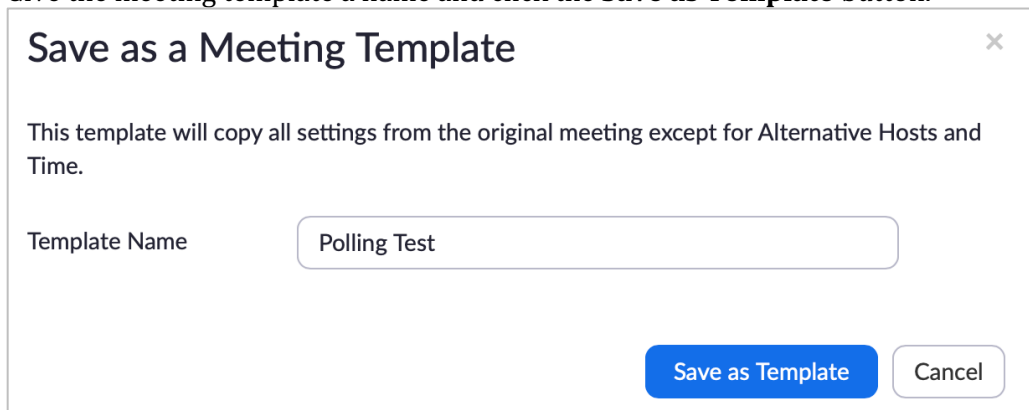

3. Give the meeting template a name and click the **Save as Template** button.

4. The next time you Schedule a Meeting, you can select from any saved Templates.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic	My Meeting

Description (Optional)   Enter your meeting description

Use a template   Select a template

Select a template
Polling Test

When

Or you can go to the **Meeting Templates** tab in the online Zoom Meetings tool to either schedule a meeting from one of your Templates or Delete any existing Templates.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	**Meeting Templates**	

You have saved 1 template(s) so far. You can save up to 40 templates.

Template Name	Modify Time	Action	
Polling Test	Apr 6, 2020 12:12 PM	Schedule Meeting with this Template	Delete

Activate Polls During a Meeting

1. Click the Polling button in your Zoom meeting toolbar (only visible if you have created a poll for this meeting in advance)
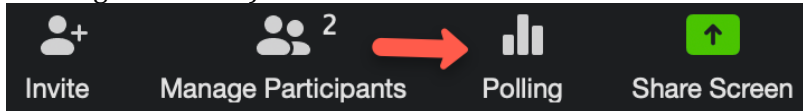
2. Click the ⌄ button if visible in the pop up window to select which poll you want to activate (only visible if you have multiple polls created)

3. Click ✏ Edit in the popup window if you want to add a new poll to this meeting.

4. Click Launch Poll to begin polling.

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Monitor and End Polls

1. While in progress, you will see a **Polls** pop up window showing a count of how long your poll has been running and participant responses.

2. Click the **End Poll** button to closing polling.
   Note: the poll window will close for your meeting attendees after they click the **Submit** button on their poll.

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View/Share Polling Results

1. You will see results in the popup window after polling has closed.
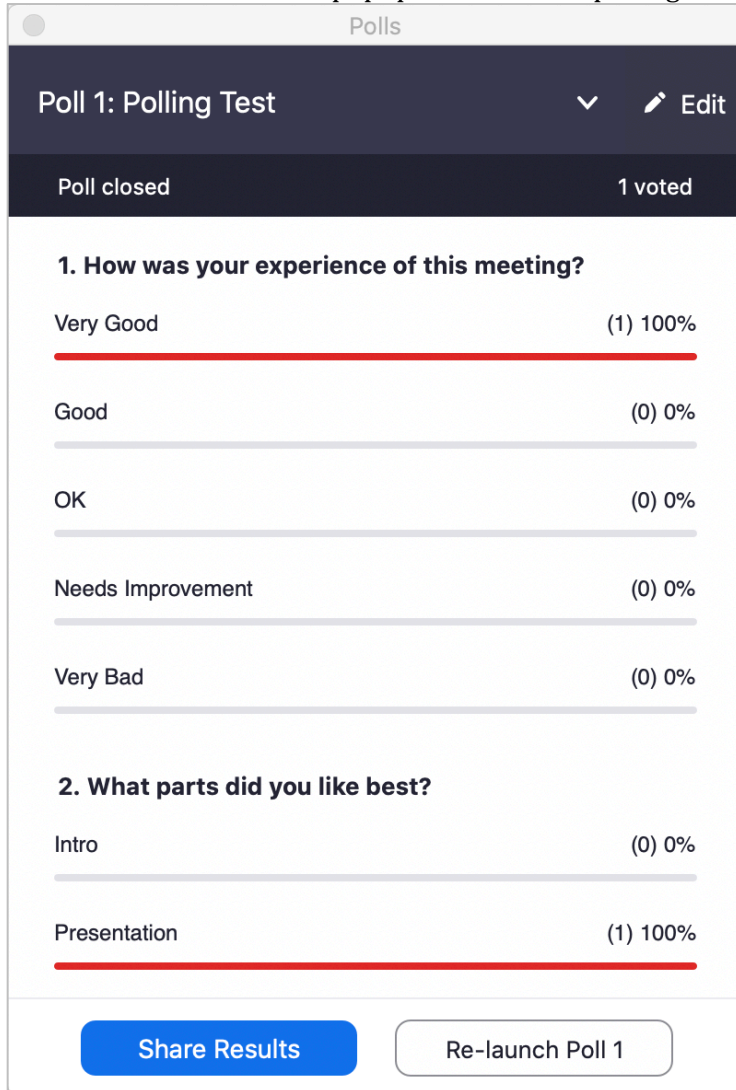
2. There are options to **Share Results** (displays aggregate results in percentage form to all meeting attendees) and to **Re-Launch the poll**.
Note: Re-Launching a poll will delete all previously collected results from that poll.

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Download a Report of Polling Results

Downloading reports is **only available for meetings that require Registration for attendance**. If the Registration tool is used for a meeting, you can download a report of polling results after the meeting ends.

1. Navigate to your Zoom account settings page.
2. Go to the Reports section.
3. Click the Meeting option to view registration reports and poll reports for meetings.
    You will see a searchable list of meetings on the **Meeting Report** tab.
4. Select "**Poll Report**" as the **Report Type**
5. Check the meeting(s) you want Poll Reports for and click the **Generate** button.
    Or click "**Generate**" next to any individual meeting.

6. Select the participants you want included in the report in the pop-up window and click the **Continue** button.

7. You will be taken to the Report Queue tab where you can download any available reports.