

UMassAmherst 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>

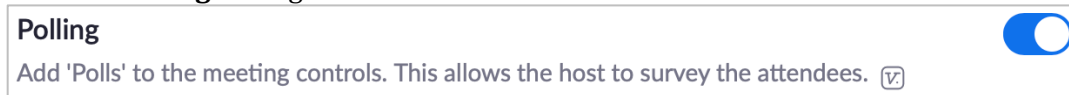
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Turn On Zoom Polling in Your Settings

Before creating polls, you must first turn on the polling feature in your Zoom account settings online.

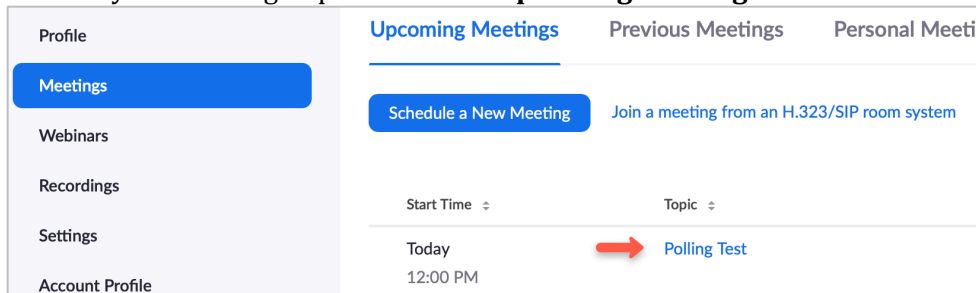
1. Navigate to your [Zoom account settings page](#).
2. Go to the **In Meeting (Basic)** section on the **Meeting** tab.
3. Find the **Polling** setting and turn it on.



Create a Poll

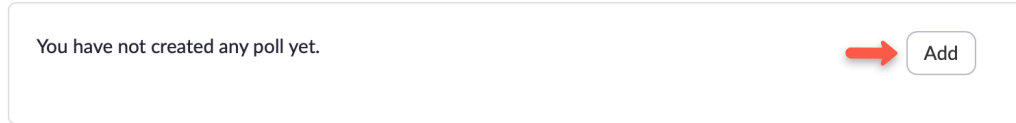
Polls must be created in advance for a scheduled meeting in order to use the polling option. This must be done through the online Zoom [Meetings](#) tool. You can also [create new meetings from a Template containing a poll](#).

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.”



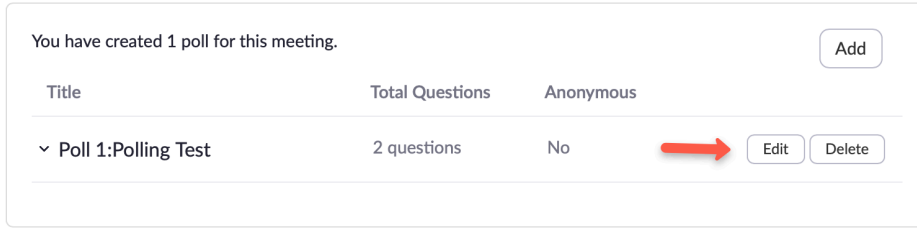
3. Create your poll.

A screenshot of a "Add a Poll" dialog box. At the top, there is a text input field with the placeholder "Enter a title for this poll." Below it is a checkbox labeled "Anonymous?" with a help icon. A numbered list starts with "1." followed by a large text area for the question, containing the placeholder "Type your question here." Below the question area are two radio buttons: "Single Choice" (selected) and "Multiple Choice". Underneath are ten input fields for answers, labeled "Answer 1" through "Answer 10 (Optional)". A "Delete" button is at the bottom right of the answer list. Below the entire form is a "+ Add a Question" button. At the bottom of the dialog are "Save" and "Cancel" buttons.


- Enter a **Title** for your poll.
- Check the “**Anonymous?**” box if responses should not be attached to the people responding.
- 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).
- Add more questions by clicking **+ Add a Question**.
- Click the **Save** button.

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- Once a Poll is created, you can **edit** or **delete** from the same area of the meeting details page.



You have created 1 poll for this meeting. Add

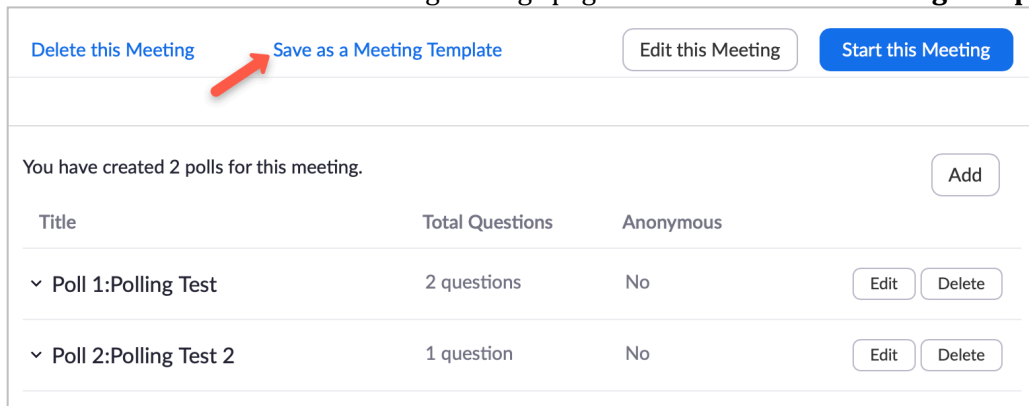
Title	Total Questions	Anonymous	
▼ Poll 1:Polling Test	2 questions	No	 Edit Delete


- 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**.

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

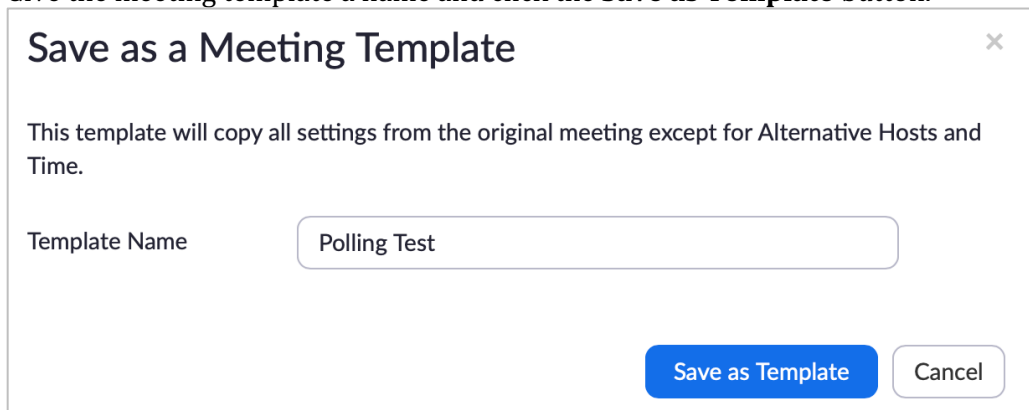


Delete this Meeting  Save as a Meeting Template Edit this Meeting Start this Meeting

You have created 2 polls for this meeting. Add

Title	Total Questions	Anonymous	
▼ Poll 1:Polling Test	2 questions	No	Edit Delete
▼ Poll 2:Polling Test 2	1 question	No	Edit Delete

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



Save as a Meeting Template ×

This template will copy all settings from the original meeting except for Alternative Hosts and Time.

Template Name

Save as Template Cancel

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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** (dropdown menu open showing 'Select a template' and '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.

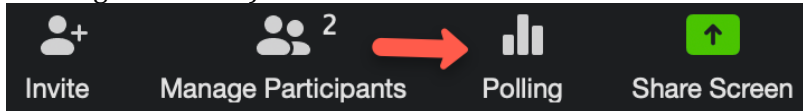
Upcoming Meetings Previous Meetings Personal Meeting Room **Meeting Templates**

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	<button>Schedule Meeting with this Template</button> <button>Delete</button>

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)



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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  to begin polling.



The screenshot shows a window titled "Polls" containing a poll titled "Poll 1: Polling Test". At the top right of the poll header, there is a dropdown arrow icon and an "Edit" button with a pencil icon. Two red arrows point to these icons. Below the header, the poll contains two questions:

1. How was your experience of this meeting?

- Very Good
- Good
- OK
- Needs Improvement
- Very Bad

2. What parts did you like best?

- Intro
- Presentation

At the bottom of the poll interface, there is a blue "Launch Poll" button with a red arrow pointing to it.

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.

Polls

Polling Test in Progress 00:00:57

Attendees are now viewing questions 1 of 1 (100%) voted

1. How was your experience of this meeting?

Very Good	(1) 100%
Good	(0) 0%
OK	(0) 0%
Needs Improvement	(0) 0%
Very Bad	(0) 0%

2. What parts did you like best?

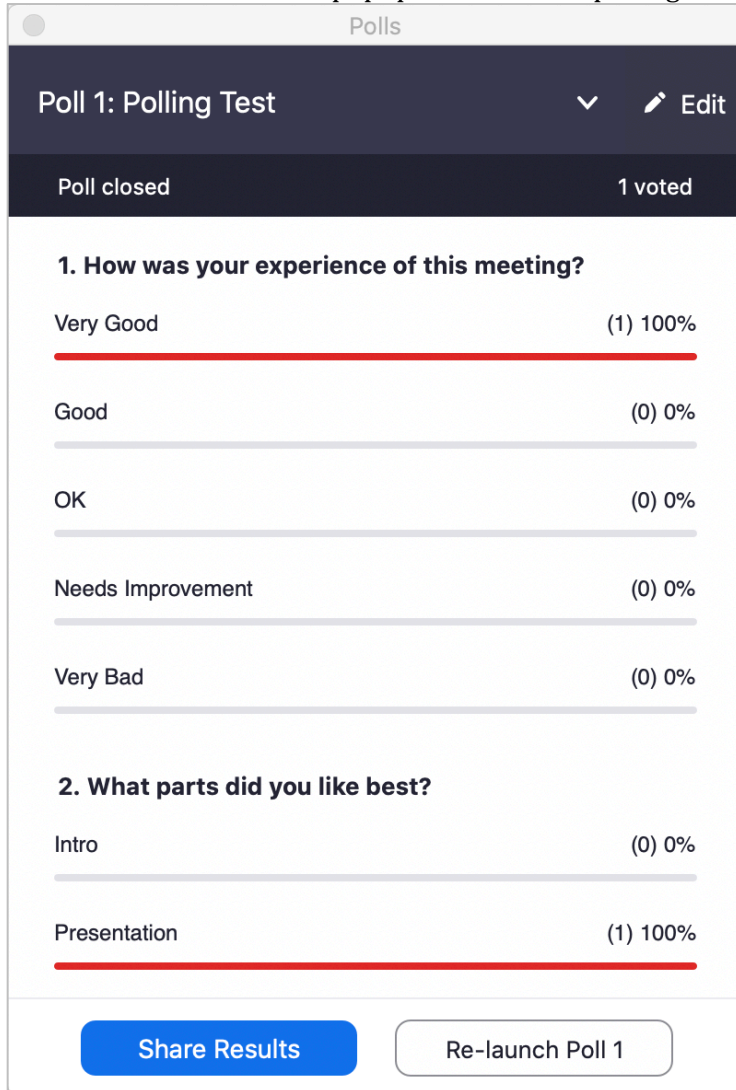
Intro	(0) 0%
Presentation	(1) 100%

End Poll

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.

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.

The screenshot shows the Zoom Reports interface. On the left is a navigation menu with 'Reports' selected. The main area is titled 'Meeting Report' and 'Report Queue'. It features a 'Report Type' dropdown set to 'Poll Report', a search range from '04/15/2020' to '04/16/2020', and a 'Search' button. Below this is a 'Maximum report duration: 1 Month' indicator. A table lists meetings with columns for 'Scheduled Time', 'Topic', and 'Meeting ID'. The 'Polling Test' meeting is selected, and a 'Generate' button is visible next to it. Red arrows point to the 'Poll Report' radio button, the 'Generate' button, and the 'Polling Test' row.

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	04/16/2020 04:00:00 PM	Zoom Polling Meeting	929-5275-6760	Generate
<input checked="" type="checkbox"/>	04/16/2020 12:00:00 PM	Polling Test	952-4284-7323	Generate

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

The 'Registration Type' pop-up window prompts the user to 'Choose from the following registrant types to continue'. It has three radio button options: 'All Registrants' (selected), 'Approved Registrants', and 'Denied Registrants'. At the bottom are 'Continue' and 'Cancel' buttons.

7. You will be taken to the [Report Queue](#) tab where you can download any available reports.