Poll Everywhere allows you to create web-based question polls that can be answered online, by text message, or through Twitter. Poll Everywhere questions allow you to create a single poll that prompts your participants to interact. There is also a survey option which allows you to create a group of polls to be used for self-paced questionnaires, pre or post assessment, and quizzes.

Before we begin, make sure that you have gone to my.highpoint.edu and logged in using your HPU username & password. Click your HPU role (faculty/staff/student) in the top right hand corner, and select Poll Everywhere from the My Applications menu.

If this is your first time logging in to Poll Everywhere you may have to click the red button, labeled Create your first poll in order to see the Create a Poll pop-up wizard. Every sequential time you will automatically be taken to the Create a Poll pop-up wizard.

Below is an example of how the Create a Poll pop-up wizard should look.
Create a Poll

Using the *Create a Poll* pop-up wizard we will now walk through the step-by-step directions to create a poll.

1. There are six different types of polls that you can create, and each allows you to edit the way your polls can be viewed and how participants will interact and respond to it.

- **Multiple Choice** - participants choose from the response options.
- **Word Cloud** - participants respond freely, responses display larger or smaller indicating the frequency of a response.
- **Q&A** - participants respond and can agree or disagree with other responses.
- **Rank Order** - participants rank the response options you provide.
- **Clickable Image** - participants click on an image to cast their vote(s).
- **Open-Ended** - participants respond freely with any response they desire.

See a description of the different types of polls below and select the one you would like to create.

2. Enter your Question & Answer Choices depending on the question type you have chosen.

There is the option to add another activity, or question.

3. When you are done adding questions, click **Create** at the bottom of the pop-up window.

**TIP:** Keep in mind that at any time, within Poll Everywhere, you can quickly get back to this *Create a Poll* pop-up wizard by clicking the plus sign (+) in the top right hand corner.

**Quick Edits**

After your poll has been created there are some options to make quick edits to the look and feel of your poll, as well as how the results will display. These options will depend greatly on what type of poll you decide to create and whether or not you already have responses to your poll. Below are some of the most common options you will see.

- **Visual Settings** – control the look of the poll title, the instructions for how your audience can respond, the color or image of the poll background, and much more.

- **Activate Poll** – before you can collect responses you will need to activate your poll, there are multiple ways to do this and this is one of them. Clicking this image when a poll is active deactivates the poll.

- **Clear Results** – as the presenter you can archive a poll's results so that no responses show on the screen, this will allow you to reuse polls and save past results.

- **Full Screen** – when you click the full screen mode your poll will be automatically activated.

**TIP:** To present/share your poll you will have to Activate it or display it in Full Screen mode in order for users to respond.
Configure, Test, and Present

When creating a poll there are three tabs in the top right hand corner of the screen. Using the menu on the right, you can configure response settings for the survey as a whole, or for individual poll questions.

- **Configure** - identify how people can respond (website, text, and twitter), the response settings (how many times they can respond, anonymity, who can respond, if they change their answer, and create a custom reply message), and lock/unlock the time when the poll will be available for responses.

- **Test** - try out the web and text message options for responding to the poll you have created.

- **Present** - choose how you will present the poll; also gives you access to the share options.

Make sure to click the red Save button when you’re done editing your options.

Share Polls

After you have created a poll and chosen the configure and present settings it is now time to start thinking about how you would like to share your poll with participants to begin gathering responses. There are a few different ways to share your poll and below we will look at these.

- **Sharable Response link** – a link that allows participants to respond to a poll without seeing the results.

- **Direct link to your page** – a link that will take participants to the presenters Poll Everywhere webpage to respond to any active polls.

- **Live Results link** – a link that allows participants to respond to a poll while seeing the results live.

- **Embed Poll** – display your poll directly in a presentation, within your Blackboard course, or anywhere embed codes can be used. A poll that is embedded within a presentation or web page will update in real time.

My Polls Page

Clicking Polls in the top left hand corner of the page will take you to your My Polls Page. From this page you are able to see all of the polls that you have created, make edits to your polls, activate a poll, and group/ungroup questions together. At any time while you are in Poll Everywhere if you want to create a poll, there are two options of how you can do this.

1. Click the **plus sign**.

2. From the My Polls page, click the **create** button.

Poll Everywhere is fast and easy to use, and can be accessed through your phone, the web, and twitter. It is free for anyone to use, but the free version has limitations. Through HPU you have access to a paid version that will allow you to obtain up to 4,500 responses for a single poll question. Consider some of the many ideas of how you could use Poll Everywhere when you begin creating your polls, such as for taking attendance, gathering feedback and evaluations, and starting discussions.