

2021 Zoom Polls Set Up and Questions

Directions: Set up Zoom polls to use with *Zoom Resources*.

1. Set up your virtual meeting Zoom session.
2. On the “Meetings” tab, click “SCHEDULE A NEW MEETING” button.
3. In the “Topic” field, enter the title of your first session. Select the time and set the other options for the meeting. Click “SAVE” button at the bottom.
4. Zoom will take you to the meeting you just saved. At the bottom of the screen for this meeting, click on the “ADD” button within the “You have not created any poll yet” box. Add each **Question** below as a separate **Poll**. A maximum of 25 polls may be set up per Zoom session.
 - Poll title recommendation: “slide # - Poll #” as identified below
 - Copy the question text into the “type your question here” box.
 - Make sure “single choice” is selected.
 - Copy each answer choice separately into the “Answer 1, Answer 2”... boxes.
 - Click “SAVE” button after you add each question **as a separate poll**. Do not click on “Add a Question” unless you want participants to respond to multiple questions before submitting their responses.
 - **IMPORTANT NOTE:** In order to have participants complete each poll question separately, you must have each question be a separate Poll rather than include multiple questions within one poll.
 - If you do not want to use all the poll questions below, select the ones you want to use, adapt for your needs or add new ones, **you will need to change the Power Point if you adjust the polls.**
5. Repeat step 4 **until you have added all your polls** (maximum of 25) in your meeting.
6. Click on “Save as a meeting template” link located right above the “polls” box. Name your template. Click on “SAVE AS A TEMPLATE” button.
7. When setting up subsequent meetings sessions, use your template so your polls will carry over and you don’t have to set them up each time.
 - On the “Meetings” tab, click “SCHEDULE A NEW MEETING” button.
 - In the “Topic” field, enter the title of the session.
 - In the “Use a template” dropdown, select your QA template.
 - The new meeting will retain all the settings from your template. Click “SAVE” button.
8. To launch a poll in the Zoom meeting...
 - Click on the “Polls” icon at the bottom of your screen in the Zoom controls.
 - Select the poll you want to launch from the dropdown menu at the top of the resulting window.
 - Click on “Launch Polling” button.
 - Instruct participants to select their answer and click “Submit”. You can see participation as responses are submitted.
 - Click “End Polling” when participants have finished responding you’ll see a percentage at the top of the window.
 - Share poll results with participants if you would like by clicking on “Share Results”. Click on “Stop Share Results” when you are done discussing the percentages.
 - Close the poll and launch the next poll when you get to the appropriate slide in the presentation.