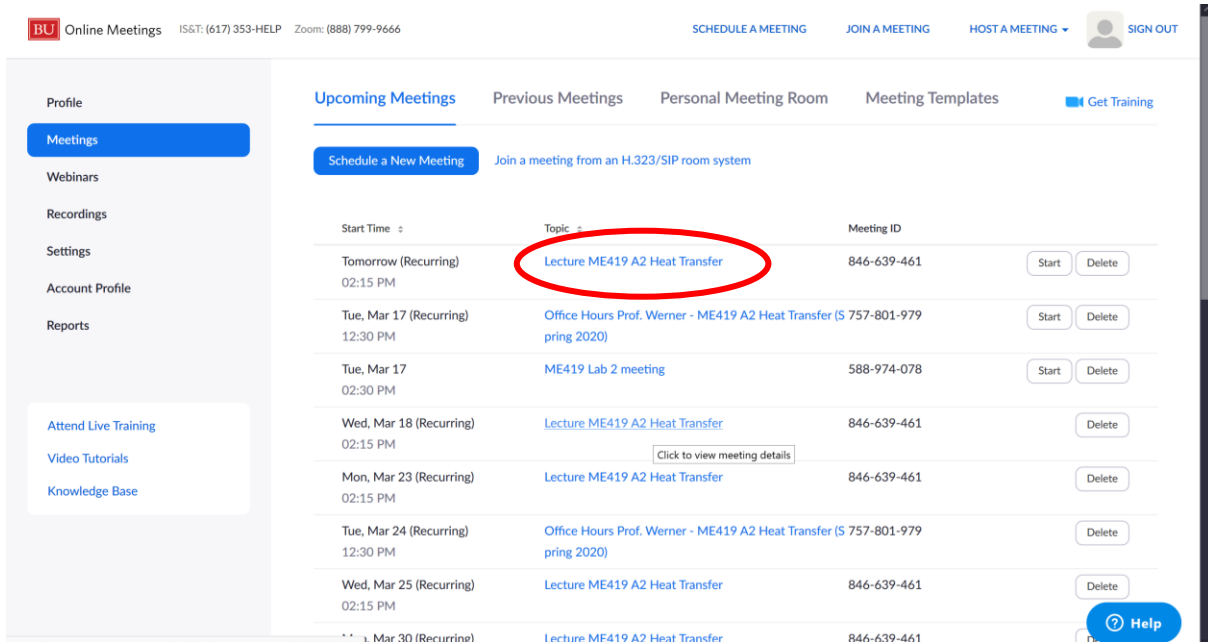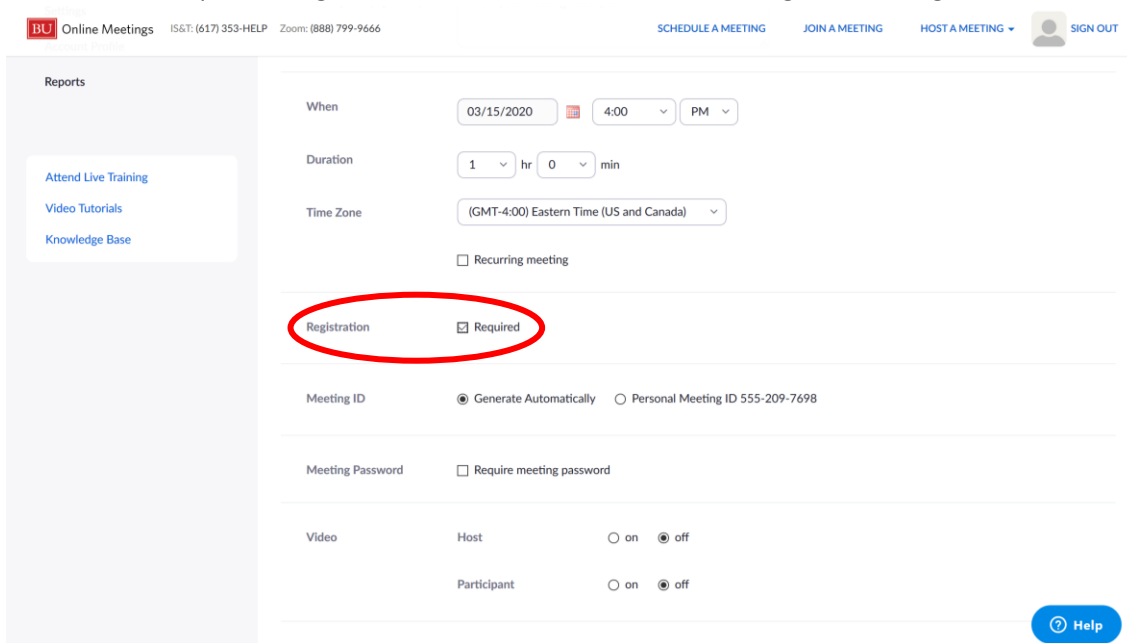**Use "polling" for interactive teaching or quizzes**

Zoom has a "Poll" function that allows you to let your students (participants) answer multiple choice questions. You can use this during a class similar to an iClicker to obtain feedback on the students' understanding and attention. You could also use it as a way to quiz your students, since the answers can be recorded with identification of each student.

1. Make sure to enable "Polling" in your profile settings: bostonu.zoom.us/profile/setting
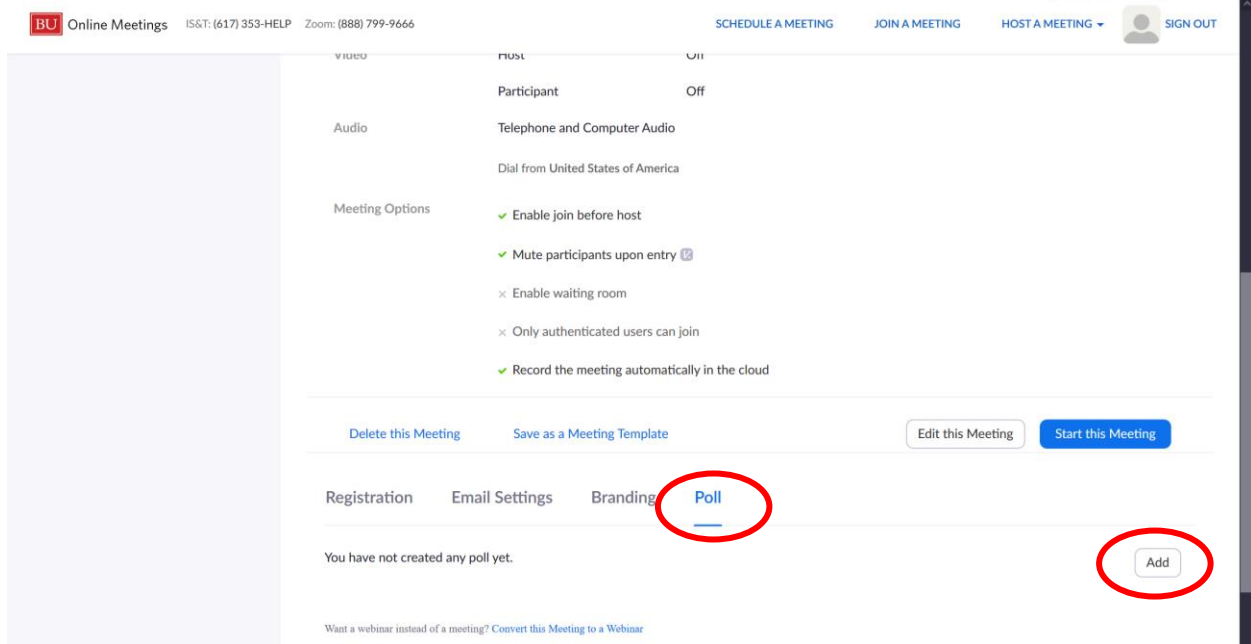2. After creating a meeting, go to your online meeting menu: bostonu.zoom.us/meetings

3. Click on the meeting you want to add a "Poll" to.
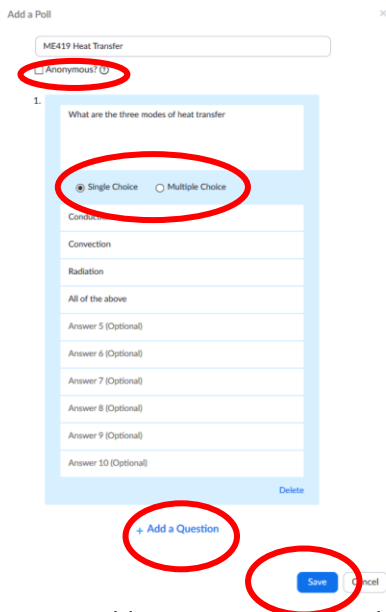4. You have to "require" "Registration" in the box under the meeting time settings

5. Scroll to the bottom of that meeting and click on "Poll" tab and "Add" in the right corner
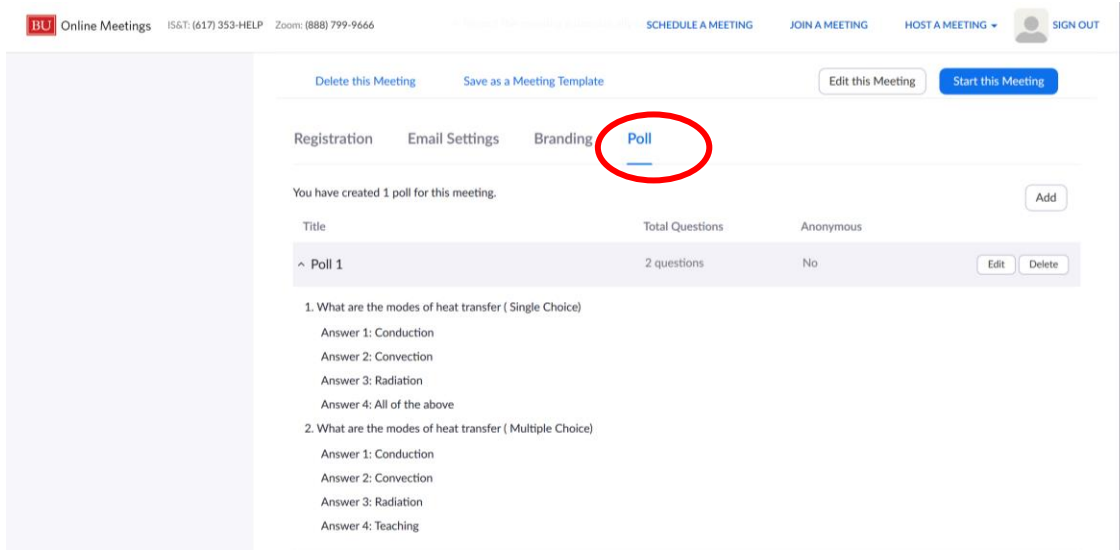

6.

7. A pop-up window opens where you can type in a "title", and your question with answer choices that the students can choose from.

8. Options are to only allow students to select one answer ("Single Choice") or multiple answers from the choices you give them ("Multiple Choice"). Note: you can also check "Anonymous", in which case the identity of the respondents is not connected to their answers.
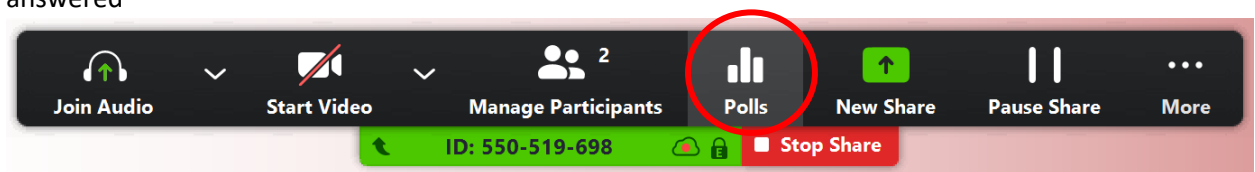

9. You can add more questions to the same poll or save and add more polls. During the "meeting", you can choose which poll to activate, but the students will be able to answer all questions of a single poll. Hence, if you have different questions for different times during e.g. your lecture, you should make and individual poll for each question.

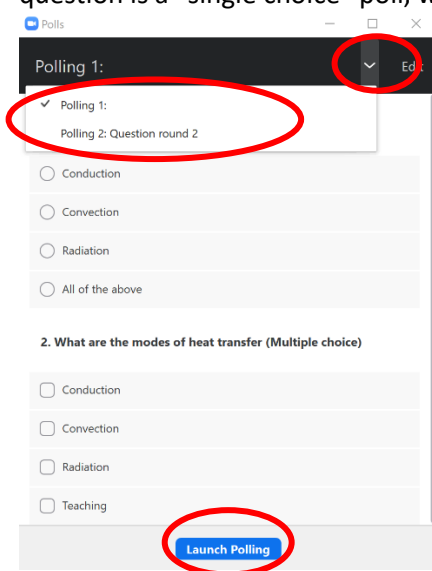10. The polls and questions show up on the bottom of the meeting page

11. During your lecture/meeting, click on "Polls" in the zoom navigation bar when you want questions answered
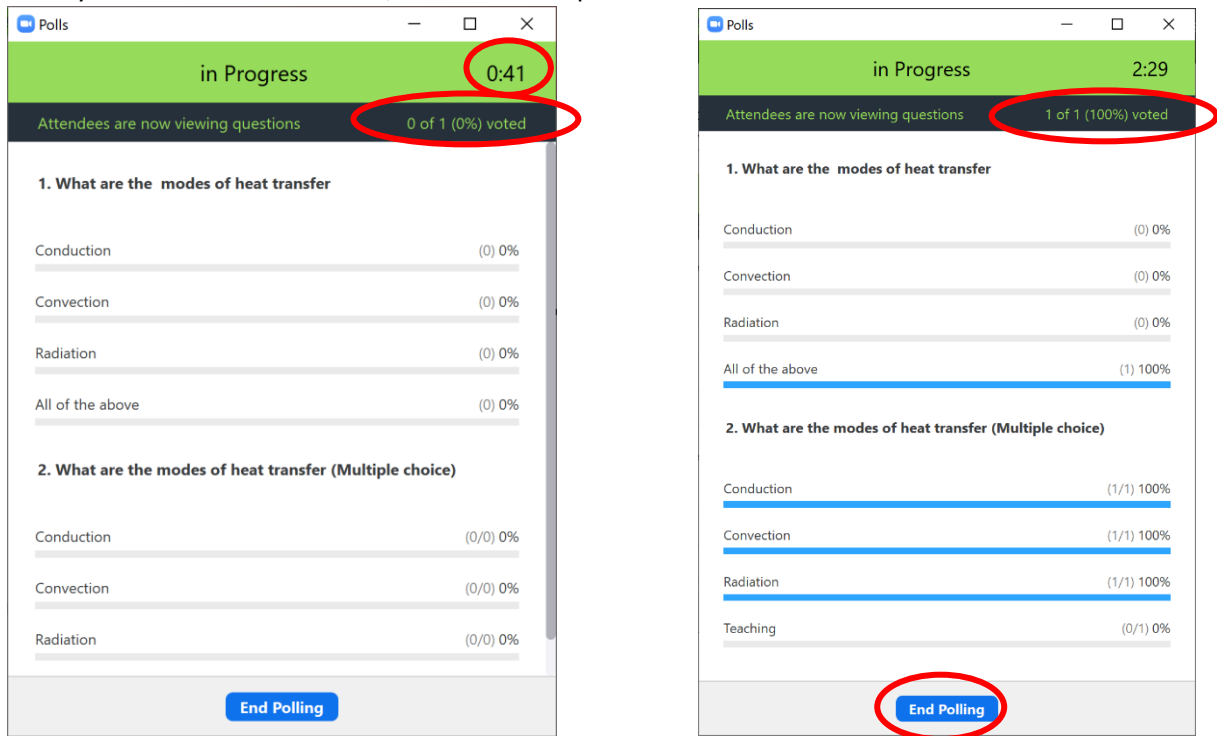

12. A pop-up window with your questions comes up for you. On the top you can choose with a drop-down menu, which "poll" to send. The questions and answers of the selected poll are shown to you.
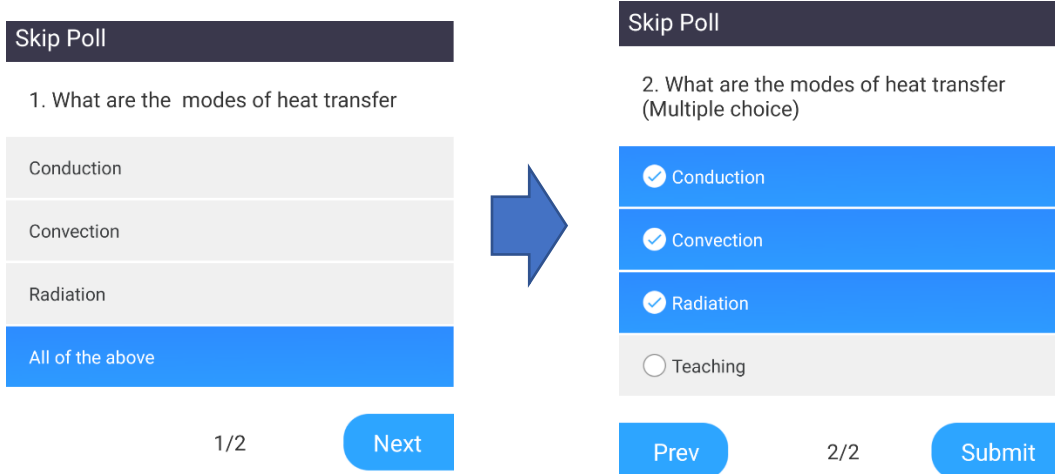
13. Click "Launch Polling" to send the questions to your students. Note: In this example, the first question is a "single choice" poll, while the second question is "multiple choice"

14. A timer will start, and you can choose when to end the poll. You can also see how many participants already submitted their answers, and what the spread of the answer is.
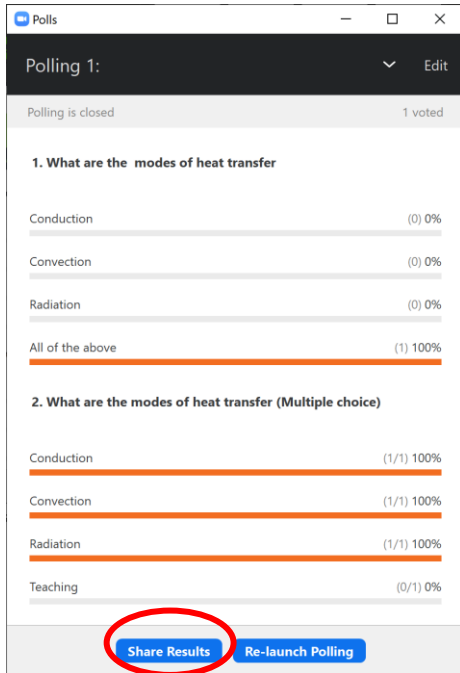

15. Your students see this for a *single* poll of *two* questions (these are a screenshot from a phone):
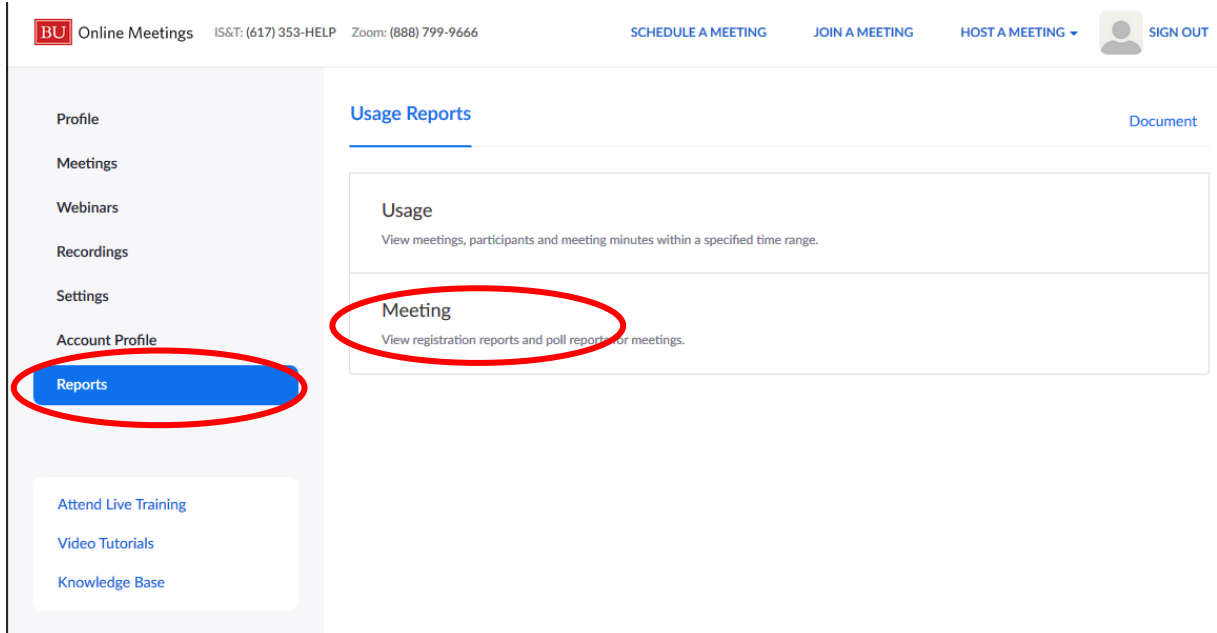

Note again: The first question is "single choice", i.e. the students can only choose one of the given answers, while the second question is multiple choice, i.e. the students can mark as many answers as they think is right.

16. After ending the poll, you can share the overall results with your students

17. To get a report of the answers that individual students gave (e.g. for using it as a quiz or other grading options), go to your online account to "Reports" (bostonu.zoom.us/account/report), then click "Meeting".

18. Click "Poll Report". If your meeting doesn't already show up, enter the correct date range for your meeting and "search", then click "Generate" for the meeting that you conducted the poll in.

19. On the next page, click "Download" next to the meeting that you want the poll results from

Note: It sometimes takes a while (>30 mins) to get the fully populated report. If you download a report and it's empty, "generate" and "download" it at a later time again.

20. The report is a simple csv file that includes the names and emails of the participants (which they have to enter upon joining the meeting because we "required registration", together with the questions and their answers to the polls. A single answer for "single choice" and multiple answers separated by semi-colons for "multiple choice" questions.