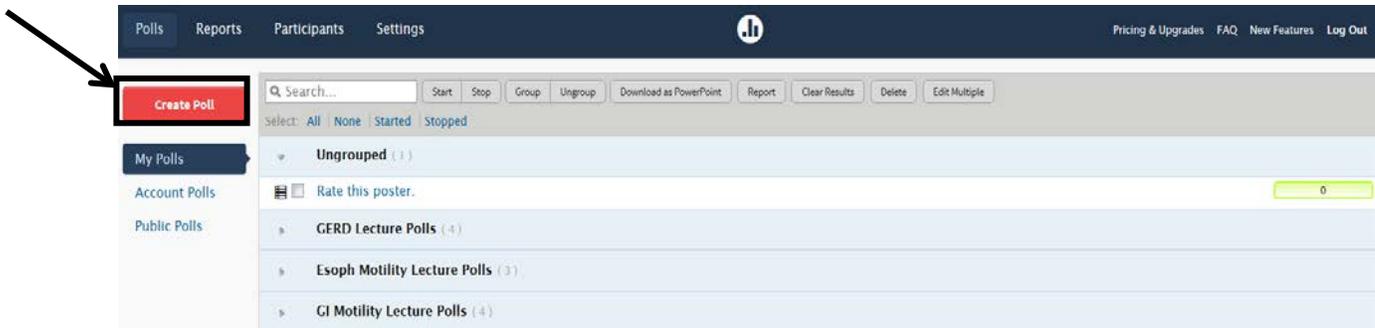# Poll Everywhere

Go to: http://www.polleverywhere.com/

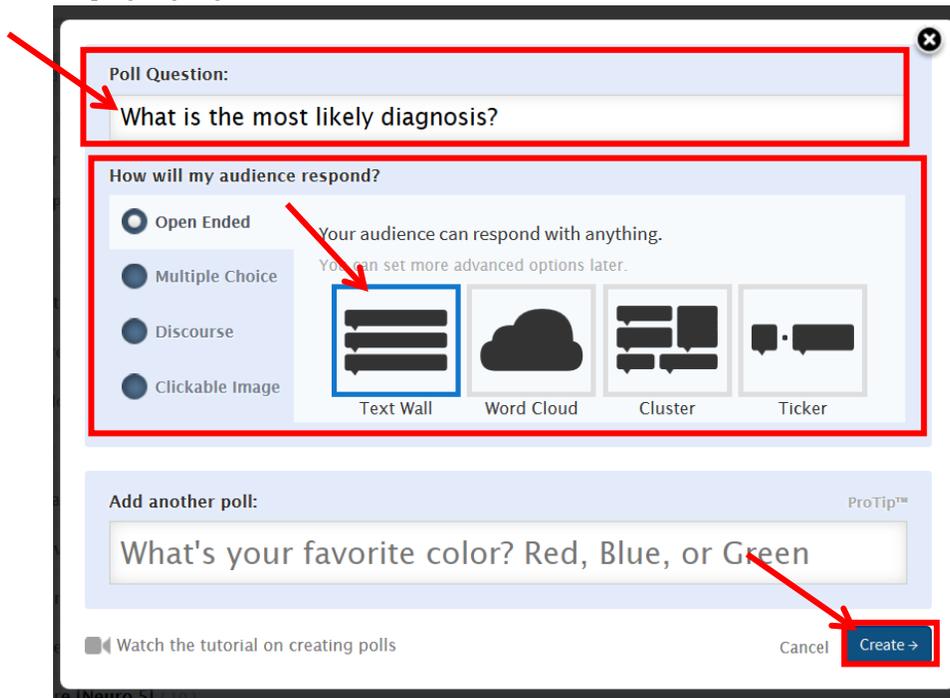## CREATING POLLS

1. Once you log into the website, you will see a list of all the current polls in the account; this is the **My Polls** page.
2. Click "**Create Poll**" in the upper left hand corner.

3. The default poll format is open-ended response. Enter your question in the space provided and select the display style you want for the answers the students submit.

4. Click **Create**. You will see your poll in the main section of a new page with options on the right.
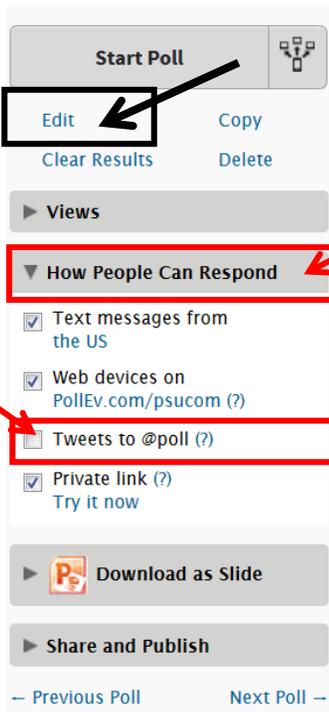
Response Options:

- Click on the section labeled "**How People Can Respond**."
- Check the box for **Tweets** if you want people to be able to respond via Twitter.

Making Changes to Your Poll:

- Click on **Edit** under the Start/Stop Poll header

5. Click **My Polls** in the upper-right. This will bring you back to the main listing of polls.

To Create a Multiple-Choice style poll

1. Click on **Create Poll** in the upper-left hand corner.
2. Start typing your question stem in the blank. The screen will expand as you type to show the question type options.
3. Select the button for **Multiple Choice**.
4. Delete the "True" and "False" and enter your own options.
5. Click "**Add Answer**" to add additional options.
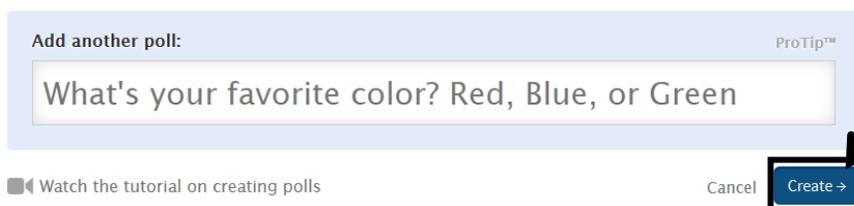
6. Click on **Create** to finish creating your poll.
7. You can modify how people can respond (via website, text, tweet) by selecting that heading in the right hand section of the page once you are viewing your poll.
8. To modify your poll, click the word **Edit**.
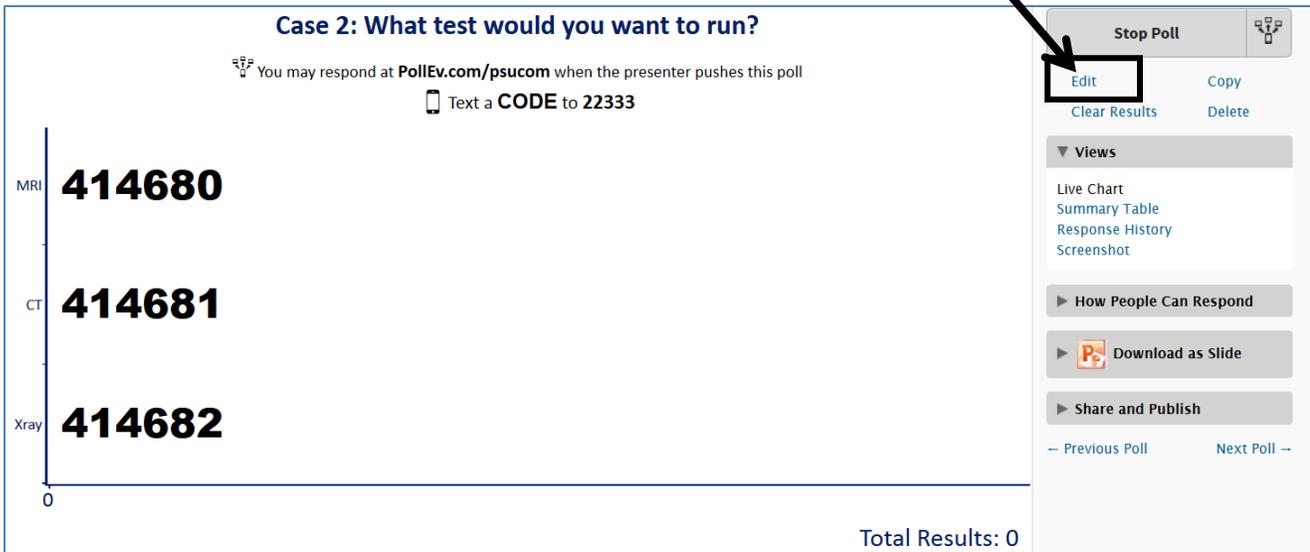
9. Click **My Polls** in the upper-right. This will bring you back to the main listing of polls.

ORGANIZING YOUR POLLS

When you create your polls they will be added to the list of **My Polls** in a section of "ungrouped" polls. I typically group polls by lecture. To do this, start at the My Polls page.

1. **Check** the boxes in front of the titles of the polls that you want to group together.

2. Click the **Group** button in the menu bar.
3. A New Group will be created and moved to the bottom of the list with the heading "New Group."

4. Hover over the heading "New Group" and you will see the options: **Edit, Delete, Survey View**.
5. Click **Edit**.
6. Enter a name for the group (I typically use the lecture title and if there are a number of lectures, I will add the number for when that lecture occurs in the course).
7. Click **Save**.

8. You can hide the list of polls under a section by using the arrow to the left of the group name. This will collapse or expand the list.


Order of Polls
- You will also want to make sure that the polls are in the order you will be presenting. You can re-order polls by dragging and dropping the poll row when you are in the **My Polls** list view.
- To re-order your polls in the list, hover over the title of the poll when your mouse pointer to the left of the poll title. You should see a double-sided arrow. When you see this arrow, you can drag and drop the poll to the proper position in the list.

CLEARING POLL RESULTS

If you practice at all and need to clear the polls before your presentation, you will want to go to www.polleverywhere.com and login.

You can see if anyone has responded to your poll by looking to the far right of the poll's title. The number of responses will appear in the green box:

1. **Click on the title** of the poll you want to remove results. This will open the poll.
2. Click on **Clear Results** in the right hand column.
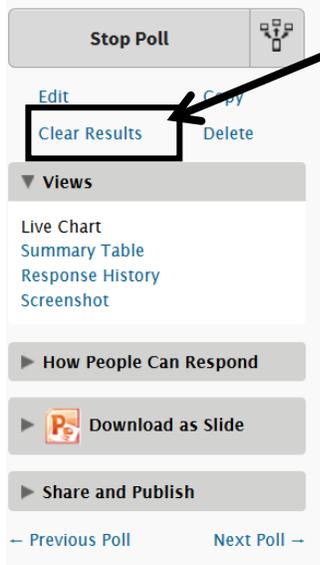

STARTING OR PUSHING A POLL

There are two ways to start or launch your polls. You will want to **Start or Push** the first poll for your presentation right before your presentation begins.

Option 1

1. Hover over the title of the first poll in your presentation and you will see the options: **Edit, Copy, Start, Delete.**
2. Click **Start**.

Option 2

1. Click on the title of the first poll in your presentation. This will open the poll.
2. Click on the button to **Start** or push the poll.
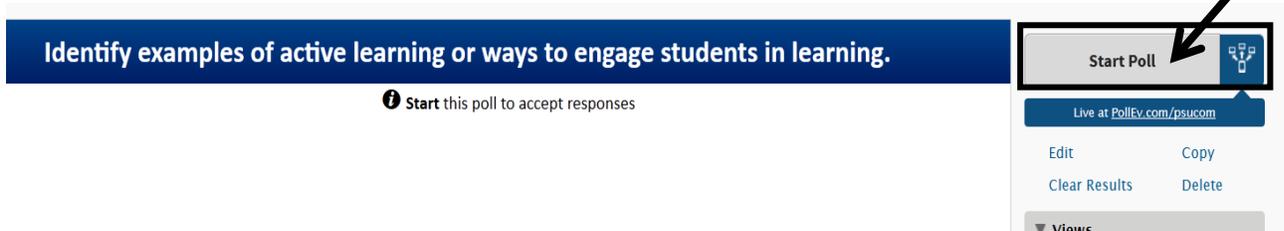
3. You will know the poll is pushed when the directions read: **Submit responses at PollEv.com/_____**. In the column on the right, you will have the option to **Stop Poll** when the poll is live.

OTHER TIPS AND TRICKS

Editing Multiple Polls

If you are making a number of polls and want to allow students to submit responses via Twitter, rather than clicking into each poll and selecting How People Can Respond, you can edit multiple polls at once. Start at the **My Polls** page.

1. **Check** the boxes in front of the titles of the polls that you want to edit.
2. Click the **Edit Multiple** button in the menu bar.
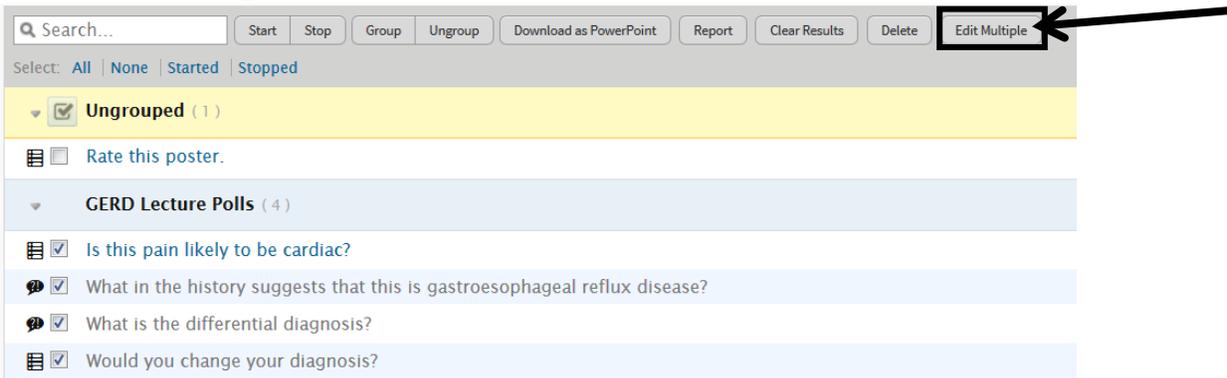
3. Select the section(s) you want to edit and check the appropriate settings.
4. Click **Apply** to make the changes in all of the polls you selected.
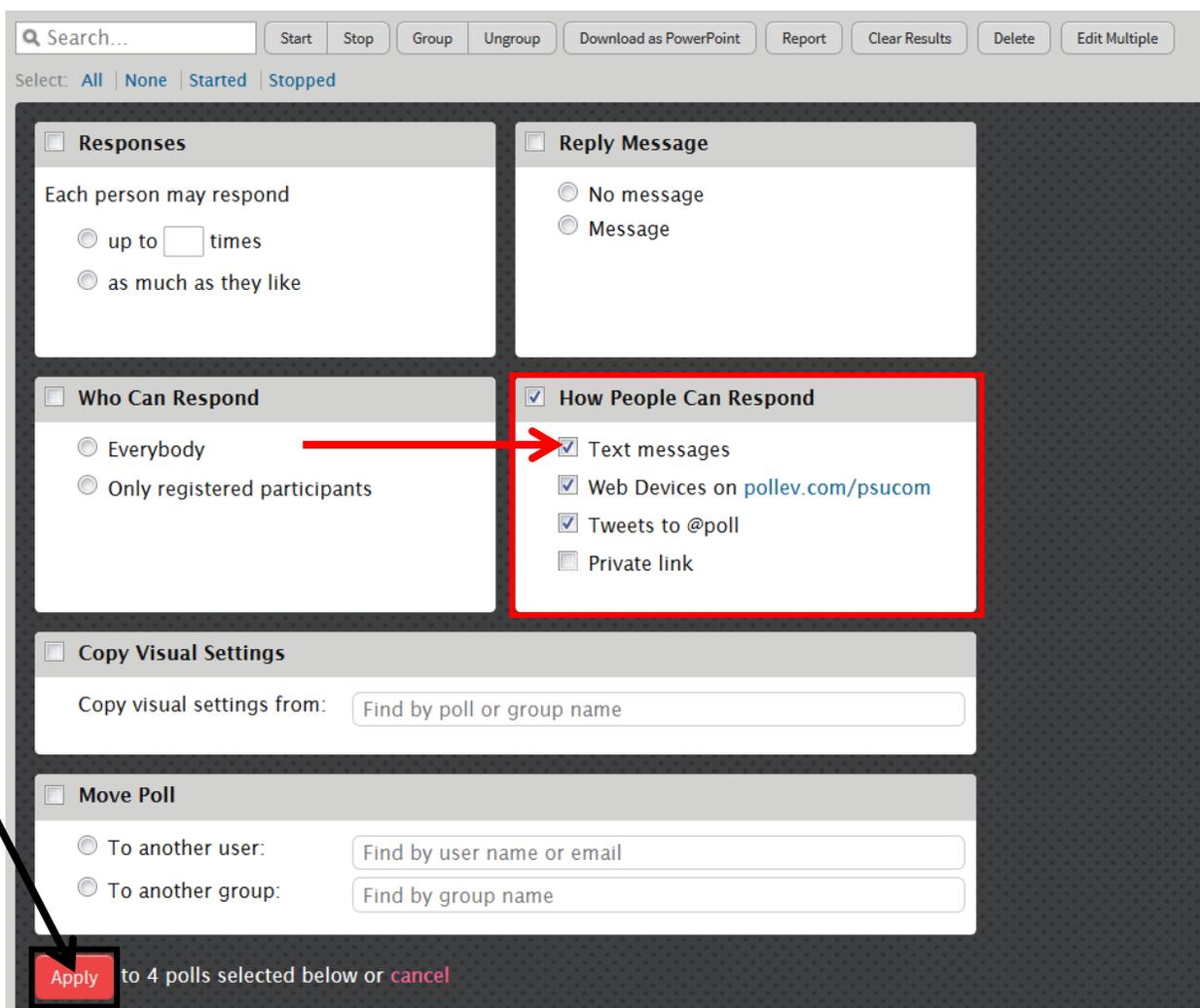
Updating the URL for where participants access the polls online

1. Click on Settings in the main menu

2. Enter in the desired URL in the section for Default Poll Settings - PollEv.com Page

If the URL is not available, it will ask you to provide a different option.

3. Click **Update Profile** at the bottom of the page to save the changes.

You can review poll responses after the presentation for individual or any number of polls. Start at the **My Polls** page with the list of polls.

1. Click on the **title** of the poll you want to view.
2. Click on **Response History** in the right-hand tools section. It is under the **Views** header.

This will show you a page with response information for that poll.

To generate a report on multiple polls, you will want to click on reports in the main menu.

1. Click on **Reports** in the main menu bar.
2. Click the **Add to Reports** button on the far right to add that poll to your report. You will see a number next to that button – that is the number of responses received for that poll.

3. When you click Add to Reports, the poll will be added the top section of the page and no longer be in the list.
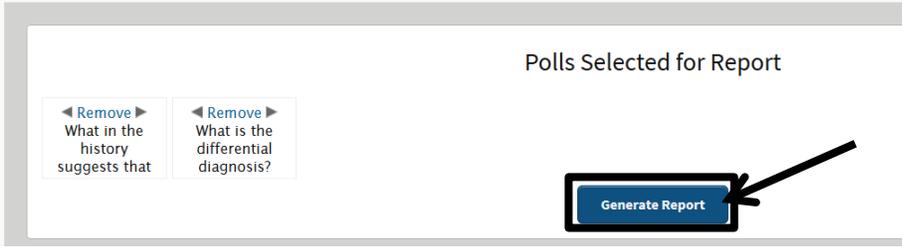
4. Click **Generate Report**.
5. For a concise view, click on **Summary** in the left hand section of the page.

Summary for 3 polls

What in the history suggests that this is gastroesophageal reflux disease?

Summary	Count
Total responses	24
Unique participants	21
Approved responses	(Poll not moderated)

What is the differential diagnosis?

Summary	Count
Total responses	20
Unique participants	18
Approved responses	(Poll not moderated)

What is the primary symptom?

Answer	Responses	Percent
Transfer dysphagia	4	12.1%
Esophageal dysphagia	27	81.8%
Odynophagia	0	0.0%
Regurgitation	2	6.1%
Total	33	