

**zoom**

# Polling in Zoom Meetings and Webinars



## Zoom for You

You've got the basics down. You can successfully navigate a Zoom Meeting or Zoom Webinar and even schedule and start your own. Now learn how to engage and involve your participants with polls.

Features	Standard Poll	Advanced Poll
Question types	Single Choice Multiple Choice	Single Choice Multiple Choice Matching Rank Order Short Answer Long Answer
Upload an image as an answer option	X	✓
Max number of polls	50 polls	50 polls
Max number of questions per poll	10 questions	50 questions
Make a question required	X	✓
Make a quiz and set correct answers	X	✓
Option to share results with participants	X	✓

## What are Zoom Polls?

Make your meeting or webinar more inclusive and engaging by interacting with your class in real time with Zoom polls. Instructors can create polls before or during a meeting or webinar.

Zoom has two types of polls: standard and advanced. Both types provide the option to allow students to answer anonymously, share results, and review the data afterward. However, advanced polls have a few additional options. Review the table below to compare the different features available in basic and advanced polls.

Use Case	Examples
Ice breakers	<ul style="list-style-type: none"> <li>•Where are you located?</li> <li>•How are you feeling today?</li> <li>•What's your favorite app?</li> <li>•What's the best pizza topping?</li> </ul>
Decision making	<ul style="list-style-type: none"> <li>•Which topics would you like to focus on today? Rank according to your preference.</li> <li>•Is this deadline realistic?</li> </ul>
Opinion	<ul style="list-style-type: none"> <li>•From 1-10, how well do you identify with our new company mission statement?</li> <li>•Which of these areas should we focus on improving?</li> <li>•On which of our company goals did we make the biggest progress last year?</li> <li>•What is your ideal work setup?</li> </ul>
Check-ins	<ul style="list-style-type: none"> <li>•How well do you understand this topic so far?</li> <li>•How excited are you about this feature?</li> <li>•Did you complete the assignment prior to this meeting?</li> </ul>
Feedback	<ul style="list-style-type: none"> <li>•How would you rate today's training/meeting/webinar?</li> <li>•Would you recommend this training to your colleagues?</li> </ul>

## When should I use polls?

Polls provide immediate feedback from your students. Launch polls at any time to interact, gauge how students are feeling, or gather information.

## Zoom Features Poll

Which is your favorite Zoom feature?

● Single Choice ▾

Virtual backgrounds

Breakout rooms

Immersive view

Polls/quizzes

+ Add Choice

Create Breakout Rooms ⓘ



## Create Breakout Rooms with Poll Results

[Creating meeting breakout rooms from poll results](#) is available for Zoom Meetings with access to polls. Organize breakout rooms based on poll results to drive more meaningful conversations.

Instructors can set a limit for how many students are placed in each breakout room and move or exchange students after launching the breakout rooms.

## What else should I know about polls?

- By default, **only the original meeting host can edit or add polls during a meeting.** If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.
- [Alternative hosts](#) can add or edit polls, but the host must enable the [setting to allow alternative hosts to add or edit polls](#) when selecting the alternative host.
- Host and co-hosts cannot vote in polls. However, in webinars, they have the option to allow panelists to vote.
- If a poll is relaunched in a meeting/webinar, the poll report will only display data from the most recent or final poll occurrence. If you know you will need to launch the same poll twice and want to see both sets of data, consider creating a second poll with the same questions as the original to avoid re-launching.
- Users with older versions of Zoom will not be able to take quizzes or participate in polls with certain question types.
- If enabled by an admin, you can manage a central library of polls so you can reuse the same poll.

# Show Me: Polling for Zoom Meetings and Webinars

Find out how to interact with your audience in your classes, meetings or webinars.



## Quick Recap

### Polling overview

- All questions under a single poll will be asked once
  - Maximum of **10** questions per poll
  - Maximum of **10** choices for your question
- Create additional polls to ask questions at a different time during the webinar
  - Maximum of **50** polls per webinar
- Only the host can create polls
- Host and co-hosts can launch polls
- Host and co-hosts cannot vote in polls but have the option to allow panelists to vote
- Option to share poll results with attendees



# Quick Recap

## Managing your poll library

1. Navigate to [csuohio.zoom.us](https://csuohio.zoom.us), click [Webinars](#) from the navigation on the left, then click the [Polls/Quizzes tab](#).
2. This is your poll library, a collection of polls you can enable for all future webinars. Any polls created here will remain in your library.
  - *Polls created in the library will appear in all future webinars/meetings if enabled.*
  - *Although polling looks and functions the same for webinars and meetings, the libraries are separate. Polls you save to your webinar library will not appear in your meetings poll library.*
3. Click **Create** and select **Poll**.
4. Customize the name of your poll.
5. Decide between single or multiple-choice.
6. Create your question-and-answer choices.
7. Click the icons in the bottom right corner to delete or duplicate the question.
8. Click **Add Question** to create additional questions.
9. Click **save**.
  - The poll is now a part of your poll library. Disabling polls will hide them in future webinars.

## Quick Recap

### Enable Polls for a Specific Webinar

1. Click the [Upcoming tab](#).
2. Select [Schedule a Webinar](#).
3. Edit your webinar settings and click **Schedule**.
4. Next, click the **Polls/Quizzes tab**.
  - a. Polls that you previously enabled will appear.
5. Click **Create** to add additional polls.
6. Click **Library**, then enable or disable polls from your library before the webinar begins.

## Quick Recap

### Advanced Polls and Quizzes

1. Once you start the webinar, locate the toolbar and click **Polls/Quizzes**.
  - a. Enabled polls will appear.
2. Here you can launch, duplicate, make edits, or delete a poll.
3. Click the **plus sign** to create a new poll.
4. Select **Advanced Polls and Quizzing**.
  - a. To reuse this poll for a later webinar, check the box **Add to Polls/Quizzes library**.
5. Customize the name of your poll.
6. Select the question type.
7. With advanced polling and quizzing, you have multiple question types to choose from:
  - a. Single Choice
  - b. Multiple Choice
  - c. Matching
  - d. Rank Order
  - e. Short Answer
  - f. Long Answer
  - g. Fill in the Blank
  - h. Rating Scale

## Quick Recap

### Quizzing

1. After creating a question, click the **More** drop-down, then check the box for **Make it a quiz and set correct answers**.
2. For each question, click **Set answer**, select a correct answer, and click **Done**.
  - a. Question types such as Short Answer, Long Answer, and Rating Scale will not allow you to set a correct answer.
3. Optionally, require answers to be anonymous. With this option, the poll report will only show the response, not who gave it.

## Quick Recap

### Launch Polls and Share Results

1. While only the host can create and edit polls, both hosts and co-hosts can launch them.
  - a. Once launched, you will see results in real-time, along with a timer to show how long the poll has been live and how many attendees have answered.
2. After ending the poll, click **share results** to review the results with attendees.
3. For quizzes, check the box **Show correct answers to all**. This will allow attendees to see what questions they got wrong or right.
4. Stop sharing and click the kebab menu to:
  - a. **Re-launch the poll**, which will erase previous answers.
  - b. **Download results**, which will export a CSV of all poll results.
  - c. **View the results from a browser**.

## Quick Recap

### Launch Polls and Share Results

**Polling for Meetings:**

[LEARN MORE](#)

**Advanced Polling for Meetings:**

[LEARN MORE](#)

**Polling for Webinars:**

[LEARN MORE](#)

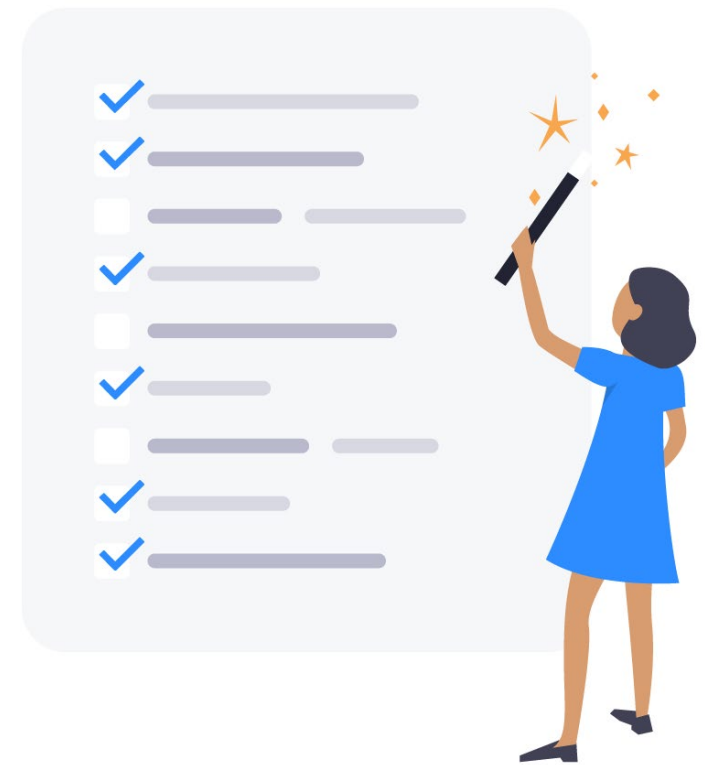
**Advanced Polling for Webinars:**

[LEARN MORE](#)

# Poll and Quiz Reports

## Reports

Now that you know how to create and launch a poll, learn how to generate a report. Use poll reports to gather classroom data, review useful insights, and more.



## Show Me: *Poll and Quiz Reports*

Learn how to retrieve your poll report during and after your meeting or webinar. In this video, we'll look at how to generate poll reports both during and after a meeting or webinar





## Quick Recap

### Generating a poll report during the meeting/webinar

- Launch a poll and click on the ellipses next to the Share Results button.
- Click **Download Results** and a CSV file will be downloaded to your computer.
- Open the CSV and you will see the meeting/webinar information such as when it took place, duration, user name, user email, submitted date/time, and each participant's answers.
  - If you created your poll to allow participants to answer anonymously, the user name and user email will appear as anonymous.
- Click on **View results from Browser**. A new tab will open displaying the results of the poll. It does not show who selected which answer but allows you to see the summary of poll responses outside of the Zoom platform.

## Quick Recap

### Generating a poll report after the meeting/webinar

- Log into the [CSU Zoom Web Portal](#). On the left navigation, click on [Reports](#) under Account Management.
- Click Meeting for polls created during a meeting. Click Webinar for polls created during a webinar.
- Select the report type: **Poll Report**.
- Select the date range of when the meeting occurred or type in the Meeting ID. Click Search.
- Select the meeting the poll was created in. Click **Generate**.
- The poll can take some time to generate. Once ready, click **Download**.
- A CSV file will download to your computer. Open the report and you'll see all the results from the poll.

## Quick Recap

Launch Polls and Share Results

**Meeting Registration and Polling Report:**

[LEARN MORE](#)

**Create a Quiz in Advanced Polling Video:**

[WATCH NOW](#)