

Creating a Poll

The Polling feature allows the host or presenter to present a survey or questionnaire to participants during a training session. You can create a poll from the Polling panel or by using the standalone Poll Questionnaire Editor.

1. Click on the **Polling** button in the icon tray, at the top of your panels.



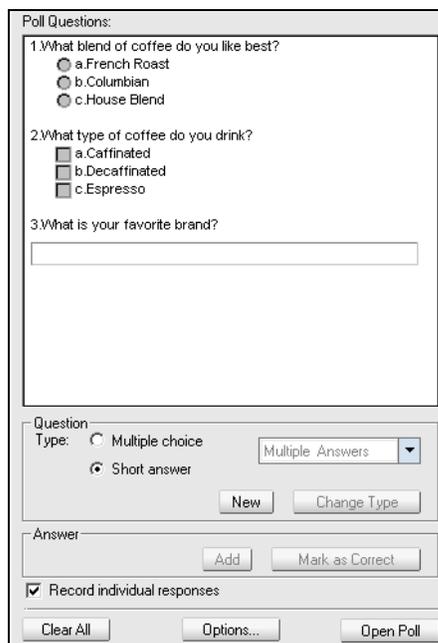
2. Choose from the following question types:

- n **Multiple choice**

Single answer - display as radio buttons.

Multiple answers - display as check boxes.

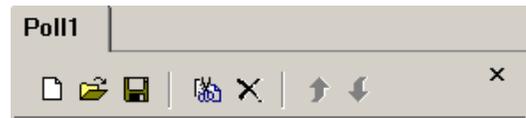
- **Short answer**



3. Click **New** and type your question in the box.
4. Click **Add** to add an answer to the question.
5. Type an answer(s) to the question in the box.

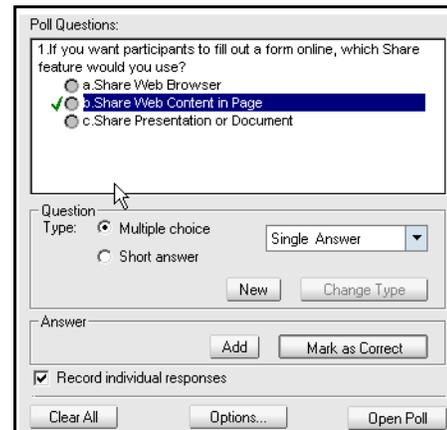
Polling Options

1. To edit a question or answer from the poll questionnaire, click the text, and then click **Edit**.
2. To Delete a question or answer from the poll questionnaire, click the text, and then click **Delete**.

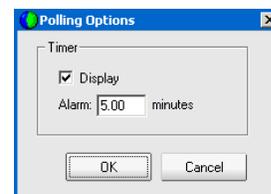


New Open Save Edit Delete Move Up/Down

3. To rearrange the order of a question or answer in a poll, click the text, then click **Move Up** or **Move Down** to move the item up or down.
4. To display a check mark next to the correct answer, click **Mark as Correct**.



5. Choose **Record individual responses** to view individual responses to each question.
6. To specify a time limit to complete the poll questionnaire, click **Options**.



7. Type the number of minutes in the **Alarm** box and click **OK**. The default time is 5 minutes.

Saving a Poll

1. To save the poll to deliver at a later time, click the **Save** icon on the Polling toolbar.
2. Type a name for the file in the **File Name** box and click **Save**.

Note: To deliver the poll immediately, click the **Open Poll** button.

