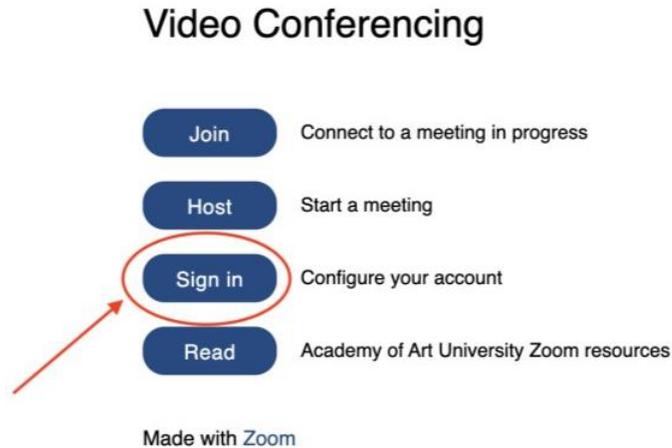# Zoom Polling Feature Tutorial

Zoom provides access to a polling feature within meetings. This feature allows you to create single choice or multiple-choice polling questions. Poll(s) can be launched during your meeting to gather responses from your attendees.

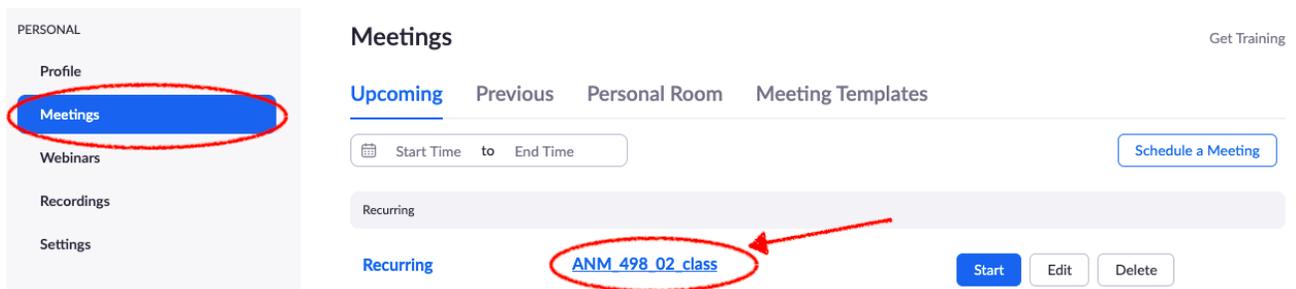**Step 1:** Open a new browser window and go to **art.zoom.us**. Click ***Sign in***.

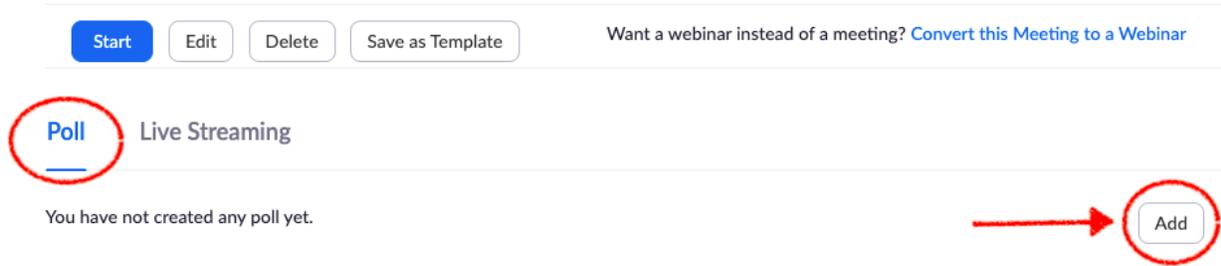You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

Additional Notes:
- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For *academyart.edu* password help/reset, contact IT Help Desk: (415) 618-6400 or itservicedesk@academyart.edu
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu
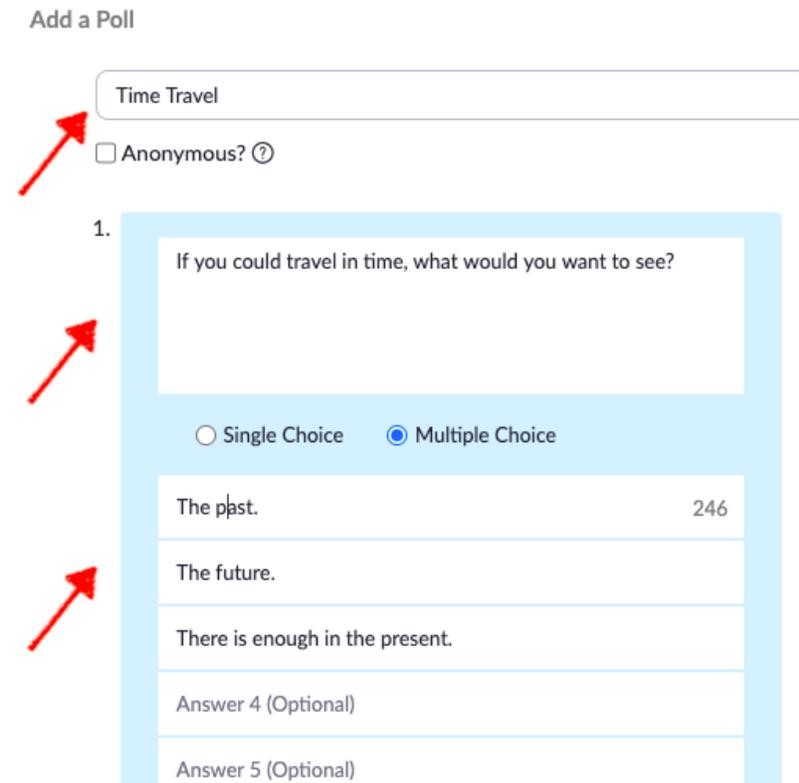-

Step 2: Go to your ***Meetings*** tab. Select the scheduled meeting you would like to add a poll to by clicking on the meeting title.

Step 3: Scroll to the bottom of the page for the **Poll** option. Click **Add** to create the poll.

| Start | Edit | Delete | Save as Template | | Want a webinar instead of a meeting? Convert this Meeting to a Webinar |

Poll   Live Streaming

You have not created any poll yet.   Add

Step 4: Enter title of your poll and the question you will ask. If you would like this poll to be anonymous, checkmark the box that says *Anonymous*. Select if you'd like your answers to be single or multiple choice. Type in the answer(s) to your question.

Add a Poll

Time Travel

☐ Anonymous? ⑦

1.
   If you could travel in time, what would you want to see?

   ○ Single Choice   ● Multiple Choice

   The past.   246

   The future.

   There is enough in the present.

   Answer 4 (Optional)

   Answer 5 (Optional)

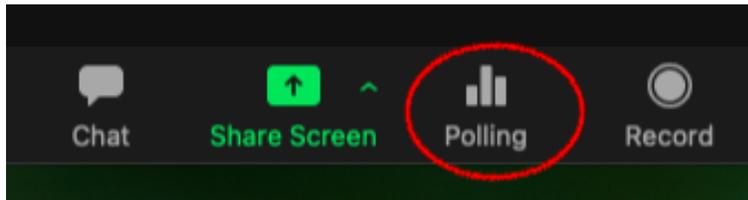**Step 5**: Below you can add more questions. Once you are done, click **Save**.
*You can create a *max* of 25 polls for a single meeting, with each poll having a *max* of 10 questions.

Save   Cancel
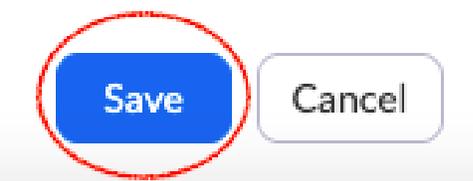
Step 6: Open your desktop client, go to *Meetings* and start your meeting.
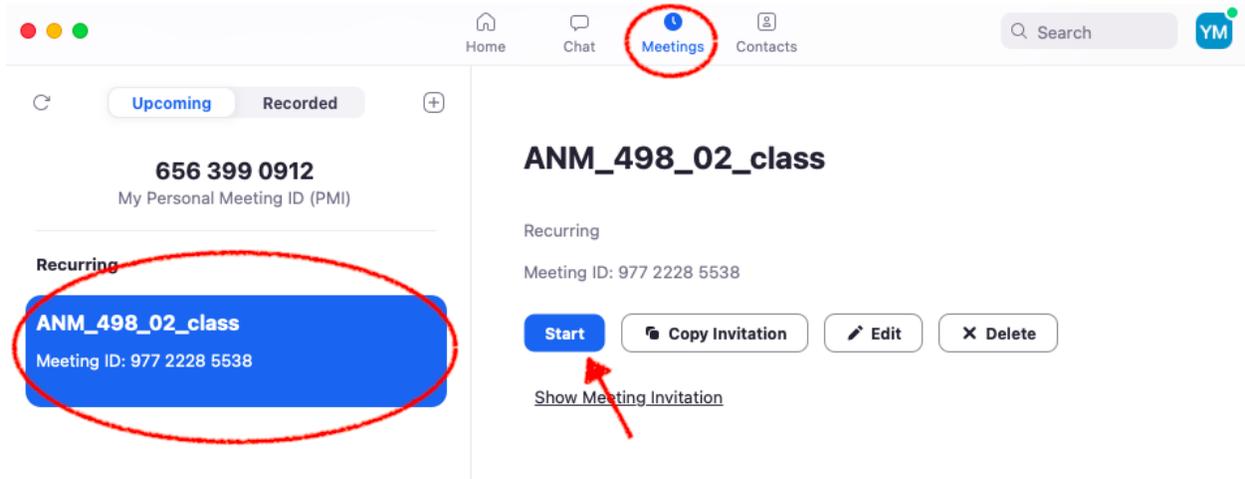

Step 7: When you are ready to launch a poll in meeting, Click *Polling* in your meeting controls (at the bottom of the Zoom window).

Step 8: To edit the question or add more questions click *Edit* at the top of your polls window. This will send you to the web portal to edit any poll information.

Note: 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.
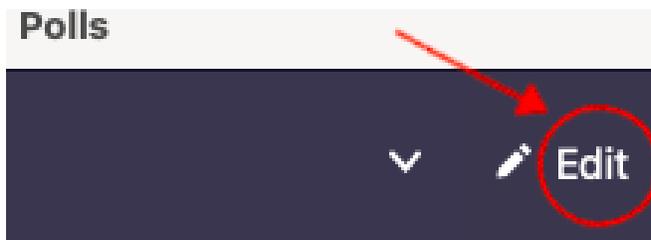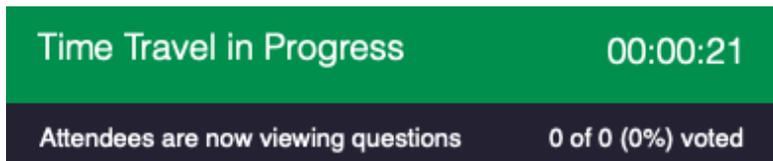
Step 9: For multiple polls, use the drop-down arrow to select the poll you would like to launch.

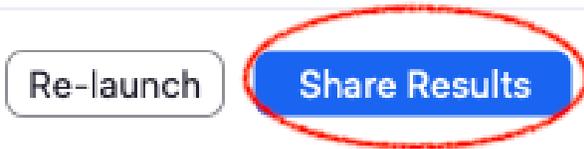**Step 10**: Click *Launch Poll*.

*Participants in the meeting will now be prompted to answer the polling questions. The host will be able to view the results live.


**Step 11**: To stop the poll, click *End Poll*.

Step 12: To share the results of your poll with participants in the meeting, click *Share Results*.

*You can also choose to **Re-launch** the poll. If a poll is re-launched in a meeting, the poll report will only display the last poll occurrence. If you need to launch the same poll twice and want both sets of data, consider creating a second poll with the same questions as the original to avoid re-launching.
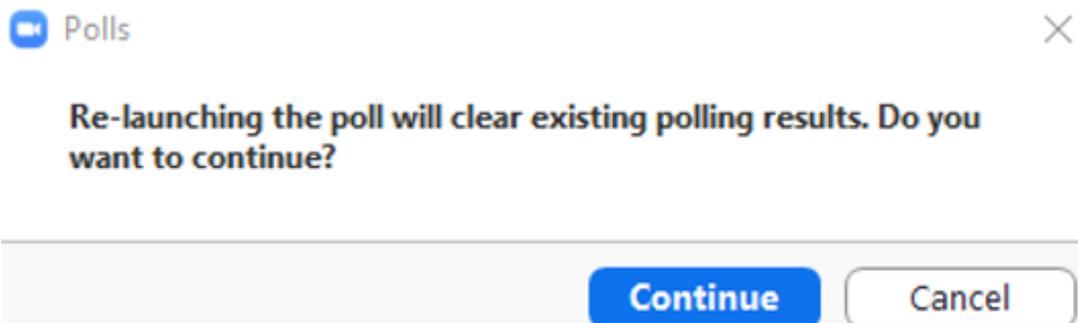
Step 13: To download and view your results after your meeting, go to: https://art.zoom.us and log in with your Academy email address and password. Click on the *Reports* tab. Under usage reports, select *Meeting*.
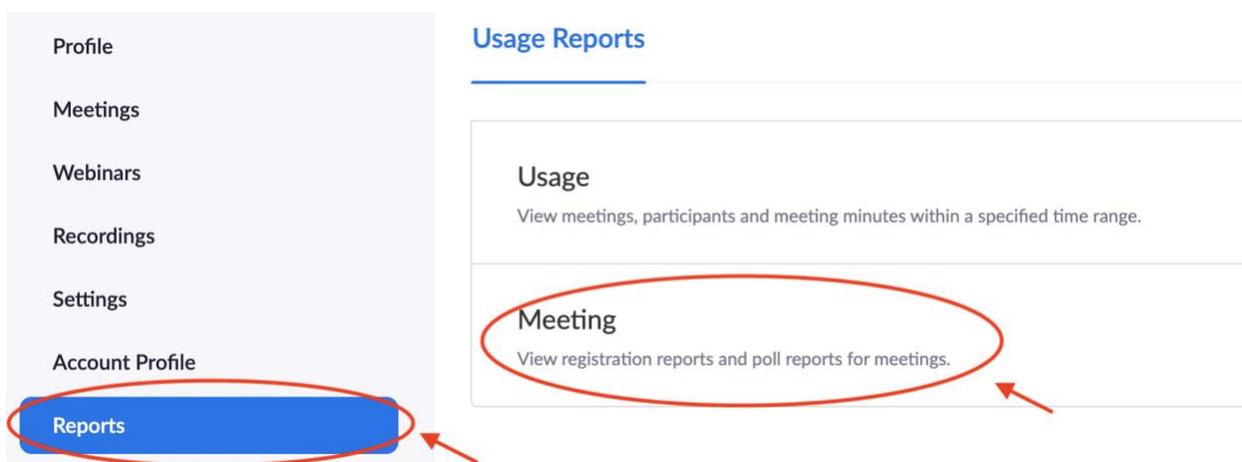
Step 14: Select *Poll Report* and enter the date range of your meeting. Click ***Search***.

Reports > Usage Reports > Meeting

Meeting Report   **Report Queue**

Report Type   ○ Registration Report ● Poll Report

Search by time range ▾   From: 03/08/2021   📅 To: 03/15/2021 📅   Search ←

Maximum report duration: 1 Month

The report displays poll information for meeting that ended at least 5 minutes ago.

Step 15: Click *Generate* on the right side of your desired report.

☐	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
☐		03/11/2021 09:46:19 AM	ANM_498_02_class	977 2228 5538	3	Generate
☐	03/01/2021 02:00:00 PM	03/10/2021 09:19:21 AM	ANM_498_02_class	977 2228 5538	3	Generate

Step 16: Click *Download*.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report		Mar 11, 2021 09:46:19 AM	ANM_498_02_class	977 2228 5538	Mar 15, 2021 11:30:00 AM	Download

Step 17: The polling report will save as a .csv file on your computer.

*Additional Notes:
- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of unauthenticated participants and the names and email addresses of authenticated participants.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.