This guide provides information about Zoom Polling and Poll Everywhere that you can use in your Zoom meetings and Bridges small and large group class sessions. Some content in this guide is not covered in the Zoom Polling and Poll Everywhere workshop.

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# Describe instructional value of polls

* Start of class: **Assess prior knowledge** of upcoming content
* During class: **Uncover knowledge gaps** to remediate
* During class: **Spark discussion** by exploring varying poll responses
* During class: **Prompt reflection** on problem/case study solutions
* End of class: **Assess recall** of content covered

# Identify Zoom poll types

1. Single Choice
2. Multiple Choice

# Create Zoom polls

1. Log in to [MyAccess](https://vimeo.com/438296111/24c1ab9aaf), then log in to the Zoom site
2. In your Zoom site personal settings, make sure **Polling** is enabled
3. In your **Meetings** list, click one of your meetings
4. Add, edit, or delete polls
5. **Note**: You can only add, edit, or delete polls *during* your meeting if:
   1. You scheduled the meeting using **your** Zoom site
   2. **AND** You are the host or co-host of **your** meeting
6. Classes in Bridges curriculum are hosted on iROCKET’s Zoom sites

# Use default Zoom polls

1. Zoom meetings for all Bridges classes include generic polls:
   1. Multiple Choice - One Answer
   2. Multiple Choice - more than one answer
   3. True-False
2. If you need a custom poll:
   1. ask course coordinator to email [iROCKET@ucsf.edu](mailto:iROCKET@ucsf.edu) at least 1 week before class
3. Create poll PowerPoint slides
   1. State the poll question
   2. Provide answer choices A - E or True-False

# Launch Zoom polls

1. Click A picture containing drawing, food

   Description automatically generated
2. Click Graphical user interface, application

   Description automatically generated to select a poll to launch
3. Click 
4. Click 
5. Click Text, icon

   Description automatically generated

# Access Poll Everywhere (PE)

1. Log in to [MyAccess](https://myaccess.ucsf.edu/)
2. Click **Poll Everywhere** in the list of apps
   1. Click **Manage Favorites** if **Poll Everywhere** is not in your list of favorite apps
3. If you have difficulty:
   1. [Visit UCSF Library PE site](https://ucsflibrary.zendesk.com/hc/en-us/articles/360047174053-Poll-Everywhere-Pilot) (click the **SSO Account Error Fix** tab)
   2. or email [iROCKET@UCSF.EDU](mailto:iROCKET@UCSF.EDU?subject=Poll%20Everywhere%20issue)

# Shorten your PE username

1. Go to the PE site, click the gear in the upper-right, then click **My settings  
   A screenshot of a cell phone

   Description automatically generated**
2. Select a username that is short and easy to type, then click **Change**A screenshot of a cell phone

   Description automatically generated

# Install PE

1. [Download and install PE](https://www.polleverywhere.com/app)
   1. Mac users: install **Poll Everywhere for PowerPoint (Mac)**
   2. PC users: install **Poll Everywhere for PowerPoint (Windows)**A screenshot of a cell phone

      Description automatically generated

# Create PE polls

1. On the PE site, in the upper-left, click **Create**A screenshot of a cell phone

   Description automatically generated
2. Choose a poll type
3. Add a poll title and answer options
4. Click **Create** on the bottom-right  
   Graphical user interface, text, application

   Description automatically generated

# Identify PE poll types

* PE poll types include:

1. Presentation feedback
2. Ranking
3. Clickable image
4. 2x2 matrix
5. Discussion

# Run PE polls online

1. On the PE site, click a poll in the **Activities** list
2. In the upper-right, click **Full screen**, then click **Activate  
   Graphical user interface, text, application

   Description automatically generated**
3. Tell participants that poll response instructions are on top

# Stop accepting responses

1. Click **Lock** to stop accepting poll responses  
   Graphical user interface, text

   Description automatically generated

# Run PE polls in PowerPoint

* Watch this [video](https://vimeo.com/433011396/731992a2d4) or follow the steps below to share polls via Zoom

1. Download and insert your PE poll slides into PowerPoint
2. (Mac only) Run the PE app in the background
3. Start PowerPoint in full screen
4. In Zoom, click **Share Screen** and share your entire screen

# Practice polling by yourself

1. If you can’t practice with colleagues or a TA:
2. Log in to [MyAccess](https://myaccess.ucsf.edu/), then the Zoom site, then start a meeting
3. Get your second device or computer and run the Zoom app
4. On the Zoom app, keep clicking **Back** until you see **Join a Meeting**
5. Enter the **Meeting ID** and **Passcode** to join your meeting
6. Use Zoom, PowerPoint, and PE to practice polling

# Get More Information and Support

* To learn more about Zoom, check out [Zoom’s Help Center](https://support.zoom.us/hc/en-us), [IT’s Zoom site](https://it.ucsf.edu/services/zoom-web-conferencing), [ETS’s Zoom site](https://edtech.ucsf.edu/zoom-conferencing), the [TEE Zoom Guides](https://meded.ucsf.edu/ZOOM), the [TEE Poll Everywhere](https://meded.ucsf.edu/tee/poll-everywhere) site, and the [TEE Remote Learning Toolkit](https://meded.ucsf.edu/remote_learning)