

Using the Polling Feature Wizard Quick Reference Guide

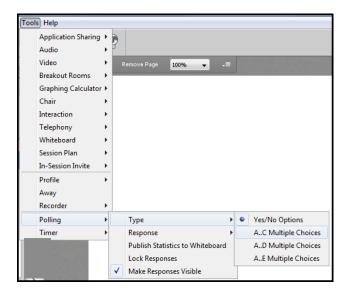
The Polling feature allows you to poll your participants at any time using one of four different types of polls: Yes/No, Multiple-Choice (A-C, A-D or A-E), and Class Pace. You can use Polling to obtain quick responses to verbal or written questions. The poll type can be changed as many times as needed during a session. The Yes/No poll type is the default. By saving the Whiteboard, anonymous polling results can be saved and reviewed later in or out of a Blackboard Collaborate session.

Polling Types

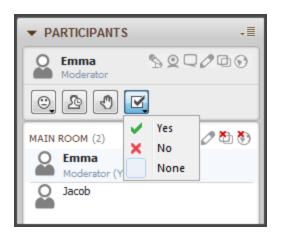
Type of Poll	Response Buttons
Yes/No	Yes No None
Multiple Choice Option 1	a A b B c C
Multiple Choice Option 2	a A b B c C d D None
Multiple Choice Option 3	a A b B c C d D e E None

To Poll Participants

From the Tools menu, select **Polling**, select **Type**and select the type of poll you wish to use. Or
select Polling from the Global Options menu. The
default is Yes/No.



- 2. Present the polling question to the Participants verbally or on the Whiteboard.
- Instruct the Participants to respond using the available response options. The options are located in the Participants panel. Click the **Polling Response Menu** and click the desired response.



Viewing and Clearing Polling Results

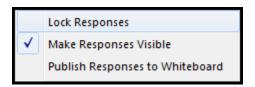
While conducting a Poll, the Moderator will see the results tabulated under the Polling Response Menu. To delete the responses, click the **Clear** button.





Hide and Show Responses

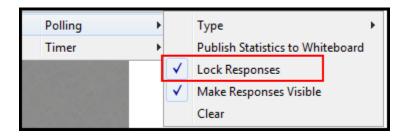
Determine if you wish to show or hide the polling responses from the participants by selecting or deselecting **Make Responses Visible** from the Tools > Polling menu.



Locking Responses

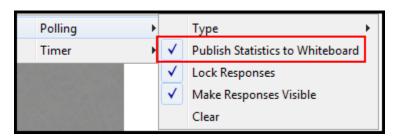
The Moderator can choose to lock the polling responses to prevent Participants from changing their answer.

Select Lock Responses from Tools > Polling.



Publishing Reponses to the Whiteboard

Publishing the responses places a graphical representation of the results on the Whiteboard.



Tips

- Use Polling to break up the session and engage Participants.
- Use the Whiteboard to present your Polling question along with the responses.
- Hide the Polling results from your Participants until they have responded to ensure honest feedback. Reveal the results only after everyone has responded.
- If the Polling results were shown to the Participants they will also be shown in the recording. Hidden results are not recorded.

