Polling, Advanced Polling, and Quizzes in Zoom

WILMINGTON UNIVERSITY
EDUCATIONAL TECHNOLOGY

The standard polling feature for meetings allows you to create single choice or multiple choice polling questions, while advanced polling adds matching, ranked choice, short answer, and long answer options. You can also set correct answers to have the poll function as a quiz.

Note: To use Advanced Polling and Quiz features, the host user must be on a licensed Zoom account and both the host and participants must be on Zoom version 5.8.3 or higher. The host user must create the polls via a scheduled meeting or their Personal Meeting ID (PMI).

1. Begin by logging into your Zoom account at wilmu.zoom.us using your Wilmington University credentials.

2. Select "Meetings" and select your upcoming meeting to add a poll. If your meeting has not been created yet click "Schedule a New Meeting" and follow through the steps to create a new meeting.
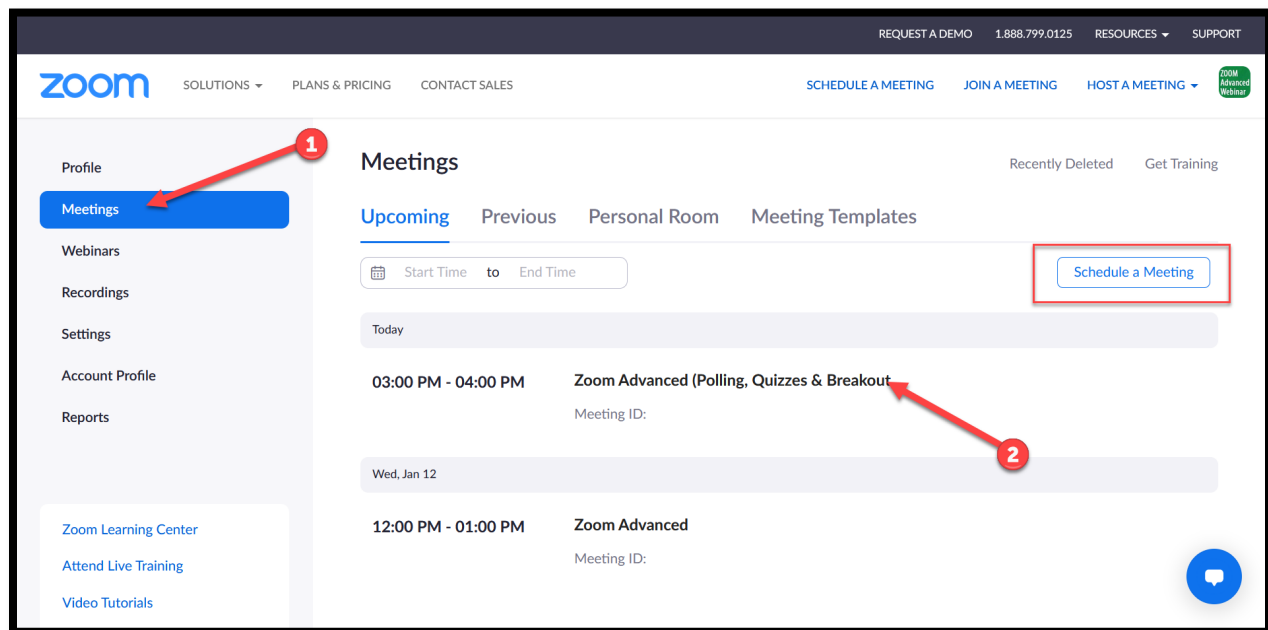
3. After selecting your scheduled meeting, scroll down to the bottom and select "Polls/Quizzes" to create a poll for this session. From the polling screen, click "Create+" to create a new poll. Select "Poll" or "Advanced Polls and Quizzing" depending on the type of poll you would like to create. Remember, to use Advanced Polls and Quizzing all users must be on Zoom version 5.8.3 or higher.
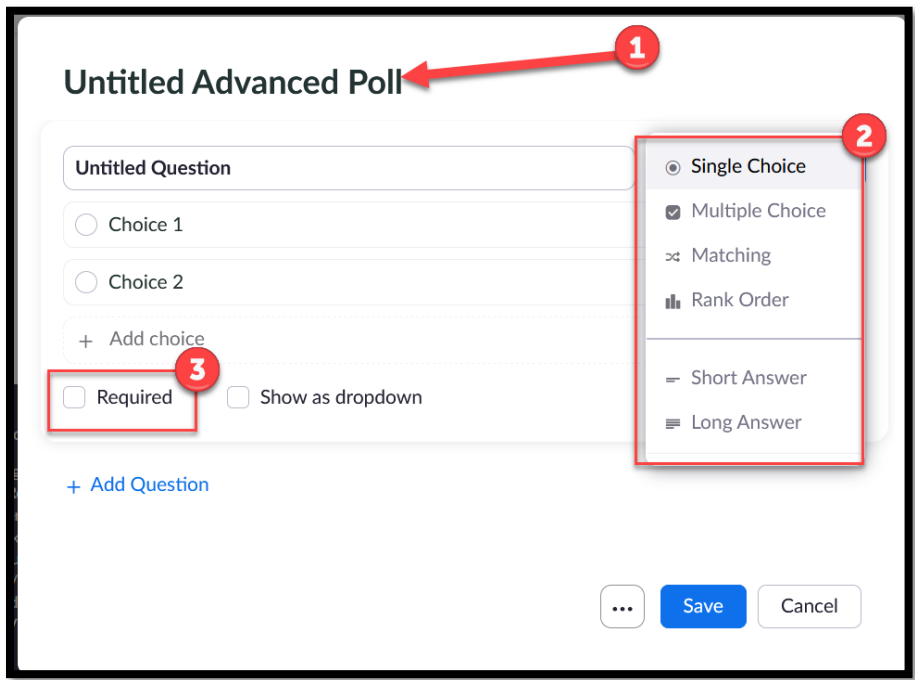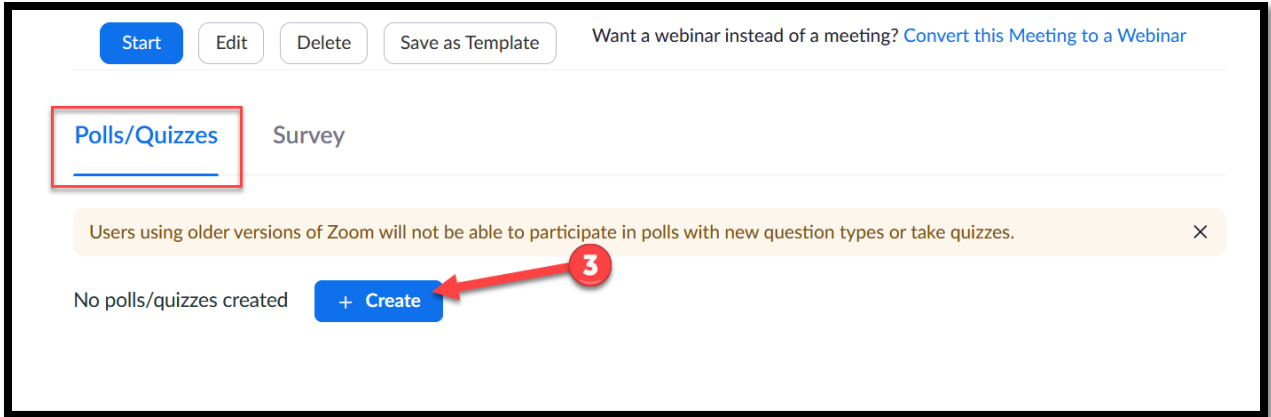
5. After entering the polling content, you have the option to upload an image associated with the question or duplicate the question by selecting the "ellipses" icon. To create an additional question that will appear within the same poll, click "Add a Question". After adding all poll questions, click "Save".

6. To make the Advanced poll into a Quiz, select the "ellipses" icon next to the save button. Select "Make a quiz and select correct answers". In this area you also have the option to allow participants to answer the questions anonymously. If selected, names will not appear on the polling report. After selecting the quiz option, you will be prompted to select the correct answer. Click "done" after selecting the correct answer. **Note**: Only Single Choice, Multiple Choice, Matching, and Rank Order polls can set a correct answer. Short answer and long answer questions will require manual scoring.

7. After saving the poll, return to the polling menu where you can select "+Create" to create additional polls, the "pencil" icon to edit current polls, and the "ellipses" to duplicate or delete the current poll.
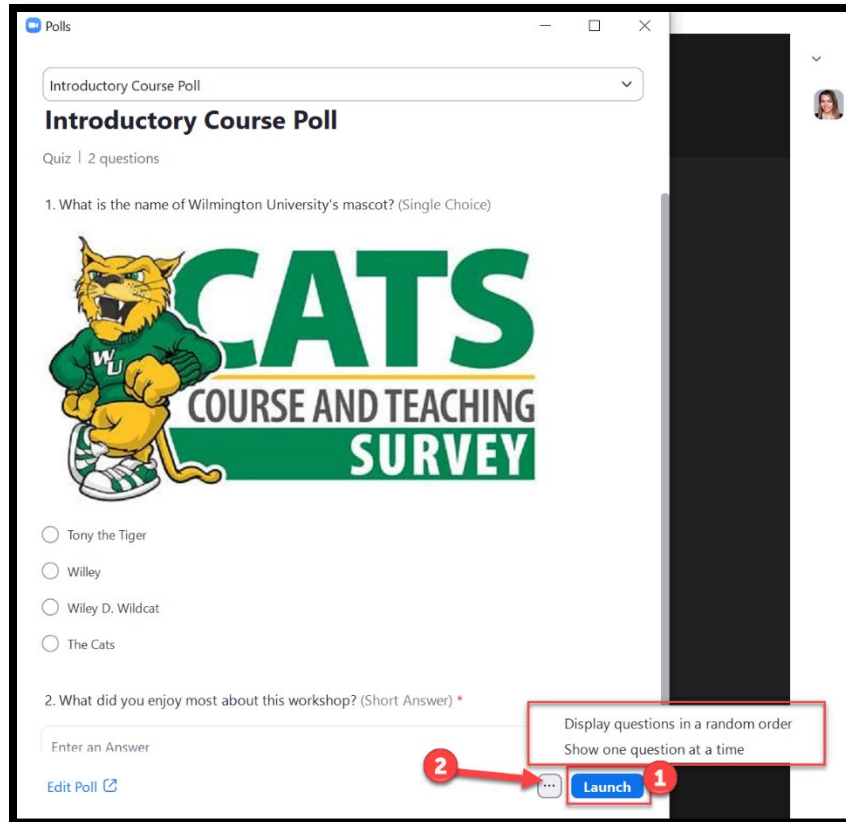

8. After creating the polls for the meeting, click "Start" to begin the meeting and launch the polls. Inside the meeting, select "Polls" and the Poll created will appear. Select "Launch" to launch the poll for voting. Select the "ellipses" icon for additional settings such as: display questions in a random order or show one question at a time.

9. After launching the poll in the meeting, the progress bar will show how long the poll has been active and the percentage of participants (total as well as each question). It will also show live results as participants are voting. Select "End Poll" to end the polls and view the results.
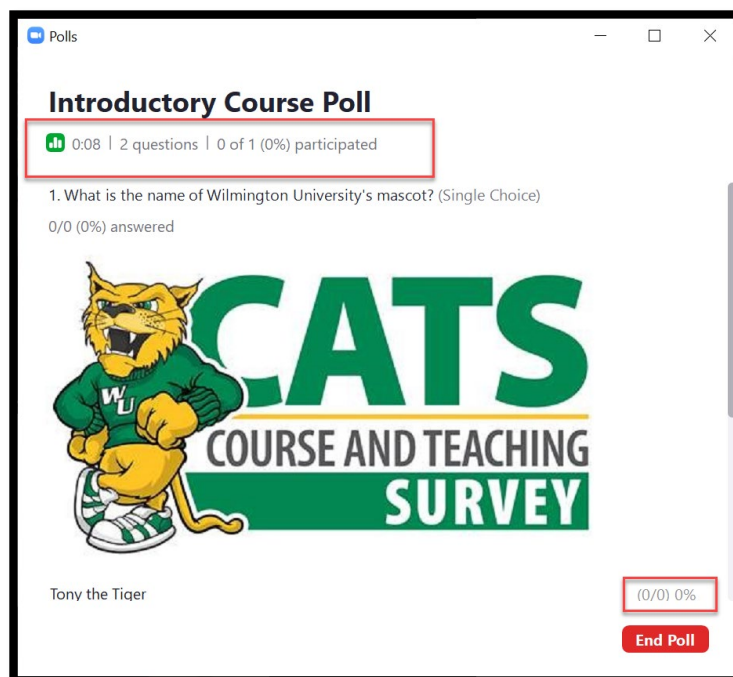
10. From the poll results, you can "Share Results" with participants. Selecting the "ellipses" provides options to relaunch the poll (removing current responses), download the results, or view the results in a web browser. Poll results can also be retrieved as a .CSV file from you Wilmington University Zoom account at wilmu.zoom.us after the Zoom meeting. After viewing and sharing the poll results, the host can select to launch an alternate poll by selecting the arrow in the top right corner.