Zoom Advanced Polling & Quizzing

Polls and quizzes may be used for feedback and quick assessments during meetings. Multiple question types are available, images may be added, and responses may be anonymous or not, required or not. Hosts may view/download a report of the results during the meeting.

For more details, check out Zoom's guide for Advanced polling and quizzing for meetings.

Contents

Considerations

- By default, 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. Alternative host can add or edit polls, but the host must enable the setting for allow alternative hosts to add or edit polls when setting the alternative host.
- Remember to keep your Zoom application **updated**. All meeting participants must be on the supported version or higher, or they will not be able to see or participate in an advanced poll or quiz. If unable to update to the minimum version, we recommend joining through the web client. For more information on keeping Zoom up-to-date, check out Get Automatic Updates in the Zoom Client.
- The meeting must be either a **scheduled** meeting, or an instant meeting using your **Personal Meeting ID**.
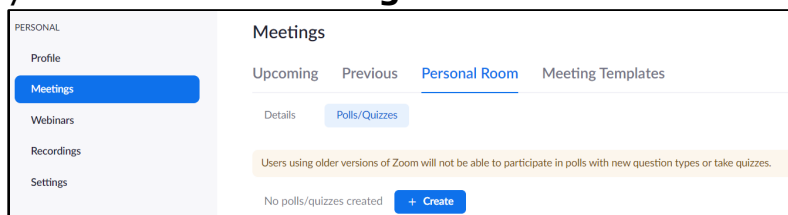
- Polls are not immediately available to meeting participants, as the host needs to launch a poll in order for participants to respond. These polls can be created before the meeting starts, or during a live session, but in either case, poll must be created in the **web portal**.
- Users on the **mobile app** can participate in polling, but hosts need to be using the desktop client to manage polling.
- If a **poll** is relaunched in a meeting, the poll report will only display the last poll occurrence. If you know you will 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.
- Uploaded **images** must be either PNG or JPEG format, and cannot exceed 2 MB.
- You can create a max of 50 polls/quizzes for a single meeting, with each poll/quiz having a max of 50 questions.

COLORADO MESA
U N I V E R S I T Y
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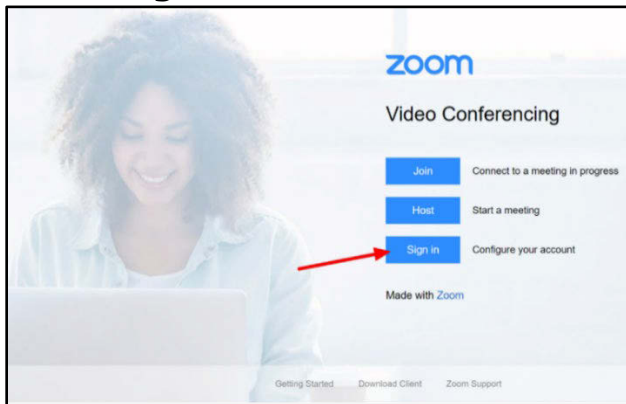# Adjust Settings to Enable Meeting Surveys

1. Go to **CMU's website**: https://www.coloradomesa.edu/
2. Log in to **MAVZone.**

3. In **Applications**, click on **Zoom**.
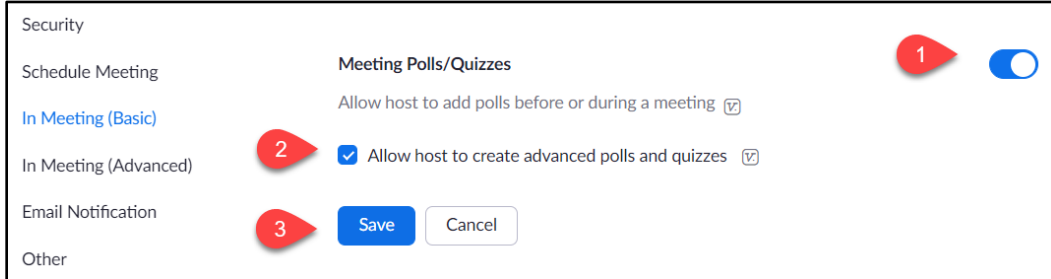
4. On the **Zoom Video Conferencing** screen (https://coloradomesa.zoom.us/), click on the **Sign in** button.

5. Go to **Settings** > Meeting > In Meeting (Basic).
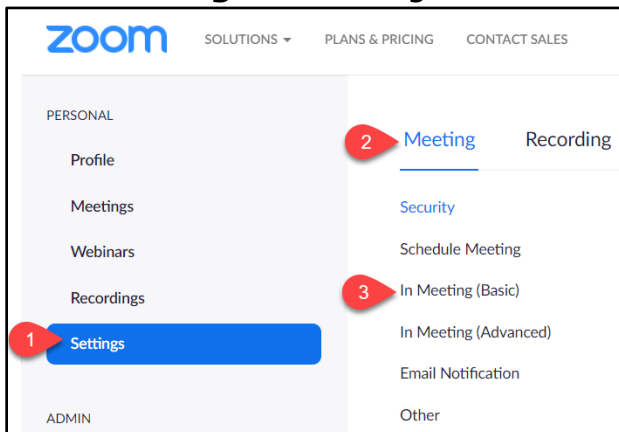
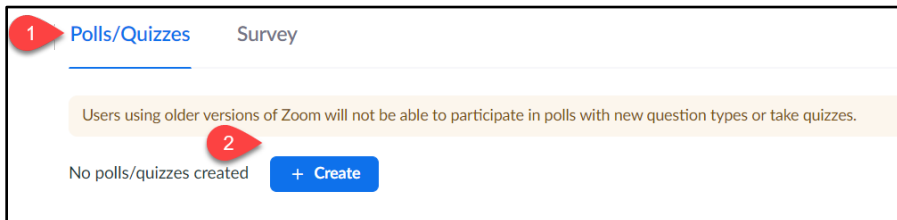6. Scroll down to **Meeting Polls/Quizzes** and toggle the option on, checkmark **Allow host to create advanced polls and quizzes**, and click **Save**.

7. Go to **Meetings**.
8. Navigate to either a previously scheduled meeting or schedule a new meeting in which you wish to add an advanced poll and/or quiz and save it.

Add an Advanced Poll or Quiz to a Meeting

1. Scroll to the bottom of the scheduled meeting details and click the **Polls/Quizzes** option.
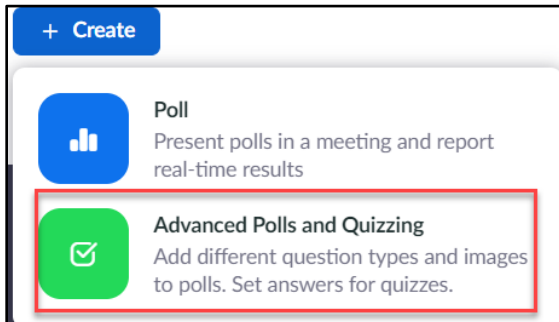2. Click **Create**.

3. In **Create**, select the **Advanced Polls and Quizzing** option.
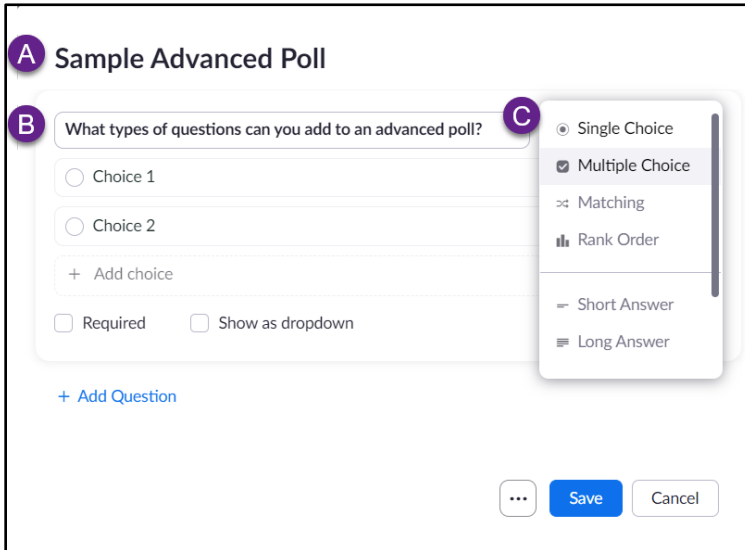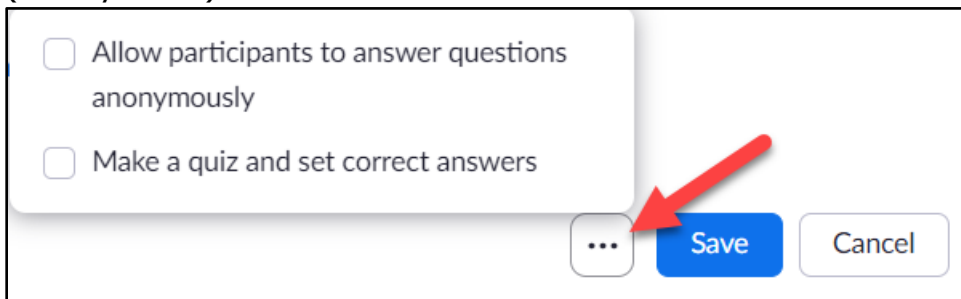
4. In the **Advanced Poll** dialog,
   a. Click the **Untitled Advanced Poll** to rename the poll group.
   b. Click the **Untitled Question** to type your question.
   c. Use the dropdown menu to select the type of question(s) you wish to use: **Single Choice**, **Multiple Choice**, **Matching**, **Rank Order**, **Short Answer**, or **Long Answer**, **Fill in the blank**, and **Rating Scale**. Click **Add Question** to add additional questions. (You can use a combination as you add addition questions.)
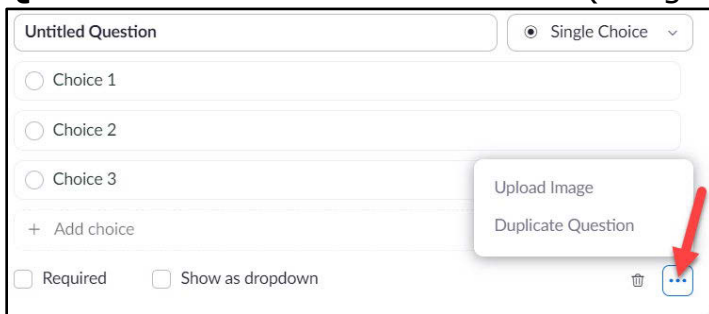

Notes:

- In each question type, you have the option for participants to answer anonymously or not. Click on the **3-dot** icon to adjust the default setting (anonymous).
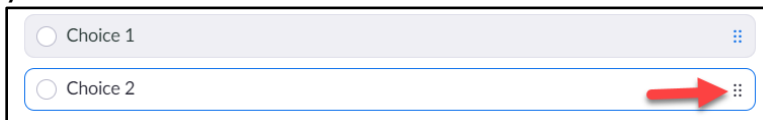
- **Quizzes**: You also have the option to **Make a quiz and set correct answers**. If you select this option, you will be prompted to **set answer** on each question. Click **Done** once you've set your answer. (Note: You are not prompted to set an answer for short answer, long answer, or rating scale questions.)

- In each question type, you have the option to **Upload Image** and/or **Duplicate Question**. Click on the **3-dot** icon. (Images must be either JPEG or PNG files.)
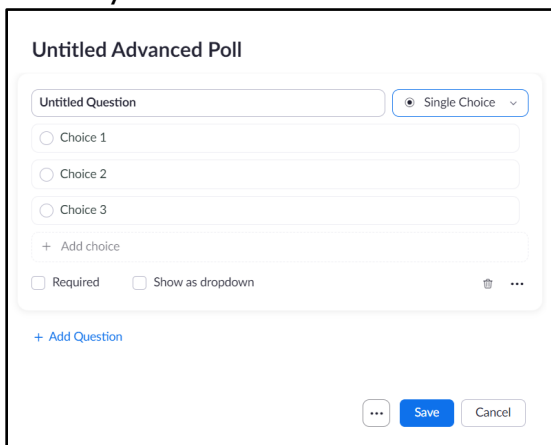

- If you wish to reorder your questions (or your answer choices), click on the **6 dots** at the top of the question box to drag and drop the question/choice to the order you wish.

- Be sure to **Save** your poll/quiz once you are finished adding questions. You may return to edit later.

Single Choice

For single choice, add your question, answer choices, whether the question is required, and if you want to answers to be displayed as a dropdown.

Multiple Choice

For multiple choice, add your question, answer choices, and whether the question is required.

Untitled Advanced Poll

| Untitled Question | ☑ Multiple Choi... ⌄ |

☐ Choice 1

☐ Choice 2

☐ Choice 3

+ Add choice

☐ Required   🗑 ...

+ Add Question

... Save Cancel

Matching

For matching, add your question, add your prompts, and add your possible answers. Check if the answer is required.

Untitled Advanced Poll

| Untitled Question | ⤬ Matching ⌄ |

Prompts

A. Prompt 1   🗑 ⠿
B. Prompt 2
C. Prompt 3

+ Add choice

Possible Answers

1. Answer 1
2. Answer 2
3. Answer 3

+ Add answer

☐ Required   🗑 ...

+ Add Question

... Save Cancel

Rank Order

For rank order, add your question, add your rows, and add your columns. Check if the answer is required.

Short Answer

For short answer, add your question, minimum characters (default 1), maximum characters (default 200), and whether the question is required.

Long Answer

For long answer, add your question, minimum characters (default 1), maximum characters (default 200), and whether the question is required.

Fill in the Blank

For fill in the blank, add your question, add your blanks, and whether the question is required.

Rating Scale

For rating scale, add your question, score from (default 0-10), low score and high score labels, and whether the question is required.

Untitled Advanced Poll

Untitled Question<blank 1>   ☺ Rating Scale ⌄

Score from 0 ⌃⌄ To 10 ⌃⌄

Low score label   High score label
Not likely   Extremely Likely

☐ Required   🗑 ⋯

+ Add Question

⋯ **Save** Cancel

Once you've saved your Advanced Poll and/or Quiz, you may **Edit** it (click on the pencil icon) or **Duplicate** or **Delete** it (click on the **3-dot** icon). In the **Status** area, you may set the poll/quiz to **Activated** or **Deactivated**.
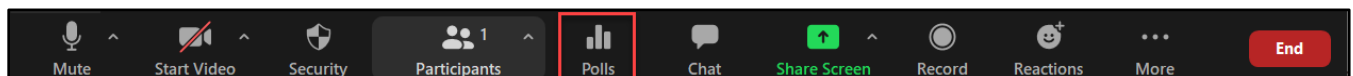
	Name	Type	Status	Date Created	Last Edit		
	2/50 polls/quizzes created **+ Create**						
1	Sample Advanced Poll	Advanced Poll	Activated ⌄	2022-01-18 11:06 AM	2022-01-18 11:35 AM	✏	⋯
2	Sample Advanced Poll	Quiz	Deactivated ⌄	2022-01-18 11:42 AM	2022-01-18 11:49 AM	✏	⋯

Launch an Advanced Poll or Quiz
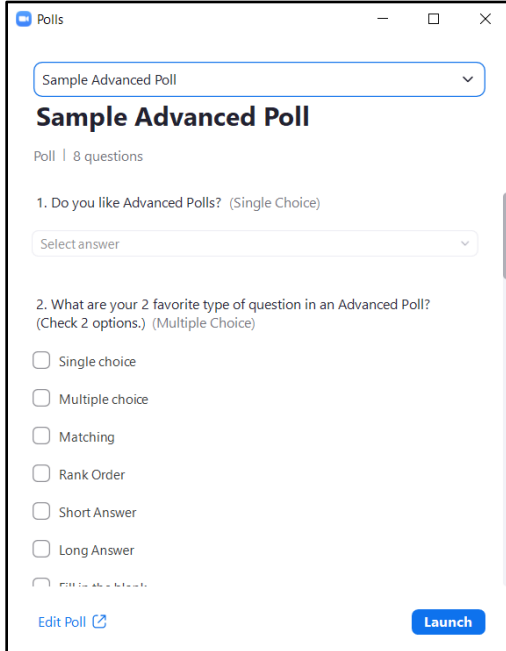
1. Once your meeting with the poll/quiz is started, click the **Polls** option in meeting controls.

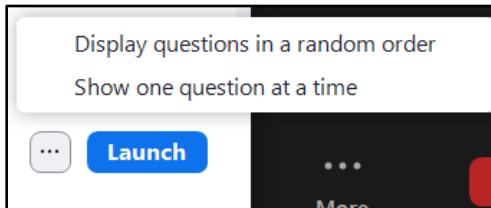| Mute	Start Video	Security	Participants	Polls	Chat	Share Screen	Record	Reactions	More	End

2. If you have more than 1 poll/quiz, use the dropdown at the top of the Polls dialog to select the one you wish to launch.

Polls — ☐ ✕

Sample Advanced Poll   ⌄

✓ Sample Advanced Poll   8 questions
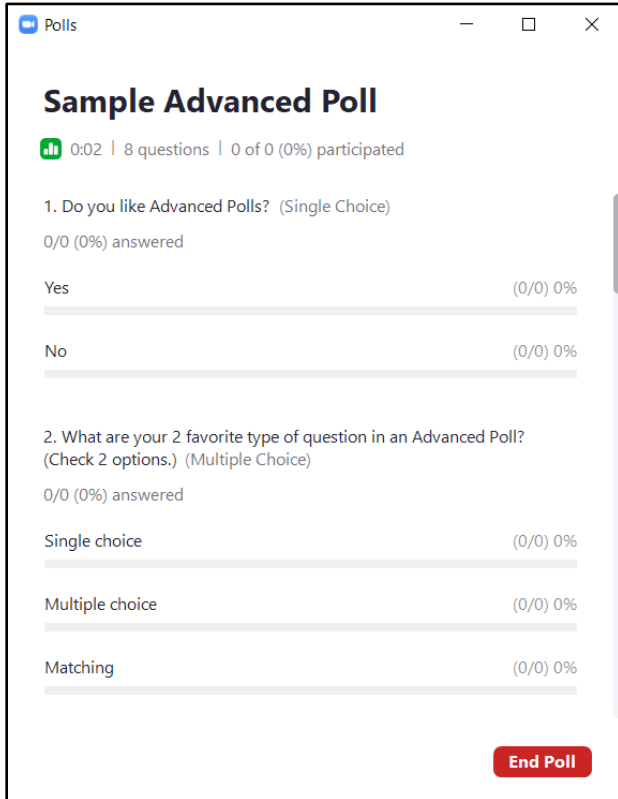   Sample Advanced Poll Quiz   8 questions
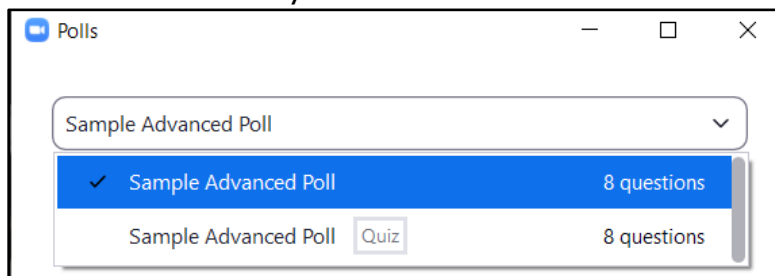
3. You may **preview** the poll/quiz, **edit** it, or **launch** it.

Note: If you wish to launch a **quiz**, you have the option to **Display questions in a random order** and/or **Show one question at a time**.

4. When you launch the poll/quiz, you'll see a timer, the number of questions, and the % of participants who have participated. You may click End Poll once all participants have participated or you wish to end the poll.

## View Advanced Poll/Quiz Results

During a Meeting

If you click the **3-dot** icon at the bottom of the poll, you have the option to **Re-launch Poll**, **Download Results** (csv file), or **View Results from Browser**. You may click the **Share Results** button if you wish to share the results with your participants during the meeting.
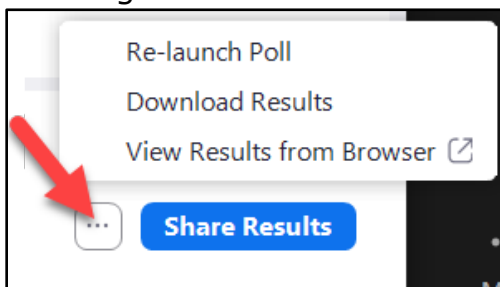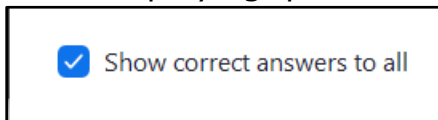
Notes:

- Re-launching the poll will clear existing polling results. (If you need to use the same poll/quiz twice and want both sets of data, you may create a second poll/quiz with the same questions. Use the duplicate feature to save time.)
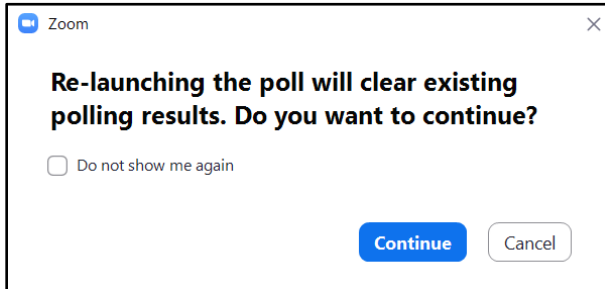
- **Quizzes**: You have the option to **Show correct answers to all** for answers when displaying quiz results.

- **Downloading** the report shows what each participant chose (unless the host set questions to anonymous) instead of just the percentages for each choice. Name and email address is included in the report.

If your meeting is still in progress, you may navigate to the results, which will be displayed in the browser. Only you (the host) will see them with this method.
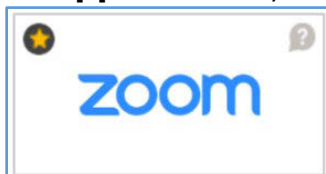

After a Meeting

1. Go to **CMU's website**: https://www.coloradomesa.edu/
2. Log in to **MAVZone.**

3. In **Applications**, click on **Zoom**.
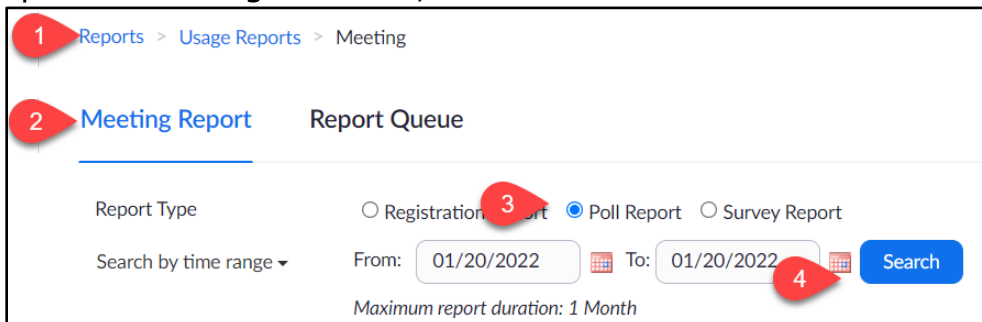
4. On the **Zoom Video Conferencing** screen (https://coloradomesa.zoom.us/), click on the **Sign in** button.

5. Go to **Account Management** > **Reports** > **Usage Reports**.
6. Click the **Meeting** Option.
7. For **Report Type**, select **Poll Report**.
8. If you have a lot of meetings, you may need to filter your search by dates or specific meeting ID. Then, click **Search**.

9. Check the box for the meeting you for which you wish to generate a report and click **Generate**.

10.   Click **Download**.

11.   **Save** the .csv file to your device. (Note: Files will be named as Poll Report by default, even if you use a quiz. We recommend renaming the file to avoid confusion.)

12.   **Open** the file to view the poll/quiz responses.

Note: If you didn't create an anonymous survey, the report will include names and email addresses along with each participant's responses.