

Using Polling

In Collaborate with the Ultra Experience

The Polling feature allows you to poll participants at any time using one of five different types of polls obtain quick responses to verbal or written questions. The poll type can be changed as many times as needed during a session.

Creating a Poll

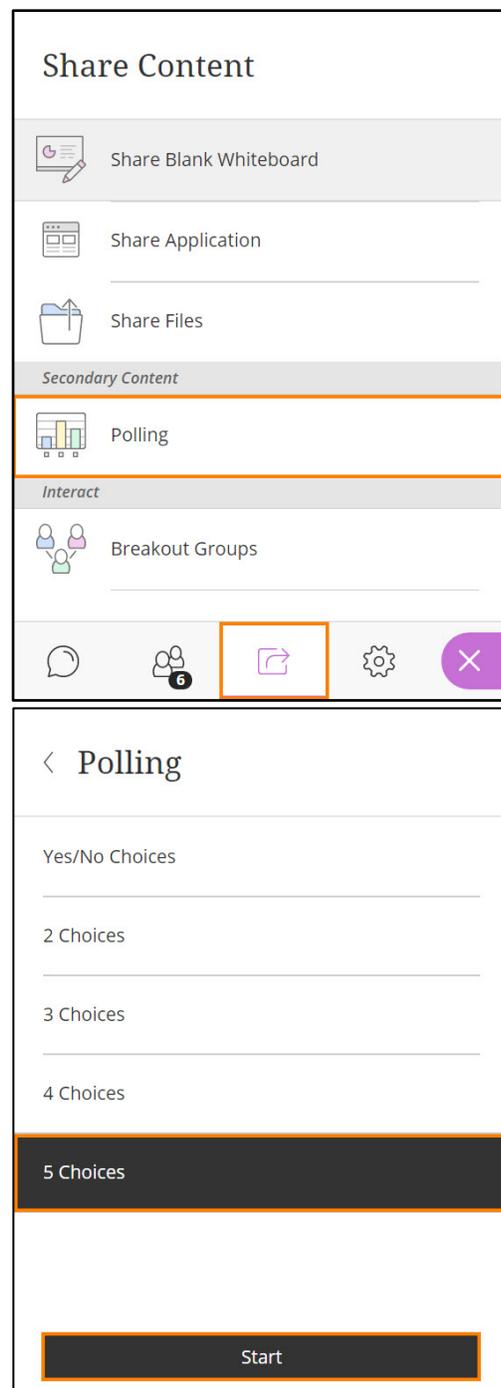
You can use a poll that gives participants yes or no as their response choices or select to give participants two, three, four, or five responses to choose from. To create a poll:

1. Open the Collaborate panel.
2. Select **Share** content.
3. Select **Polling**.
4. Select the type of poll you want to use. Selecting one of the numbered choice polls, displays the numbers as the choices. Be sure to tell participants what each number represents. Share an image, slide deck, or the whiteboard to show your poll question and the numbered choices with related responses.

The Polling Response dialog overlays the content area so be sure participants know how to toggle the dialog open and closed using the View Poll icon that displays in the Interaction bar.



5. Select **Start**.



Monitoring Your Poll

Immediately after starting your poll, you can see an overview of poll responses. This overview gives you a response count for each choice. It even tells you how many participants haven't responded yet. Moderators can see how each participant responded, or even who hasn't responded, by viewing the Attendees panel.

Moderators can also respond to the poll. For this reason, you are also counted in the No Response count as well.

As you can see, the polling overview can overlap the content being shared and for this reason, the polling overview does not stay open. The window can be toggled open and closed by selecting the Polling icon that displays during active polls for all session attendees.

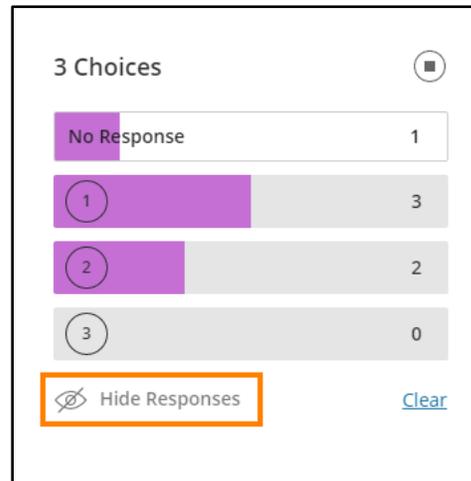
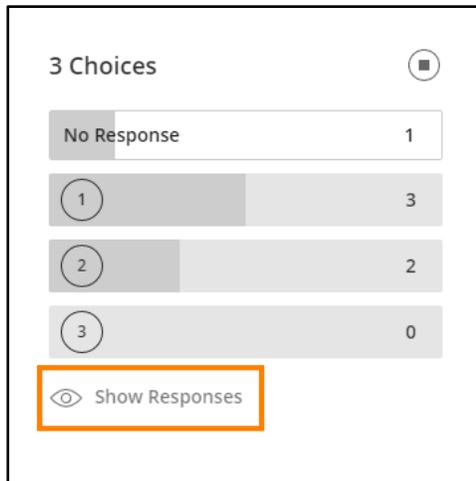
The screenshot displays a Blackboard poll interface. The main content area shows a poll question: "How do you feel about the assignment?". Below the question are three choices represented by emojis: 1. 😊 (Happy face), 2. 😞 (Sad face), and 3. 😭 (Crying face). A "3 Choices" summary window is overlaid on the poll, showing the following response counts:

Choice	Count
No Response	1
1 (😊)	3
2 (😞)	2
3 (😭)	0

The summary window also includes a "Show Responses" link. On the right side, the "Attendee" panel shows a list of 6 attendees: Tara Thompson (Moderator), Alba Jez (2), Alphonso Harris (1), Jose Merezi (2), Kinbel Rasp (1), and Lakin Sung (1). The poll icon in the bottom toolbar is highlighted with an orange box.

Publishing the Results

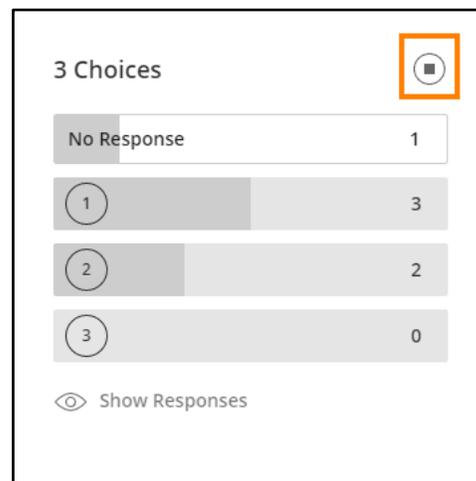
To publish the polling results for participants to view, select the Polling icon in the interaction board to open the poll overview. Select Show Responses to display the responses to all participants. Participants see the overview count of the responses only. Note that by showing responses, you effectively freeze the results and users are no longer permitted to respond. Select Hide Responses to hide the results from participants and unfreeze the current poll, allowing users to input their selection.



When responses are visible, use the Clear link to wipe out existing responses. Note that this does NOT reset the poll and users are not permitted to submit responses again. In order to run another poll, the Moderator must stop the existing poll and start a new poll.

Stopping a Poll

Moderators can stop a poll in one of two ways. They can select the Polling icon in the interaction bar to open the poll overview and click the Stop button to stop the poll. Moderators can also use the Stop button that displays next to Polling in the Stare Content pane of the Collaborate Panel.



A screenshot of the "Share Content" pane. It lists several sharing options: "Share Blank Whiteboard", "Share Application", and "Share Files". Below these is a section for "Secondary Content" which includes "Polling Active: 3 Choices". The "Polling" item has a square button with a circle inside, highlighted with an orange box. Below this is the "Interact" section with "Breakout Groups". At the bottom of the pane is a navigation bar with icons for chat, a group of 6 people, a share icon, a settings gear, and a close button (X).