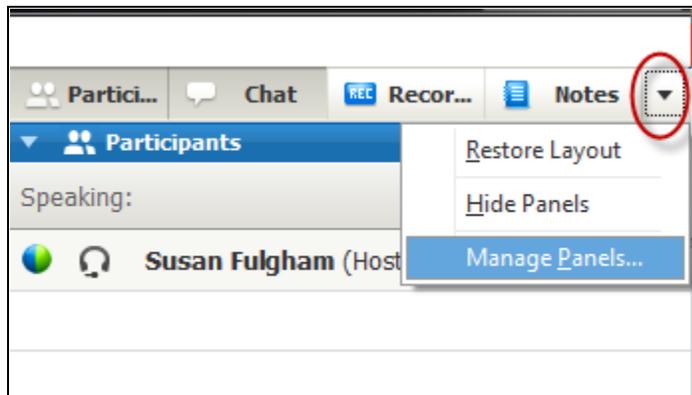


Using Polling in WebEx

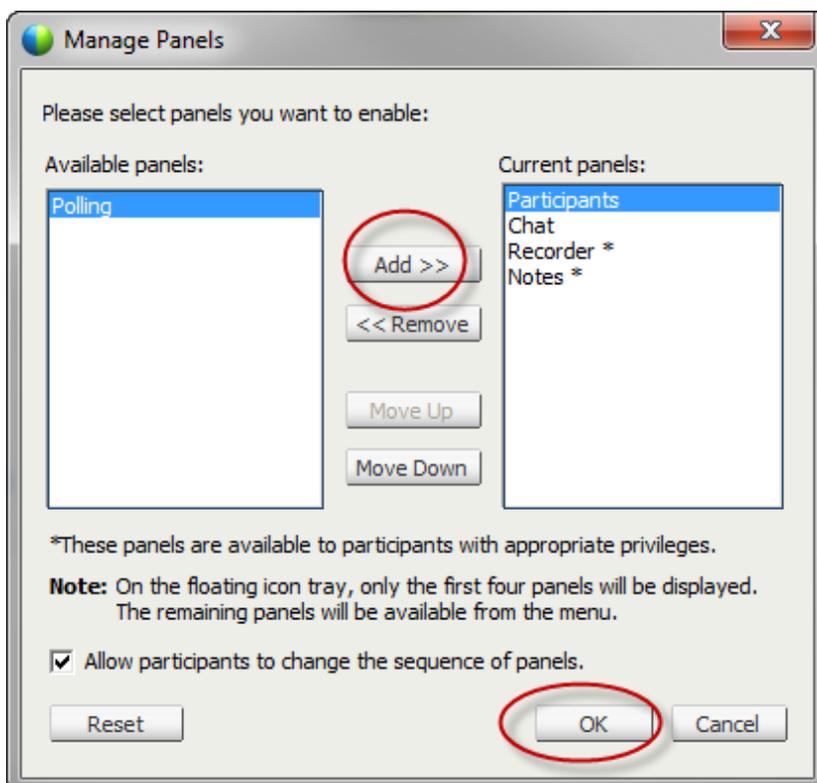
Polling allows the instructor to ask students a question, or set of questions within WebEx. These questions and student answers can be saved for the instructor to view at a later date. The polling panel is not a default tab available upon entering a WebEx meeting.

Opening the Poll panel

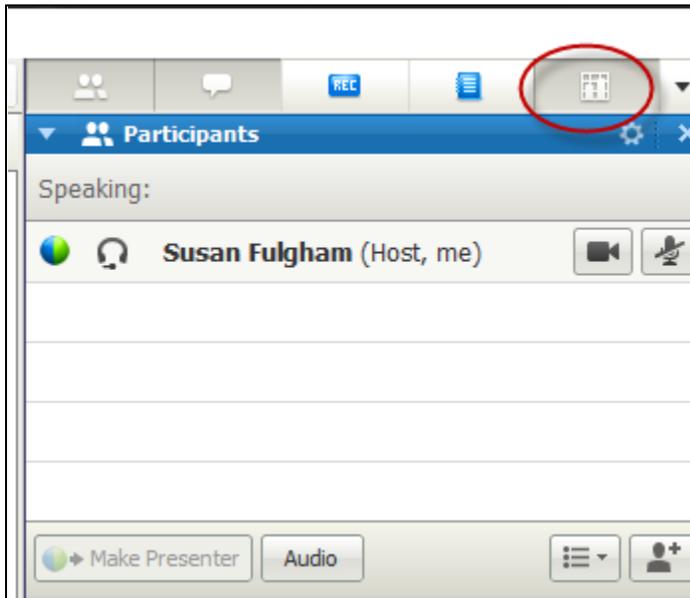
Step 1: Select the down arrow in the panels area, and then select Manage Panels.



Step 2: Select **Polling** on under the **Available panels** list, and then click the **Add>>** button to move **Polling** under the **Current panels** area. Click **OK** to continue.

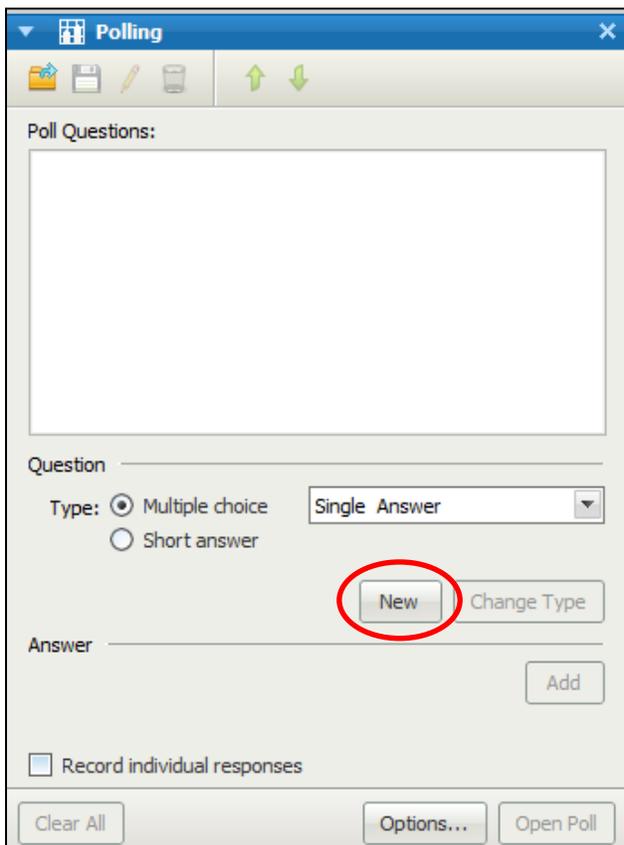


Step 3: In the tab area, select the **Polling** tab.



Creating a Poll

Step 1: Using the polling panel, click **New** to type a question in the panel



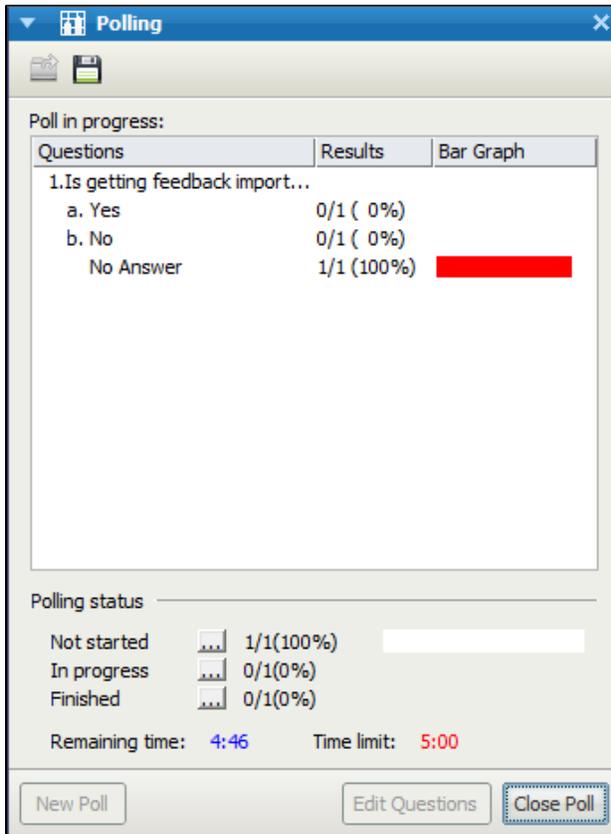
Step 2: Change the remaining options for Polling

The screenshot shows a 'Polling' window with a question: '1. Is getting feedback important?' and two radio button options: 'a. Yes' and 'b. No'. The 'b. No' option is selected. Below the question, there are controls for 'Type' (radio buttons for 'Multiple choice' and 'Short answer', with 'Multiple choice' selected), a 'Single Answer' dropdown menu, and buttons for 'New' and 'Change'. Below these are buttons for 'Add' and 'Options...'. At the bottom, there is a checked checkbox for 'Record individual responses', a 'Clear All' button, and an 'Open Poll' button. Red boxes with letters A through E are placed over the 'Multiple choice' radio button, the 'Add' button, the 'Record individual responses' checkbox, the 'Options...' button, and the 'Open Poll' button respectively.

- A. Select the type of question you would like to add to your questionnaire. You can choose either a **multiple choice** or **short answer** question
- B. Select **Add** to add an additional question.
- C. Select the checkbox next to **Record individual responses** if you would like to be able to see the choice that each student selected.
- D. Select **Options** to change the time allowed.
- E. Select **Open Poll** to open the poll for students to see and answer.

Opening the Poll to Students

Step 1: After opening the poll by selecting Open Poll, the poll progress report will show.

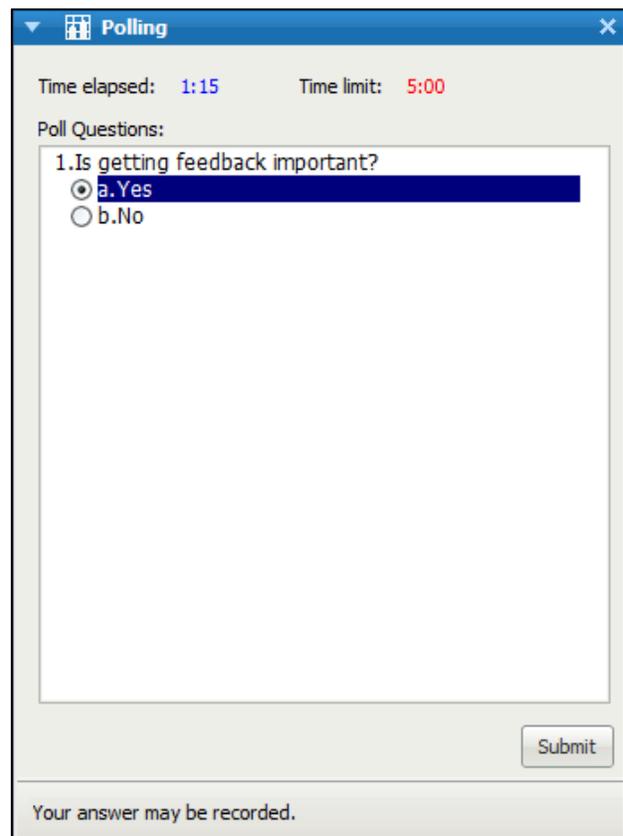


The screenshot shows a window titled "Polling" with a blue header. Below the header, there are icons for a folder and a document. The main content area is titled "Poll in progress:" and contains a table with three columns: "Questions", "Results", and "Bar Graph".

Questions	Results	Bar Graph
1.Is getting feedback import...		
a. Yes	0/1 (0%)	
b. No	0/1 (0%)	
No Answer	1/1 (100%)	

Below the table, there is a "Polling status" section with three rows: "Not started" (1/1(100%)), "In progress" (0/1(0%)), and "Finished" (0/1(0%)). Each row has a small bar graph icon. At the bottom, there are two time indicators: "Remaining time: 4:46" and "Time limit: 5:00". At the very bottom, there are three buttons: "New Poll", "Edit Questions", and "Close Poll".

Students will see the poll appear on their WebEx window.



The screenshot shows a window titled "Polling" with a blue header. Below the header, there are icons for a folder and a document. The main content area is titled "Poll Questions:" and contains a question: "1.Is getting feedback important?". Below the question, there are two radio button options: "a. Yes" (which is selected) and "b.No".

At the top of the window, there are two time indicators: "Time elapsed: 1:15" and "Time limit: 5:00". At the bottom right, there is a "Submit" button. At the very bottom, there is a message: "Your answer may be recorded."

Polling Status

As students begin answer questions the Polling status area will change according to what students have not answered, have answered but not submitted, and have answered and submitted.

The screenshot shows the 'Polling' window with the following data:

Questions	Results	Bar Graph
1. Is getting feedback import...		
a. Yes	1/1 (100%)	[Red bar]
b. No	0/1 (0%)	
No Answer	0/1 (0%)	

Below the table, the 'Polling status' section shows:

- Not started: 0/1 (0%)
- In progress: 0/1 (0%)
- Finished: 1/1 (100%) [Green bar]

Remaining time: 3:15, Time limit: 5:00

The screenshot shows the 'Polling' window with the following data:

Questions	Results	Bar Graph
1. Is getting feedback import...		
a. Yes	0/1 (0%)	
b. No	0/1 (0%)	
No Answer	1/1 (100%)	[Red bar]

Below the table, the 'Polling status' section shows:

- Not started: 0/1 (0%)
- In progress: 1/1 (100%) [Yellow bar]
- Finished: 0/1 (0%)

Remaining time: 4:02, Time limit: 5:00

A blue callout bubble points to the 'View Attendee Status Details' button in the 'Polling status' area.

You can also view who has progressed through the quiz by selecting the ... button to open the **Attendee Status Details** window in the **Polling status** area.

The 'Attendee Status Details' window shows the following data:

- Not started: 0/1 (0%)
- In progress: 1/1 (100%) [Yellow bar]
- Finished: 0/1 (0%)

The 'In progress' section lists the name 'Krista'.

The 'Attendee Status Details' window shows the following data:

- Not started: 0/1 (0%)
- In progress: 0/1 (0%)
- Finished: 1/1 (100%) [Green bar]

The 'Finished' section lists the name 'Krista'.

Closing the Poll to Additional Student Submissions

Step 1: Once all students have answered the poll question(s), the timer has run out, or you are ready to close the poll, click the **Close Poll** Button.

Step 2: You are shown the results.

The screenshot shows a 'Polling' window with the following content:

Questions	Results	Bar Graph
1.Is getting feedback import...		
a. Yes	1/1 (100%)	
b. No	0/1 (0%)	
No Answer	0/1 (0%)	

Below the results table, the 'Polling status' section shows: '1 of 1 attendee has responded', 'Remaining time: 2:36', and 'Time limit: 5:00'. Under 'Share with attendees', there are two checkboxes: 'Poll results' (checked) and 'Individual Results' (unchecked). An 'Apply' button is to the right. At the bottom are buttons for 'New Poll', 'Edit Questions', and 'Open Poll'.

- Select the checkbox for **Poll results** to show students the poll answers.
- Click on the **Individual Results** link to view student's individual responses (this will open up in your default web browser).
- Select the checkbox for **Individual Results** to share your web browser to other student's to display what each student individually responded with.
- Click **Apply** to apply the settings to this Poll

This close-up shows the 'Share with attendees' section with the following elements:

- Checkbox **A**: Poll results
- Checkbox **C**: Individual Results
- Button **D**: **Apply**

Individual Poll Results

Meeting:
 Topic: WTAMU-ITS-Support
 Host: Krista Favela
 Number of attendees: 1

Poll:
 Type: Individual results
 Date: Friday, May 11, 2012
 Starting time: 11:09 AM
 Actual Duration: 2 minutes 23 seconds
 Time limit: 5 minutes 0 seconds

Q1.Is getting feedback important?

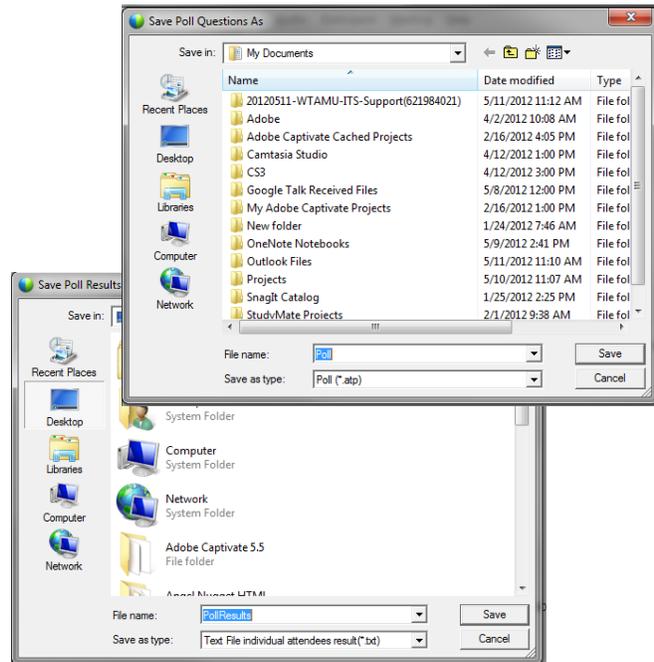
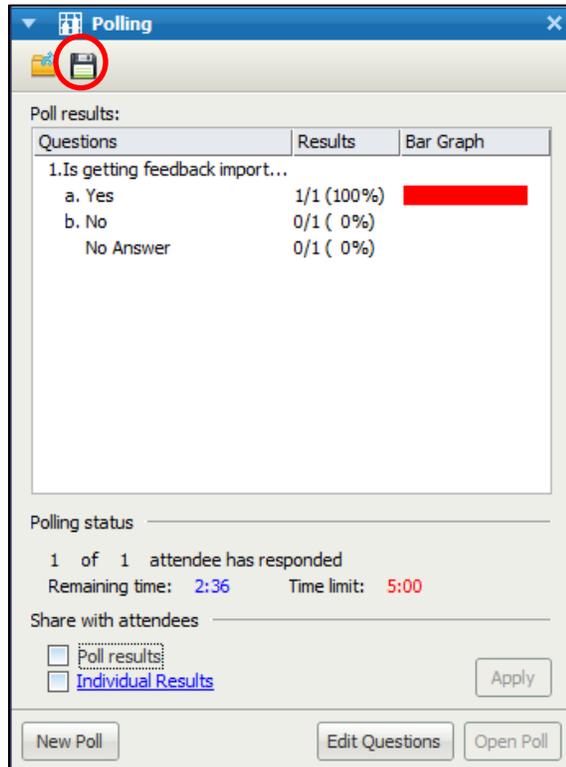
	Answers	Results	%
a	Yes	1/1	100
b	No	0/1	0
	No Answer	0/1	0

Attendees	a	b
Krista	•	

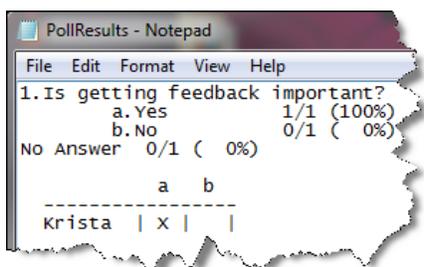
✓Correct Answer

Saving Poll Questions

Step 1: To save the Poll question(s) for later use, or to save student's answers to the poll question(s) select the **Save** button. You will get two separate Save boxes: Save Poll Questions As and Save Poll Results As.



- The **Poll Questions** file will only open in a **WebEx** meeting.
- The **Poll Results** will open in **Notepad**



Step 2: Click New Poll to ask a new set of questions, or Edit Questions to change the current questions(s) shown. You will be asked if you want to save the existing poll questions and results.

