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

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.

Students will see the poll appear on their WebEx window.
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.

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.
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.

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

**Step 1:** To save the Poll question(s) for later use, or to save student’s answers to the pol 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.