## eCAMPUS SAN JOSÉ STATE UNIVERSITY

## Steps to a Create and Launch a Poll during a Zoom Meeting Session

This guide will show the steps to create and launch polls during a meeting session in your Zoom account. The polling feature for meetings allows you to create multiple choice polling questions for the meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees.

## Part 1: Steps to sign into Zoom and enable polling

1. Go to https://sjsu.zoom.us. To log into your Zoom account, click on the "Sign In" button.



2. Next, log in with your SJSU Id and Password to access your Zoom account.

SJSU W	E STATE MEY	
Sign in		
1. Usemame	0	
ii Paansord	0	
C Remember me		

July 29, 2017



3. Go to your Profile, click on meeting settings in the navigation menu, and under the "In Meeting (Basic)" section, enable the Polling feature.

← → C △  Secure https://sjsu.zoom.us/profile/setting				
JOIN THE ZOOM USER CONFERENCE ZOOM TOPIA   9.26.17				
SJSU SOLUTIONS -	1) Go to Meeting settings	SCHEDULE A MEETING		
Profile	In Meeting (Basic)	✓ Chat		
Meeting Settings		<ul> <li>Private chat</li> </ul>		
Meetings		imes Auto saving chats		
		$ imes$ Allow host to put attendee on hold $ \Theta$		
Recordings		imes Play sound on join/leave		
Webinars		✓ Feedback to Zoom		
Account Management		× Co-host		
		<ul> <li>Annotation Supported versions</li> </ul>		
Account Profile	2) Edit Meeting(Basic) Section,	Polling Supported versions		
Reports	enable Polling option	× Non-verbal feedback  Supported versions		
	In Meeting (Advanced)	✓ Breakout room		
Refer-a-Friend		× Remote support		
Attend Live Training		$ imes$ File transfer $ \Theta $		
Video Tutorials		imes Virtual background		
Knowledge Base		imes Closed caption		

## Part 2: Creating a Poll for a Meeting

1. To add a poll to a meeting, log into your Zoom account and check for a scheduled meeting in the "My Meetings" tab or schedule a new meeting. The option to add a poll will only be enabled once a meeting is scheduled.

Go to the "meeting management" page, scroll down to Poll and click "Add".

Aanage "Meeting With	Polling"	Start Meeting
		Join a meeting from a H.323/SIP room system
Topic:	Meeting With Polling	
Time:	Sep 7, 2016 12:00 PM (GMT-7:00) Pacific Time (US and Canada)	
Meeting ID:	742-246-411	
Host Video:	$\odot$ on $\bigcirc$ off	
Participants Video:	⊙ on ⊖ off	
Audio Options:	Calephony Only Voip Only O Both 3rd Party Audio	
Meeting Options:	Require meeting password	
	⊘ Enable join before host	
	Mute participants upon entry Supported versions	
	Use Personal Meeting ID 818-125-1723	
	Host meeting in China	
Invite Attendees:	Want participants to register for this meeting in advance? Enable Registration	
	Join URL: https://success.zoom.us/j/742246411	Copy the invitation
Poll:	You have not created any poll yet.	Add
	Edit	🖵 Help

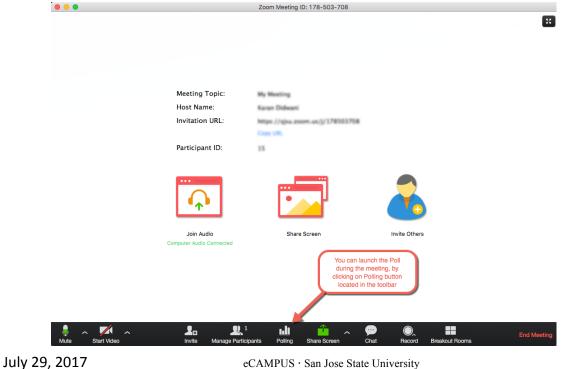




2. After clicking on the Add Button, an Add a Poll dialog box will pop up. Enter your poll questions with suitable answer choices to the questions and click on the save button to add that poll to your meeting session.

SOLUTIONS + PLANS & PRICING CONTACT SALES	Add a Poll	
Poll Title Delete this Mee	Student Admission Poll	Edit or Delete a question added to the Poll Start this Meeting
Question added in the poll	1. In which semester did you join or going to join Edit Delet	
Poll Type your poll question here	2. What is your Major	Adi
	Single Choice     O Multiple Choice	
Add answer choices for the question	Software Engineering	Language
Our Team	Computer Engineering	English +
	Mechanical Engineering	
	Chemical Engineering 235	
	Answer 5 (Optional)	
	Answer 6 (Optional)	🕥 (in 🕑 🕒 🕞
	Answer 7 (Optional)	Once all questions
	Answer 8 (Optional)	are added to the poll click on "Save" button
	Delet	
Add another question by clicking on this button	+ Add a Question	
	Save	icel

3. Once the poll is added to the meeting, you can launch the poll at any time during the scheduled meeting from the toolbar by clicking on the polling button.





4. After clicking on the Polling button, a poll will pop up. To launch the poll, click on the "Launch" button.

•••	Zoom Meeting ID: 178-503-708	
	Poils Poil 1: Student Admission Poll Edit	you can edit the poll, by
Meeting To Host Name:	1. In which semester did you join or going to join San     Jose State University	clicking the Edit button. Once the poll is ended you can't edit the poll
Invitation U	FALL'16	_
Participant	⊖ FALĽ17	
<u>ب</u>	2. What is your Major	6
<b>Join Audio</b> Computer Audio Co	Software Engineering	wite Others
	Mechanical Engineering     Launch Poll	Click Launch button to start the poll
Unite Start Video Invite Ma	<b>₽</b> <sup>1</sup> <b>止</b> <sup>↑</sup> ~ anage Participants Poling Share Screen Chat	Record Breakout Rooms End Meeting

Once the poll is launched, you can monitor the time and responses of the questions in poll. You can see the percentage of people who answered with a particular choice for a question and also how much is the total percentage of voted questions. To end the poll, click on the "End Poll" button.

• • •	Zoom Meeting ID: 178-50	3-708	
	Polls		X
	Student Admission Poll in Prog	gress 00:00:24	A timer will be running in the Poll to help you
	Attendees are now viewing questions	0 of 0 (0%) voted	monitor the time for the poll
Meeting To	1. In which semester did you join or Jose State University	going to join San	
Host Name:	FALL'16	(0) 0%	
Invitation U	SPRING'17	(0) 0%	
	FALL'17	(0) 0%	
Participant	SPRING'18	(0) 0%	
	2. What is your Major		
	Software Engineering	(0) 0%	
· •	Computer Engineering	(0) 0%	
Join Audio	Mechanical Engineering	(0) 0%	wite Others
Computer Audio Co	Chemical Engineering	(0) 0%	
	3. Where are you planning to live?		
	End Poll	4	To end the poll, click on End Poll
Mute Start Video Invite M	anage Participants Polling Share Sc	reen Chat	Record Breakout Rooms  End Meeting



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You can "Share Results" with the meeting attendees or Re-launch the same poll.

		Zoom Meeting ID: 178-503-70	08		
					53
		Polls			
		Polis			
	_	Poll 1: Student Admission Poll	Edit		
		Poll closed	0 voted		
	Meeting To				
	Host Name:	1. In which semester did you join or goin Jose State University	g to join San		
	Invitation U	FALL'16	(0) 0%		
	Participant	SPRING'17	(0) 0%		
	rarcopart	FALL'17	(0) 0%		
		SPRING'18	(0) 0%		
		2. What is your Major			
	<b>^</b>	Software Engineering	(0) 0%		
	_	Computer Engineering	(0) 0%		If you want to take the same
Share the Poll results with the attendees of the	Join Audio Computer Audio Co	Mechanical Engineering	(0) 0%	nvite Others	poll again, you can click on Re-launch Poll
meeting by clicking on Share Results button		Chemical Engineering	(0) 0%		
		3. Where are you planning to live?			
		Share Results Re-laun			
		Share Results Re-laun			
	2.	🎗 1 🖬 🧰			End Marker
Muto Start \//doo		anage Participants Polling Share Screen	Chat	Becord Brea	End Meeting

When you are sharing results with the attendees, a poll result window will be displayed on their screens and to stop sharing the Poll Results, just click on Stop sharing button.

Polls			
Sharing Poll Results			
Attendees are now viewing poll results			
1. In which semester did you join or going to join San Jose State University			
FALL'16	(0) 0%		
SPRING'17	(0) 0%		
FALL'17	(0) 0%		
SPRING'18	(0) 0%		
2. What is your Major			
Software Engineering	(0) 0%		
Computer Engineering	(0) 0%		
Mechanical Engineering	(0) 0%		
Chemical Engineering	(0) 0%		
3. Where are you planning to live?			
Stop Sharing			