

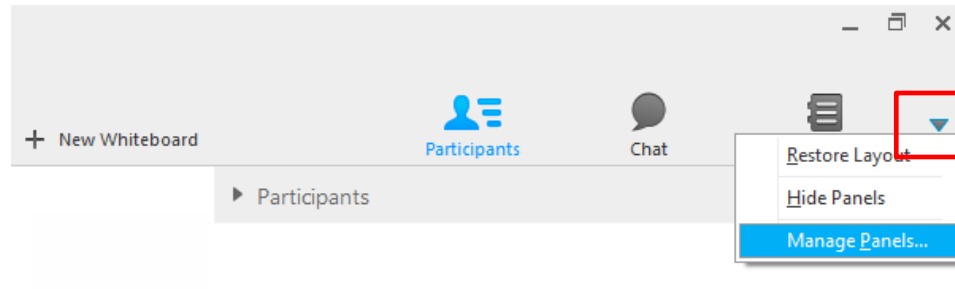
# Polling on WebEx

# Creating a Poll

- The Polling feature allows the host or presenter to present a survey or questionnaire to participants during a training session. You can create a poll from the Polling panel or by using the standalone Poll Questionnaire Editor.

Click on the **Polling** button in the icon tray at the top of your panels.

If the Polling tab is not visible, click on the drop-down menu option then **Manage Panels**



Choose **Polling** then add it to **Current Panels**.

Then click **OK**.

Manage Panels

Please select panels you want to enable:

Available panels:

Current panels:

Participants  
Chat  
Notes \*

Add >>

<< Remove

Move Up

Move Down

\*These panels are available to participants with appropriate privileges.

**Note:** On the floating icon tray, only the first four panels will be displayed. The remaining panels will be available from the menu.

Allow participants to change the sequence of panels.

Reset OK Cancel

Manage Panels

Please select panels you want to enable:

Available panels:

Current panels:

Participants  
Chat  
Notes \*  
Polling

Add >>

<< Remove

Move Up

Move Down

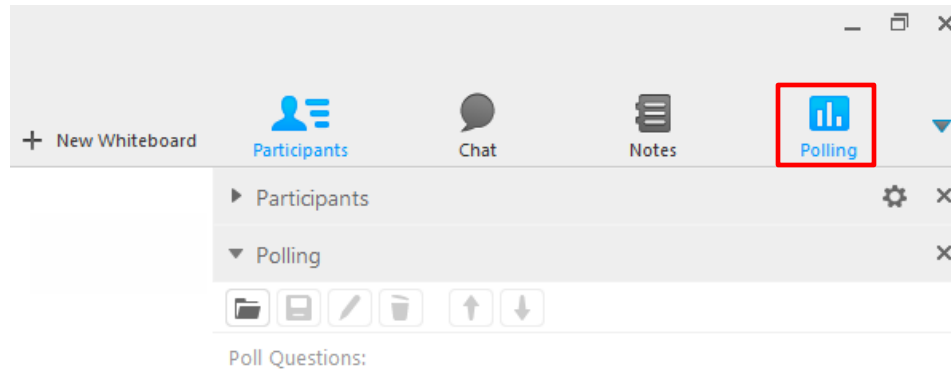
\*These panels are available to participants with appropriate privileges.

**Note:** On the floating icon tray, only the first four panels will be displayed. The remaining panels will be available from the menu.

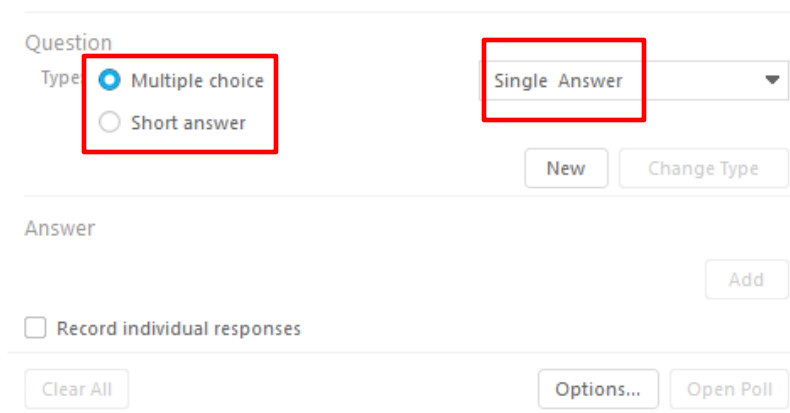
Allow participants to change the sequence of panels.

Reset OK Cancel

After you've added **Polling** to your panel....



Choose from the following question types: (1) Multiple choice  
(2) Single answer or (3) Short answer

A screenshot of a poll configuration form. The 'Question Type' section has radio buttons for 'Multiple choice' and 'Short answer', and a dropdown menu for 'Single Answer'. The 'Answer' section has an 'Add' button. The 'Record individual responses' checkbox is unchecked. The 'Clear All', 'Options...', and 'Open Poll' buttons are at the bottom.

- Click **New** and type your question in the box.
4. Click **Add** to add an answer to the question.
  5. Type an answer(s) to the question in the box.

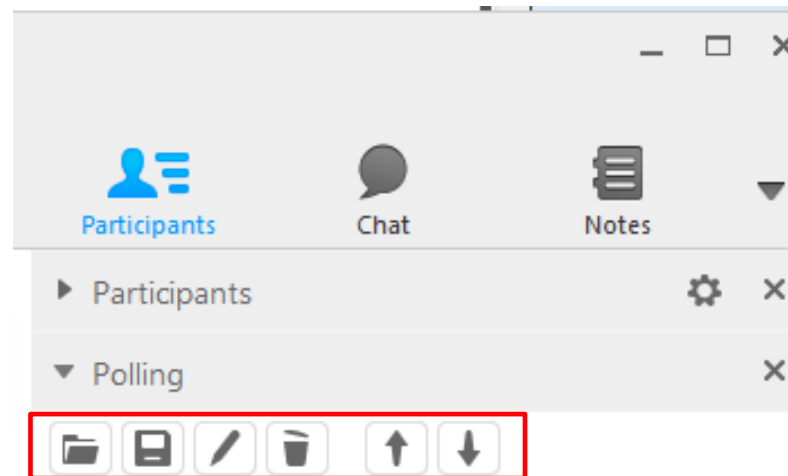
The screenshot displays the WebEx interface for creating a poll. At the top, there are tabs for 'Participants', 'Chat', 'Notes', and 'Polling'. Below these, the 'Participants' section shows 'Speaking: WebEx Demo (Host, me)'. The 'Polling' section contains a list of poll questions. The first question is '1. The Video Conferencing features that I use the most include' with five radio button options: 'a. Voice over Internet', 'b. Sharing documents', 'c. Conferencing on the go using smart devices. (smart phones, tablets, etc)', 'd. Multiple presenters.', and 'e. Adding participants at multiple times.' The second question is '2. Ideally, a video conferencing service should provide...' with a text input field. The third question is '3. What is the average number of conference call your company participants in per week?' with four radio button options: 'a. 1-3', 'b. 4-6', 'c. 7-9', and 'd. More than 9'. Below the questions, there is a 'Question' section with 'Type: Multiple choice' selected, a 'Single Answer' dropdown, and a 'New' button. Below this is an 'Answer' input field. At the bottom, there is an 'Add' button, a 'Record individual responses' checkbox, and 'Clear All', 'Options...', and 'Open Poll' buttons.

## Polling Options

To edit a question or answer from the poll questionnaire, click the text, and then click **Edit**.

2. To Delete a question or answer from the poll questionnaire, click the text, and then click **Delete**.

To rearrange the order of a question or answer in a poll, click the text, then click **Move Up** or **Move Down** to move the item up or down..



Poll Questions:

- 1.The Video Conferencing features that my staff or I use the most include.....
  - a.Voice over internet
  - b.Sharing documents
  - c.Conferencing on-the-go using smart devices (Smart phones, tablets, etc)
  - d.Multiple presenters
  - e.Adding participant at varying times

2.Ideally, a video conferencing service should provide...

Choose **Record individual responses** to view individual responses to each question.

2.Ideally, a video conferencing service should provide...

3.What is the average number of conference calls that your company participates in per week?

- a.1-3
- b.4-6
- c.7-9
- d.More than 9

Question

Type:  Multiple choice

Single Answer

Short answer

New

Change Type

Answer

Add

Record individual responses

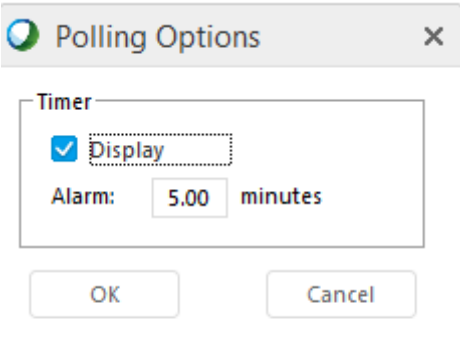
Clear All

Options...

Open Poll



Choose **Record individual responses** to view individual responses to each question.



The image shows a 'Polling Options' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a 'Timer' section containing a checked checkbox labeled 'Display' and an 'Alarm:' field with a text input box containing '5.00' and the word 'minutes' to its right. Below the 'Timer' section are 'OK' and 'Cancel' buttons. Below the dialog box, the text 'ual responses' is partially visible. At the bottom of the page, there are 'Options...' and 'Open Poll' buttons.


Type the number of minutes in the **Alarm** box and click **OK**. The default time is 5 minutes.

## Saving a Poll.

To save the poll to deliver at a later time, click the **Save** icon on the Polling toolbar.

2. Type a name for the file in the **File Name** box and click **Save**.

**Note:** To deliver the poll immediately, click the **Open Poll** button.



Poll Questions:

1.The Video Conferencing features that my staff or I use the most include.....

- a.Voice over internet
- b.Sharing documents
- c.Conferencing on-the-go using smart devices (Smart phones, tablets, etc)
- d.Multiple presenters
- e.Adding participant at varying times

2.Ideally, a video conferencing service should provide...

3.What is the average number of conference calls that your company participates in per week?

- a.1-3
- b.4-6
- c.7-9
- d.More than 9

Question

Type:  Multiple choice  Short answer

Multiple Answers

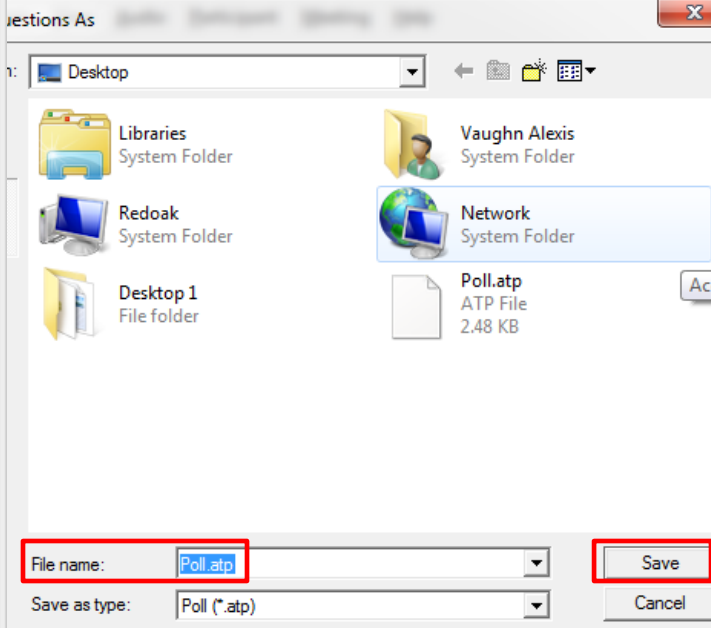
New Change Type

Answer

Add

Record individual responses

Clear All Options... **Open Poll**



Save As

Desktop

Libraries System Folder

Redoak System Folder

Desktop 1 File folder

Vaughn Alexis System Folder

Network System Folder

Poll.atp ATP File 2.48 KB

File name: **Poll.atp**

Save as type: Poll (\*.atp)

Save Cancel