

Poll Everywhere 101



Polls vs. Surveys

A **poll** is a single question, prompt, or activity created with Poll Everywhere. When a poll is activated, the audience can respond using their phones or web-enabled devices. Their responses appear live in that poll as they are received.

A **survey** is a collection of polls created with Poll Everywhere. Surveys are meant to be presented asynchronously. They are not intended for use during a live presentation. The audience responds to a survey just like they would with any individual poll.

When to use different poll types

Multiple choice

Use it when you want the audience to choose from a list of responses. Results appear in an animated bar chart or donut chart.

- Get feedback on a scale from 1 to 5
- Create simple, true or false questions

Word cloud

Use it when you want responses to be displayed as a word cloud. Words that receive multiple entries grow larger than the rest.

- Distill complex topics into single words
- Capture live reactions to a presentation

Q&A

Use it when you want the audience to vote on each other's responses. Responses with more votes rise to the top of the list.

- Crowdsource questions and feedback
- Gather votes on a list of suggestions

Clickable image

Use it when you want to let the audience drop green pins on an image. These pins create a "heat map" of the results.

- Learn "What's wrong with this picture?"
- Get feedback on visual designs, images

Survey

Use it when you want the audience to respond to a series of polls at once, on their own time. Not intended for live use.

- Collect post-presentation feedback
- Share review questions as homework

Open-ended

Use it when you want the audience to respond with any word or phrase. Choose from four different response display styles.

- Collect advice, suggestions with ease
- Quickly brainstorm with large groups

Competitions

Use it when you want to play a live trivia game with the audience. The audience earns points for speed and correctness.

- Turn review sessions into a fun game
- Assess what people already know

How to present a poll

Activating a poll

A poll must be active in order to receive responses. Only one poll may be active on an account at a time. In order to make a poll active, go to My Polls and select one of your polls. On the following screen, select 'Activate' from the column of icons on the right. The instructions on the poll will then update to show that this poll is now active.

You may also select 'Fullscreen' from that same set of icons to activate your poll. Any poll that is put into fullscreen mode is activated automatically. When a poll is activated, the previously active poll is deactivated.

If you are using the Poll Everywhere for PowerPoint add-in, then any poll slide you show in presentation mode will activate automatically.

How to respond to a poll

In general, there are two ways audience members can respond to a poll. They can either visit a website or use text messaging. Not all poll types support both options. Instructions on how to respond are shown near the top of each poll.

For the website option, the audience will open a web browser and visit [pollev.com/\(USERNAME\)](http://pollev.com/(USERNAME)). The (USERNAME) section is the username associated with your account. This URL will appear near the top of your poll.

For the text messaging option, there are two steps to respond. First, the audience must text the username associated with your account to a specific number. Then they can text in their response to that same number. These instructions will appear near the top of your poll.

The Poll Everywhere team recommends using the website option over text messaging because it is faster and available for all poll types. If you use text messaging, know that Poll Everywhere does not charge for text messages, but that charges based on individual data plans may apply.

Reserved keywords

This is a special form of text message responding. For accounts that have this feature enabled, you can choose specific alphanumeric strings (letters and numbers) for your audience to text in with, such as “text Q1goals to 22-333.”

Shareable response link

Each poll has its own, unique sharable response link that lets people respond to that poll regardless of which poll is currently active on your account. Locate this link on My Polls by hovering over any poll title and selecting ‘Share’. This link is an easy way to collect responses to a poll over email.

The difference between polleverywhere.com and pollev.com

The website polleverywhere.com lets you log into your Poll Everywhere account, create and present polls on My Polls, and review support materials. The website pollev.com/(USERNAME) is where the audience goes to respond to your polls, where (USERNAME) is the username associated with your account.

Which polls support text messaging?

The multiple choice and open-ended poll types support text messaging as a response option. The clickable image, Q&A, survey, and competitions poll types do not.

Clear responses

You may clear responses from any poll with the ‘Clear results’ button on the poll itself, or with the ‘Clear’ button on My Polls. Clearing responses allows you to reuse the same poll multiple times. All cleared responses are automatically archived for you to review later.

How to create a report

You can group together and review responses from multiple polls by creating a Poll Everywhere report. Reports are accessed from the ‘Reports’ tab on My Polls. There you will find instructions on how to create the different types of reports.

How to limit the number of responses participants can submit

Each poll has a limit on the number of responses it can accept from the audience. The default response limit is one, but if you want to raise this limit you can do so by locating that poll’s ‘Configure’ menu by going to My Polls and selecting that poll. From there, locate ‘Response settings’ and follow the instructions.

How to change your username

Your pollev.com/(USERNAME) URL can be changed. To do so, head to My Polls and locate the gear icon in the top right. Select that icon, followed by ‘My settings’. There you will see the ‘Username’ field where you can change your username. This change will automatically apply to all polls on this account.