



SON Office of Educational Quality & Innovation

Zoom Polling for Meetings

What is the Zoom polling feature?

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

How do I get started using the polling feature?

To start using the polling feature as the host, you'll need to:

- Sign in to your SON Zoom account at <https://jhuson.zoom.us/>
- Ensure you have the latest Zoom Client for Meetings downloaded on your computer. [See Zoom Client for Meetings > Click Download](#).
- Enable Polling on Your Account – to do so:
 1. Ensure you're logged into your SON Zoom account on a web browser at <https://jhuson.zoom.us/>.
 2. On the left menu, select Settings.
 3. Navigate to the Polling option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

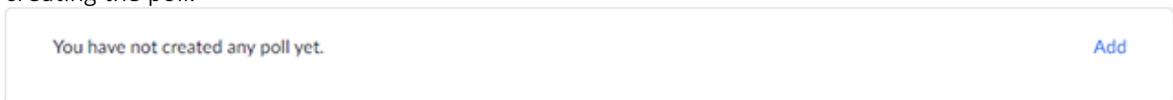


Note: In order for the Polling feature to work properly, it is very important that you have the latest version of Zoom downloaded on your computer

[See Zoom Client for Meetings > Click Download](#)

Creating a Poll

1. Go to the **Meetings** page and click on your scheduled meeting. If you do not have a scheduled meeting, go ahead and [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.



3. Enter a title and your first question.
 - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
 - Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).



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4. Type in the answers to your question and click **Save** at the bottom.
5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.
6. You can add more polls by repeating **Step 2**.

You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

Note: You can only create a max of 25 polls for a single meeting.

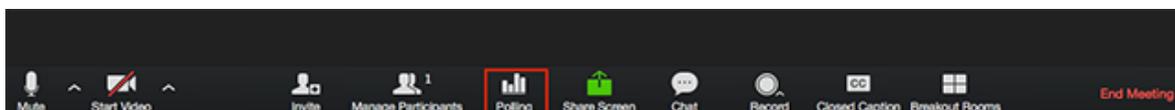
Launching a Poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the **Polling** option in the menu bar.
3. Select the poll you would like to launch.
4. Click **Launch Poll**.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**.
8. Participants will then see the results of the polling questions.

The screenshot shows the 'Add a Poll' interface. It includes a title input field, an 'Anonymous?' checkbox, a question input field, and radio buttons for 'Single Choice' and 'Multiple Choice'. There are ten answer input fields labeled 'Answer 1' through 'Answer 10 (Optional)'. A 'Delete' button is located at the bottom right of the answer fields. A red box highlights the '+ Add a Question' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Downloading a Report of Poll Results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.





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Polling 1: Polling Questions Edit

1.What is your favorite color?

Red

Green

Blue

[Launch Poll](#)

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

[End Poll](#)

Polling 1: Polling Questions Edit

Poll closed 1 voted

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

[Share Results](#) [Re-Launch Polling 1](#)

Sharing Poll Results

Attendees are now viewing poll results

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

[Stop Sharing](#)