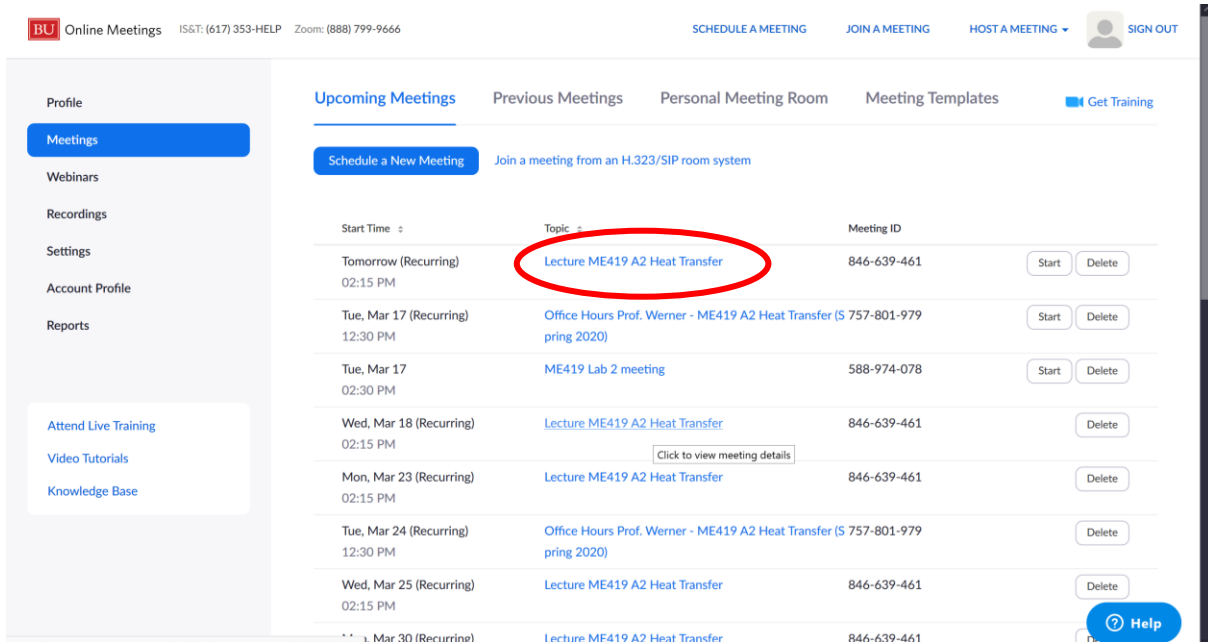


Use “polling” for interactive teaching or quizzes

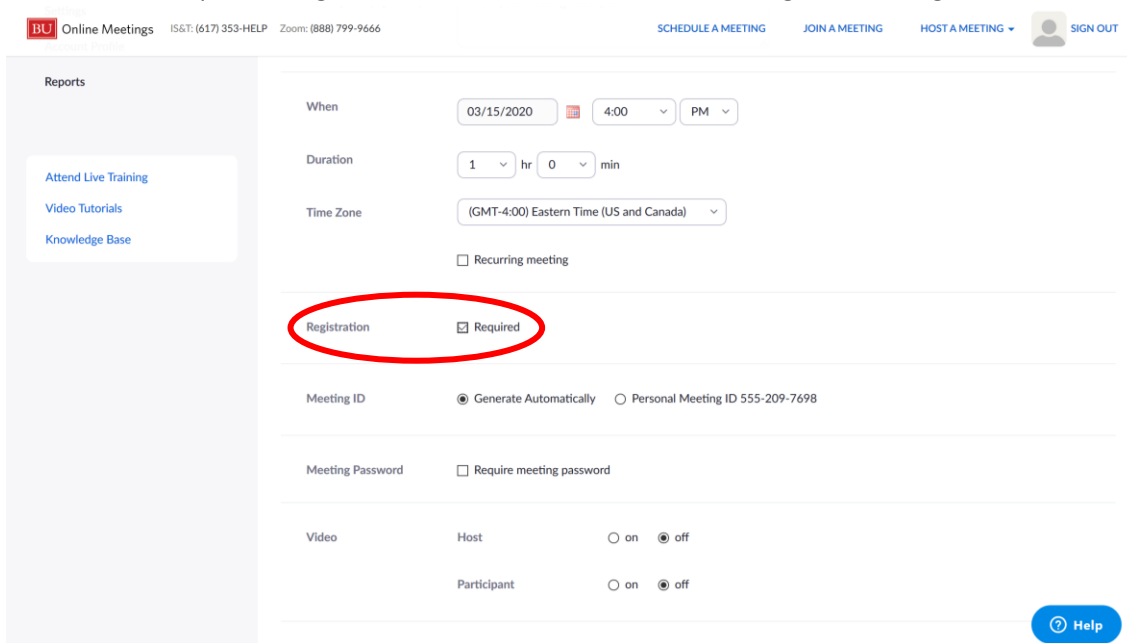
Zoom has a “Poll” function that allows you to let your students (participants) answer multiple choice questions. You can use this during a class similar to an iClicker to obtain feedback on the students’ understanding and attention. You could also use it as a way to quiz your students, since the answers can be recorded with identification of each student.

1. Make sure to enable “Polling” in your profile settings: bostonu.zoom.us/profile/setting
2. After creating a meeting, go to your online meeting menu: bostonu.zoom.us/meetings



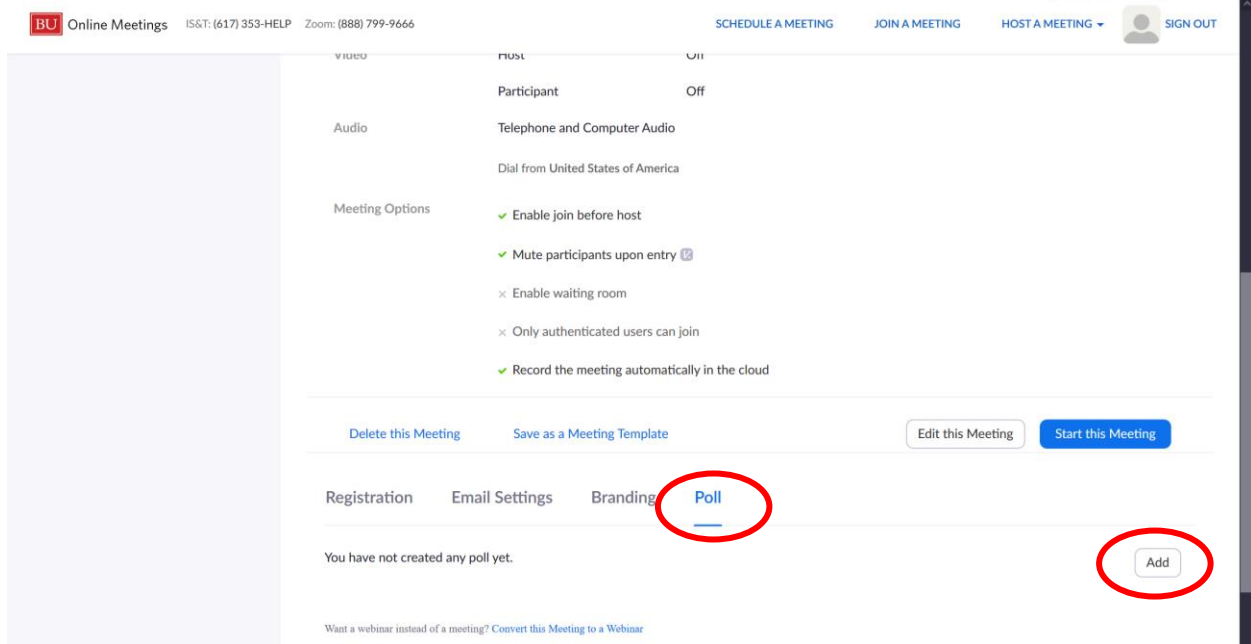
The screenshot shows the Zoom Meetings interface. The top navigation bar includes 'BU Online Meetings', 'IS&T: (617) 353-HELP', 'Zoom: (888) 799-9666', and buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar contains navigation options like 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this is a table of meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. The first meeting, 'Tomorrow (Recurring) 02:15 PM', has the topic 'Lecture ME419 A2 Heat Transfer' circled in red. Other meetings include 'Office Hours Prof. Werner - ME419 A2 Heat Transfer (Spring 2020)', 'ME419 Lab 2 meeting', and several more instances of the 'Lecture ME419 A2 Heat Transfer' meeting on different dates. Each row has 'Start' and 'Delete' buttons. A 'Help' button is visible in the bottom right corner.

3. Click on the meeting you want to add a “Poll” to.
4. You have to “require” “Registration” in the box under the meeting time settings



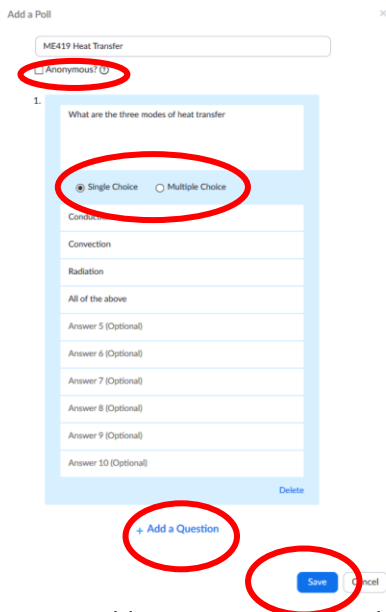
The screenshot shows the Zoom meeting settings page. The top navigation bar is identical to the previous screenshot. The left sidebar is partially visible, showing 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Reports' and contains various settings for the meeting. The 'When' section shows the date '03/15/2020', time '4:00 PM', and 'Duration' of '1 hr 0 min'. The 'Time Zone' is set to '(GMT-4:00) Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is unchecked. The 'Registration' checkbox is checked and circled in red. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Meeting Password' section has 'Require meeting password' unchecked. The 'Video' section has 'Host' and 'Participant' video settings set to 'off'. A 'Help' button is visible in the bottom right corner.

5. Scroll to the bottom of that meeting and click on “Poll” tab and “Add” in the right corner



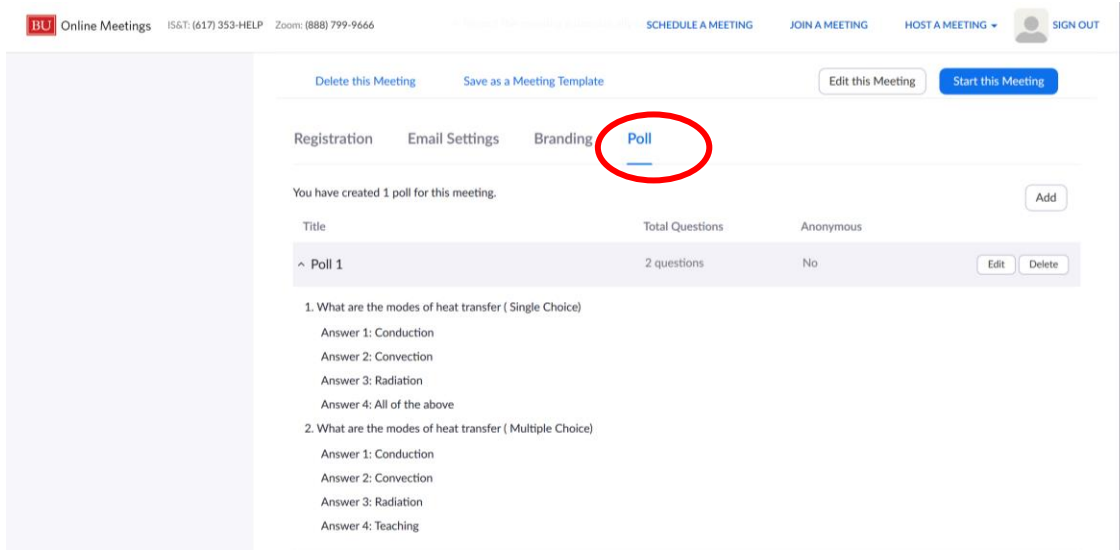
6.

7. A pop-up window opens where you can type in a “title”, and your question with answer choices that the students can choose from.
8. Options are to only allow students to select one answer (“Single Choice”) or multiple answers from the choices you give them (“Multiple Choice”). Note: you can also check “Anonymous”, in which case the identity of the respondents is not connected to their answers.

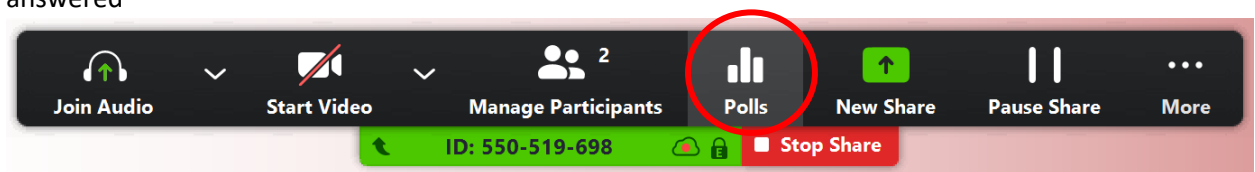


9. You can add more questions to the same poll or save and add more polls. During the “meeting”, you can choose which poll to activate, but the students will be able to answer all questions of a single poll. Hence, if you have different questions for different times during e.g. your lecture, you should make an individual poll for each question.

10. The polls and questions show up on the bottom of the meeting page

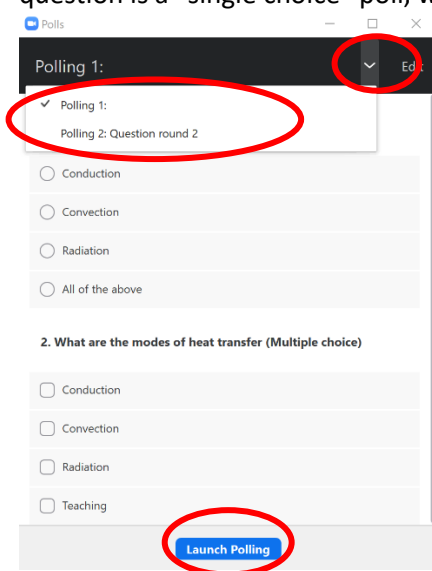


11. During your lecture/meeting, click on “Polls” in the zoom navigation bar when you want questions answered

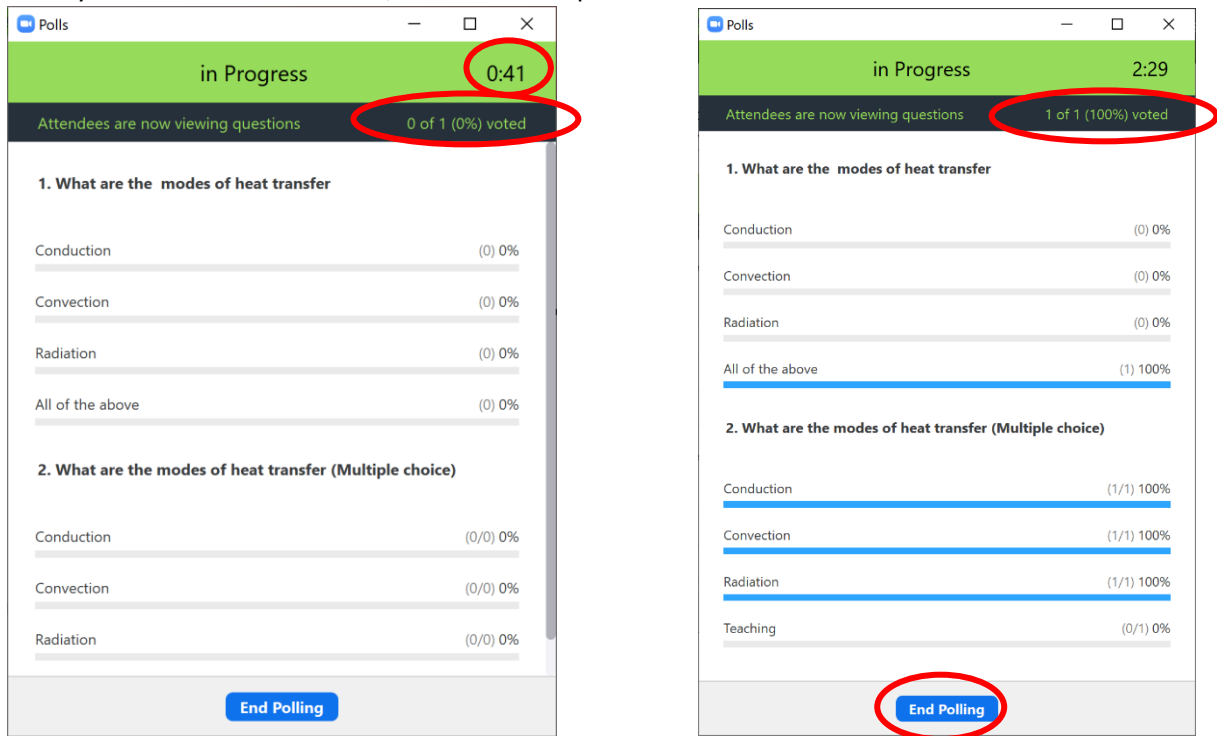


12. A pop-up window with your questions comes up for you. On the top you can choose with a drop-down menu, which “poll” to send. The questions and answers of the selected poll are shown to you.

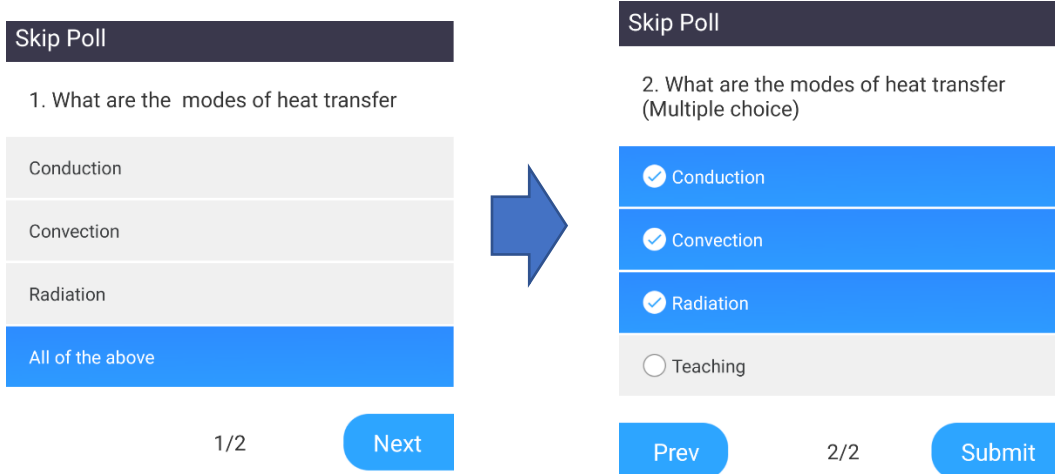
13. Click “Launch Polling” to send the questions to your students. Note: In this example, the first question is a “single choice” poll, while the second question is “multiple choice”



14. A timer will start, and you can choose when to end the poll. You can also see how many participants already submitted their answers, and what the spread of the answer is.

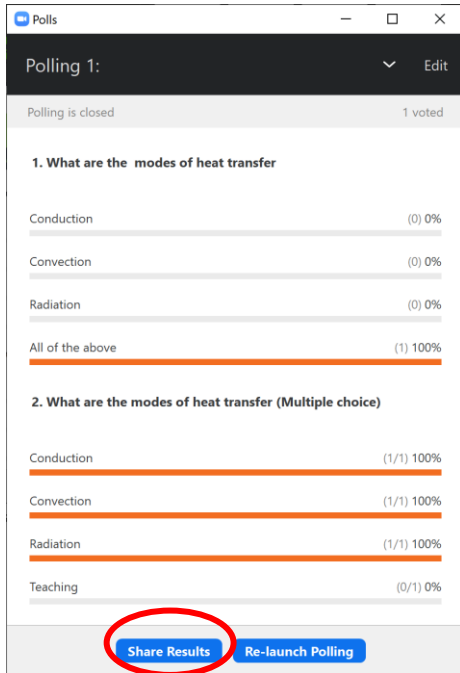


15. Your students see this for a *single* poll of *two* questions (these are a screenshot from a phone):

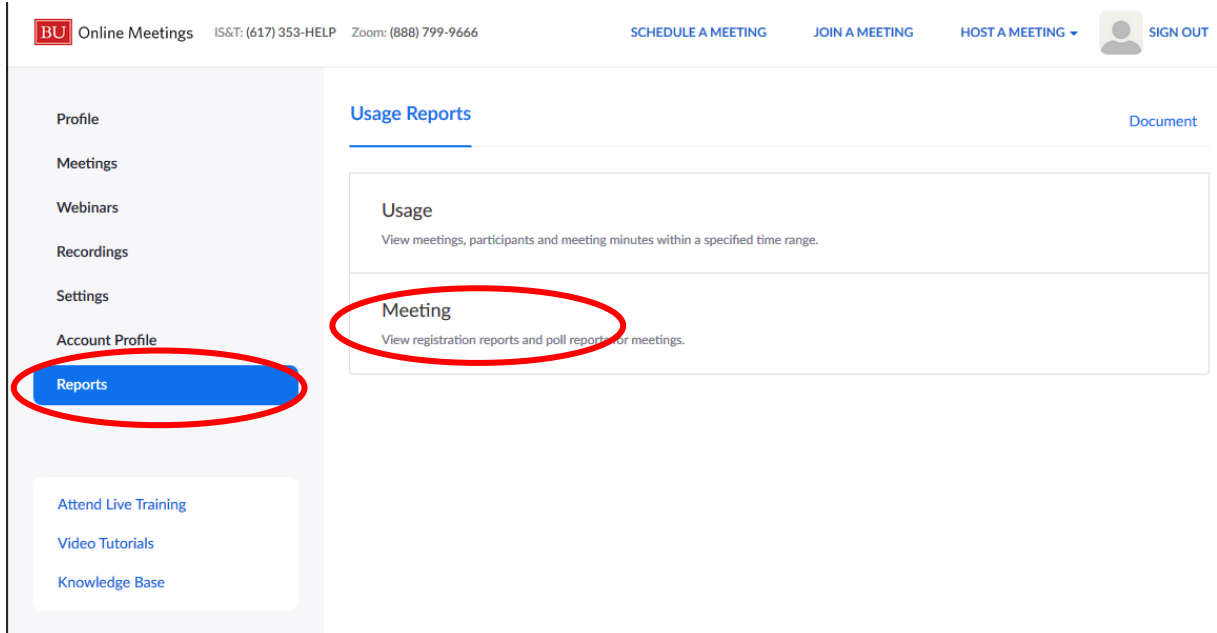


Note again: The first question is “single choice”, i.e. the students can only choose one of the given answers, while the second question is multiple choice, i.e. the students can mark as many answers as they think is right.

16. After ending the poll, you can share the overall results with your students



17. To get a report of the answers that individual students gave (e.g. for using it as a quiz or other grading options), go to your online account to “Reports” (bostonu.zoom.us/account/report), then click “Meeting”.



18. Click "Poll Report". If your meeting doesn't already show up, enter the correct date range for your meeting and "search", then click "Generate" for the meeting that you conducted the poll in.

BU Online Meetings IS&T: (617) 353-HELP Zoom: (888) 799-9666 SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Attend Live Training Video Tutorials Knowledge Base

Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Report Type Registration Report **Poll Report**

Search by time range From: 03/14/2020 To: 03/15/2020 **Search**

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	03/15/2020 04:00:00 PM	Poll test meeting	550-519-698	Generate
<input type="checkbox"/>	03/14/2020 11:30:00 AM	Joerg Werner's Zoom Meeting Quiz practice	247-740-648	Generate

19. On the next page, click "Download" next to the meeting that you want the poll results from

BU Online Meetings IS&T: (617) 353-HELP Zoom: (888) 799-9666 SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Mar 15, 2020 04:00:00 PM	Mar 15, 2020 04:12:41 PM	Poll test meeting	550-519-698	Mar 15, 2020 04:39:11 PM	Download

Note: It sometimes takes a while (>30 mins) to get the fully populated report. If you download a report and it's empty, "generate" and "download" it at a later time again.

20. The report is a simple csv file that includes the names and emails of the participants (which they have to enter upon joining the meeting because we “required registration”, together with the questions and their answers to the polls. A single answer for “single choice” and multiple answers separated by semi-colons for “multiple choice” questions.

#	User Name	User Email	Submitted Date/Time						
1	Jörg Werner	joerggerdv	3/15/2020 16:30	Which mode of heat transfer involves bulk fluid motion	Convection				
2	Jörg Werner	joerggerdv	3/15/2020 16:25	What are the modes of heat transfer	Conduction;Convection;Radiation	What are the modes of heat transfer	All of the above		