

## Introduction

Now you can conduct interactive question and answer sessions during your web conferences. Use the feature to gather audience demographics, conduct a survey or test your audience's comprehension of your presentation. Poll results are gathered real-time so that you can share them with your attendees.

This guide explains how to create questions and answers, conduct a poll, and share the results.

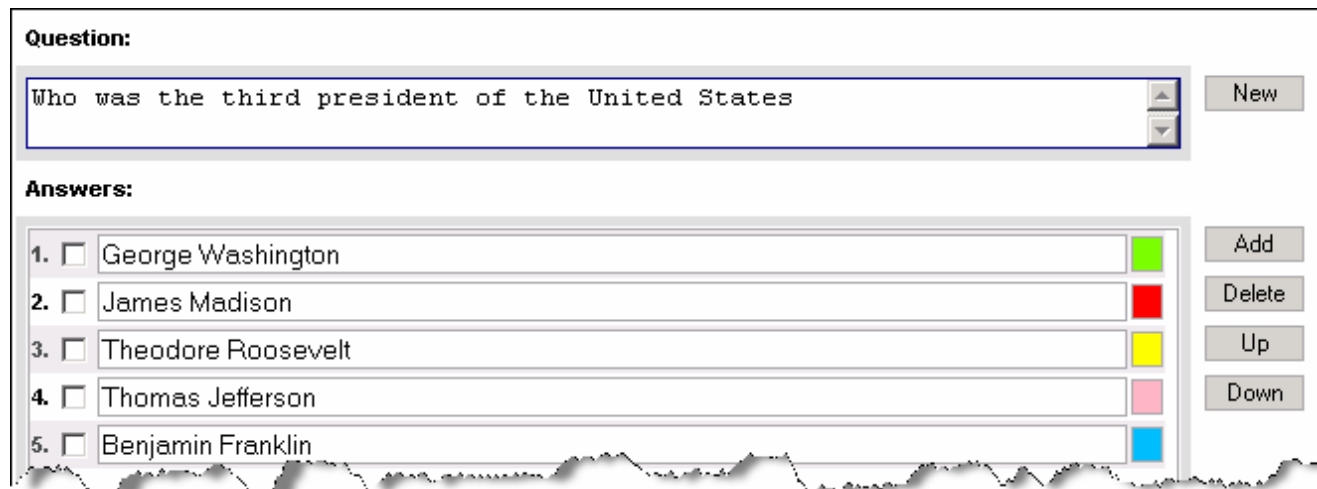
## Getting Started

To begin using the polling tool, select the poll icon from the toolbar shown below.



## Creating Questions and Answers

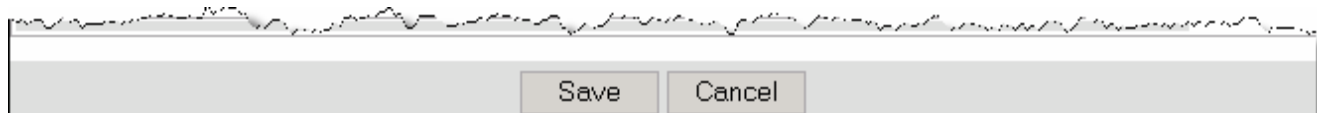
The poll icon will take you to a screen that allows you to write and save questions to ask your audience. Place the cursor in the window titled 'Questions' and begin writing a question. The default Answer options are 'Yes' and 'No'. To create your own answers, place the cursor in the answer field and replace its contents with you desired choices. This is shown in the figure below.

A screenshot of the poll creation interface. It features a "Question:" label above a text input field containing "Who was the third president of the United States". To the right of the input field is a "New" button. Below the question field is an "Answers:" label. Underneath, there is a list of five answer choices, each with a checkbox and a colored square to its right. The choices are: 1. George Washington (green square), 2. James Madison (red square), 3. Theodore Roosevelt (yellow square), 4. Thomas Jefferson (pink square), and 5. Benjamin Franklin (blue square). To the right of this list are four buttons: "Add", "Delete", "Up", and "Down".

To create additional answer choices, click the 'Add' button. If you would like to adjust the order of choices then check the box left of the appropriate answer number and click 'Up' or 'Down.' This will move the answer accordingly. You can move and delete multiple answers by selecting more than one box. To delete an unwanted answer, check the appropriate box and click 'Delete.'

## Saving Questions

When satisfied with your question and answers, click 'Save' at the bottom of the screen.



When you click 'Save', your question will be stored in the 'Saved Questions' box. To create another question in the same session, click 'New' and repeat the same process. If you do not click 'New' and refresh the 'Question' field, you will replace the question previously written even if the question was saved.

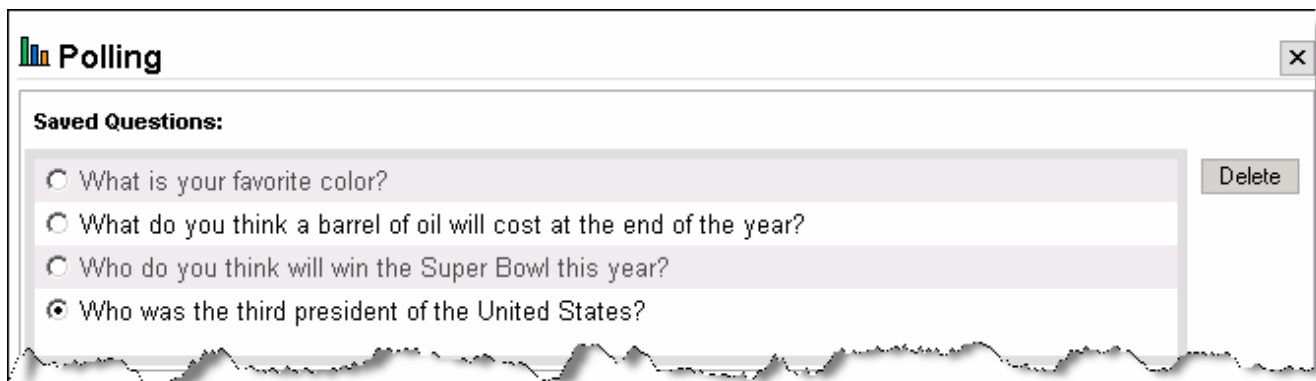
### Conduct Key

The poll feature is available both offline and online and can be used before or during the conference. The 'Conduct' key is only available while a session is Started. This button will save the question and send the poll to the audience. You do not need to save the question before conducting the poll. However, if you would like to use the question later in the conference, click 'Save' and the question will be stored.



### Saved Questions

To edit, conduct, or delete a question you have created, highlight the question by selecting the circle left of the appropriate question.



Make your changes to the question and answers then click 'Save.'

### Conducting Polls

To begin polling, select your question then click 'Conduct,' and your question will be sent to all attendees not including the host/presenter. The conference is temporarily stopped so attendees can submit an answer. As attendees answer, the host will see the tally of the results. The conference resumes once all attendees submit answers or when the host decides to End the poll.





The host has two options to End the poll: 'End Poll and Share Results', which will show everyone the results; or just 'End Poll' which does not allow attendees to see the results.

The 'Print' button allows the host to print the poll results and have a hard copy to refer back to while the conference remains in session. The poll results are also e-mailed to the host.



### E-mail Results

After the conference is concluded, an e-mail is sent to the host/presenter with the poll results. A sample e-mail is shown below. As you can see, the results are clearly presented and are an excellent reference tool.

<b>Poll Results:</b>		
<b>Question: How comfortable are you with the information being presented?</b>		
1.Very Comfortable		66.7%(2 votes)
2.Comfortable		33.3%(1 votes)
3.Neutral		0%(0 votes)
4.Uncomfortable		0%(0 votes)
<b>Participant Votes:</b>		
David	1.Very Comfortable	
John	1.Very Comfortable	
Adam	2.Comfortable	
		<b>Total: 100% (3 votes)</b>