

# 1. Creating questions

The image shows a user interface for creating polls. At the top left, there is a dark blue header with a red-bordered square containing a white plus sign, followed by a dark blue button labeled 'Polls'. Below this is a red 'Create' button and a white 'Import' button. A blue arrow points from the plus sign to the 'Create' button, labeled '1. Select + or Create'. Below the 'Create' button is a red square with a white 'x' and a blue arrow pointing to it labeled 'Cancel'. The main area is a grey panel with a white background. At the top of this panel is a row of seven activity type icons: 'Multiple choice' (two options A and B), 'Word cloud' (with the text 'Awesome Sweet Best Great Fun Cool'), 'Q&A' (with a speech bubble icon), 'Rank order' (with a list of 1, 2, 3), 'Clickable image' (with a map of the USA and a location pin), 'Survey' (with a clipboard icon), and 'Open-ended' (with two speech bubble icons). Blue arrows point from text descriptions to these icons: 'Multiple choice can include text, images and Latex' points to 'Multiple choice'; 'Students post a question, others can vote it up or down' points to 'Q&A'; 'Students click a point on an image. Regions can be defined' points to 'Clickable image'; 'Open question – responses display as a list' points to 'Open-ended'. Below the icons is a 'Question' input field. Below that are two rows of response options, each starting with a checkmark and a plus icon, followed by '(Text, ImageUrl, Latex)'. Blue arrows point from text to these fields: '3. Enter question & responses' points to the 'Question' field; 'Select correct answer' points to the first checkmark; 'Add a response' points to the plus icon in the second row. To the right of each response row are icons for 'Delete a response' (trash) and 'Add an image' (image). At the bottom of the panel is a white input field labeled 'Assign activity to a group' with a dropdown arrow, a grey button labeled 'Add another activity', and a blue button labeled 'Create'. Blue arrows point from text to these elements: '4. select drop-down menu to add poll to a group' points to the dropdown arrow; '5. Create Poll and add another one' points to the 'Add another activity' button; '6. Create Poll and return to main page' points to the 'Create' button.

1. Select + or **Create**

2. Choose the activity (poll) type

3. Enter question & responses

4. select drop-down menu to add poll to a group

5. Create Poll and add another one

6. Create Poll and return to main page

Multiple choice can include text, images and Latex

Students post a question, others can vote it up or down

Students click a point on an image. Regions can be defined

Open question – responses display as a list

Open question – responses display as word cloud

Students rank a list of things in order of their preference

Students respond to a series of polls at their own pace

Delete a response

Add an image

Cancel

Awesome Sweet Best Great Fun Cool

Word cloud

Q&A

Rank order

Clickable image

Survey

Open-ended

Multiple choice

Question

(Text, ImageUrl, Latex)

(Text, ImageUrl, Latex)

Assign activity to a group

Add another activity

Create

# 2. Managing questions on the 'My Polls' page

1. Select the group you want to manage, or ...

2. Select the poll(s) you want to manage

3. Choose the appropriate function

All Poll selection options

Unlocked

Locked

Collapse all

Group Ungroup Download Report Clear Delete

Engaging students with EVS workshop

Which is the odd one out?

Select the left Femur

List as many educational benefits of EVS that you can think of

teachers and Advisors Conference

Technology in the Curriculum session

7 activities

6 activities

No responses

No responses

No responses

No responses

No responses

No responses

6 activities

6 activities

Convert to survey Add activity Rename Duplicate

Edit Move Lock Unlock

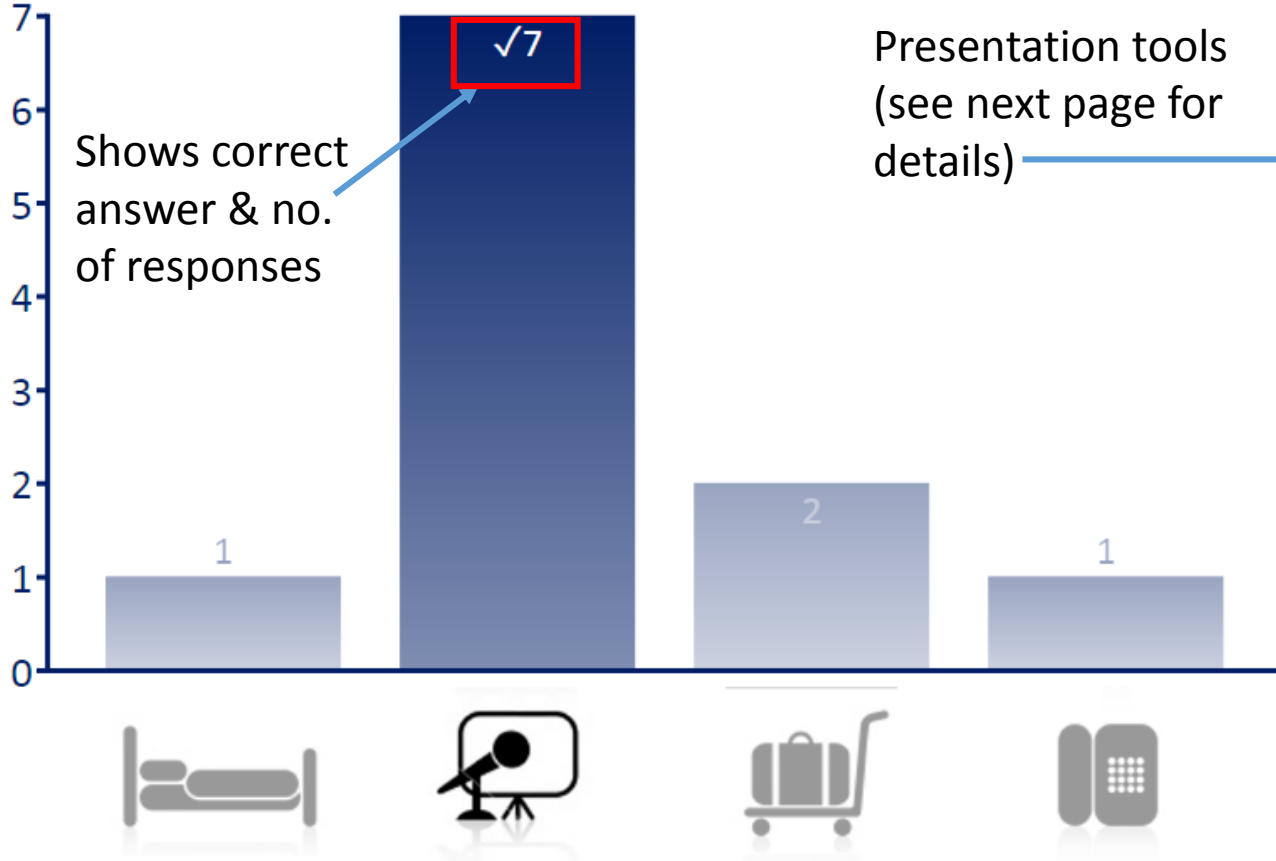
These polls are locked (student's can't respond when presented on screen)

These options appear when you hover over the group name

Search by title

# Which symbol indicates that a hotel offers a karaoke bar?

**🔒 Poll locked.** Responses not accepted.



Shows correct answer & no. of responses

Presentation tools (see next page for details)

- ✎
- 🗑️
- 👁️
- ✅
- 🔒
- 📁
- 🔄
- ▶️
- ◀️

Total Results: 11

How people can respond

Response settings

Each person may respond

- up to 1 time
- as many times as they like

Anonymity (?)

- Make responses anonymous

Who can respond (?)

- Everybody
- Registered participants only

Change answer

- Allow changes
- Don't allow changes

Custom reply message

- No reply message
- Send reply message (?)

Schedule lock

Choose how often a student can respond

Decide if students are allowed to change their minds

- Response history
- Summary table
- Screenshot
- Duplicate

Question export options

- Edit
- Export
- Delete

Select this button to edit the question

## 3. Presenting questions part one

Select this button to change the **Visual settings**. To the right is a summary of some of the more useful settings.



When presenting from Fullscreen (see below) polls are automatically 'pushed' (made available) to students using the web to respond. Use this button to manually push/un-push



Select this icon to show and hide poll results from students



Select this button to show and hide the correct answer(s) if they have been assigned



Select this button to lock and unlock the poll.



Select this button to clear the poll results. Polleverywhere will store the results and you can then re-run the poll



Select this button to enter and exit **Fullscreen** mode. Fullscreen mode is recommended as a) it is easier for students to see the poll and b) questions are automatically 'pushed' to students who use the web to respond



Go to next poll.



Go to previous poll.



**Visual settings** [Close]

Bar chart | Column chart

> Color scheme [X]

> Heat map [ ]

> Font: Lucida Grande

Primary font color [ ]

Secondary font color [ ]

Size [Slider]

> Title [ ]

> How to respond [ ]

> Background

> Bars

> Axis & labels

Segment responses [Enable]

> Instructions view settings

> Total results

Response totals: Count, Percentage, Count, None

Switch between a bar chart and column chart display

Adjust the display size of the question. Useful if the question is very long

Hide either the title (question) or how to respond (your web address). Useful if you need more screen space for the response chart

Instructional view settings include an option to add an image with the question title

Choose between a percentage or number display for your response chart

# 4. Presenting questions part two