

## Creating a Poll in Zoom

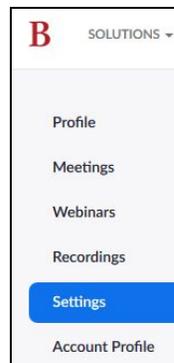
Polls in Zoom allow you to create single or multiple choice polling questions in your meetings.

### Enable Polling

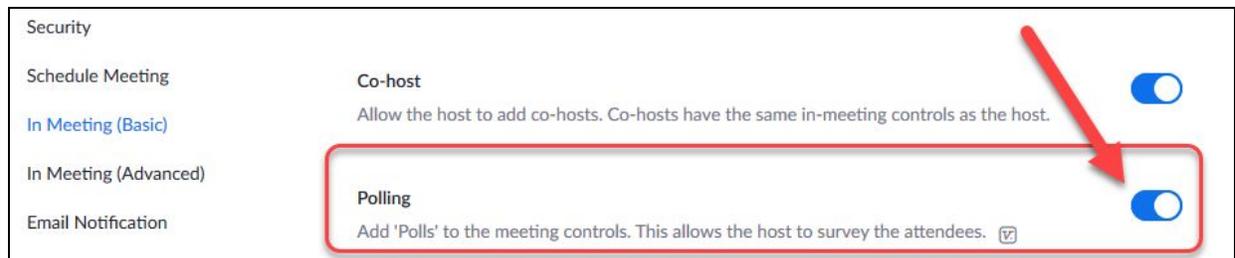
1. Sign in to your Zoom account using your Bard email address and the **Bard Zoom Portal**. <https://bard.zoom.us/>



2. In the menu on the left, click on **Settings**.

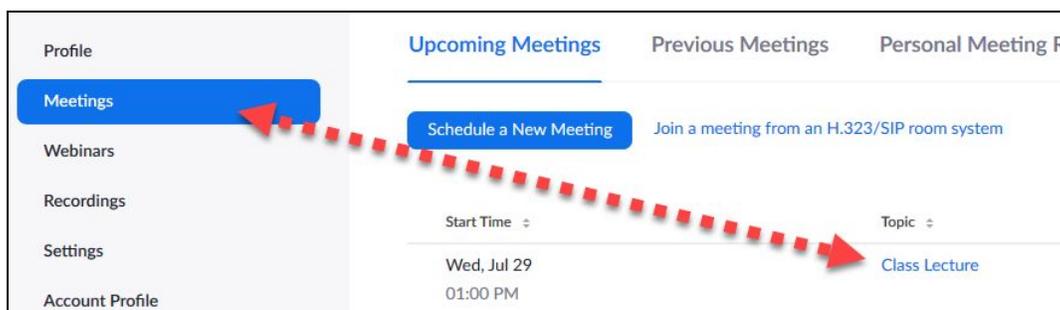


3. Click on **In Meeting (Basic)** in the middle menu and then scroll down until you see **Polling**. Make sure the toggle is switched on.

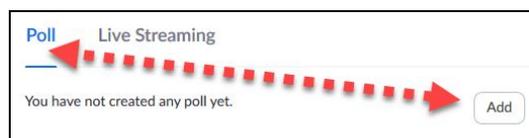


## Creating a Poll

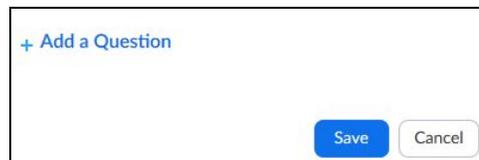
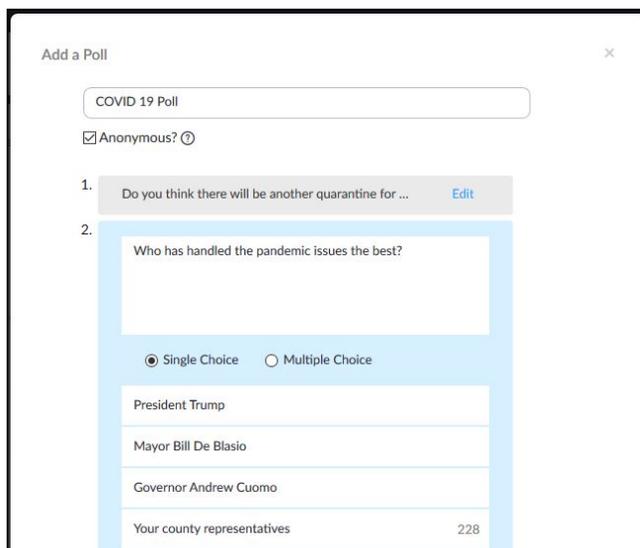
1. While still in your Account in Zoom, click on **Meetings** in the left menu and click **Schedule a New Meeting**. Fill out the information there and click **Save** at the bottom of the window.
2. Once you've scheduled your meeting, click on **Meetings** on the left menu and click on the meeting you would like your poll in.



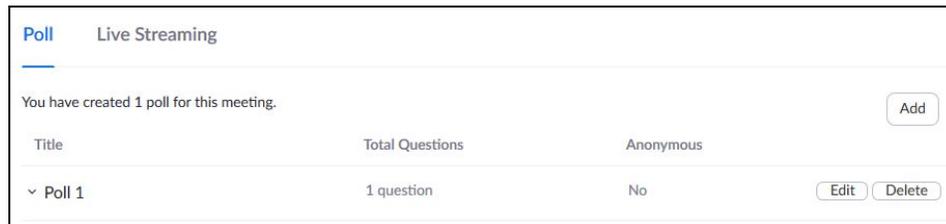
3. Scroll down to the bottom of the next window and click on the **Poll** tab, then click **Add**.



4. Create your poll by adding a **Title** in the top box, clicking **Anonymous** (recommended), adding questions with single choice or multiple choice answers. The number shown in the text boxes shows you how many characters you have left for that text box.
5. Click **Add a Question** if you would like to add more questions to the poll, then click **Save** when you're finished.



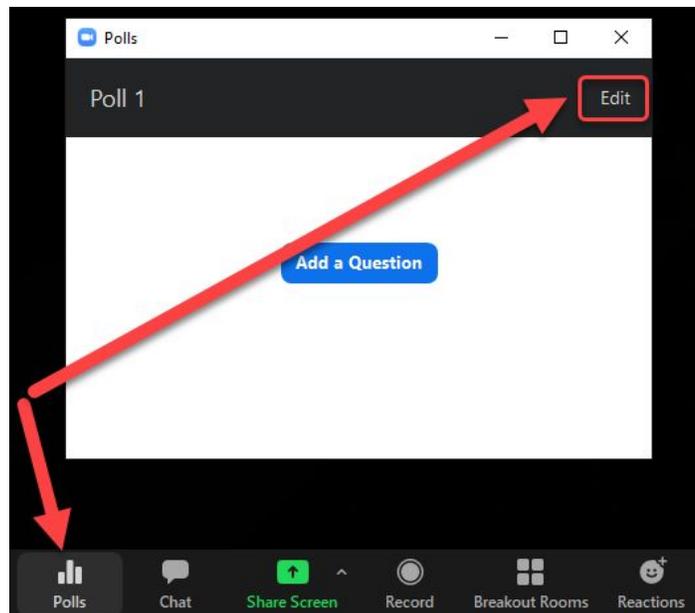
6. Your poll is now available for editing or deleting in your **Meeting** settings. **You can also add another poll if you like.** There is a maximum of 25 polls per meeting. This is important if you have a recurring meeting and want to have different polls for different days.



Title	Total Questions	Anonymous
▼ Poll 1	1 question	No

## Creating a Poll While in Your Zoom Meeting

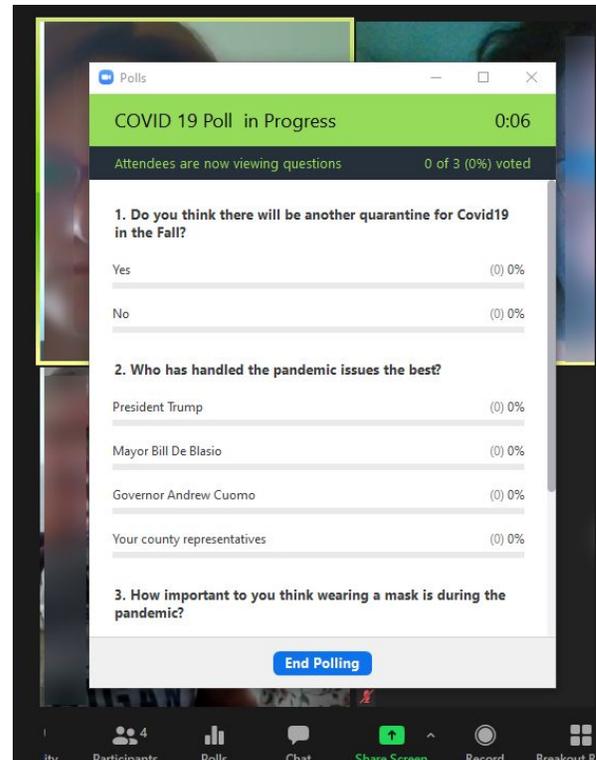
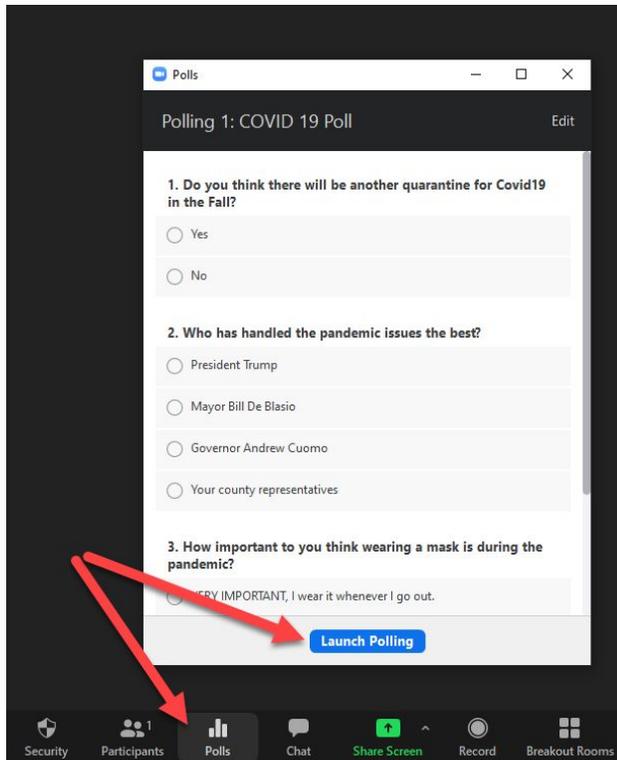
1. Click on **Polls** in the Zoom toolbar.
2. Click **Edit** in the upper right hand corner. The poll will open in your Zoom account.
3. See **Steps 4, 5, and 6 above** to create your form.
4. Click **Save**. **NOTE:** While you are creating your poll, the process is NOT visible to attendees until you LAUNCH your poll.



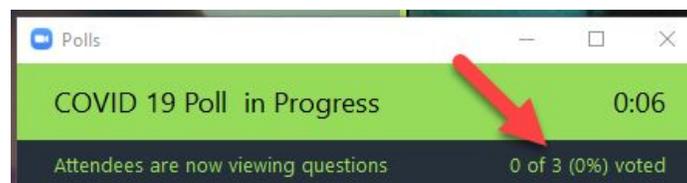
5. You are returned to your Zoom meeting. Click **Launch Polling** at the bottom of your Poll window. The poll is now available to your meeting attendees. See the next Section for what to do after launching your poll.

## Launch Your Poll

1. Start the Zoom meeting where the poll is created.
2. Click **Polls** in the toolbar. Select the poll you would like to launch and click **Launch Polling**. Once launched, your meeting members can begin to take the poll.



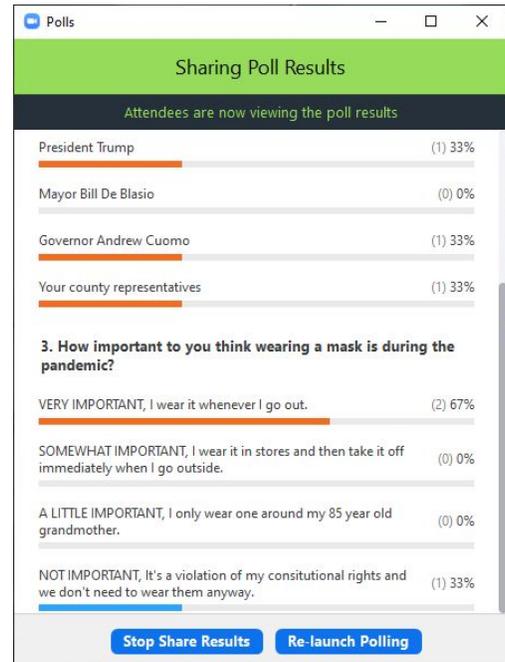
3. You can see how many people have answered the poll by viewing the progress during the polling:



5. Click **End Polling** to stop the poll.

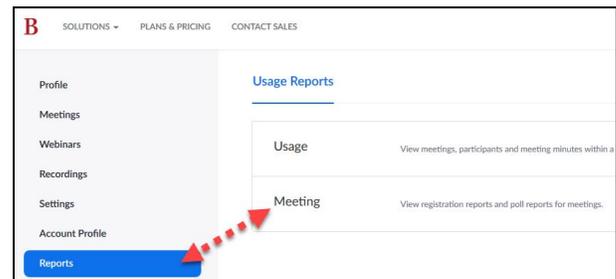
To share the polling results with attendees, click **Share Results**.

Click **Stop Share Results** to remove the poll from the window.

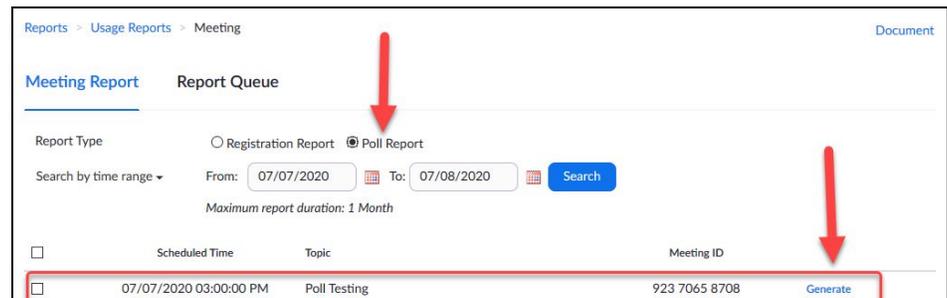


## Get a Report of your Poll

1. You can download the results of the poll by logging into your Zoom account, clicking **Reports** in the left menu and selecting **Meeting**.



2. Find your poll, check the box for **Poll Report** and click **Generate**.



3. Click **Download** to get a .csv file of the poll.

