Poll Everywhere for UI College of Medicine Faculty

What is it? .................................................................................................................................................. 2
Getting Started ........................................................................................................................................ 2
Creating Poll Questions ............................................................................................................................. 2
Tips for Clickable Image Question ............................................................................................................ 7
Adding an Image to Your Poll Everywhere Question Stem ..................................................................... 8
Tips for Displaying Questions with Images as Part of the Stem ............................................................... 9
How to Make One (or more) Answers the ‘Correct’ Answer? .............................................................. 10
Configuration Settings .............................................................................................................................. 11
Delivering your Poll Questions – Presentation Options ......................................................................... 12
Creating Reports ....................................................................................................................................... 13
FAQ .............................................................................................................................................................. 14
Poll Everywhere for UI College of Medicine Faculty

What is it? Poll Everywhere is a simple application that works well for live audiences using a web browser or mobile devices (e.g. smartphones, tablets, laptops, etc.). People participate by visiting a mobile-friendly web page for your course, sending text messages, or using Twitter (only if you enable it – Twitter is not enabled by default). Instructions for how participants respond to the poll question are displayed on screen. A poll question that is embedded within the presentation or web page will update in real time.

Getting Started
First – log in to Poll Everywhere. Go to http://www.polleverywhere.com and select Log In.

If you have not been sent an invitation to create an account, please contact Max Anderson (max@uic.edu).

Creating Poll Questions
For those of you who are familiar using clickers or other audience response tools, the process is a bit different with Poll Everywhere. In the past, you just typed your question in a PowerPoint or Keynote presentation slide. With this new system, you must enter your question in Poll Everywhere for it to work.

Click on Create and start typing in a question stem.

Questions & Surveys are slightly different.
Questions show up one at a time, and surveys show questions at the same time.

Start typing in your question and options will appear below it. You have four different ways that your participants can respond:

- Multiple choice
- Open ended
- Q&A / Brainstorm
- Ranking
- Clickable image
Poll Everywhere for UI College of Medicine Faculty

This is an example of typical **multiple-choice** question.

1. Type your question here.
2. Choose Multiple Choice.
3. Enter responses (note that you can also upload an image as an answer choice).
4. Add additional answers if you like.
5. Continue adding questions or...
6. Click **Create**.

**What next?** Keep reading and all shall be revealed.
Poll Everywhere for UI College of Medicine Faculty

This is an example of the **open ended** type question.

1. Type your question or statement here.
2. Select **Open Ended**.

Choose response types:

3. Text Wall (participant responses lined up vertically)
4. Word Cloud (best for one word responses; the more often a word is used, the bigger it becomes)
5. Cluster (like **text wall**, though responses are not necessarily vertical or horizontal)
6. Ticker (like **text wall**, though responses are horizontal instead of vertical)
7. Continue adding questions or...

8. Click **Create**.
This is an example of a **ranking** question. You enter the answers here **out of order** and the students put them **in order**.

1. Type your question or statement here.

2. Choose **Ranking**.

3. Enter your answer choices.

4. Continue adding questions or...

5. Click **Create**.

**How do participants respond?**

1. Participants move responses up and down to put them in order and then...

2. Submit their response.
Poll Everywhere for UI College of Medicine Faculty

This is an example of clickable image question.

1. Type your question or statement here.
2. Choose **Clickable Image**.
3. Upload an image from your computer.
4. Continue adding questions or...
5. Click **Create**.

**Uploading an image.**
Follow the directions to select where participants should respond based on your question or statement.

You can have more than one correct response, and you can resize the box(es).
Poll Everywhere for UI College of Medicine Faculty

Tips for Clickable Image Question
1. Remember to **activate** your poll when ready to show it.
2. Hide responses until everyone has voted. This will also take away the boxes you see below, until everyone has finished voting.
3. This shows or hides where everyone selected the answer(s) on the image.

What part of the chick is used to eat?

What part of the chick is used to eat?

Respond at PollEv.com/maxatuic

One more thing...

Change the **response settings** to ‘as many times as they like,’ for this type of question. Otherwise, they can only respond once
Adding an Image to Your Poll Everywhere Question Stem

Not only can you add images as potential answer choices, but you can also have an image be a part of the stem. You can only have ONE image be part of the stem. If you have more than one image to display, a suggestion would be to combine the images into one.

Open the question.

1. Click on the pencil/pen icon.
2. Click on Title to expand this section.
3. Choose the image from your computer (you can also pull from Flickr or other sources) and upload it to Poll Everywhere.

4. Change the size of the image – move the slider to about the middle.
Poll Everywhere for UI College of Medicine Faculty

Tips for Displaying Questions with Images as Part of the Stem

- When you show the question, you might want to make the question **full screen** by clicking on the button highlighted on the right.
- The students **will not** see the image on their devices. It **will** show up for you and them on the big screen in the lecture halls or other rooms where you are projecting.
How to Make One (or more) Answers the ‘Correct’ Answer?
It is possible in Poll Everywhere to mark the correct answer. When you create a question, click on the Edit button in the lower right corner of the screen.

Place a checkmark next to where it says **Grade incoming responses**. Then select the correct answer.

This image shows how it looks when you are presenting your question and you select the button that has a checkmark, in the vertical toolbar. This button only appears if you select an answer to be correct in the preceding steps.
Configure how your participants will respond to your polls. In this example, they can respond via the mobile app (not an option in this screenshot, but trust me, it works) and text messaging. Twitter is unchecked so they would not be able to respond that way.

Now, configure how many times they will be able to respond. The default is 1 time (which means they cannot change their vote once it is registered).

You can also allow ‘everybody’ or just ‘registered participants only’ to respond. The latter is a great way to take attendance, because you will only get those who actually registered with Poll Everywhere.

Respondents do NOT have to log in to Poll Everywhere in order to vote, as long as you choose ‘everybody’ for ‘who can respond.’
Poll Everywhere for UI College of Medicine Faculty

Delivering your Poll Questions – Presentation Options
This is an example of what you will see if you present your poll from the Poll Everywhere website. Participants have these options by which they can respond. Notice the URL below the questions? For me, it is http://pollev.com/maxatuic. The last part of this URL, the ‘maxatuic’ is my custom username I set up in the Settings area. If your students are responding to your poll via a browser, they should type in this URL – well, yours, but hopefully you get the idea.

The arrows on the bottom allow you to navigate between poll questions.

This is an example of what the participant will see via a web browser if your settings determine they can only respond one time.

This is an example of what the mobile app screen looks like. The mobile app is free and is available for both iOS and Android. Students just search their respective app stores for it.

Faculty can also use it! You can present from the app as well.
Creating Reports

In the upper left corner, you will see Reports. Click on this and select **Create a new report**.

You have multiple report types to choose from – if you are taking attendance, choose the **Gradebook** report.

Select which poll question you want a report. You can select more than one poll question for the report.

The most common report is the **Executive Summary**.

You can download the .csv file – this option is in the lower-right corner.
FAQ

What if Poll Everywhere Presenter is not on the machine (or I don’t see the tab in PowerPoint?)

Poll Everywhere Presenter is an add-in tool that was installed on the lectern computers in 227, 106, 429, & 527 on both Mac and PC. In PowerPoint on the PC, you should see a tab in the ribbon called Poll Everywhere. (See Image 1 below). If you do not see it, Poll Everywhere Presenter has not been installed. You will have to present your poll questions from the Poll Everywhere website.

Image 1 - PC

If you have already inserted your poll slide(s) on another computer, you simply need to log in, not insert a poll slide. If you have not already inserted your poll slide(s), you can do it on the lectern computer by selecting Insert Poll Slide.

It works a little differently on the Mac. There is no tab in the ribbon. There is a program called Poll Everywhere Presenter. (Note: for both Mac and PC, this will likely change by mid-September and you will be notified of the change.)

An icon like that on the right should be on the desktop of the Mac. Open the program and log in to Poll Everywhere.

Note: You have to have Keynote or PowerPoint open already (see screenshot below).

Once you have opened PowerPoint or Keynote, you can select a poll question to insert.
Can I add a password to my poll questions?
Currently, no. According to Poll Everywhere, they are working on this functionality.

How do I install the Poll Everywhere add-in for PowerPoint on my own computer (PC)?
2. Follow the install wizard, a pop-up window, to complete installation.

This goes for both Mac and PC – when you insert it into the presentation, you will not actually see the poll until you are in Slide Show View. If you are not logged in to Poll Everywhere (via PPT on the PC or via Poll Everywhere Presenter on the Mac), your poll will probably not work.
Poll Everywhere for UI College of Medicine Faculty

3. Open PowerPoint, you should now see a Poll Everywhere tab in the top right ribbon. Click on it to open our toolbar/ribbon.

4. Click on the Log In button and enter your poll everywhere credentials.

5. Click on the Insert Poll Slides button to the top left of PowerPoint. Then choose your polls to embed within the pop-up window.

6. Click on Slide Show > Start from beginning and go through your slides. The Polls will only show when you are in full screen presentation mode.

Do I have to register students?
No – this has been done for you.

Do the students have to log in to Poll Everywhere before they can respond?
Yes, but only if you want to get a detailed report of their performance (or for attendance purposes).

How will the students know how to respond?
The slide you use to present a question OR if you choose to present the poll from the Poll Everywhere website, will have the URL for them to enter. It is in the format: http://pollev.com/yourname.

Do the faculty have to log in to Poll Everywhere to use it?
Yes, even if you have inserted Poll Everywhere slides into your presentation, you must log into either the Poll Everywhere Presenter application on the Mac, or log in via the ribbon in PowerPoint on the PC.

Can I present a poll via the mobile app?
Yes. It will not show up in the Echo recording unless you are also displaying your mobile device screen via the screens in the classroom / lecture hall.

How does this work with the presenter view for PowerPoint on the Mac?
There are admittedly a few glitches that I have found with PowerPoint on the Mac. If you get the screen that shows just the placeholder like what is on the left, just go back a slide or two and forward again; it should start up.
Poll Everywhere for UI College of Medicine Faculty

Can I move the placeholder around on my slide to add more content?
Yes! It is an image, so you can resize it or move it around.

If I make changes to a question, will it be automatically update to a previously downloaded PPT slide?
Yes.

Last Updated: 12/5/16