

Creating Polls in Zoom

You can create polls for your online classes before they begin in two ways. The easiest way is to create polls in your Zoom cloud account. Alternatively, you can create polls by using a .csv template file in Zoom via Brightspace. This guide will first show the creation of polls via your Zoom cloud account and then proceed show how to create polls via Zoom in Brightspace

Creating Polls for Online Classes via your Zoom cloud account.

You can create polls directly via your Zoom cloud account.

Step 1: Log in to your Zoom.us account and go to *Meetings*. Locate the meeting that you wish to add the poll to. Click the class link to directly add the poll to the existing meeting.

The screenshot shows the Zoom web interface. The left sidebar contains navigation links: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Upcoming' tab is active, showing a list of meetings. The first meeting is 'Weekly Online Class' on Monday, June 21. The second meeting is 'Weekly Online Class' on Monday, June 28. The third meeting is 'Guest Lecture June' on Wednesday, June 30, at 12:00 PM - 01:00 PM. This meeting is highlighted with a red box, and a red arrow points to it with the text 'Click the class link to add a poll directly'.

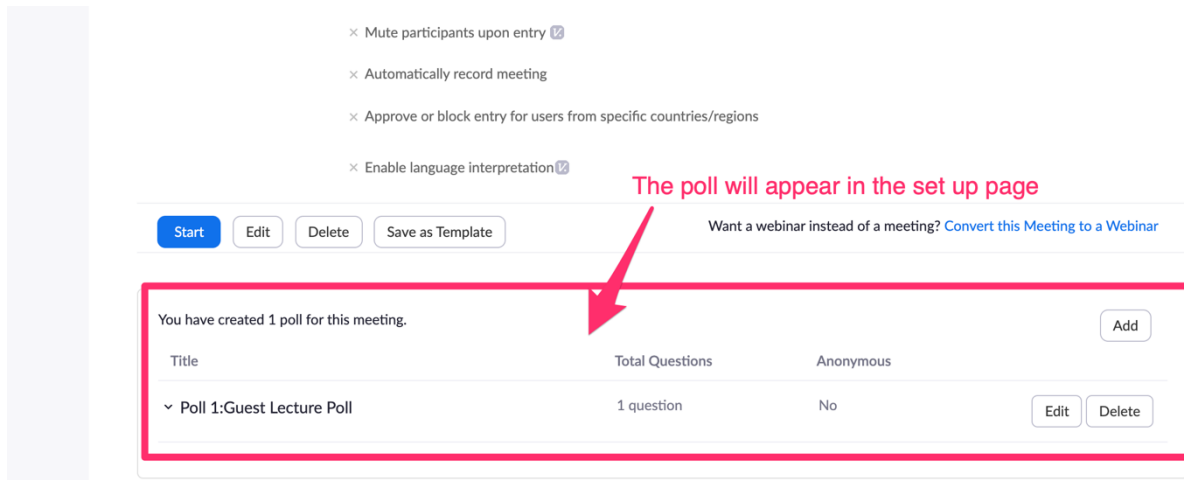
Step 2: Scroll to the end of the screen and click *Add* to create a poll.

The screenshot shows a meeting configuration page. On the left, there are sections for 'Audio' (Telephone and Computer Audio) and 'Meeting Options' (Allow participants to join anytime, Mute participants upon entry, Automatically record meeting, Approve or block entry for users from specific countries/regions, Enable language interpretation). At the bottom, there are buttons for 'Start', 'Edit', 'Delete', and 'Save as Template'. To the right of these buttons is a link: 'Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)'. At the very bottom, a message states 'You have not created any poll yet.' and an 'Add' button is located in the bottom right corner, highlighted with a red box and a red arrow pointing to it from the text 'Scroll to the bottom of the screen and click add'.

Step 3: Add the details of your poll in the pop up window.

The screenshot shows a 'Add a Poll' pop-up window. At the top, there is a text input field containing 'Guest Lecture Poll', with a red arrow pointing to it from the text 'In the pop window add the details of your poll'. Below the input field is a checkbox labeled 'Anonymous?' with a question mark icon. Underneath is a numbered list item '1.' followed by a question: 'Do you agree with the speaker's statement about the financial implications of the Northern Ireland trade agreement?'. Below the question are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Below these are four input fields for answers: 'Yes', 'No', 'Unsure' (with a count of '249' next to it), and 'Answer 4 (Optional)'.

Step 4: The poll will appear on the setup page and will be ready to launch when you begin the online class.



× Mute participants upon entry ⓘ

× Automatically record meeting

× Approve or block entry for users from specific countries/regions

× Enable language interpretation ⓘ

[Start](#) [Edit](#) [Delete](#) [Save as Template](#) [Want a webinar instead of a meeting? Convert this Meeting to a Webinar](#)

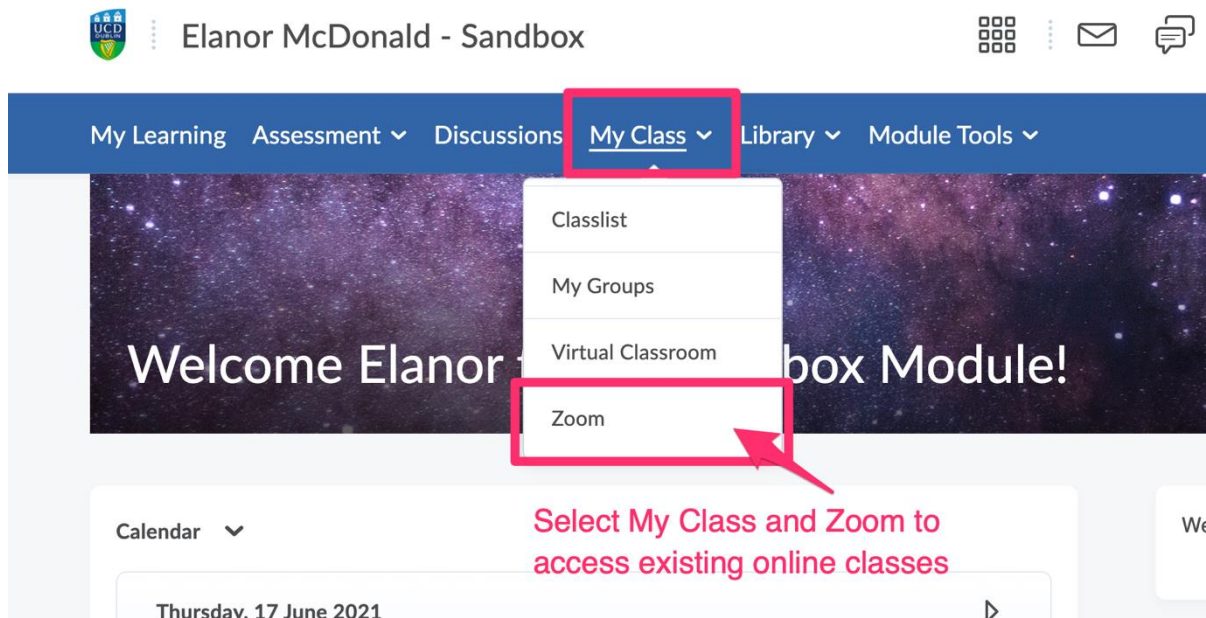
You have created 1 poll for this meeting. [Add](#)

Title	Total Questions	Anonymous	
▼ Poll 1:Guest Lecture Poll	1 question	No	Edit Delete

The poll will appear in the set up page

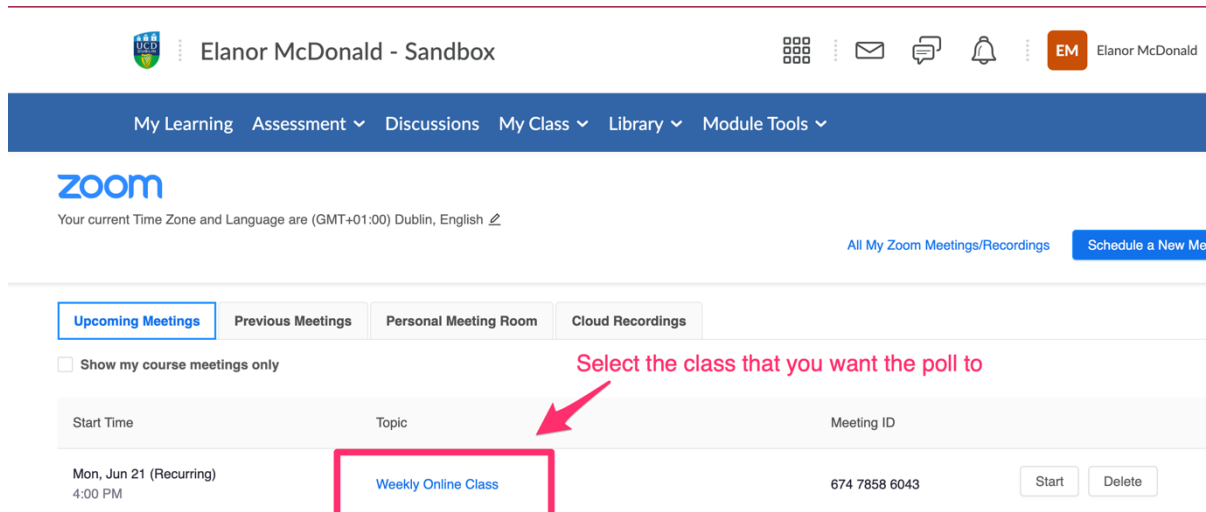
Creating Polls for Online Classes in Zoom via Brightspace

Step 1: Navigate to My Class and then Zoom from the main menu in module



The screenshot shows the Brightspace user interface for Elanor McDonald in the 'Sandbox' module. The top navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'My Class' dropdown menu is open, showing options: 'Classlist', 'My Groups', 'Virtual Classroom', and 'Zoom'. The 'Zoom' option is highlighted with a red box and a red arrow. Below the menu, a red text box with a red arrow points to the 'Zoom' option, stating: 'Select My Class and Zoom to access existing online classes'. The background features a 'Welcome Elanor McDonald to the Sandbox Module!' banner and a calendar for Thursday, 17 June 2021.

Step 2: Navigate to the existing online class and click the class link



The screenshot shows the Zoom web interface for Elanor McDonald. The top navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'Zoom' logo is visible, and the current time zone and language are set to (GMT+01:00) Dublin, English. The 'Upcoming Meetings' tab is selected, showing a list of meetings. The 'Weekly Online Class' meeting is highlighted with a red box and a red arrow, with a red text box above it stating: 'Select the class that you want the poll to'. The meeting details include the start time (Mon, Jun 21 (Recurring) 4:00 PM), the topic (Weekly Online Class), and the meeting ID (674 7858 6043). There are 'Start' and 'Delete' buttons for this meeting.

Start Time	Topic	Meeting ID	
Mon, Jun 21 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043	Start Delete

Step 3: Scroll to the end of the screen to download the template file which is in .csv format.

Elanor McDonald - Sandbox

My Learning Assessment Discussions My Class Library Module Tools

Security ☒ Passcode ☒ Show ☒ Waiting room

Only authenticated users can join meetings

Video Host off
Participant off

Audio Telephone and Computer Audio

Meeting Options ☒ Enable join before host
☒ Mute participants upon entry ☒
☒ Record the meeting automatically In the cloud

Delete this Meeting Edit this Meeting Start this Meeting

Poll
You can import polls to this meeting through importing CSV. [Download a CSV Template](#)
You have not created any poll yet.

Import CSV

Scroll to the bottom of the screen and click the template link

Step 4: Download the file and double click to open. You will need to edit the file to suit the poll that you wish to create for your online class.

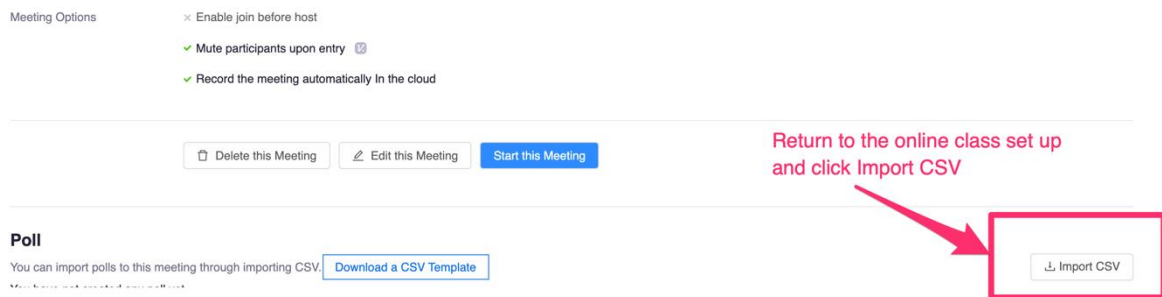
A	B	C	D	E	F	G
Title	Questions Name	Questions Type	Answers			
Polling1	How useful was this meeting?	multiple	Extremely useful Somewhat useful Not useful at all			
	How useful was this course?	single	Extremely useful Somewhat useful Not useful at all			
Polling2	How useful was this meeting?	multiple	Extremely useful Somewhat useful Not useful at all			
	How useful was this course?	single	Extremely useful Somewhat useful Not useful at all			

Amend the template file to suit the needs of your online class

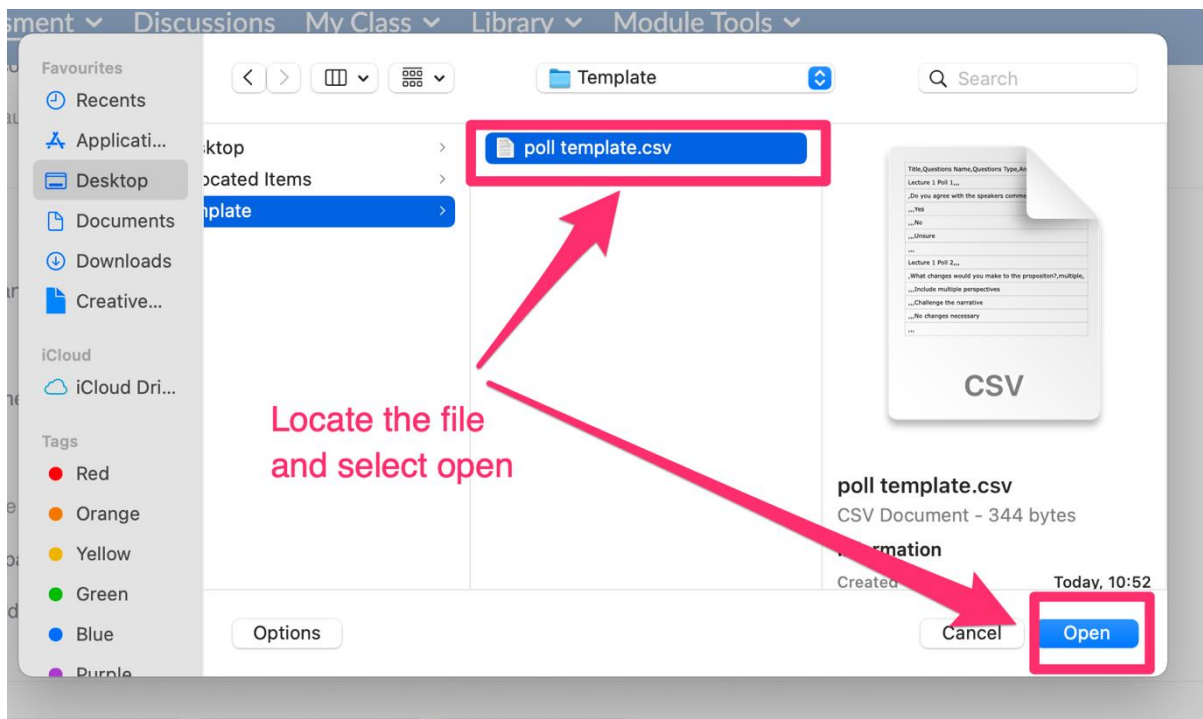
	A	B	C	D	E
1	Title	Questions Name	Questions Type	Answers	
2	Lecture 1 Poll 1	Do you agree with the speakers comments?	single	Yes No Unsure	
8	Lecture 1 Poll 2	What changes would you make to the proposition?	multiple	Include multiple perspectives Challenge the narrative No changes necessary	

Example of an amended file

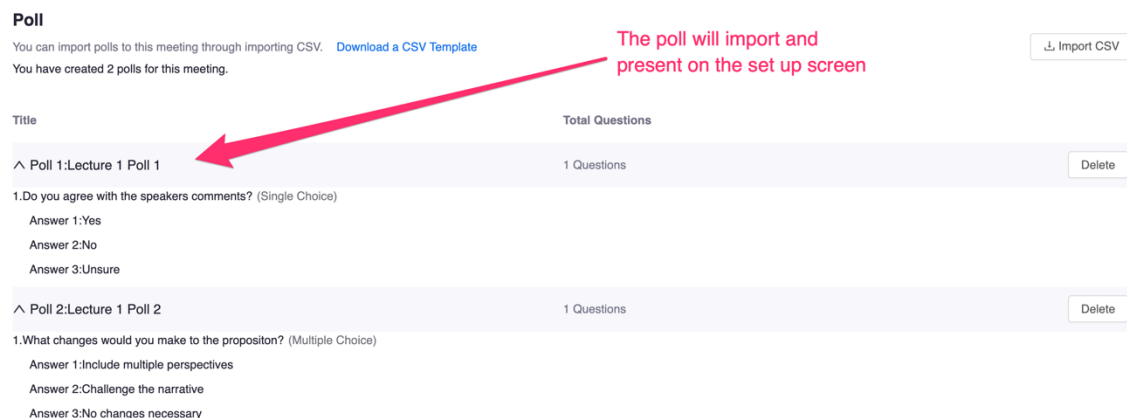
Step 5: Save the file and navigate back to the Zoom landing page in the module in Brightspace. Click the **Import CSV** button to import the template file.



Step 6: In the pop up window, locate the file on your machine and click **Open**.



Step 7: The poll will import and will present on screen.



Step 8: Once you import the poll, you can edit it before the lecture starts by navigating to your Zoom.us account (Zoom.com), going to Meetings and clicking on the link for the class / session.

The screenshot shows the Zoom web interface. On the left is a sidebar with navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. The main area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Under the 'Upcoming' tab, there is a calendar view for 'Mon, Jun 21' showing a meeting from '04:00 PM - 05:00 PM' titled 'Weekly Online Class'. A red box highlights the meeting title, and a red arrow points to it with the text: 'You can edit the poll by going to your Zoom.us (or Zoom.com account) and clicking on the class link'.

Step 9: Scroll to the end of the session settings screen and select *Edit* on the poll that you want to amend.

The screenshot shows the 'Settings' page for a Zoom meeting. The 'Meeting Options' section is visible, including settings for participant entry, muting, and recording. At the bottom of the page, there is a section titled 'You have created 2 polls for this meeting.' which contains a table of polls. A red box highlights the 'Edit' and 'Delete' buttons for the first poll, 'Poll 1:Lecture 1 Poll 1'. A red arrow points to these buttons with the text: 'Scroll to the end of screen and click edit on the poll you want to change'.

Title	Total Questions	Anonymous	
▼ Poll 1:Lecture 1 Poll 1	1 question	No	Edit Delete
▼ Poll 2:Lecture 1 Poll 2	1 question	No	Edit Delete