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.

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

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

Step 4: The poll will appear on the setup page and will be ready to launch when you begin the online class.
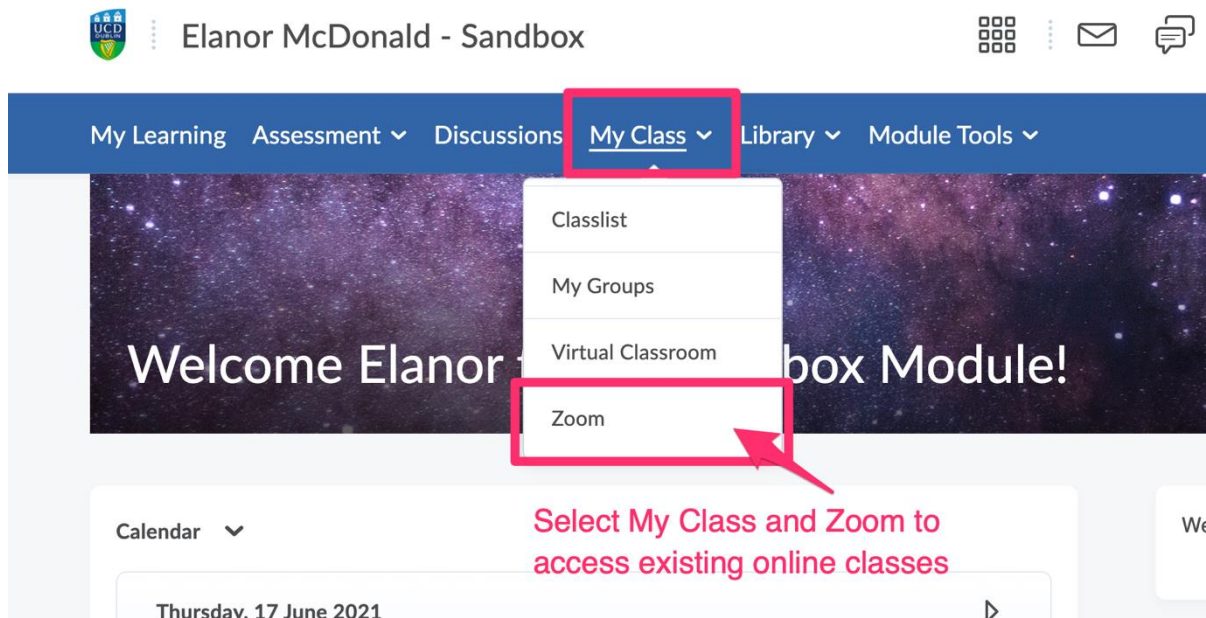
Creating Polls for Online Classes in Zoom via Brightspace

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

Select My Class and Zoom to access existing online classes

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

Select the class that you want the poll to

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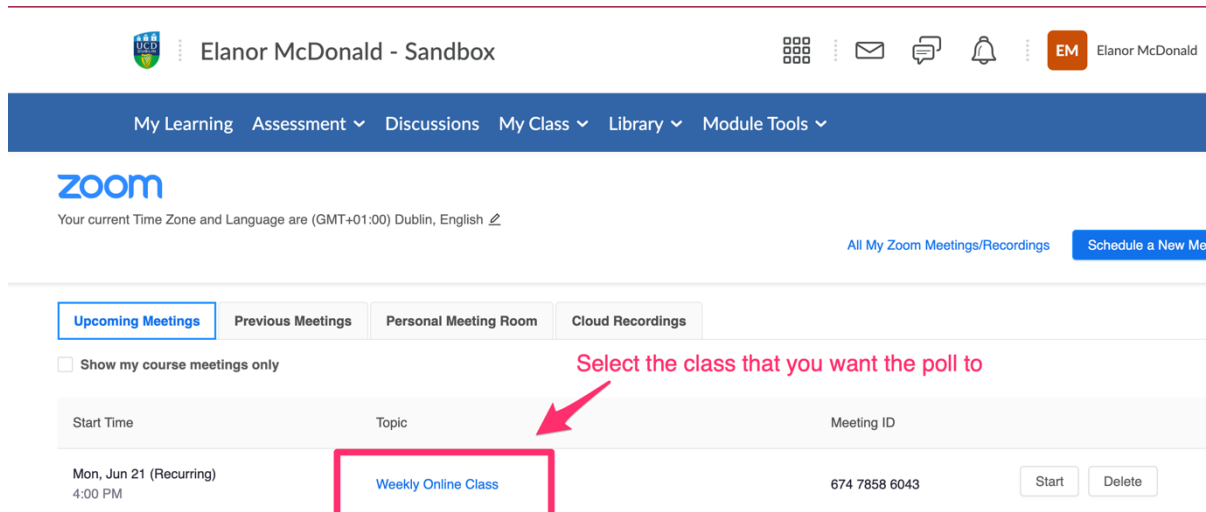

Step 4: Download the file and double click to open. You will need to edit the file to suit the poll that you wish to create for your online class.

	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				
3		Do you agree with the speakers comments?	single		
4				Yes	
5				No	
6				Unsure	
7					
8	Lecture 1 Poll 2				
9		What changes would you make to the propositon?	multiple		
10				Include multiple perspectives	
11				Challenge the narrative	
12				No changes necessary	
13					
14					

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.
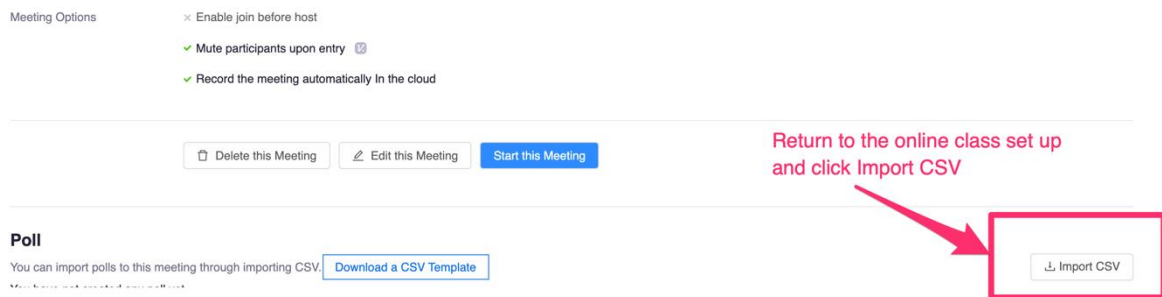
Step 6: In the pop up window, locate the file on your machine and click *Open*.
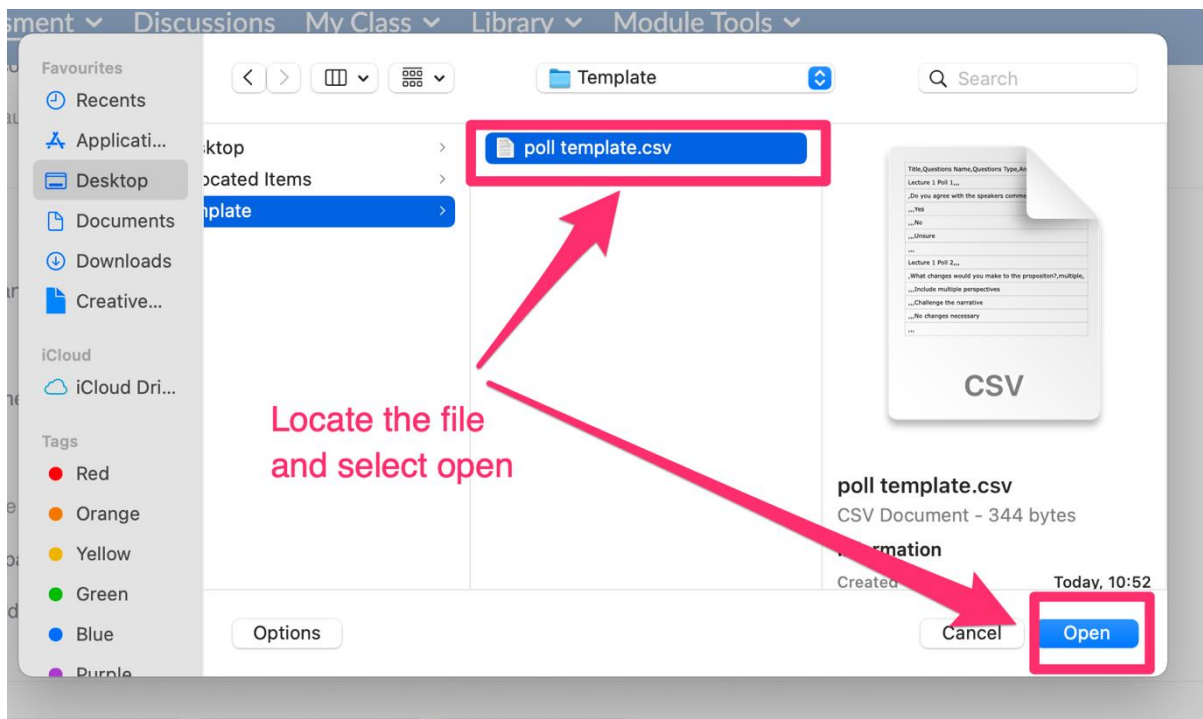
Step 7: The poll will import and will present on screen.
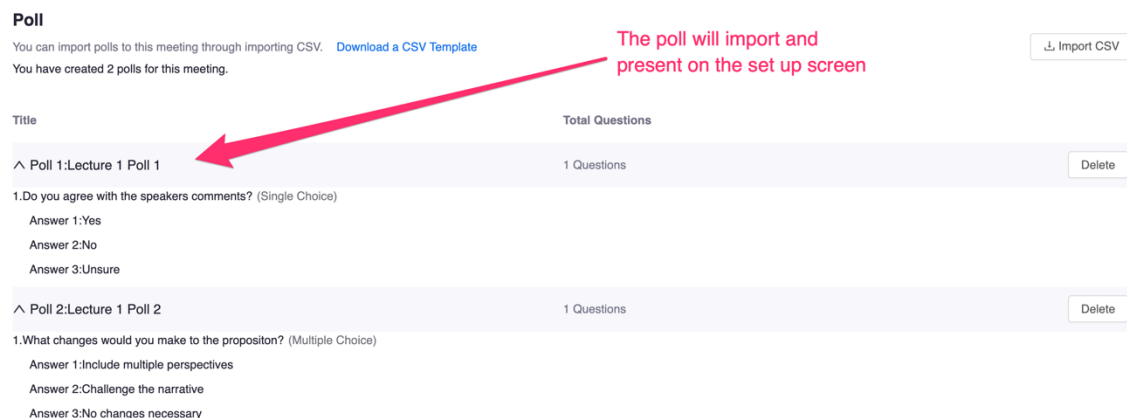
Step 8: Once you import the poll, you can edit it before the lecture starts by navigating to your Zoom.us account (Zoom.com), going to Meetings and clicking on the link for the class / session.

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