

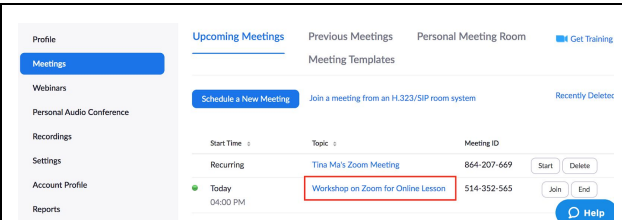
User Guide on Polling of Zoom

Edit Poll Questions for Pre-scheduled Meeting

Option 1:

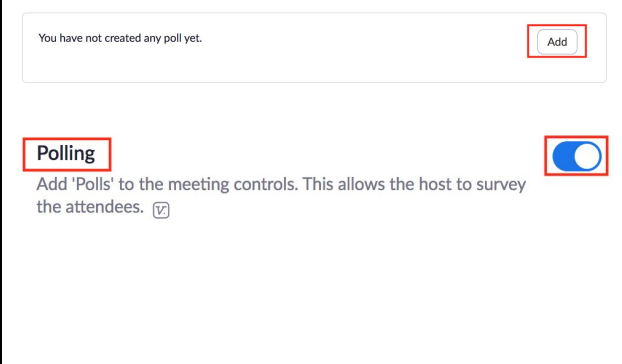
1. You can prepare the poll questions before starting the Zoom online lesson.
Go to <https://eduhk.zoom.us/meeting> and click the meeting you want to add polls.

If you cannot see the Poll icon, please activate it through setting on <https://eduhk.zoom.us/meeting>.



2. Scroll down to the end of the page, you can create a poll by clicking **Add**.

If you cannot see the Poll icon, please activate it through setting on <https://eduhk.zoom.us/meeting>.



3. Edit your polling questions and choices.

If you click “**Anonymous**”, the user information in poll report will be kept anonymous.

Add a Poll

Enter a title for this poll.

Anonymous? ⓘ

1. What is the day today?

Single Choice Multiple Choice

Monday

Tuesday

Wednesday

Friday

4. You can add more polling questions by clicking **+Add a Question**. Remember to click **Save** when you finish.

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

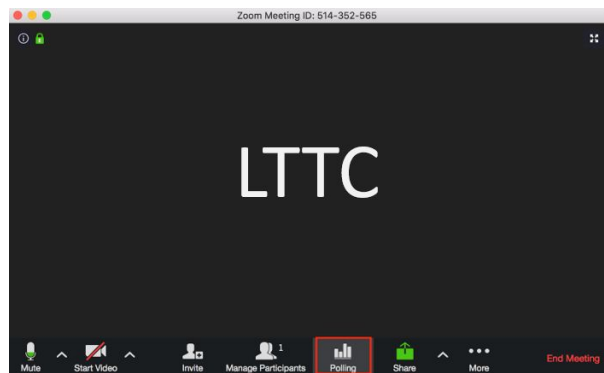
Delete

+ Add a Question

Save

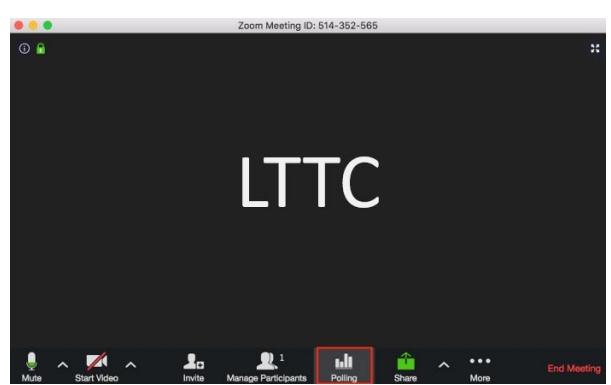
Cancel

5. Start the relevant Zoom Meeting. Now you can check and launch the Polling by clicking the **Polling** icon at the bottom bar.



6. As the meeting Host, you can see the **Polling** button at the bottom bar in a Zoom meeting.

If you cannot see the Polling icon, please activate it through setting on <https://eduhk.zoom.us/meeting>.



Polling

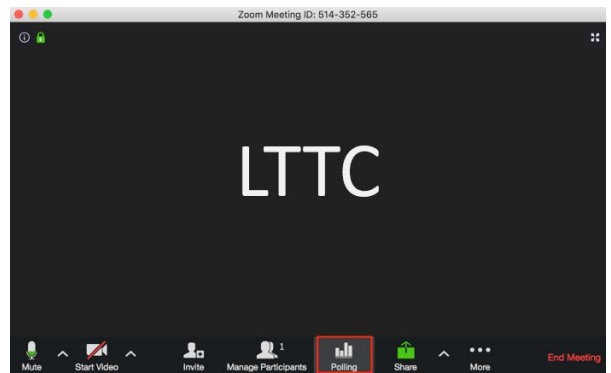
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



Option 2:

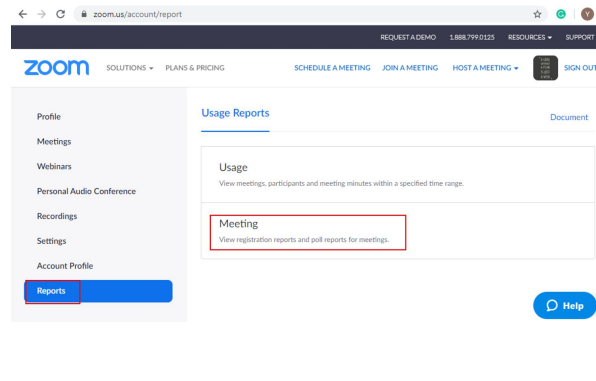
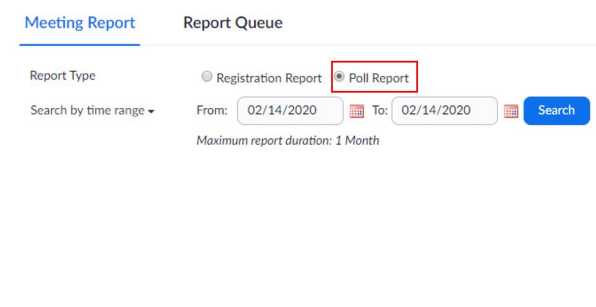
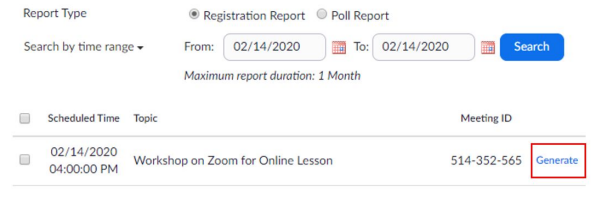
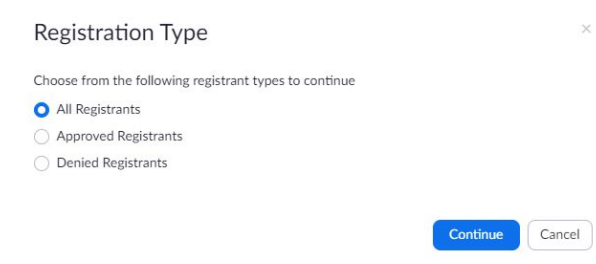
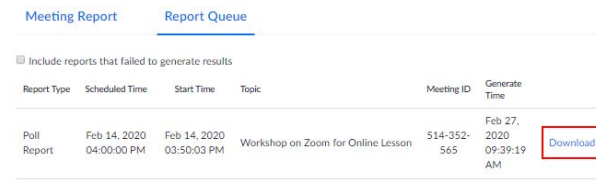
When you start a **pre-scheduled** meeting, click **Polling**, Zoom will direct you to to pre-set the poll questions at [https://eduhk.zoom.us/meeting\(meeting ID xxxxxxxx\)](https://eduhk.zoom.us/meeting(meeting ID xxxxxxxx)).

Follow the Step 1 - 6 above to edit and launch your polls.



Download the Polling Results

Note: When the host/ teacher records the Zoom session, poll results cannot be recorded, and the poll report can be downloaded with the following steps.

<p>1. Go to https://eduhk.zoom.us/meeting and click the Reports on the left menu bar. Select Usage Report for Meeting.</p> <p>If you click “Anonymous” when editing the questions. The user information in poll report will be kept anonymous.</p>															
<p>2. Select “Poll Report” for Report Type. Select the date range of the meeting that you want to download the poll report, then click Search.</p> <p>Please note that the maximum report duration is 1 month.</p>															
<p>3. Identify the respective meeting, then click Generate.</p>	 <table border="1"> <thead> <tr> <th>Scheduled Time</th> <th>Topic</th> <th>Meeting ID</th> <th>Generate</th> </tr> </thead> <tbody> <tr> <td>02/14/2020 04:00:00 PM</td> <td>Workshop on Zoom for Online Lesson</td> <td>514-352-565</td> <td>Generate</td> </tr> </tbody> </table>	Scheduled Time	Topic	Meeting ID	Generate	02/14/2020 04:00:00 PM	Workshop on Zoom for Online Lesson	514-352-565	Generate						
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<p>4. Choose All Registrants/ Approved Registrants or Denied Registrants as appropriate. For a normal Zoom online lesson, you may choose All Registrants.</p> <p>Click Continue.</p>															
<p>5. Click Download and you will get a csv file of the polling results.</p>	 <table border="1"> <thead> <tr> <th>Report Type</th> <th>Scheduled Time</th> <th>Start Time</th> <th>Topic</th> <th>Meeting ID</th> <th>Generate Time</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>Poll Report</td> <td>Feb 14, 2020 04:00:00 PM</td> <td>Feb 14, 2020 03:50:03 PM</td> <td>Workshop on Zoom for Online Lesson</td> <td>514-352-565</td> <td>Feb 27, 2020 09:39:19 AM</td> <td>Download</td> </tr> </tbody> </table>	Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	Download	Poll Report	Feb 14, 2020 04:00:00 PM	Feb 14, 2020 03:50:03 PM	Workshop on Zoom for Online Lesson	514-352-565	Feb 27, 2020 09:39:19 AM	Download
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