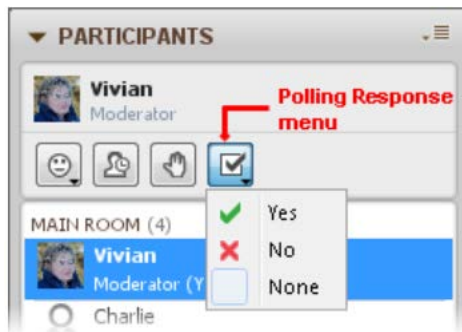


## POLLING

People can respond to questions by selecting response options from the Polling Response menu in the Participants panel or by entering keyboard shortcuts (listed in the table below). Moderators can change the type of poll at any time; the response buttons will change accordingly. You can conduct polls of session attendees using four different poll types:

- Yes/No Options (the default)
- Multiple-Choice Responses A – C
- Multiple-Choice Responses A – D
- Multiple-Choice Responses A – E

### Responding to Polling Questions



Type of Poll	Response Buttons	Windows and Linux Shortcuts	Mac Shortcuts
Yes/No	<p>✓</p> <p>✗</p>	<p>Yes: Ctrl+1</p> <p>No: Ctrl+2</p>	<p>Yes: Command-1</p> <p>No: Command-2</p>
Multiple Choice with three answer choices	<p>a</p> <p>b</p> <p>c</p>	<p>A: Ctrl+1</p> <p>B: Ctrl+2</p> <p>C: Ctrl+3</p>	<p>A: Command-1</p> <p>B: Command-2</p> <p>C: Command-3</p>
Multiple Choice with four answer choices	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>A: Ctrl+1</p> <p>B: Ctrl+2</p> <p>C: Ctrl+3</p> <p>D: Ctrl+4</p>	<p>A: Command-1</p> <p>B: Command-2</p> <p>C: Command-3</p> <p>D: Command-4</p>
Multiple Choice with five answer choices	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>A: Ctrl+1</p> <p>B: Ctrl+2</p> <p>C: Ctrl+3</p> <p>D: Ctrl+4</p> <p>E: Ctrl+5</p>	<p>A: Command-1</p> <p>B: Command-2</p> <p>C: Command-3</p> <p>D: Command-4</p> <p>E: Command-5</p>
None (clears all displayed polling responses)	blank square	Ctrl+0	Command-0

## Hiding the Polling Results

By default, everyone can see the polling responses of others. If you want to show the polling results to Moderators only, do one of the following:

- From the Tools menu, select Polling and unselect Make Responses Visible.
- In the Global Options menu, unselect Make Responses Visible.

## Conducting a Poll

To conduct a poll, follow the steps below:

1. Specify the type of poll you want to conduct in one of the following ways (the default is Yes/No Options):
  - a. From the Tools menu, select Polling and then Polling Type. Select the poll type from the submenu.
  - b. Select the desired polling type from the Global Options menu.
2. Ask your question and instruct the session attendees to select one of the response options from the Polling Response menu in the Participants panel or by entering keyboard shortcuts. (For details, see Responding to Polling Questions.)
3. If you don't want to accept any more responses or don't want anyone to be able to change their responses, lock the polling results. (For details, Locking the Polling Responses.)
4. When you are done with the poll, you may want to publish a summary of the polling responses to the **Whiteboard for the Participants**. **Moderators can always see a tabulation of poll responses below the Polling Response menu in the Participants panel.**
5. Clear the polling responses.

## Clearing the Polling Responses

Clear the polling responses in one of the following ways:

- From the Tools menu, select Polling and then select Clear.
- In the Global Options menu, select Clear.
- In the Polling Response bar, click on Clear.



## Lock the Polling Responses

If you don't want to accept any more responses or don't want anyone to be able to change their responses, lock the polling responses. You can do so in one of the following ways:

- From the Tools menu, select Polling and then select Lock Responses.
- In the Global Options menu, select Lock Responses.

The Polling Response menu in the Participants panel is deactivated (removed) so no further responses can be entered.

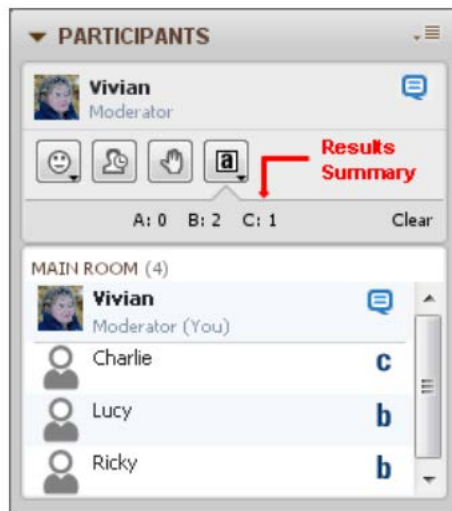
## Unlock the Polling Responses

To unlock polling responses, do one of the following:

- From the Tools menu, select Polling and then unselect Lock Responses.
- In the Global Options menu, unselect Lock Responses.

## View Polling Results

Unless a Moderator has hidden them, Participants can see the responses of others displayed next to their names in the Participants list. Moderators also see a tabulation of the poll results listed below the Polling Response menu. If you want to show Participants the results, publish them to the Whiteboard.



## Publishing the Polling Results to the Whiteboard

Only Moderators can see a tabulation of the polling results, listed below the Polling Response menu (see Viewing Polling Results). If you want to show Participants the results, publish them to the Whiteboard in one of the following ways:

- From the Tools menu, select Polling and then Publish Responses to Whiteboard.
- In the Global Options menu, select Publish Responses to Whiteboard.

The results (including the number of each response and the percentage of the total) are added to the current Whiteboard page as a foreground image, which can be moved, resized or deleted.

