

# NWU POLLING WEBSITE



NWU®

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USER MANUAL

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# MISSION & VISION

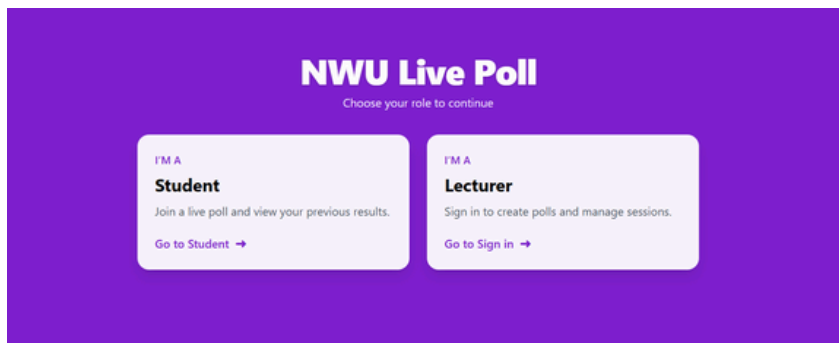
NWU POLL IS A WEB-BASED PLATFORM DESIGNED FOR BOTH LECTURERS AND STUDENTS. LECTURERS CAN CREATE AND MANAGE POLLS, QUIZZES, AND ATTENDANCE SESSIONS, WHILE STUDENTS CAN EASILY JOIN THESE POLLS USING A JOIN CODE. THE SYSTEM PROVIDES REAL-TIME FEEDBACK, RESULTS, AND STATISTICS THAT CAN BE EXPORTED FOR FURTHER ANALYSIS. WHETHER USED FOR QUICK QUIZZES OR CLASS PARTICIPATION, NWU POLL HELPS MAKE TEACHING AND LEARNING MORE INTERACTIVE AND EFFICIENT.

## Mission

To make learning more interactive and engaging by giving lecturers and students a simple, easy-to-use platform for live polls and quizzes. Our goal is to help lecturers connect with their classes in real time while giving students a fun and quick way to participate and see results instantly.

To build a trusted and user-friendly polling tool that improves participation, communication, and feedback in every NWU classroom — and inspires more active learning through technology.

## Vision

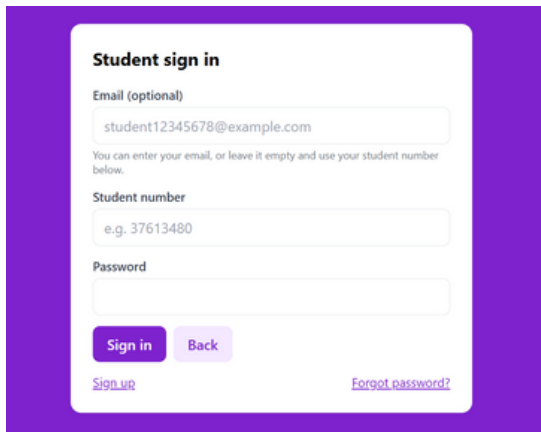


# STUDENT

AS A STUDENT YOU WILL BE ABLE TO JOIN POLLS LECTURERS MAKE

## 1. Sign up

When on the Home page, you will click on the “Student” tab, taking you to the page displayed below



**Student sign in**

Email (optional)

You can enter your email, or leave it empty and use your student number below.

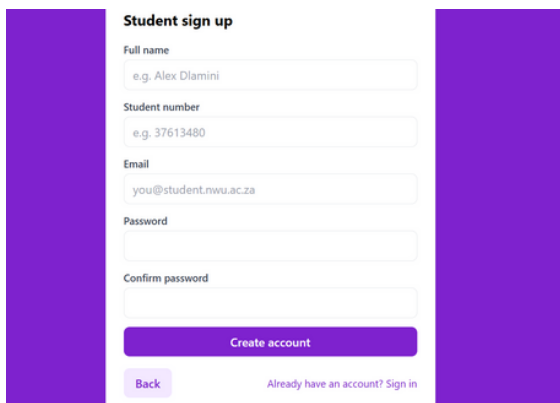
Student number

Password

[Sign in](#) [Back](#)

[Sign up](#) [Forgot password?](#)

Here you will either sign in if you have a pre-existing account or you will sign up to make a new account



**Student sign up**

Full name

Student number

Email

Password

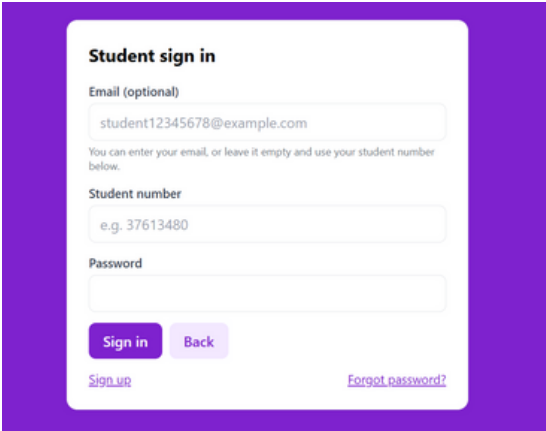
Confirm password

[Create account](#)

[Back](#) [Already have an account? Sign in](#)

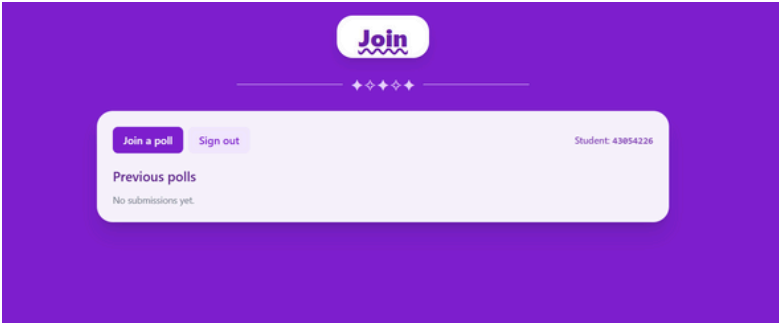
When you see this screen fill in the details as requested. Remember that your password should be 6 or more characters. After you have completed the form creation, it will automatically take you back to the Home page.

## 2. Sign in



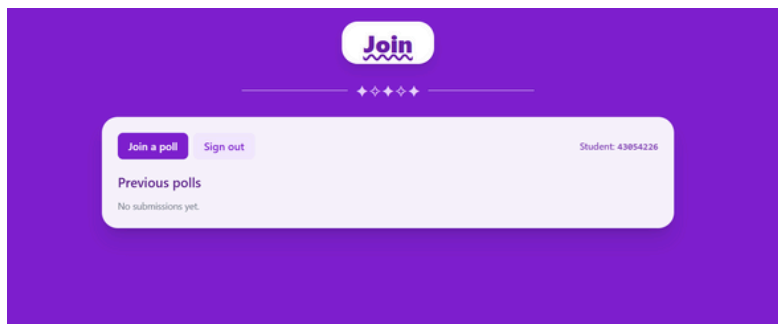
The screenshot shows a 'Student sign in' form on a purple background. The form is white with rounded corners and contains the following elements: a title 'Student sign in', an 'Email (optional)' label with a text input field containing 'student12345678@example.com', a note 'You can enter your email, or leave it empty and use your student number below.', a 'Student number' label with a text input field containing 'e.g. 37613480', a 'Password' label with a text input field, two buttons labeled 'Sign in' and 'Back', and two links at the bottom: 'Sign up' and 'Forgot password?'.

If you have an existing account. fill in your details on this page and click sign in. This will take you to the Student Join page as displayed below.



The screenshot shows the 'Student Join' page on a purple background. At the top is a 'Join' button with a wavy underline. Below it is a horizontal line with four diamond shapes. The main content area is a white rounded rectangle containing a 'Join a poll' button, a 'Sign out' button, and a 'Student: 43654226' label. Below these is a 'Previous polls' section with the text 'No submissions yet.'

### 3. Join poll



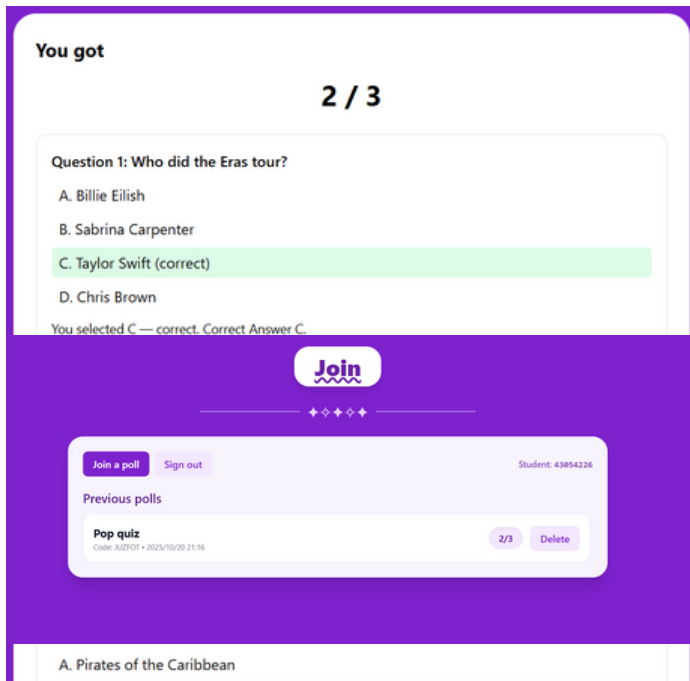
When on this page, you can either sign out – taking you back to the Home page or Join a poll. If you join a poll a prompt will be shown asking you for a security code and a join code. All polls will have a join code but not all polls will have security codes. If there is no security code just leave the option clear. This will be given to you by the lecturer hosting the poll.

A screenshot of a 'Join poll' form on a purple background. The form is a white rounded rectangle with the title 'Join poll' at the top. It contains three input fields: 'Join code' (empty), 'Student number' (containing '43054226'), and 'Security code (if required)' (empty). At the bottom left of the form is a purple button with the text 'Join' in white.

When you are done filling this in you will be placed into a waiting room and you need to wait for the lecturer to start the poll. All polls have timers and if you don't fill in an answer, it will be marked as incorrect.

# 4. Results

After the quiz you will – either by you submitting, the lecturer ending the quiz or the time running out – you will immediately get your results, both as a whole and per question as shown below.



When you are done with a quiz, it will appear in your history. You can delete these if you so wish or revisit them, by clicking on your mark

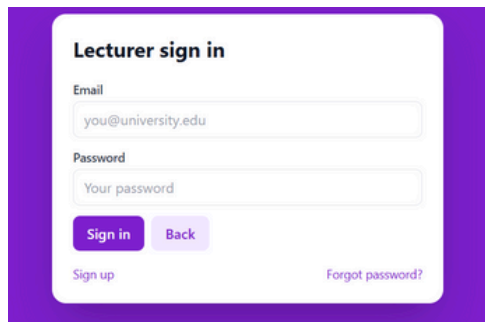
# LECTURER

AS A LECTURER YOU CAN CREATE POLLS AND VIEW STATISTICS AND ATTENDANCE OFF OF THEM

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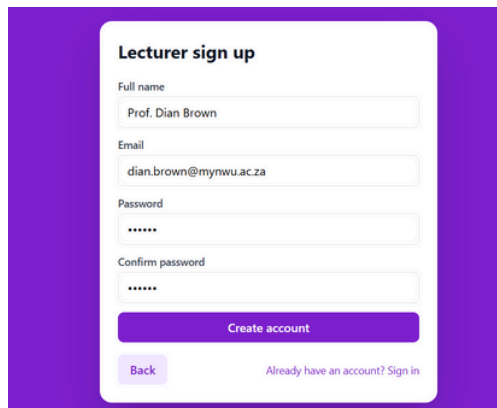
## 1. Sign Up

After clicking “Lecturer” on the home page, you will be directed to the Sign In page. If you don’t have a pre-existing account, then you will need to select the “Sign Up”.



The image shows a 'Lecturer sign in' form. It has a title 'Lecturer sign in' at the top. Below the title are two input fields: 'Email' with the placeholder text 'you@university.edu' and 'Password' with the placeholder text 'Your password'. Below the password field are two buttons: 'Sign in' (purple) and 'Back' (light purple). At the bottom left is a link 'Sign up' and at the bottom right is a link 'Forgot password?'.

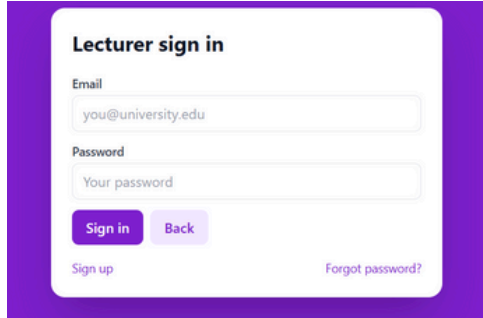
Here you fill in the needed information. Your password should be more than 6 characters. After youve created an account, you will be redirected to the Home page again.



The image shows a 'Lecturer sign up' form. It has a title 'Lecturer sign up' at the top. Below the title are four input fields: 'Full name' with the placeholder text 'Prof. Dian Brown', 'Email' with the placeholder text 'dian.brown@myrwu.ac.za', 'Password' with placeholder text '\*\*\*\*\*', and 'Confirm password' with placeholder text '\*\*\*\*\*'. Below the password fields is a purple button labeled 'Create account'. At the bottom left is a light purple button labeled 'Back' and at the bottom right is a link 'Already have an account? Sign in'.



## 2. Sign In

A sign-in form titled "Lecturer sign in" set against a purple background. It features two input fields: "Email" with the placeholder "you@university.edu" and "Password" with the placeholder "Your password". Below these are two buttons: a purple "Sign in" button and a light purple "Back" button. At the bottom, there are links for "Sign up" and "Forgot password?".

**Lecturer sign in**

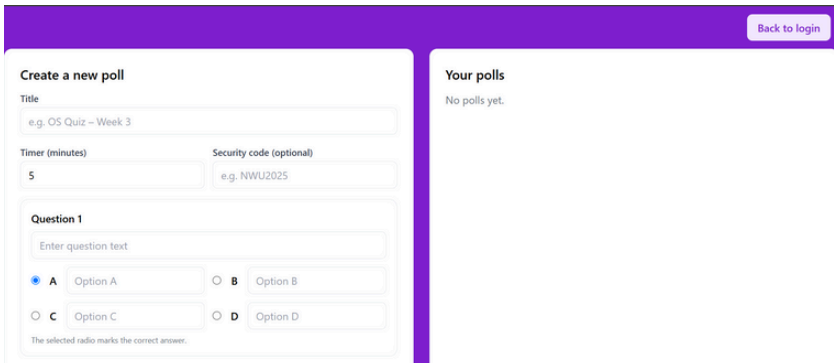
Email  
you@university.edu

Password  
Your password

**Sign in** **Back**

[Sign up](#) [Forgot password?](#)

To sign in just put your necessary details in the boxes. When you click the "Sign In" button and all the information was entered correctly, you will be redirected to the Lecturer Dashboard. If this is the first time you've signed in, your dashboard should look like this:

A dashboard interface with a purple header bar containing a "Back to login" button. The main area is divided into two panels. The left panel, titled "Create a new poll", contains fields for "Title" (e.g. OS Quiz – Week 3), "Timer (minutes)" (5), and "Security code (optional)" (e.g. NWU2025). Below these is a "Question 1" section with a text input and four radio button options: A (selected), B, C, and D. The right panel, titled "Your polls", displays the message "No polls yet.".

**Create a new poll**

Title  
e.g. OS Quiz – Week 3

Timer (minutes)  
5

Security code (optional)  
e.g. NWU2025

**Question 1**

Enter question text

☒ **A** Option A ☐ **B** Option B  
☐ **C** Option C ☐ **D** Option D

The selected radio marks the correct answer.

**Your polls**  
No polls yet.

[Back to login](#)

If not you're past quizzes should be displayed for example:

# 3. Creating a poll

Back to login

Create a new poll

Title

e.g. OS Quiz – Week 3

Timer (minutes)

5

Security code (optional)

e.g. NWU2025

Question 1

Enter question text

☒ A Option A

☐ B Option B

☐ C Option C

☐ D Option D

The selected radio marks the correct answer.

Your polls

No polls yet.

On your left you can make a new poll. Firstly you can give the quiz a Title and it can have between 3 and 5 questions and 4 choices per option. You can also give a security code to ensure only students in class can take the quiz. This is optional and in not necessary. The timer can also be adjusted (in minutes). to your desired length.

Title

Pop quiz

Timer (minutes)

1

Security code (optional)

e.g. NWU2025

Question 1

Who did the Eras tour?

☐ A Billie Eilish

☐ B Sabrina Carpenter

☒ C Taylor Swift

☐ D Chris Brown

The selected radio marks the correct answer.

To choose which answer would be the correct answer, you just click what option you would like. It is selected by having a blue dot next to it.

When you are ready, you can select the “Create poll” button. The poll will then pop up on your left.

☒ A

Option A

☐ B

Option B

☐ C

Option C

☐ D

Option D

The selected radio marks the correct answer.

Question 3

Enter question text

☒ A

Option A

☐ B

Option B

☐ C

Option C

☐ D

Option D

The selected radio marks the correct answer.

3 / 5 questions

+ Add question

Create poll

Your polls

Pop quiz

Status: live • Code: JUZFOT

Security code: hollyw

End

Edit

Delete

Timer (minutes)

1

Security code

hollyw

Stats

## 4. How the polls work

When a poll is created you can edited or delete it if you wish. You can also change the amount of time the poll is open or even the security code. To start the poll, click the “Open for joining button”.

Your polls

Pop quiz

Status: draft • Code: JUZFOT

Open for joining

Edit

Delete

Timer (minutes)

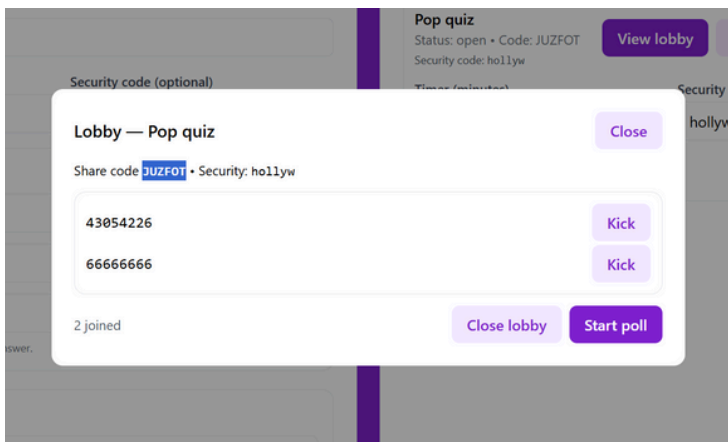
1

Security code

hollyw

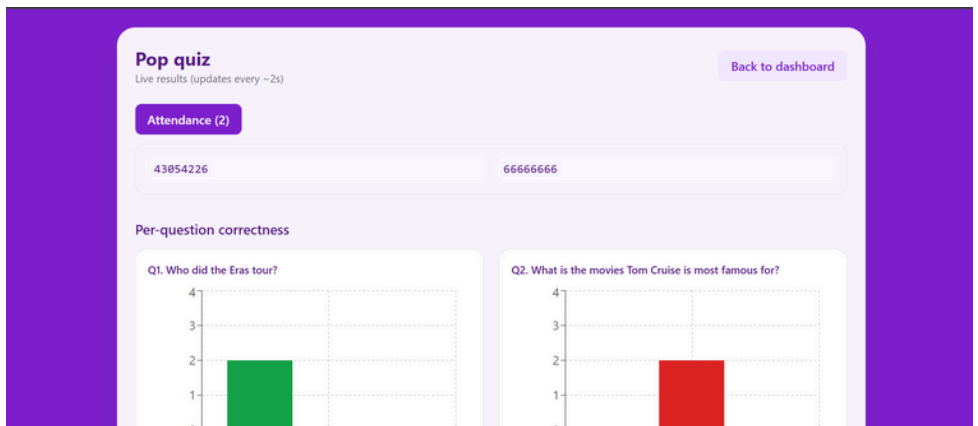
Stats

When a poll is opened. You must share both the join code and security code (if applicable) to the students. As the students join you will be able to see them as shown below:



You can choose to kick unwanted students and when all students are in the lobby you can start the poll (students can only join a poll if the poll is open).

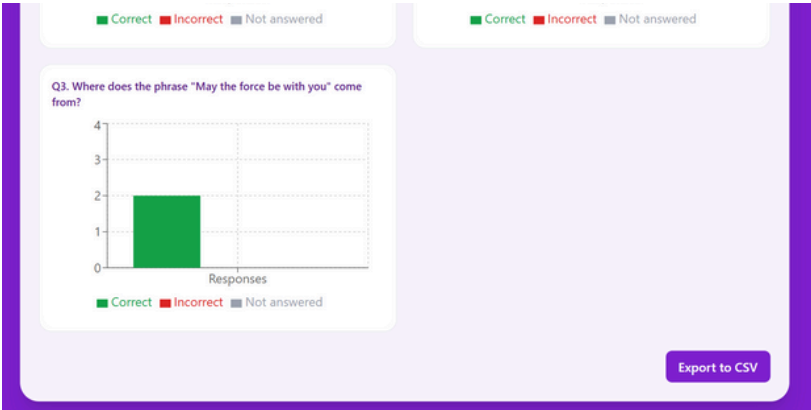
As the students take the poll, live updates will be given and can only be seen by the lecturer. Wrong answers are shown in red, correct answers are shown in green and unanswered answers will be shown in grey. You will also be able to see the attendance and the attendance button can expand and collapse.



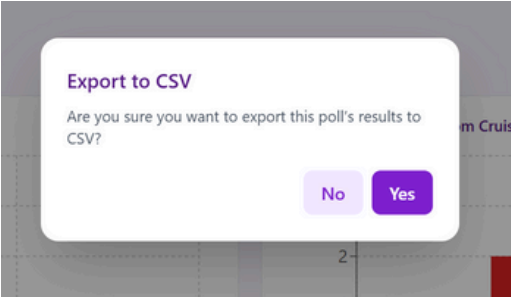
The quiz will end either by the time running out or by manually ending the session.

# 5. Statistics and Exporting

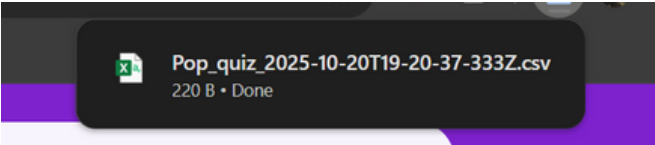
Directly after a quiz is done and exporting option will become visible and the live updates will still be showing



When clicking on the "Export to CSV", a pop up will appear.



This will cause a file to download in the format of "quiz\_name\_dateofquiz\_random4characters.csv" and this can be opened in Microsoft Excel.



Stats can also be viewed and downloaded after the fact on the dashboard by clicking "Stats".

# NWU POLL WEBSITE

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## CONTACT US

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