Canada School of Public Service
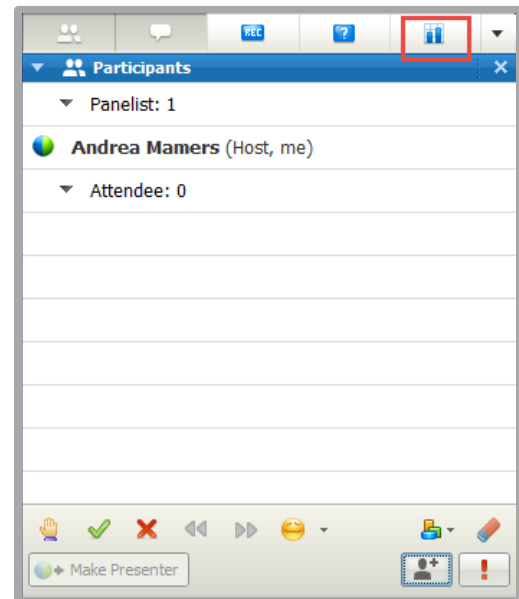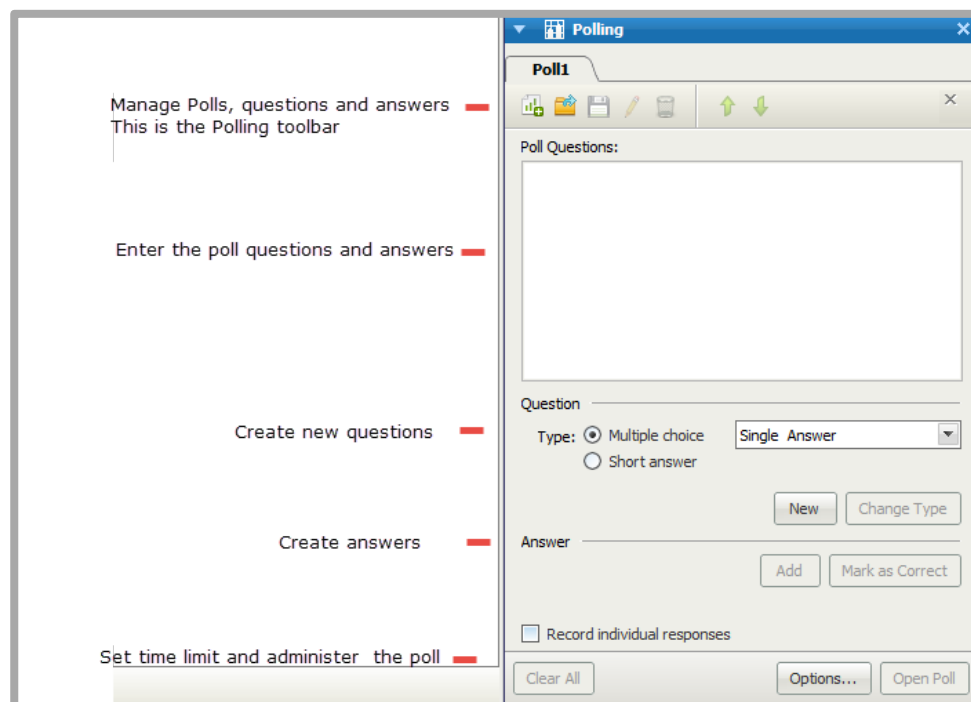École de la fonction publique du Canada

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JOB-AID: USING POLLS AND QUIZZES

OPENING THE POLLING PANEL

1. Click on the Polling icon.
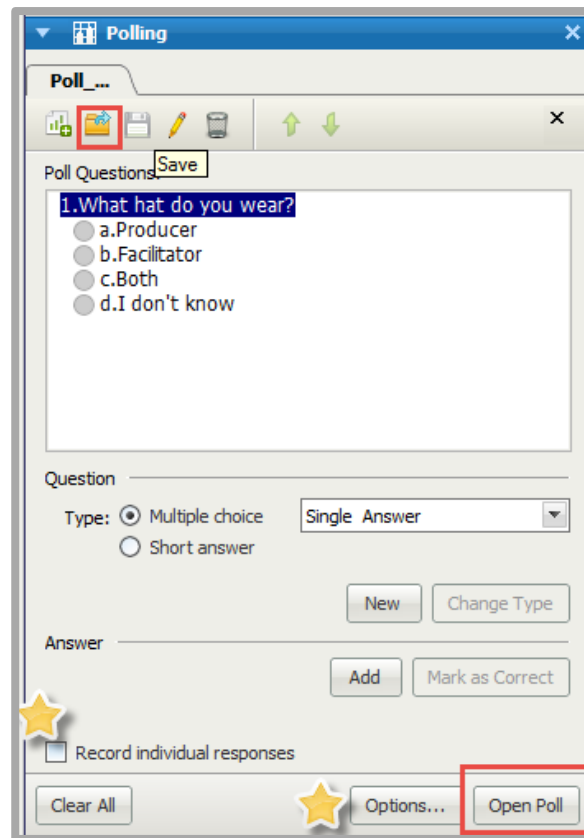2. The Polling Panel will appear below the Chat panel.

Overview of the Polling Panel

Manage Polls, questions and answers ▬
This is the Polling toolbar

Enter the poll questions and answers ▬

Create new questions ▬

Create answers ▬

Set time limit and administer the poll ▬

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IMPORTING A SAVED POLL OR QUIZ

To access a Poll saved on your computer:

1. On the polling toolbar, click the Open icon. The Open Poll Questions window opens.

2. Navigate to the proper folder and select the poll file (.atp extension).

3. Click Open. The poll opens in your Polling panel.

*Select **Record individual responses** to view and/or share each participant's responses in the poll results.

*Click **Options** to modify or disable the default 5-minute time limit set for the poll.

***Clear All** button closes the Poll for all participants.

Sharing Poll or Quiz Results

1. In the Share with attendees section, select one or more options.

   Poll results: Displays the Results statistics and Bar Graph for each question in the attendee's Polling panel.

Individual Results: Available if you select Record individual responses when creating the poll. Displays all attendees' answers as well as the correct answers to each question with everyone.

Correct answers: Available if you select Mark as Correct when creating the poll. Displays a checkmark to the left of each correct answer within the attendees' Polling panel.

Individual's grades: Available if you select Mark as Correct when creating the poll. Displays each attendee's percentage of correct answers at the bottom of the Polling panel

1. Click Apply. The results are displayed for attendees.

2. To close the Poll for all participants, click on Clear All.

Saving Poll Questions and Results

When you click Clear All a box will appear asking if you want to save Poll questions.

If you click yes, you will be prompted to save the *atp file.

You will be asked to save the Poll results. If you click yes, you will be prompted to save the *csv file.

Troubleshooting

1. **Participant can't see other panels after Poll is completed (e.g. Chat panel, Participant panel):** When you close the polling panel for all attendees, you must instruct them on how to reopen the participant and chat panel: Instruct participants to click on the small arrow to the left of the blue bars which say Participant and Chat at the top right of the interface. Ask participants to give you a green checkmark to indicate they successfully reopened their panels.