## Table of Contents

Creating an Account .................................................................................................................. 2  
Creating Your Personalized Poll Everywhere URL ................................................................... 2  
Getting Started ........................................................................................................................ 4  
Creating Your First Poll .......................................................................................................... 4  
Alternative Poll Creation Method ............................................................................................ 8  
Testing Your Poll ..................................................................................................................... 10  
  Text Message Response ......................................................................................................... 11  
  Web Browser Response .......................................................................................................... 13  
Creating Subsequent Polls ........................................................................................................ 17  
Poll Settings .............................................................................................................................. 18  
Poll Display ................................................................................................................................ 22  
Grouping Polls .......................................................................................................................... 25  
Delivering Your Polling Session ............................................................................................... 27  
Saving Poll Response Data ....................................................................................................... 31  
Exporting Polls ......................................................................................................................... 32  
Enabling Sessions ..................................................................................................................... 33
Poll Everywhere is a cloud-based, real-time response platform. It can be used for assessment in an instructional setting. It can also be used to enhance student and audience engagement.

Poll Everywhere offers both free and paid user accounts. This guide focuses on features available to free account users.

**Creating an Account**

2. Click “Signup” in the upper right corner.
3. Click on the green “Sign Up” button in the first column (“Free”).
4. Complete the form, review/agree to the terms & conditions and privacy policy, and click “Sign up for my Poll Everywhere account”.
5. Verify your account by clicking on the verification link sent to your registered email address.

**Creating Your Personalized Poll Everywhere URL**

After you have created your account, you should create a personalized page URL. To do this, click the “Settings” link at the top of the screen (Fig. 1).

![Figure 1](image)
On the left side of the following screen, click “PollEv.com Page” (Fig. 2).

Enter the text of your choice (shorter is better!) and click “Reserve” (Fig. 3).

Finally, click on the “Polls” button in the upper left corner of the screen to be taken to the poll management page (Fig. 4).
Getting Started

You can use Poll Everywhere to ask free text (open-ended) or multiple choice questions. Free text polls allow pollees to respond with any text of their choice; multiple choice polls require respondents to select from two or more possible answers.

For most questions, including Yes/No and True/False questions, you will use multiple choice format. There are two methods for creating multiple choice polls; this guide will walk you through both. After you are familiar with multiple choice poll creation, you can explore free text poll creation on your own.

One poll = one question. To learn how to create poll groups (sets of questions that you’d like to ask sequentially), view the “Grouping Polls” section of this guide.

Creating Your First Poll

From the main “Polls” screen, click the “Create your first poll” button (Fig. 5).
In the box that pops up, enter a question or statement and hit **ENTER** on your keyboard (Fig. 6).

![Figure 6](image1.png)

**Figure 6**

After hitting the **ENTER** key, the question that you typed will appear in a new box with a yellow background (Fig. 7).

![Figure 7](image2.png)

**Figure 7**

If you need to make edits to your question, you can do so by clicking anywhere within the text of your question.
Next, click the “Convert to Multiple Choice” button (Fig. 8).

**Figure 8**

Then, type answer choices into the boxes shown to the right of your question (Fig. 9).

**Figure 9**
If you need to include more than two answer choices, enter additional answers one-by-one into the “Text, Image URL:” box, clicking the “Add” button after each (Fig. 10). You may have as many answers as you like.

Figure 10

When you’ve finished entering all answer choices, click the “Continue” button to create your poll (Fig. 11).

Figure 11
Alternative Poll Creation Method

To create a poll using the alternative (slightly faster) method, click on the “Create your first poll” button or the “Create New Poll” link on the left of the main “Polls” page (Fig. 12).

In the box that pops up, type your question or statement, followed by possible answers, as shown in Figure 13. Include a question mark, period, or colon to indicate where the question ends and the answers begin. Separate each possible answer with a comma.

When entering text into this box, question marks, periods, and colons are generally read as the end of a question; text that follows is read as possible answers. Similarly, commas, “or” and “and” that occur within the answer portion of a question are generally read as answer separators.
After you have typed out your question and comma-separated answers, hit the **ENTER** key. Then, carefully check the text of your poll to verify that the question and answers appear as they should; edit if necessary. Finally, click “Continue” to create your poll, just as before (Fig. 14).

![Figure 14](image1.png)

**Figure 14**

A note about using colons in polls:

Unlike periods and question marks, colons are NOT displayed when used as question-answer separators. If you’d like a visible colon included in your poll, you will need to enter TWO colons when creating your poll (Fig. 15).

![Figure 15](image2.png)

**Figure 15**
Testing Your Poll

After hitting the “Continue” button below your poll, you will be taken a page with your question and answers in chart format. Your poll is live at this stage and each of your answers has been given a number code (Fig. 16). You will be able to simplify these codes in a later step, if desired (see the “Enabling Sessions” section of this guide).

![Poll results](image)

**Figure 16**

Pollees have two options for submitting answers: via cell phone text message or through a Web browser. You should test both of these methods to get an idea of how each works.
Text Message Response

To test your poll via text, draft a new text message to Poll Everywhere’s US shortcode, 22333, as shown at the top of the poll screen (Fig. 17). In the body of the message, type just the numerical code assigned to the answer of your choice. For example, if you wish to answer “green” for this poll, enter 281395 in the body of your text, then send to submit your response.

Figure 17
Shortly after sending the message, your response should register on the chart and the “Total Results” number should increase from 0 to 1 (Fig. 18).

**What is your favorite color?**

- Text a **CODE** to **22333**
- Submit responses at [PollEv.com/skgray](http://PollEv.com/skgray)

![Poll Results](image)

**Figure 18**

When polling a smaller audience, such as a group of students, you can use the “Total Results” indicator to determine when all participants have responded.
Web Browser Response

First, clear your text-submitted answer from the poll by clicking “Clear Results” in the upper right area of the screen (Fig. 19). This function removes all previously submitted answers and resets the “Total Results” indicator to 0. If you make a mistake during a live polling session, click this to clear answers and restart the poll.

Figure 19
Next, open a new tab or browser on your computer (or use the browser on your smartphone/tablet) *without closing the current poll screen*. In the new tab, navigate to the Poll Everywhere URL shown on the poll chart (Figs. 20 & 21).

*Figure 20*

*Figure 21*
This screen will show the poll that is open in the back tab (Fig. 22).

Figure 22
Click the answer of your choice (Fig. 23), view confirmation that your response has been recorded (Fig. 24), then toggle back to the page showing your question and poll chart.

Figure 23

As before, the chart and “Total Results” indicator will change to reflect your response.

If you will eventually be using this poll with an audience, you should once again “Clear Results” from your trial run.
Creating Subsequent Polls

To create additional polls, click the “Create New Poll” link at the upper left of the “Polls” screen (Fig. 25).

![Figure 25](image1)

You can quickly create multiple polls at once by adding questions (with answers) one after another to the poll creation box (Fig. 26). Once you have added all questions, click the “Continue” button to create all polls at once.

![Figure 26](image2)
To view the poll chart or edit/change response settings for a newly created poll, simply click on it in your list of polls (Fig. 27).

Poll Settings

In the upper right of the poll chart, under the big “Stop Poll” button, are a number of controls. We will examine the essentials; you can play around with the others on your own. First, click “Edit” (Fig. 28).
The “Edit” interface allows you to adjust wording, add/delete answers, or change answer order.

In the right sidebar, under “Responses”, you can choose how many responses to allow per device/person. You will probably want to set this to ‘1’ (Fig. 29).

Ignore the “Auto Keyword” feature as this is a paid function that you won’t be using.
In the right sidebar, you can also choose poll response methods. Click “How People Can Respond” and check/uncheck the applicable boxes (Fig. 30).

![Figure 30](image1)

Unchecking “Text messages…” or “Web devices…” will remove the related instructions from your poll (Fig. 31).

![Figure 31](image2)
When you are done editing/adjusting settings, click the “Save poll” button on the lower left (Fig. 32).

**Editing Multiple Choice Poll**

Change your question or add, remove, and reorder the options. Don’t forget to save the poll when you’ve made your changes.

**Question**

Ask "What is your favorite color" with answers "Red", "Blue", & "Green"

**What is your favorite color?**

![Image of a multiple choice poll interface with options for red, blue, and green, and a button to save the poll.]

*Figure 32*
Poll Display

To change the appearance of your poll, mouse over the upper right of the chart to reveal three clickable icons.

Clicking the top icon, “Visual Settings”, allows you to change the style/color of chart displays, as well as some of the font sizes (Fig. 33).

![Figure 33](image)

If you will not be accepting text message responses for a given poll, you can hide the displayed number codes by unchecking the “Keywords” box in the “Chart” tab (Fig. 34).

![Figure 34](image)
A note about line breaks:

Poll Everywhere automatically puts on a single line as much text as will fit. In some instances, you may want to define where the line break in your text is. To do this, go into “Edit” mode of a slide, enter \n in your question where you’d like the line break, and click “Save” (Fig. 35).

*Figure 35*
Once you have created a poll with visual settings that you like, you can set it as a template to use for new polls. To do this, click on the “Settings” button at the top of the page and scroll down to the setting labeled “Polls: Template” (Fig. 36).

![Figure 36](image)

Click the “Set” button and pick the poll of your choice from the dropdown. To apply this template to all previously-created polls, click “Apply this poll’s visual settings to all my polls” (Fig. 37).

![Figure 37](image)
Grouping Polls

Grouping polls allows you to select questions to be asked sequentially in a polling session.

To group, return to the main “Polls” page and check the boxes next to polls you wish to include. Then, click the “Group” button at the top of the page (Fig. 38).

*Figure 38*
Next, name your group by mousing over the “New Group” label and clicking the “Edit” button that appears. Enter the text of your choice and click “Save” (Fig. 39). You do NOT need to click the “Enable session” button for your grouped polls to run sequentially.

Figure 39

To reorder your polls, mouse over any poll and click on the directional arrows that appear; drag and drop polls into the desired order (Fig. 40).

Figure 40
Delivering Your Polling Session

It is highly recommended that you do trials before your polling session to get a feel for the lag time in registering responses. The location of your instructional session/presentation may have a bearing on cell phone connectivity. Be prepared to improvise, and have (a) backup plan(s).

Before running a live session, you may wish to stop all polls and start them one-by-one during polling to prevent premature responses. To do this, check the boxes next to all polls in a group and click the “Stop” button at the top of the screen (Fig. 41).

*Figure 41*
To deliver your polls to a live audience, click on the first poll in the group (Fig. 42). This will take you to the poll chart.

**Figure 42**

You may want to hide the live chart while accepting responses so that participant answers are not influenced by real-time responses. To do this, mouse over the upper right of the chart and click “Show Instructions” (Fig. 43).

**Figure 43**
If your poll is not already live, click the “Start Poll” button when you are ready for participants to respond (Fig. 44). You may have to refresh your screen.

![Figure 44](image1)

If desired, you can display your poll in full screen mode by clicking the “Enable Fullscreen” button (Fig. 45). However, you will need to exit fullscreen mode to navigate to the next slide.

![Figure 45](image2)
When all participants have responded, click the “Show Instructions” button (now labeled “Show Chart”) to toggle back to the live chart.

If desired, verbally indicate correct answers and provide guidance on the incorrect answers. (In order to indicate correct answers on your polls, you must upgrade to a paid account.)

Proceed to your next poll by clicking the small “Next Poll” link in the right sidebar (Fig. 46).

![Poll Results]

**Figure 46**

When finished with your polling session, you can stop all polls using the same method as before, although this is not necessary.
Saving Poll Response Data

Poll Everywhere’s reporting features are not available to free account users. However, you can view response history and download results in Excel spreadsheet format by clicking the “Response History” link under the “Views” tab in the right sidebar (Fig. 47).

Be sure to do this before clearing the results of your polls.

*Figure 47*
Exporting Polls

The easiest way to deliver your polls is through a browser page displaying your live charts, just as you did during your test polls. However, you may wish to export polls to use with presentation software.

To export a poll for use in PowerPoint, click the “Download as Slide” button in the right sidebar of the chart screen (Fig. 48).

You can also download your poll as a Flash file to use in Prezi by clicking “Download for Prezi” underneath the “Share and Publish” tab.

Figure 48
Enabling Sessions

In instances where participants will be answering many poll questions via text message, you can make responding simpler by enabling a poll session. This changes the code for each answer to a single-digit number.

To enable a session, mouse over the title of a poll group (in this case, “Test Polls”). Then, click the “Enable session” button that appears (Fig. 49).

![Figure 49](image1)

A number code will appear next to the button and the button will change to “Disable session” (Fig. 50).

![Figure 50](image2)

Click the first poll in the group to be taken to the live chart, just as before.
Your chart will now include a line instructing participants to send a message containing the session code, **308496**, to Poll Everywhere’s shortcode (Fig. 51). You may need to explain this to participants as the wording on the poll chart is somewhat confusing.

![Figure 51](image)

Shortly after sending this message, participants will receive a text response confirming that they have joined the poll session. Now, they only need to include an answer’s single-digit number code in their text message poll responses.
On subsequent slides, you can hide the “How to Respond” instructions. To do this, mouse over the upper right of the chart and click on the “Visual Settings” button that appears (see Fig. 33 for clarification). In the “Appearance” tab, scroll down to “How to Respond” and click “Hide” (Fig. 52).

![Figure 52](image)

Now, your poll chart will display only the question, answers, and number codes (Fig. 53). You will need to hide the response instructions on each slide individually unless you have created your slides using a template with this setting.

![Figure 53](image)