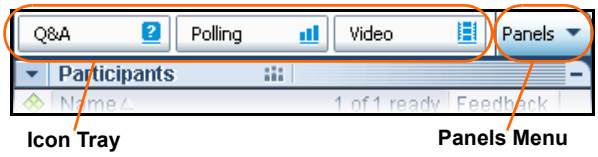
Using the Polling Feature

The Polling feature allows the host or presenter to conduct a survey or questionnaire with attendees during a WebEx training session. You can create, edit, and save a poll using the Polling panel within a WebEx session or by using the WebEx Poll Questionnaire Editor, which is available for download on your Training Center site (from the left navigation select **Support>Downloads)**.

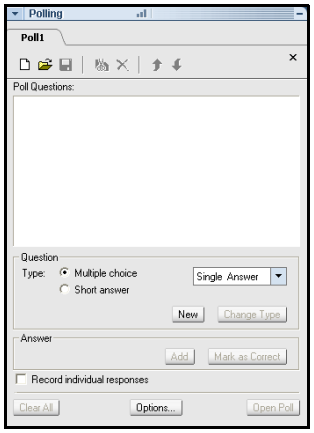
The Polling Panel

To open the Polling panel during a training session:

From the icon tray or *Panels* menu, click **Polling**.



Polling panel sections:



The polling toolbar:

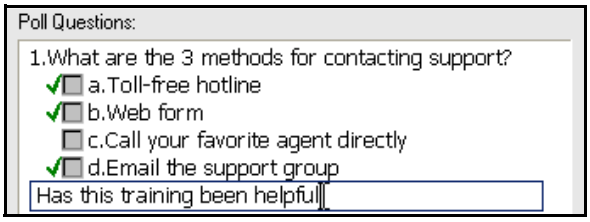
Icon	Label	Use this tool to...
	New	Create a new blank poll
	Open	Open a poll you previously saved on your computer
	Save	Save the current poll questions, with or without the responses, to your computer
	Edit	Edit the question or answer currently selected in the Poll Questions section
	Delete	Delete the question or answer currently selected in the Poll Questions section
	Move Up/ Down	Move the question or answer currently selected in the Poll Questions section

Creating a Poll

1. Open the Polling panel.
2. Under *Question* select a *Type.* The table below describes your options.

If you select ...	Then...
Multiple choice	Choose from the drop-down: • **Single Answer** - *displays as radio buttons and allows only one selection* • **Multiple Answers** - *displays as check boxes and allows multiple selections*
Short answer	*Displays an empty text box and allows attendees to type an answer*

3. Click **New** and type a question in the *Poll Questions* text box that appears.



4. Press **Enter** or click **Add.** *A blank answer text box appears below the question.*
5. Use the table to determine your next step.

If the question type is ...	Then...
Multiple choice	1. Type an answer to the question. ***Note***: Click **Mark as Correct** to display a checkmark next to this answer in the presenter's Polling panel and for the option to share correct answers with attendees after closing the poll. 2. Press **Enter** or click **Add**. *Another blank answer text box appears below the current answer.* 3. Repeat until all answers for this question are entered.
Short answer	1. Do *one* of the following: • Leave the text box empty; or • Type the expected response in the text box to display in the presenter's Polling panel and for the option to share with attendees after closing the poll. 2. Press **Enter**. *The answer text box shrinks in size and turns blue to indicate it's been saved.*

6. Repeat steps 2-5 until all questions and answers are entered.

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7. Optional steps. You may:
   - 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.
8. Use the table to determine your next step.

To...	Do this...
Save the poll for use in a future session	1. Click the Save icon on the polling toolbar. *The **Save Poll Questions As** window opens.* 2. Type a name for the file in the *File Name* box and click **Save**.
Administer the poll in the current session	Follow the steps outlined below, in "Administering a Poll."

Note: While creating a poll questionnaire, Training Center automatically saves it every two minutes to your My Documents\WebEx folder.

Administering a Poll

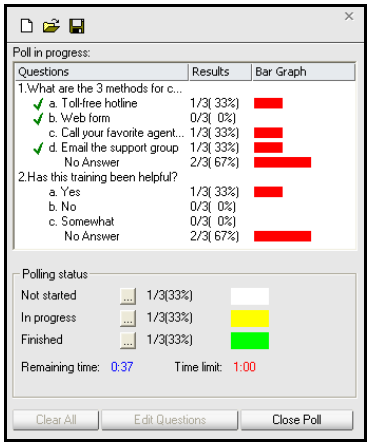
The poll you will deliver must be open in your Polling panel.

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.*

To conduct the poll with your attendees:

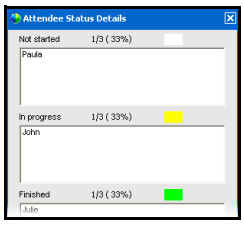
At the bottom of the Polling panel, click **Open Poll**.



*The poll opens in the attendee Polling panel and is available for input. Your Polling panel sections change to display the **Poll in progress** information and **Polling status**. Attendees' responses are added to the **Results** column as they are submitted. The time limit and time remaining, if set, are displayed.*

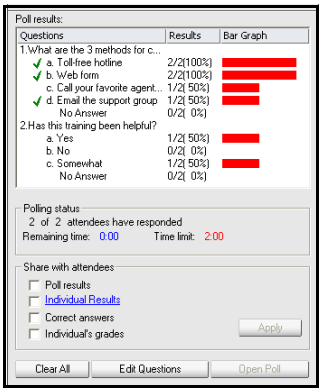
To monitor individual attendees' progress:

In the *Polling status* section, click ... . *The **Attendee Status Details** window opens. As participants respond to the poll, their names display in the appropriate sections.*



To close the poll:

Click **Close Poll** or allow a timed poll to close automatically when the time expires. *Any attendees who have begun the poll, but not submitted it, will see a dialog box asking if they want to submit their answers.*



*If this happens, you will see a status window open with the message **Waiting for Participants to Submit Responses** and a timer counting down 20 seconds. After the time expires, the status window closes automatically.The **Poll results** and sharing options are displayed in your Polling panel.*

Sharing Poll Results

After administering your poll to attendees, you may choose to share the results with them.

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

Option	Select this option to share...
Poll results	...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	...all attendees' answers as well as the correct answers to each question with everyone. The results are automatically displayed in a new *Polling Results* window via Web Browser Sharing.
Correct answers *Available if you select **Mark as Correct** when creating the poll	...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	...each attendee's percentage of correct answers at the bottom of the Polling panel. Your grade : 100% (2 out of 2 questions)

2. Click **Apply**. *The results are displayed for attendees.*

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