iRocket Polling instructions

Making Polls

* Go to [www.polleverywhere.com](http://www.polleverywhere.com/) and create an account. Once you have created an account and are on the account page, click the + sign on the upper left hand corner to create a new poll.
* Type out your question, and select what kind of audience response you want (open ended, multiple choice, discourse, clickable image, Q&A)
* For multiple choice and ranking, simply type in the different answers
* For Open ended, choose how you want the responses displayed (word cloud and cluster are highly suggested)
* For Clickable image, upload an image from your computer
* To track click counts in an area of the image, click on the image to define click regions.
* During the presentation, click on the click track icon (the one that looks like a tear drop) that is on the icon panel to the upper right of the slide to see your audience’s response.
* For Q&A, the audience will submit questions/answers that other audiences can vote for as well.

Incorporating Poll into PPT (through the website)

* Login to your polleverywhere account on polleverywhere.com Click the check boxes to the left of each poll you would like to download as a slide.
* Click on “Download Poll Slides” at the top middle of the page. Click on the download box on your browser and have it opened in PPT.
* You’ll see a placeholder slide that says “Your poll will show here.” Drag that poll slide into your PPT
* (through the App)
* Click the check boxes to the left of each poll you would like to download as a slide.
* Click the Insert polls button on the bottom left, and PPT should automatically open and have the slides inserted. You’ll see a placeholder slide that says “Your poll will show here.” Drag that poll slide into your PPT

Polling During PPT (from presenter’s perspective)

* To make the polls live and functional, download the PollEv Presenter App, login with your info, and run it (Make sure you have internet connection)
* Once you do this, you should see a black menu box (that means your app is up and running and ready to activate your poll slides.)
* Presenting in slideshow automatically activates the poll. People can respond either through the web (they can go to the site that’s indicated on the poll slide), or through a text message (instructions are automatically on the poll slide). The learners do not need an account with PollEv to be able to respond.
* When you move to another slide with a new poll, the new poll will automatically be on the screen of your students if they are accessing it through the web. (you and the students don’t have to do anything!)
* On the presentation slide with poll, if you bring your cursor to the top right hand side, a hidden panel of icons should pop up.
* The icon that is an eye with a slash through it allows you to show or hide a chart of the results.
* The lock icon allows you to lock/unlock the poll for responses.

Polling During PPT (from learner’s perspective)

* You can respond either by texting your response or through a computer/laptop/notebook that it connected to the web. An account with PollEv is not needed.
* When the poll is live, there should be instructions on how to respond on the slide. Learners can either text their response by following the directions on the slide, or by accessing the website that’s indicated on the slide.
* If you accessed the poll through the website, when the instructor/lecturer moves on to another slide with a new poll, the new poll should automatically be on your screen