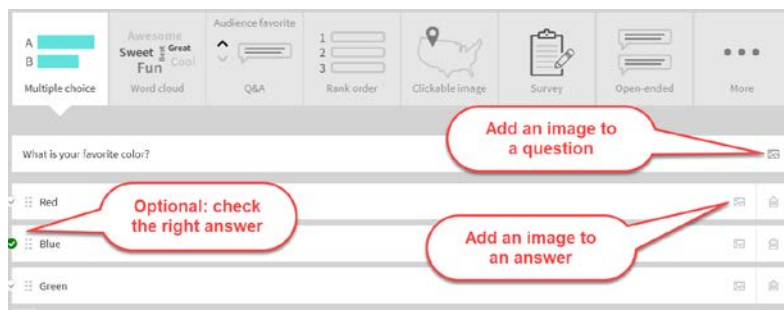


## Poll Everywhere Quick Guide for Windows Operating Systems

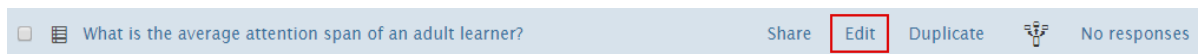
### Part I: Creating Polls at the Poll Everywhere web portal

1. **Login** to Poll Everywhere at <http://polleverywhere.com>
2. Click on **My Polls** at the upper right corner of the screen > click **Create**
3. Type your question into the Poll Question field > click **Create**



### How to edit a question

1. From the **Polls** screen, hover the cursor over the relevant poll and select Edit

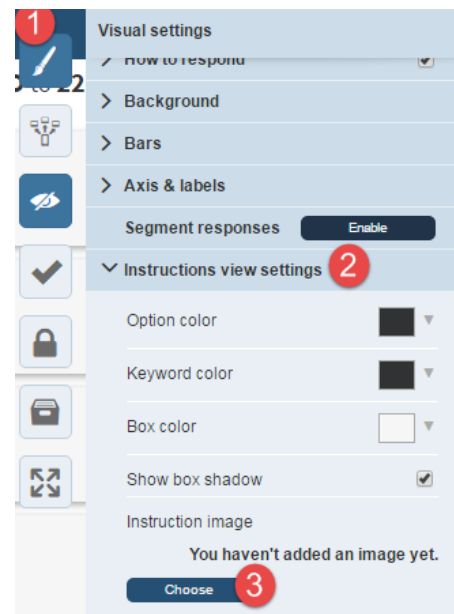


2. Edit the poll accordingly and click **Save**

### How to remove an image for a question.

Go to *My Polls/Polls* page, click on the question text to enter the *Configuration/settings* screen:

1. Click on the **Visual Settings** (looks like a **paintbrush**) button
2. Click on the **arrow by the Instructions view settings** to expand the options
3. Under *Instruction image*, click on the **Delete** button

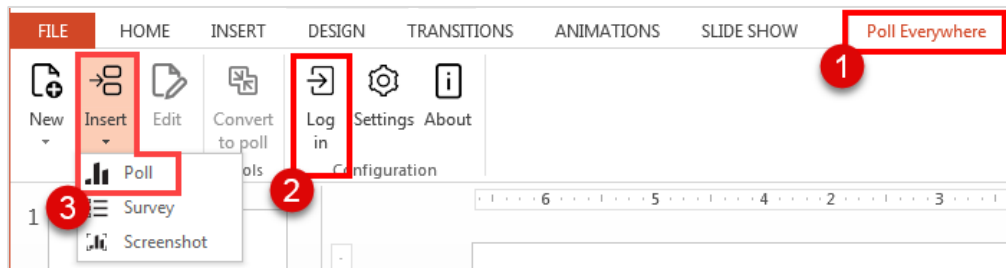


## Part II: Inserting Polls into PowerPoint Presentation

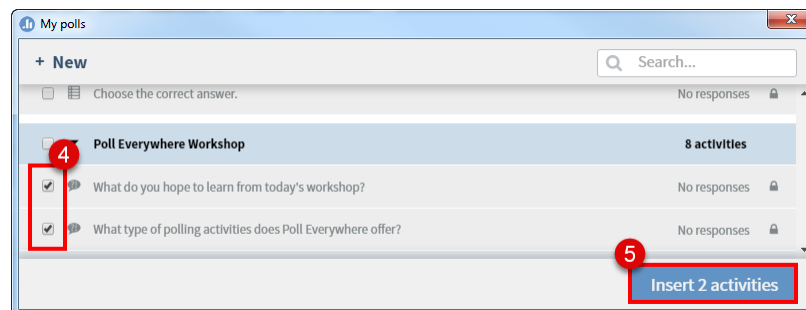
Poll Everywhere questions can be embedded and presented from a PowerPoint presentation. To do so, you will first need to install a plug-in. Visit the page as below to download the PC version of PowerPoint Add-in: <https://drive.google.com/file/d/1JmsyQSF6VomevOuVmVjxsd-TFcZLbbn0/view?usp=sharing> (click on the Download button on the No Preview Available page, version 2.4.0)

Once installed:

1. Open PowerPoint
2. Select the **Poll Everywhere** tab at the top of the screen, and **login using your Poll Everywhere username and password**
3. Select **Insert > Poll**




4. Select the questions to insert.
5. Click **Insert Activities** to import each question as a separate slide into your presentation. Drag and drop the slide to anywhere in the presentation.

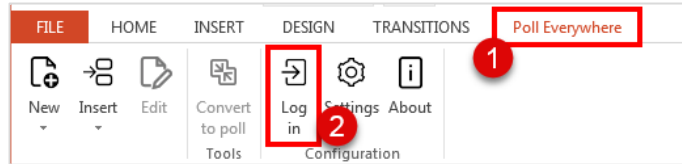


Note: You can click on **Edit** to edit a poll question within PowerPoint. The **Convert to Poll** tool allows you to convert a *Title and Content* type of slide directly to a poll.

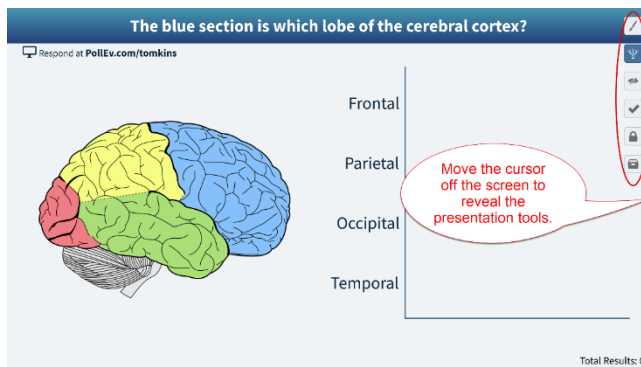
### Part III: Presenting from PowerPoint

Remember to **clear/archive the responses at least the day before your presentation**. If you forget, you can always click on the **Clear/archive** button  to clear the responses during a presentation.

1. Launch PowerPoint
2. Select the **Poll Everywhere** tab > Click on **Log In** > Login with your Poll Everywhere account information

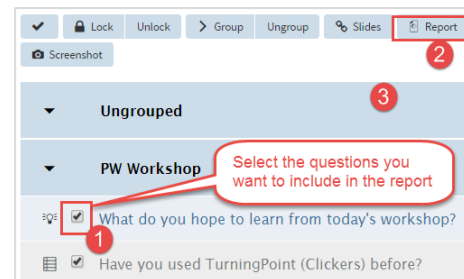


3. Run the slide show. Polls are automatically activated when you are on the slide. Move your cursor off the right side of the screen to reveal presentation tools and change the settings on the fly!



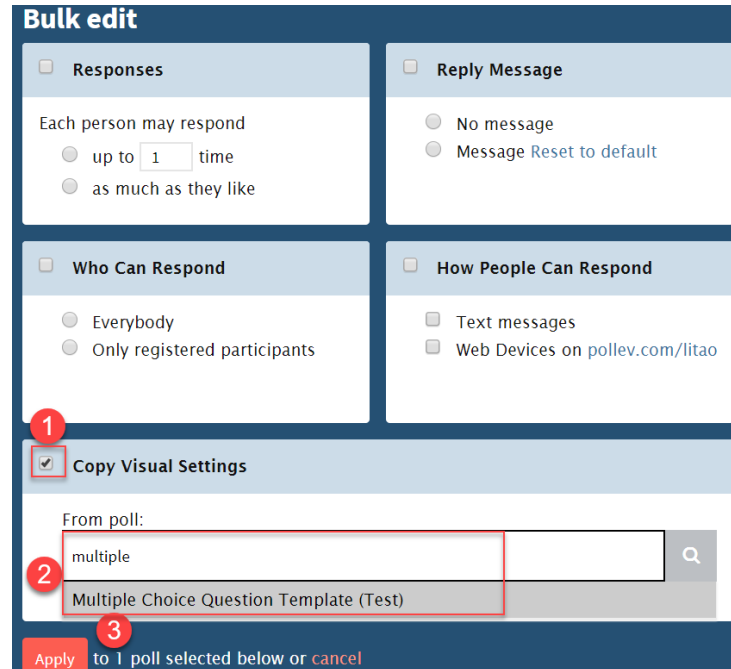
### Part IV: (Optional) Generating report

1. From the **Polls** page, first select the questions that you want to include in the report, and then select the **Report** button
2. From the Report screen choose the report format. *Executive summary* and *Gradebooks* are the two most useful formats



Notes:


1. If you are reusing the polls, make sure you preview the visual setting **each time before your presentation**
2. Remember to **clear/archive the response at least the day before your presentation.**
3. **If you do not want to show the incoming responses, use the eye icon to hide the result chart**
4. If you showed results during the presentation, you need to reset your polls to hide the chart for the next presentation. You can do this individually within PowerPoint by click on the Clear/Archive Results button. Here is how to apply the settings to multiple questions: login to <https://www.polleverywhere.com/> > select the questions > go to Edit > check **Copy Visual Settings** > input a key word for the question (i.e. multiple) > choose the pre-made question titled as **“Multiple Choice Question Template”** > Click **Apply**. If you do not have this question under your account, you can create a new question, set it to *Hide Chart*, and then use it as a template.



Getting Help:

1. From the **Polls, Participants, or Reports** page, click **Help** at the upper right corner of the screen to go to the Support Center or Call Support for the phone number and hours



3. Once you logged in at the poll everywhere web portal, click  at the lower right corner of the screen to send a message to the help desk
4. Poll Everywhere Helpdesk: 1 (800) 388-2039 (7AM-7PM CT)
5. OEP maintained help page: <https://med.uth.edu/oep/educator-resources/educational-technology/pe/>

Questions? Needs a presenter account? Contact:

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