

Manual on Changing Settings and Launching a Poll in Poll Everywhere

(Multiple Choice Template and Word Cloud Template)

- **Launching Multiple Choice Template Poll**


To launch a Multiple-Choice activity, after developing and clicking on  a page will appear as shown in Figure 1. Click on 'Activate' (shown in Figure 1) to launch the activity and collect the responses.

Figure 1 shows the more details to view the responses.

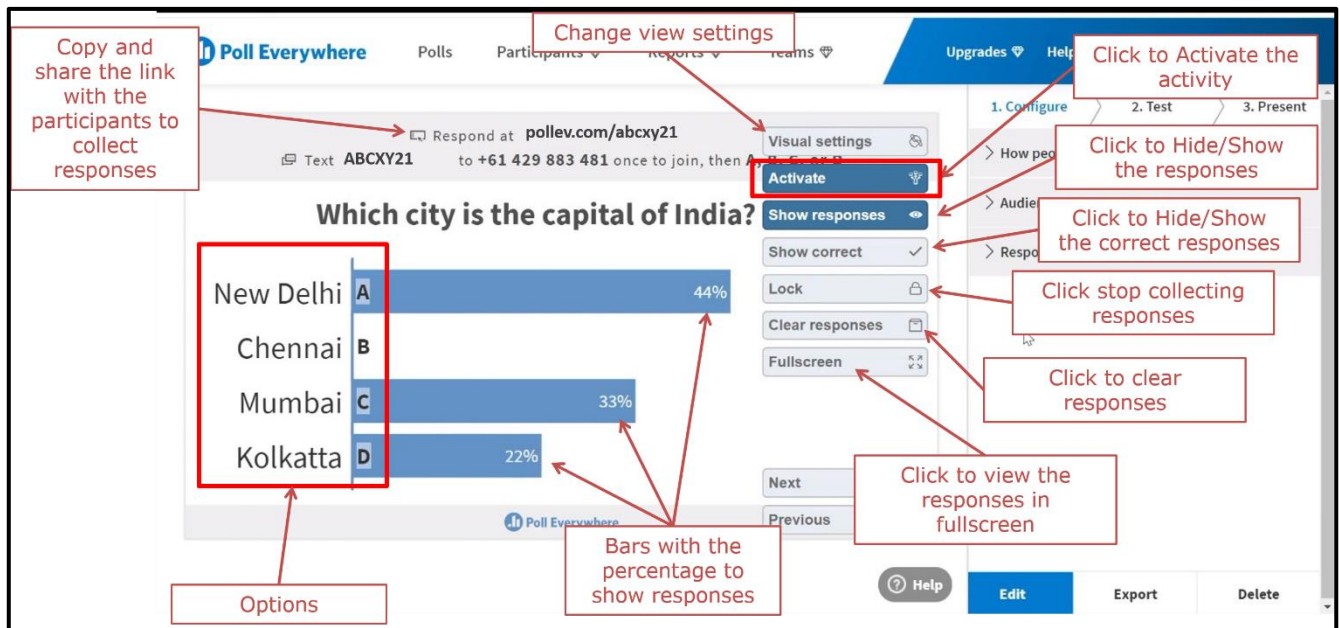


Figure 1

- **Launching Word Cloud Template Poll**


To launch a Word Cloud activity, after clicking on  a page will appear as shown in Figure 2. Click on 'Activate' (shown in Figure 2) to launch the activity and collect the responses.

Figure 2 shows the more details to view the responses.

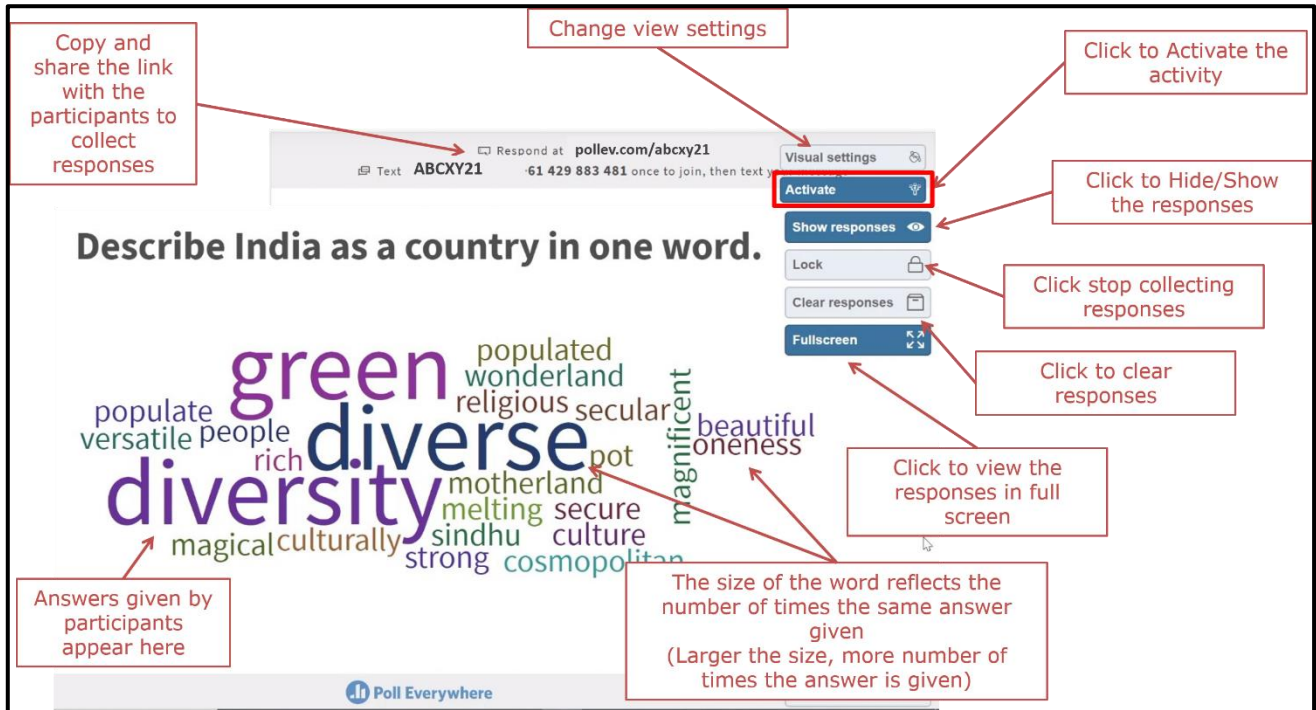


Figure 2

An activity can be Activated and Deactivated from the dashboard, go to the dashboard and click on 'Activate' next to the name of the activity, and to deactivate click on 'Deactivate' as shown in Figure 3.

The dashboard also shows the details of the currently active activity as shown in Figure 3.

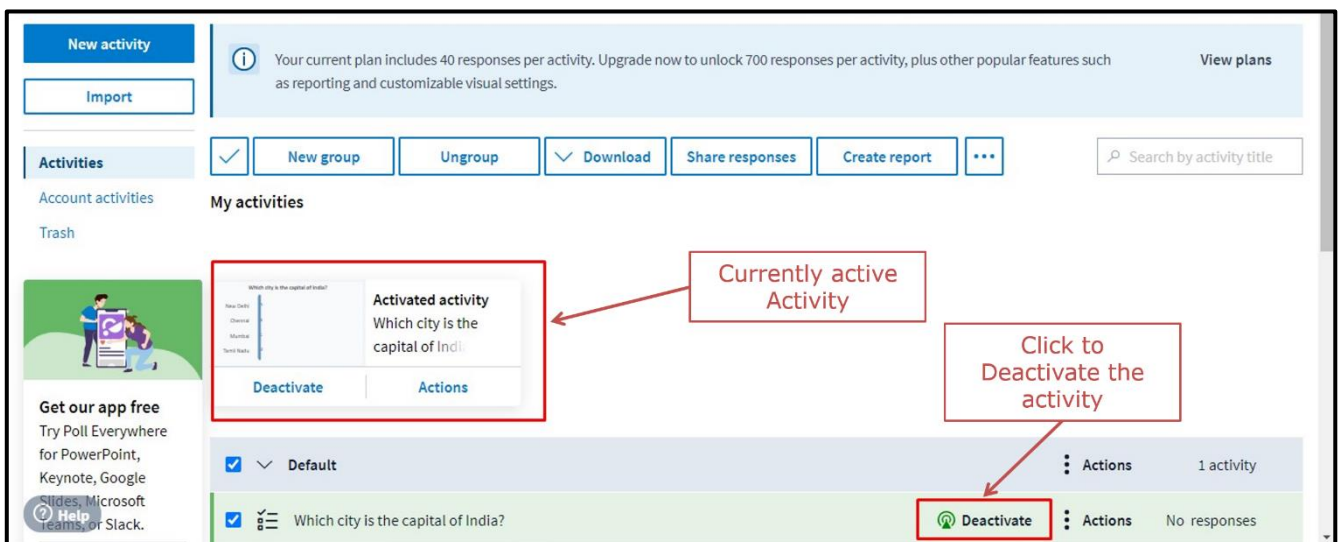


Figure 3

- **Download results**

To download results of the activity, go to the activity and click on 'Responses History' that appears down in the right corner (shown in Figure 4)



Figure 4

A page will appear with all the responses as shown in Figure 5, click on 'Download response sheet' (highlighted in Figure 5) to export and save the results offline in Excel sheet format.



Response history

Which city is the capital of India?

Summary

Response	Correct answer	Count	How people responded	Count
Tamil Nadu	No	1	Private Link to Activity	1
Mumbai	No	1	pollev.com/abcxy21	2
New Delhi	Yes	1		
Total		3		

- Share responses
- Download spreadsheet (.CSV)**
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Figure 5