

Creating Poll Questions

1. Please note that Poll Everywhere now commonly refers to polls as *activities* in its interface and support resources.
2. Align poll questions with instructional goals and students' knowledge. What is the purpose of the poll (e.g. formative assessment, springboard for discussion, identifying misconceptions, readings check)? Are your poll prompts closely aligned with your lesson or course goals? What question type is most appropriate? What other learning activities can be used in conjunction with poll questions? Staff members at the [Center for Faculty Excellence](http://centerforfacultyexcellence.com) are available to help you think through your options. You can also access a [recorded version of our workshop Getting Started with Poll Everywhere](#).
3. Poll Everywhere has expanded the number of question types you can choose from when creating your polls. Please note that many of the question types under Create are templates for primary question types. The primary question types include multiple choice, open response, clickable images, rank order, Q&A (rate responses). A question format called Competitions offers a game-based format for answering poll questions. Setting up questions as a Survey allows students to answer multiple questions at a time. Learn more about Poll Everywhere [question types and suggestions for implementing them](#).
4. All question types besides multiple choice and open response require devices that allow students to interact with the question with a mouse, stylus, or finger (e.g. laptops, tablet, or smartphone). We suggest that you check with students up front about whether or not any of them are still using devices that only support texting. If your students do not need a text option, you can disable it under How People Can Respond.
5. If you want to match student responses with their identities:
 - a. All students need to be registered through UNC-CH's account for Poll Everywhere. Instructions for registering are in the FAQs at poll.unc.edu. Students should use these instructions to register; they should not register through Polleverywhere.com.
 - b. Polls you create should be set to Restrict to Registered Participants Only (under Audience Restriction and Identity).
6. If you choose not to match student responses with their identities, you will not be able to track student participation. Some instructors have reported students posting inappropriate poll responses when there is no way to identify the author. The CFE encourages instructors to set polls up so that *only registered users can respond*.
7. Under Response settings, if Allow changes is selected, participants can clear their initial answer and submit a different answer during the time that the poll is open.
8. [Segmentation](#) allows you to correlate response results across two different polls. The segmentation feature can be enabled for multiple choice questions under Visual Settings.
9. When assessing students' understanding of a concept, consider including an "I'm not sure" response option or an occasional follow-up question on students' confidence level answering the question.
10. Sources for poll question ideas include textbooks and publishers, colleagues, teaching assistants, standardized tests, open education repositories, and student responses to open questions on other assessments; having students submit their own poll questions is a great critical thinking assignment and may also serve a viable source for new questions. If you have TAs, consider having them draft questions as well. Don't reinvent the wheel if you don't have to!

Transferring Graded Poll Responses into the Sakai Gradebook

Instructors can now configure their Poll Everywhere and Sakai accounts to help automate the process of transferring graded Poll Everywhere poll results into the Sakai gradebook. In order to use this feature, the following must be true about the poll results you wish to transfer:


- The poll's participation must be limited to UNC registered users only.
- Poll responses must be graded (a correct answer must be specified).
- Question types must be multiple choice OR clickable image.

NOTE: There is a [workaround](#) for transferring Poll Ev data on student attendance and participation.

See the Instructor FAQ at poll.unc.edu to get started.




Special Note on Graded Responses

If you have set up a poll to grade incoming responses, please be aware of a potential loophole. There is a poll setting that allows students to change their answer as long as the poll is still open (Allow Changes under Response Settings).

When you are showing the results of a graded question, the Toggle Correctness button  will appear with your icons on the right. When you select this button a check mark will appear by the correct answer. When the Toggle Correctness button is selected, students can also go to their Response History and see the correct answer. If the Allow Changes feature is enabled and the poll is still open, students can then go back in and change their answer.

You can prevent students from changing their answers by doing one of the following: 1) refraining from using the Toggle Correctness button, 2) making the poll inactive (deactivate or lock poll) before you use the Toggle Correctness button, or 3) setting your poll to Don't Allow Changes under Response Settings.

Administering Poll Questions

1. You will know that your poll is active and available to students the activation icon on your poll  is dark. You can also activate polls on your activities page by selecting the  button. Only one poll can be activated at a time unless you are making multiple questions available as a Survey or you provide separate links through the [Copy response link option](#) for each poll. This feature is especially helpful for polls or surveys that students respond to outside of class.
2. Response bias is a concern when students can see poll results in real time. Hide incoming responses during a poll and reveal the results *after* you close the poll. Use the Hide results button  and corresponding Show results button to toggle back and forth between poll instructions and poll results.
3. In some cases, you may not want to show poll results at all. For example, when poll results suggest that a topic requires additional discussion, students who get the answer right the first time may not feel they need to be engaged during subsequent discussion.
4. It may be appropriate to conduct the same poll more than once to see how student understanding or opinion has changed after discussion.
5. If you want to integrate your polls into a PowerPoint, Keynote, Slack or Google Slides presentation,
 - a. Download the appropriate [Poll Everywhere Presenter app](#).
 - b. If you are using a Windows machine, a new Poll Everywhere menu item will appear within PowerPoint. If you are using a Mac, you will interact with Poll Everywhere Presenter as a separate application on your computer.

- c. If you are using Zoom and administering Poll Everywhere through Powerpoint, you should select *Screen* among the options for sharing your screen with students.
 - d. Please note that survey results can no longer be displayed via Powerpoint presentations.
6. If you are interested in sharing polls with TAs or colleagues, do NOT share your Onyen. Instead, request the creation of a new group through the Poll Everywhere Teams feature. Information about how to proceed is available in the Instructor FAQs at poll.unc.edu.
7. You can set defaults for your poll settings (e.g. who can respond, how to respond, hiding responses) under *My settings/Activity settings* in your web-based account.

Grading Policies

The Center for Faculty Excellence does not advise instructors to use Poll Everywhere for high-stakes assessments; there are simply too many potential points of failure in a system that depends on wireless connectivity and cell coverage. Instructors using polling to track class attendance should also be aware of the limitations of this technology. For in-person classes, consider the University's [Check-in App](#).

1. To minimize student concerns about poll responses not going through, make polls a small part of the overall participation grade and/or consider dropping scores for some percentage of the polls.
2. In past semesters, several faculty members have reported students responding to polls for credit when they are not physically in class (by following the class poll web page). Make your expectations about student poll participation and class attendance clear, both in class and in your syllabus. It is not hard to identify students who are responding to polls but are not in class (e.g., asking students what color shirt you are wearing), a fact that you may also want to share with students.
3. If you are using Poll Everywhere to track class attendance, make students aware. This is especially important if incentives for attending class and for participating in a poll are different.

Student Support

Instructors are most likely to hear from students about Poll Everywhere when their poll results do not show up. Refer students to the Student FAQs at poll.unc.edu. Most student problems stem from one of two issues:

- The student has not registered or has not registered properly.
- The student has not logged in or has logged in with the wrong Poll Everywhere account.

Poll Everywhere is now mostly compliant with [accessibility guidelines](#), including support for screen-readers.

Resources

- poll.unc.edu: Resources, FAQs and help with Poll Everywhere at UNC
- [CFE Resources](#): Ideas for using class response systems to engage students and address instructional goals
- [Poll Everywhere Product Updates](#): Updates on new features
- [Poll Everywhere User Guide](#): Step-by step instructions
- [Poll Everywhere Video Guide](#): Various topics
- Sign up to receive news about new Poll Everywhere features by editing your preferences under *My settings*.

Portions of this document adapted from Bruff, D. (2009). [Teaching with classroom response systems: Creating active learning environments](#). San Francisco: Jossey-Bass.