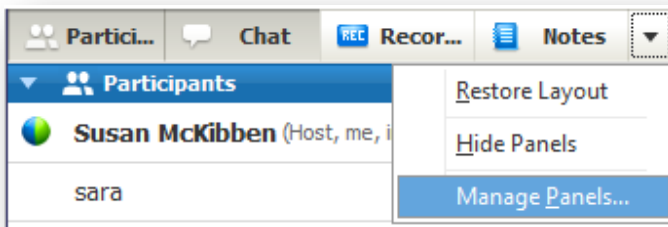


The Polling feature allows the host or presenter to conduct a survey or questionnaire with attendees during a WebEx meeting. You can create, edit, and save a poll using the Polling panel within a WebEx session.

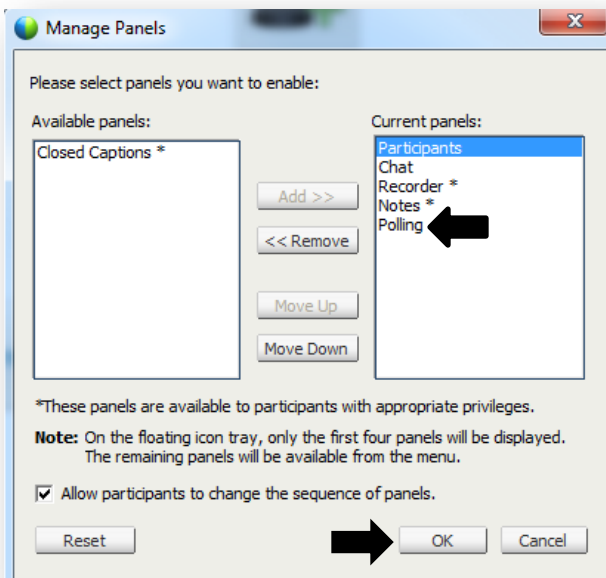
Polling Panel

To open the Polling panel during a meeting:

1. Click the down arrow on the Panels menu and select **Manage Panels**



2. Select **Polling** from the list of available panels and click the **Add** button.
3. Click **OK**.



4. The **Polling Panel** displays.

Polling Panel Sections:

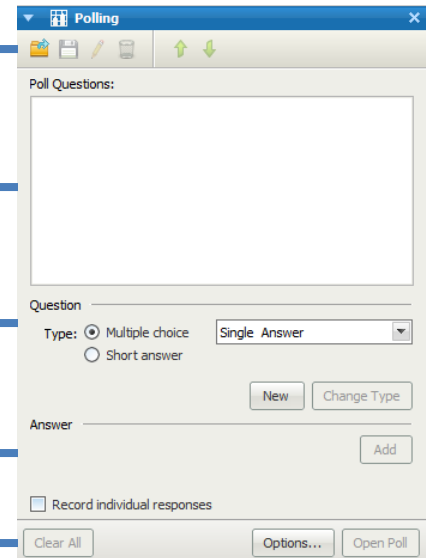
Manage polls, questions, & answers

Enter & display the poll questions & answers

Create new questions

Create answers

Set time limit & administer poll to attendees



Polling Panel Toolbar:

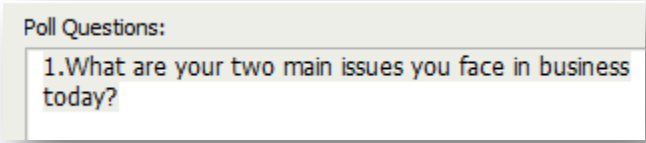
Icon	Label	Use this tool to...
	Open	Open a poll you previously saved on your computer
	Save	Save the current questions, with or without the responses, to your computer
	Edit	Edit the question or answer currently selected in the Poll Questions section
	Delete	Delete the question or answer currently selected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

Create a Poll

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

If you select...	Then...
Multiple Choice	Choose from the drop-down: <ul style="list-style-type: none"> • Single Answer – displays as a radio button & allows only one selection • Multiple Answer – 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**.
5. A blank answer text box appears below the question.
6. Use the table to determine your next step.

If the question type is...	Then...
Multiple Choice	<ol style="list-style-type: none"> 1. Type an answer to the question. 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	<ol style="list-style-type: none"> 1. Do one of the following: <ol style="list-style-type: none"> a. Leave the text box empty; or b. Type the expected response in the text box; it will display only in the presenter's Polling panel. 2. Press Enter. The answer text box shrinks in size and turns blue to indicate it has been saved.
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**Repeat steps 2 – 6 until all questions and answers are entered.

Polling Options:

- Check the **Record Individual Responses** checkbox to view and/or share each participant's response in the poll results
- Click Options to modify or disable the default 5-minute time limit set for each poll.


Use the table below to determine your next step:

To...	Do This...
Save the poll for use in a future session	<ol style="list-style-type: none"> 1. Click the Save icon on the polling toolbar. 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 under the " Administer a Poll " heading.

Administer a Poll

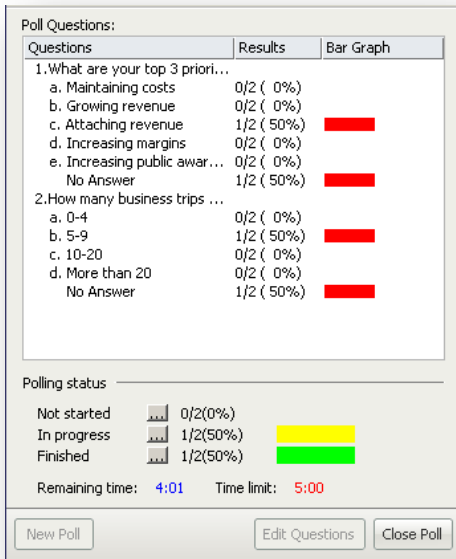
The poll you want to deliver must be open in your Polling panel.

To access a poll saved on your computer:

1. Click the **Open**  icon on the Polling toolbar.
2. The **Open Poll Questions** window opens.
3. Navigate to the proper folder and select the poll file (.atp extension).
4. Click **Open**.
5. The poll opens in the Polling panel.

To conduct the poll with your attendees:

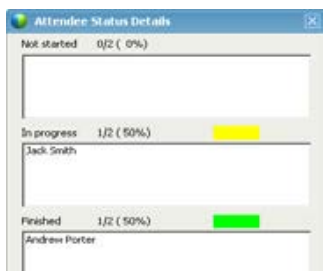
1. At the bottom of the polling panel, click **Open Poll**.
2. The Poll opens in the attendee Polling panel and is available for input. Your polling panel sections change to display the Poll in Progress information and Polling Status.



3. Attendees' responses are added to the Results column as they are submitted. The time limit and time remaining, if set, are displayed.

To monitor attendees' progress:

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



To close the poll:

1. Click **Close Poll** or allow a timed poll to close automatically when the time expires.
2. Any attendees who have begun the pool, but not submitted, will see a dialog box asking if they want to submit their answers.
 - a. 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.
3. The Poll Results and sharing options are displayed in your Polling panel.

Share 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.	...individual attendees' answers to each question. The results are automatically displayed in a new Polling Results window.

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