

TUTORIAL

GETTING STARTED WITH POLL EVERYWHERE

Poll your students on their mobile devices about course content and get instant (and anonymous) results in PowerPoint, Keynote, or on the web—using any web browser.

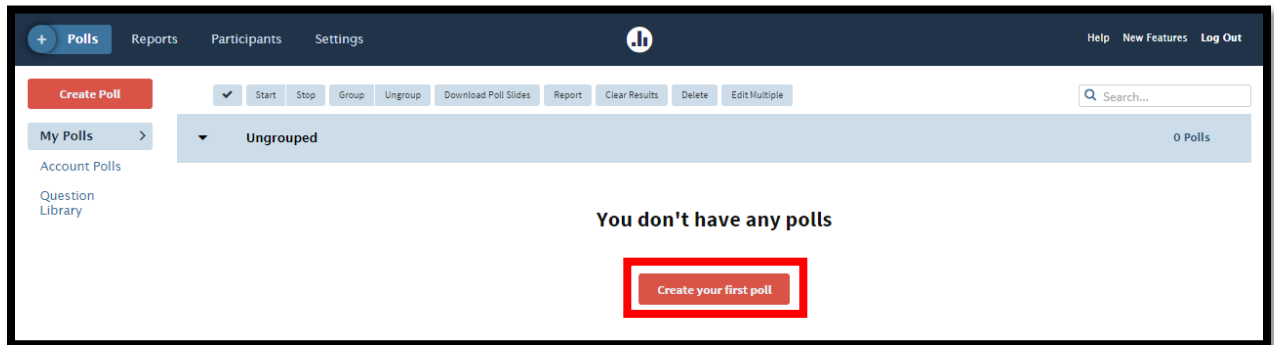
Request a Poll Everywhere account using the Help Desk: <http://help.pace.edu/>

1. Create a Help Desk ticket to request a Pace Poll Everywhere account.
2. Click the link in your email and create an account. After you login, click **Settings**. Update your username to a shortened name that will be easy for participants to type and click **Change** and **Update Profile**.

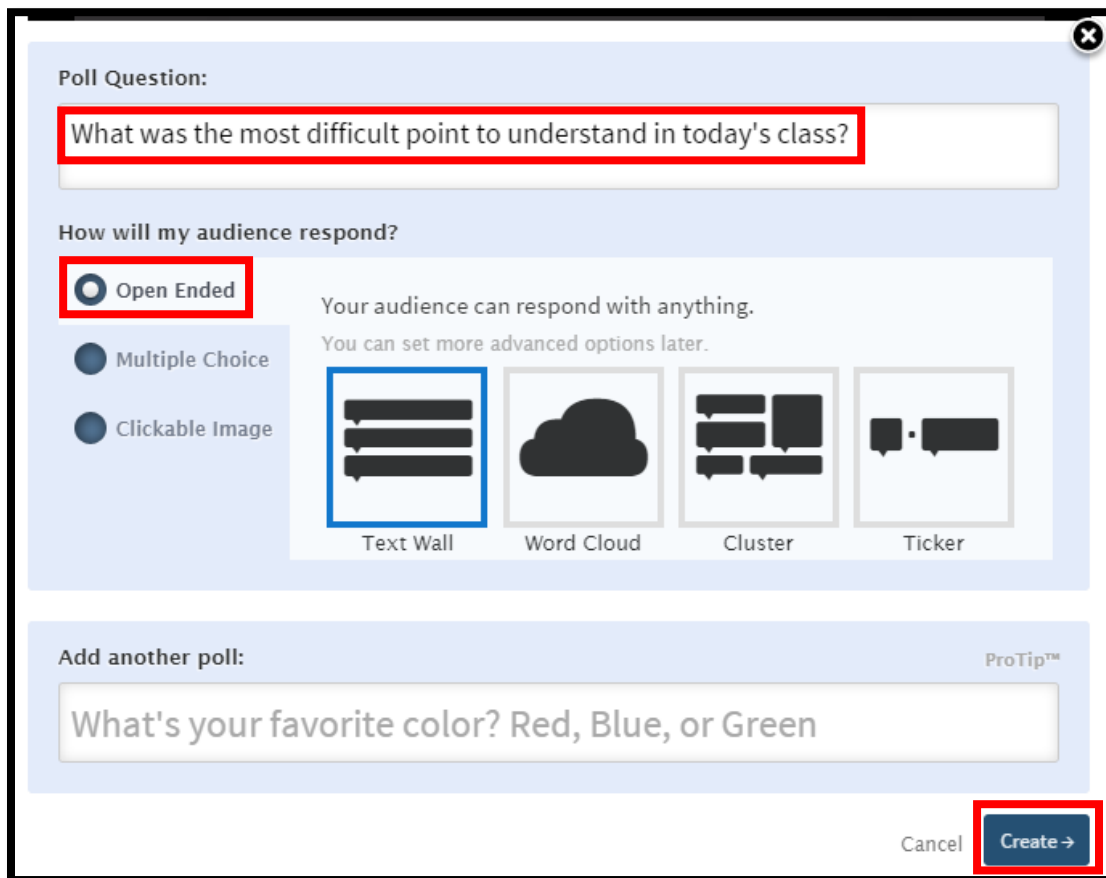
The screenshot shows the 'User Settings' page in the Poll Everywhere interface. The 'Settings' tab is selected in the top navigation bar. The 'User Settings' section includes fields for Username (PollEv.com/meganburke402), Email (mburke@pace.edu), Password, First name (Megan), Last name (Burke), Mobile phone number, Twitter username, and Time zone (GMT-05:00 Eastern Time (US & Canada)). The 'Poll Settings' section includes Template poll (none), How long do you want your polls to stick around after you activate them? (3 hours), Poll privacy (Keep all of my polls private), and Participant counter (Hide participant counter). The 'Update profile' button is highlighted with a red box.

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3. Click **Polls** and then click **Create your first poll**.



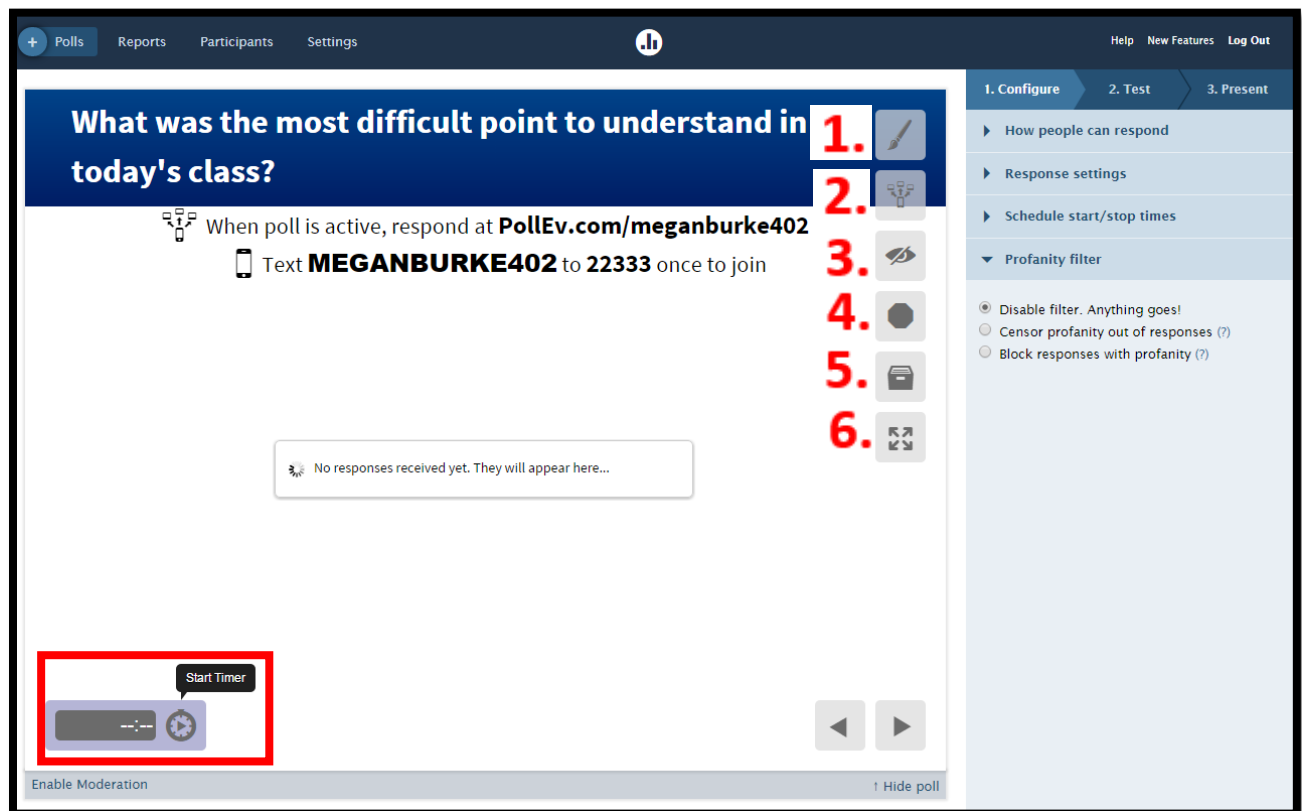
4. Start typing your question and the pop up will expand with the types of questions you can create.



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5. Personalize your poll settings. If you hover your mouse over the lower left hand corner, a timer will appear. You can also customize the following items:

1. Visual settings
2. Activate poll
3. Hide text wall
4. Stop this poll
5. Clear poll results
6. Enter full screen



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6. You will notice that the username you updated back in step 2 is what your audience will need to type in to participate. Make sure it is short and easy!

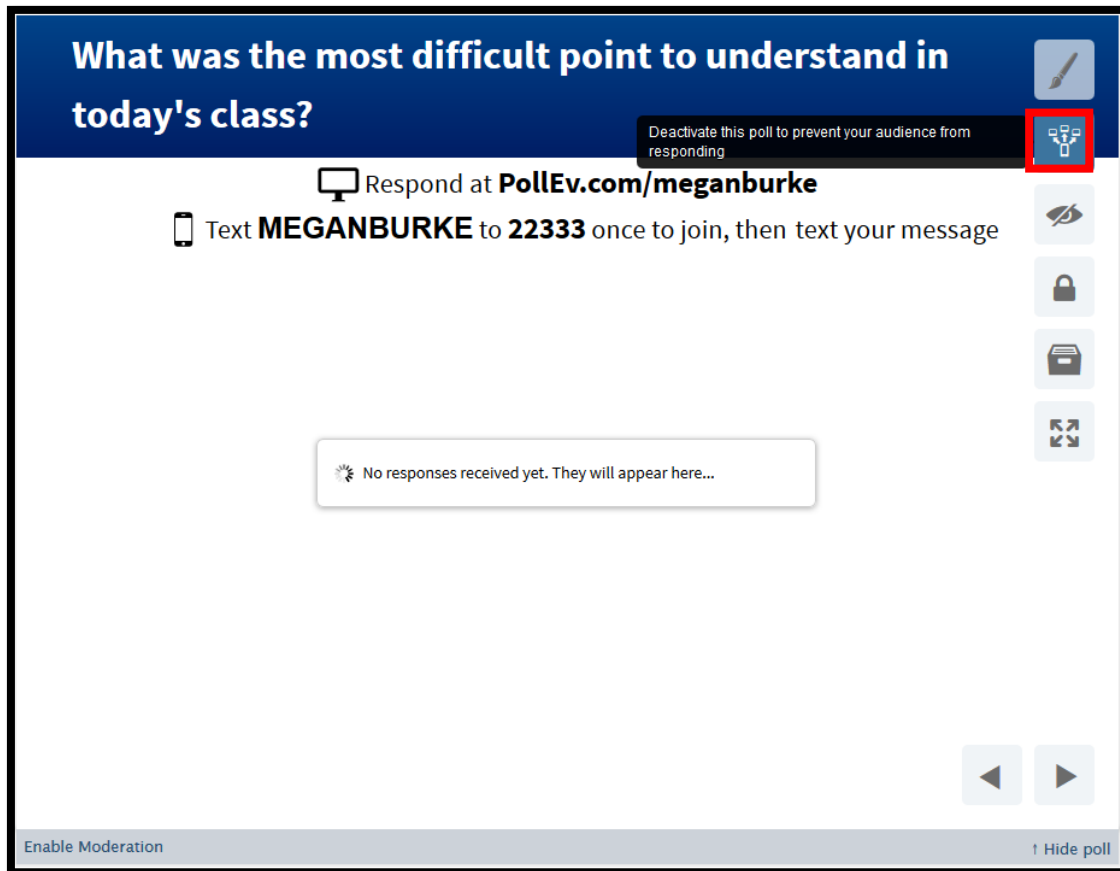
The screenshot shows a configuration interface with three tabs: '1. Configure', '2. Test', and '3. Present'. The '1. Configure' tab is active. Under the heading 'How people can respond', there are two checked options: 'Website' and 'Text messaging'. For the 'Website' option, the text 'Audience can respond at' is followed by a red box containing the URL 'PollEv.com/meganburke', and then 'as long as the poll is active. (?)'. For the 'Text messaging' option, there is a radio button selected for 'Presenter session: Audience texts', followed by a red box containing 'MEGANBURKE to 22333', and then 'to join the session, then they text a response.'

You can change the Response Settings to limit how many times an individual responds. The default is that they can respond as many times as they like.

The screenshot shows the 'Response settings' section. Under 'Each person may respond', there are two radio button options: 'up to [] times' and 'as many times as they like'. The 'as many times as they like' option is selected and highlighted with a red box. Below this is a checkbox for 'Make responses anonymous (?)' which is unchecked. Under 'Who can respond', there are two radio button options: 'Everybody' (selected) and 'Registered Participants Only'. Under 'Custom reply message', there are two radio button options: 'No reply message' (selected) and 'Send reply message (?)'.

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7. When you are ready, click the **Activate** button to make your poll live.



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8. If you would like to include your poll in a PowerPoint slide, click **Download poll as slide** and include it in your presentation. The necessary software has been installed on all Pace presenter computers. You can also click **Share** to send a link to your students.

