Creating Activities in Poll Everywhere

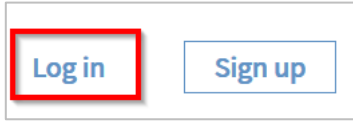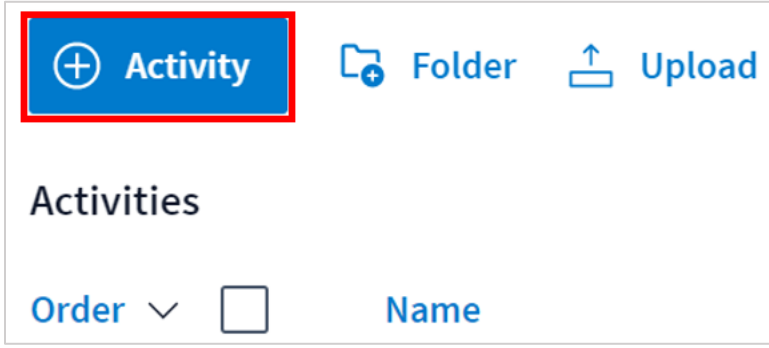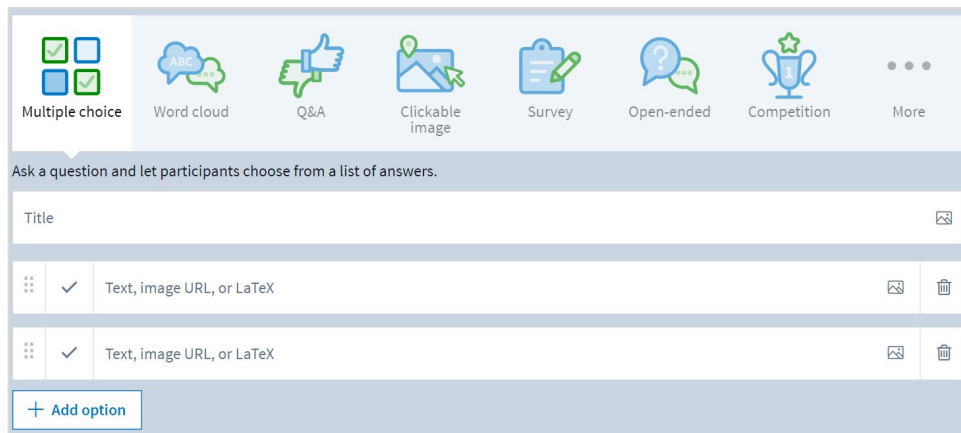1. Go to http://polleverywhere.com to Log-in. (*Do not select Sign up.*)

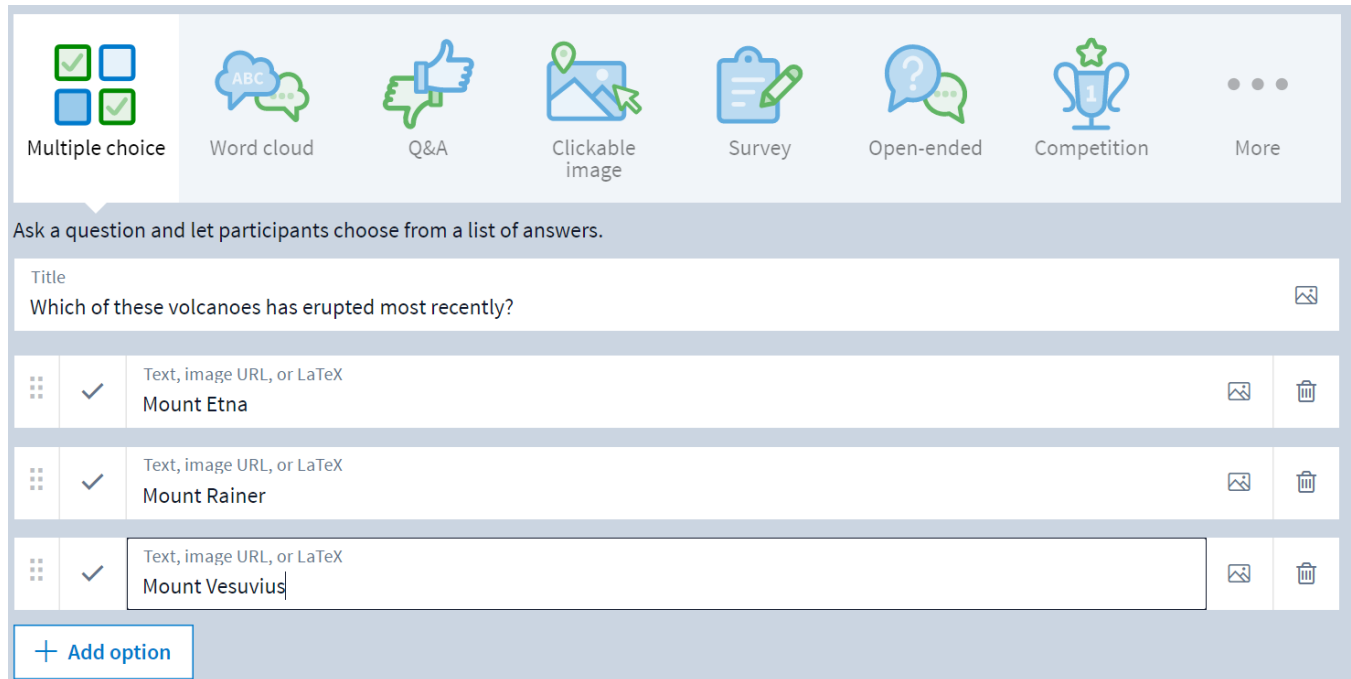2. To create an activity, click on the blue **Activity** button at the top left side of your screen.

3. **Select the activity** you wish to create for the audience. You can choose to create a *Multiple-choice poll, Open-Ended Questions, Q &A, Rank Order, Clickable image, Survey, or Open-Ended activity*.

4. Enter your question or prompt for the selected activity.

Multiple choice poll: Now that you have a question, enter the response options you want the audience to select from. You can use images as response options by pasting a direct link or uploading one from your computer using the picture icon. To add a response option-click the plus icon. You can delete a response option by clicking the trash icon on the far right.
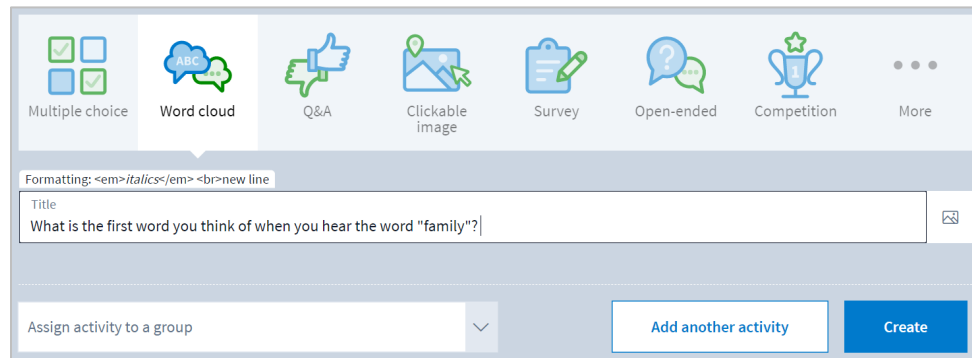
You can designate the correct response to a multiple-choice question. Check the box to the left of the correct response option(s). A correct response will be highlighted green when you reveal correctness on the poll chart.

Word cloud, Q&A, or open-ended questions: Simply enter the question or prompt.

Rank order: Select the three dots to the right of the first visible options to view the ranking option, if needed. Just like multiple choice, you can enter text or add images as answer options.

Clickable image: Select one of the provided images, or upload an image you would like the audience to interact with.

If you like, you can define rectangular regions on your image where clicks will be counted. To the right of your image, you can name and manage the regions, similar to the way you manage response options for multiple choice polls. This includes the ability to mark the correct region(s).

Survey: Give your survey a title, and add a series of activities. Surveys allow you to ask your participants multiple questions at once. Everyone can answer the questions privately at their own pace. Surveys are great for quizzes, pre- and post-training assessments, and questionnaires.

Helpful tip: Surveys and groups can be edited after the creation process, so don't fret if it's not perfect right away.

5. When you are ready, click the **Create** button to build your activity and save it to your account. That's it! Continue to add as many activities as you like.

Activating Your Activity

When you are ready for the audience to respond, you will need to activate the poll. This publishes the poll on your PollEv.com response page (i.e. PollEv.com/your-username). There are multiple options for this. View the details on the Poll Everywhere Activation support page.

Collecting Responses from Your Activity

There are two ways to collect responses: live or remotely.

1. To collect responses live, activate your survey and have the audience respond by visiting your PollEv.com/your-username response page or by SMS text messaging. Note: SMS text messaging may not be available for all activities.
2. To collect responses remotely, send participants a link. This link lets participants respond to the activity over several days. The activity does not need to be active for the link to work, so you can present other activities in the meantime.

To find your poll link, **hover over the title of your survey** on the Activity page, and the three dot option will appear. Select the **Copy response link** option.

Copy and share the response link with your participants.