

# HOW TO...



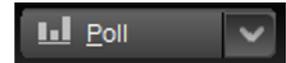
## Use the Polling Tool in e-CLASSES

### Get Instant Feedback from your Participants

Gauge participant understanding, increase interactivity, and break up your sessions with quick surveys that offer immediate feedback using the Saba Meeting Poll tool.

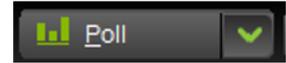
### Accessing the Poll Tool

The Poll icon is found on the Leader's toolbar above the media window. It is only accessible while in session and will be greyed out when not available (Pre-Session).



Pre-Session

You may wish to log in early to set up your Poll questions, or prepare them during a break in the session.



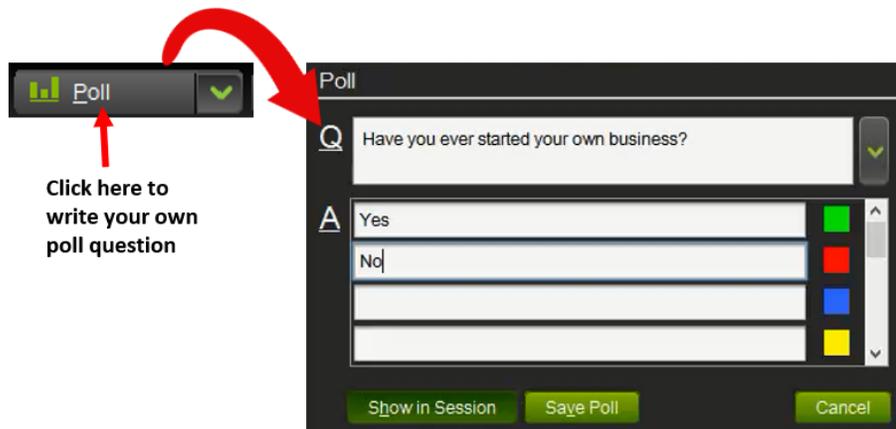
In-Session

### Creating a Poll

There are two ways to insert a poll into a session. You can create your own question and response choices, or select from four default questions. In both cases several options are available for editing questions and response choices.

#### A. Create your own poll

Click on the left side of the Poll icon to open the poll editor. Type your poll question into the top area beside the Q and your response choices below it in the area marked A. Scroll down if you require more response lines (there are 12 available).



Click here to write your own poll question

Click "Save Poll" to add your poll to the list of polls for the session. Once saved, you can display the poll to participants by clicking on "Show in Session".



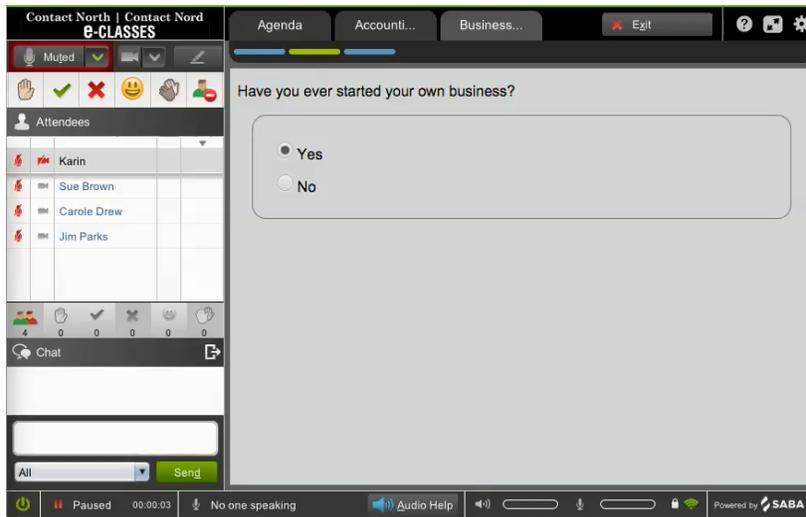
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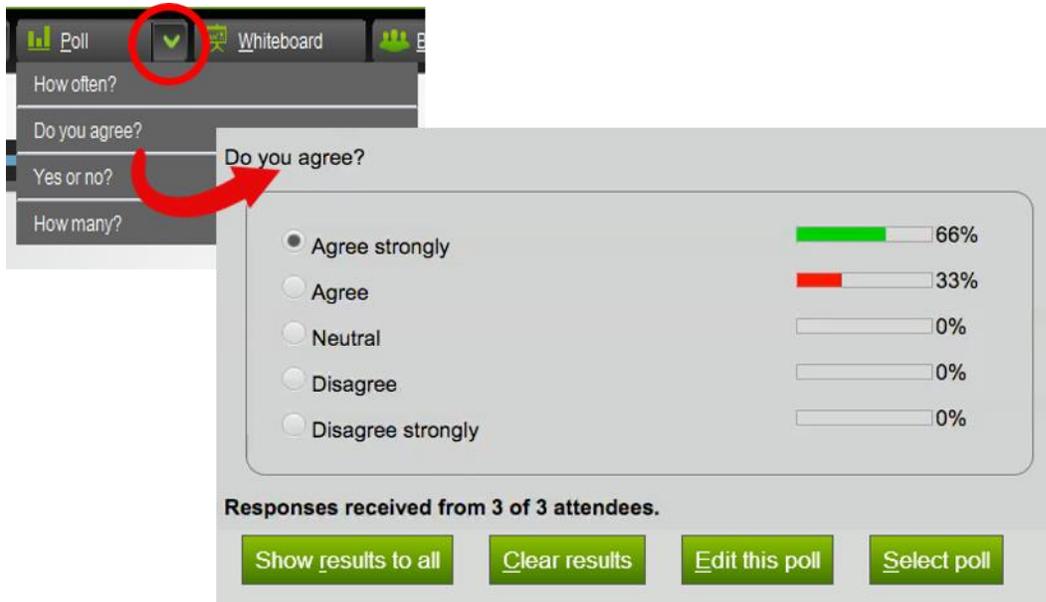
When you show the poll to participants, they will be able to respond by clicking in one of the available radio buttons. Participant responses are anonymous.

**Note** - Leaders and Co-Presenters cannot vote in polls.



## B. Select a default poll.

For a more impromptu poll, you may wish to choose from the four questions provided in the Poll drop-down menu.



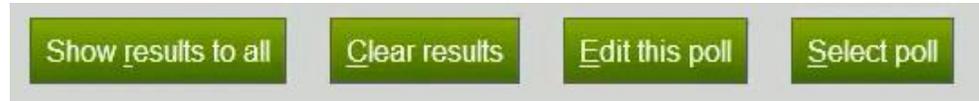
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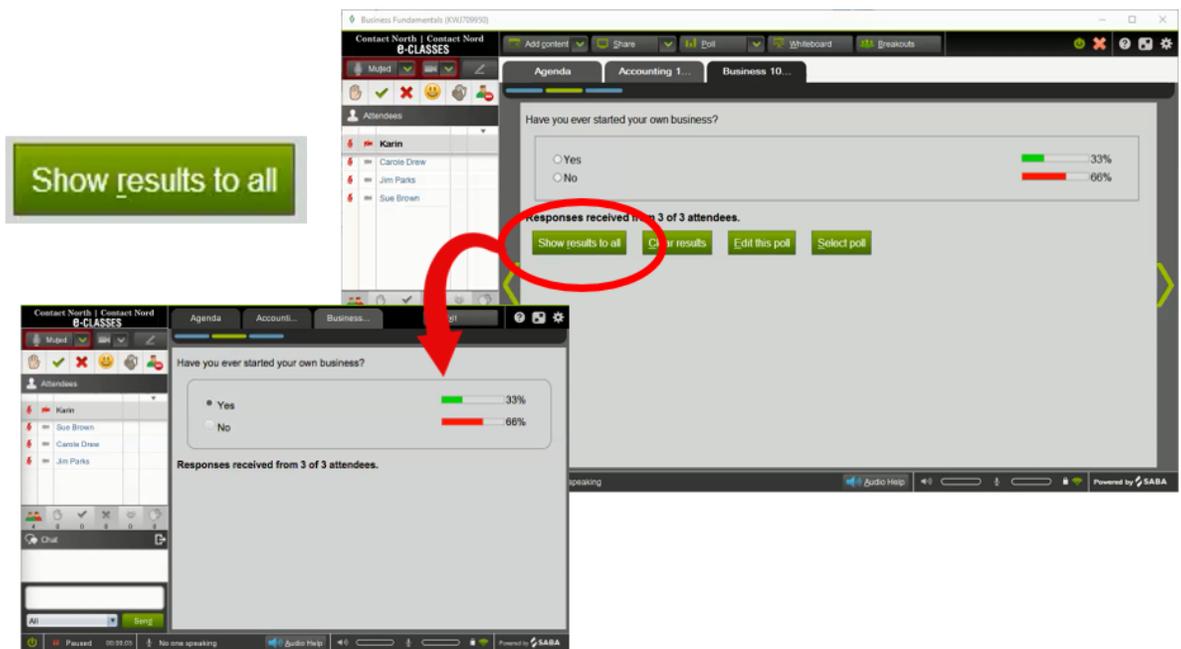


## Poll Options

When you select “Show in session”, you will see the poll questions and response choices in the media window. As participants respond, results will be displayed in percentages beside each response option. An indication of how many participants have responded to the poll, along with poll options, are presented below the responses.



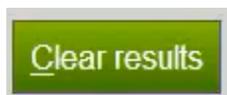
Although you will be able to see the results of the polls immediately, your participants will only be able to view them if you select “Show results to all”.



Participant View



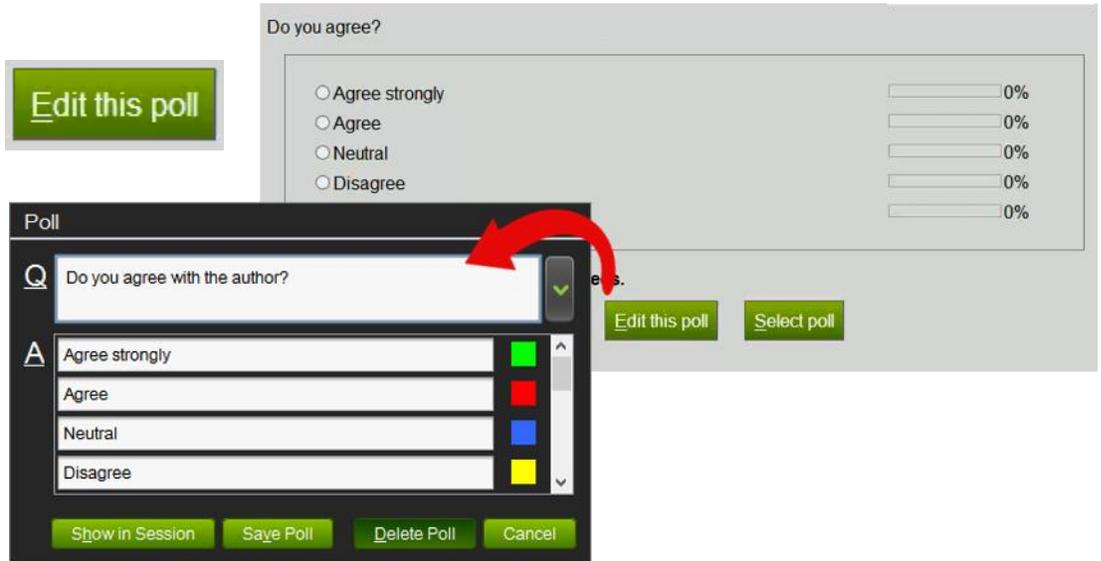
Remember to “Hide results” before moving to the next poll if you do not want participants to see each other’s responses.



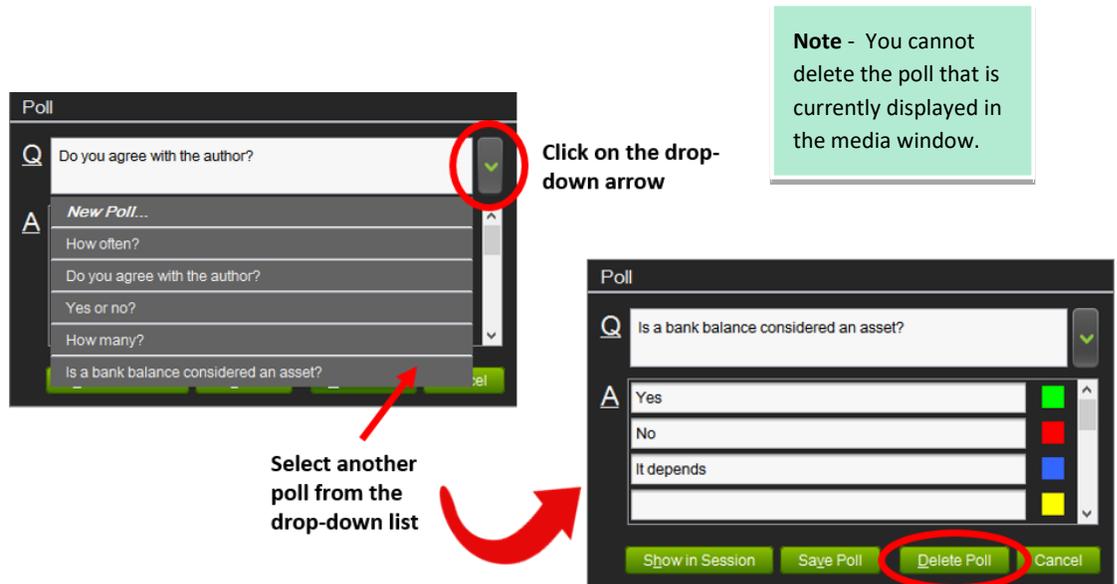
To remove participant responses, click on “Clear results”. This is a useful feature to use when you want to verbally ask a series of questions that require the same response choices (e.g. Yes or No, or Agree-Disagree) and you want to quantify the results with percentages.



You can edit the default poll questions by clicking on “Edit this poll”. This will open the Poll editor showing the current question and responses. Make the desired changes and then click “Save poll”. The edits to the question will remain throughout your session, however they will not be saved when you exit the session.



Use “Select poll” to choose another poll to show or edit. If you want to delete a poll from the available poll list for the current session, select it here first



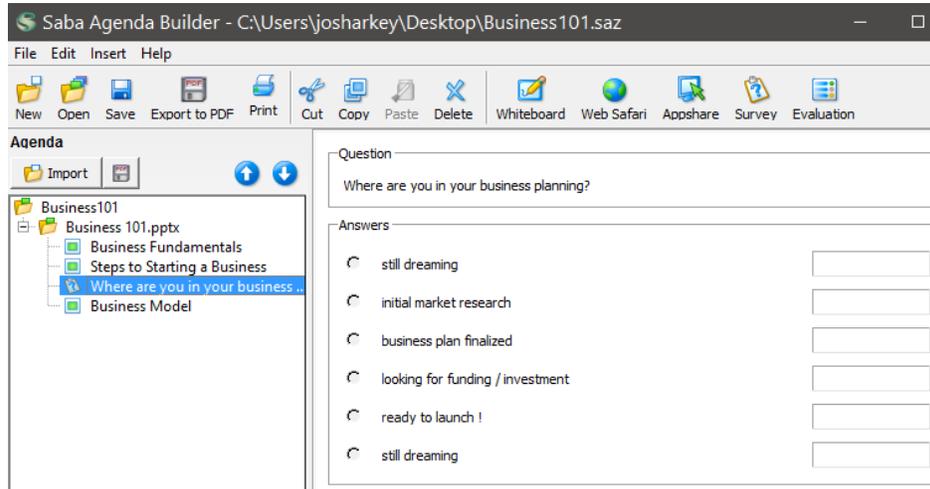
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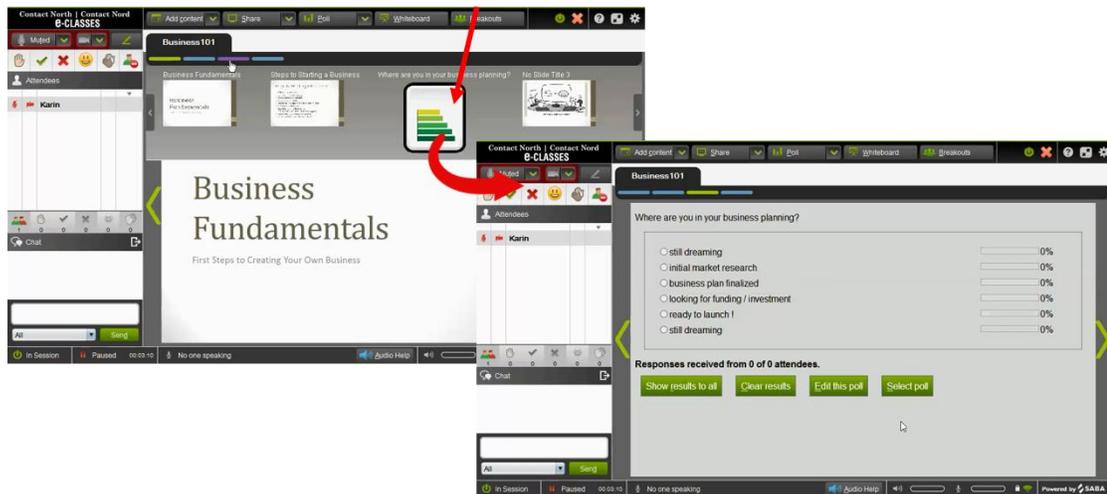
# Adding Polls with Agenda Builder

The polling feature is a live tool and therefore only available once your session has been started. You can, however, add polls within in your content ahead of time using Agenda Builder.



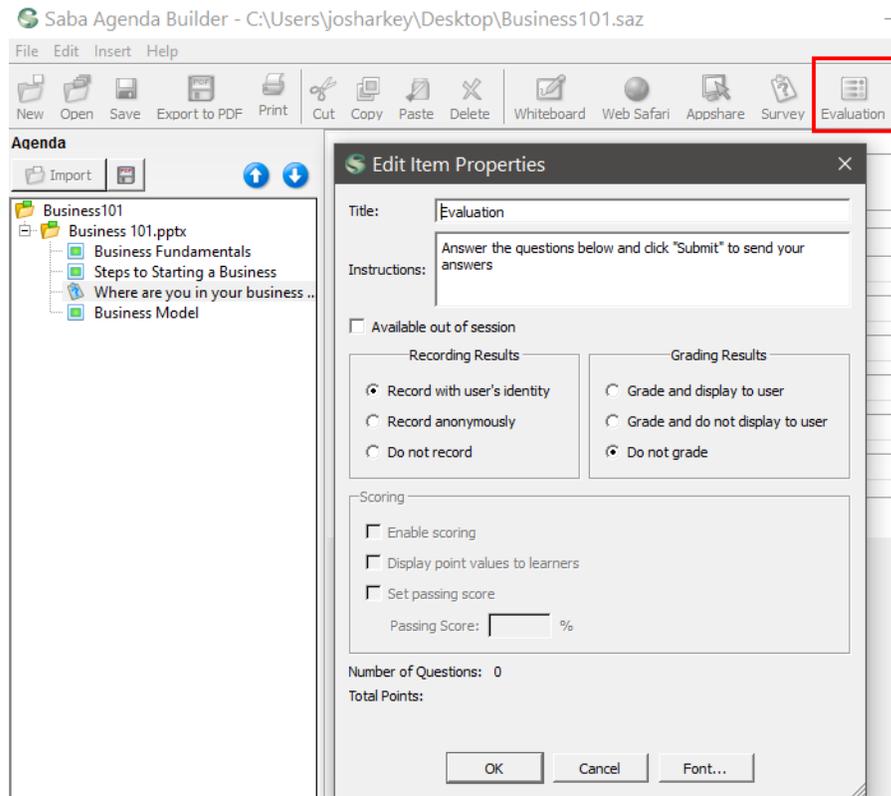
Sequencing polls within your session is a great way to break up the content and get your participants actively involved!

Click to display Poll in media window



## Polls vs. Evaluations

If you would like to have more question options, you may wish to use Agenda Builder's Evaluation tool. The Evaluation can show several questions on one page, can include participant names, and allows for different question types: multiple choice, fill in the blank, and long answer. Evaluations do not show in *Pre-Session* however will display once the session is started and *In Session*.



**Note** - Agenda Builder works best with PC and Internet Explorer.

Question Type:

- Multiple Choice
- Fill in the Blank
- Long Answer

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