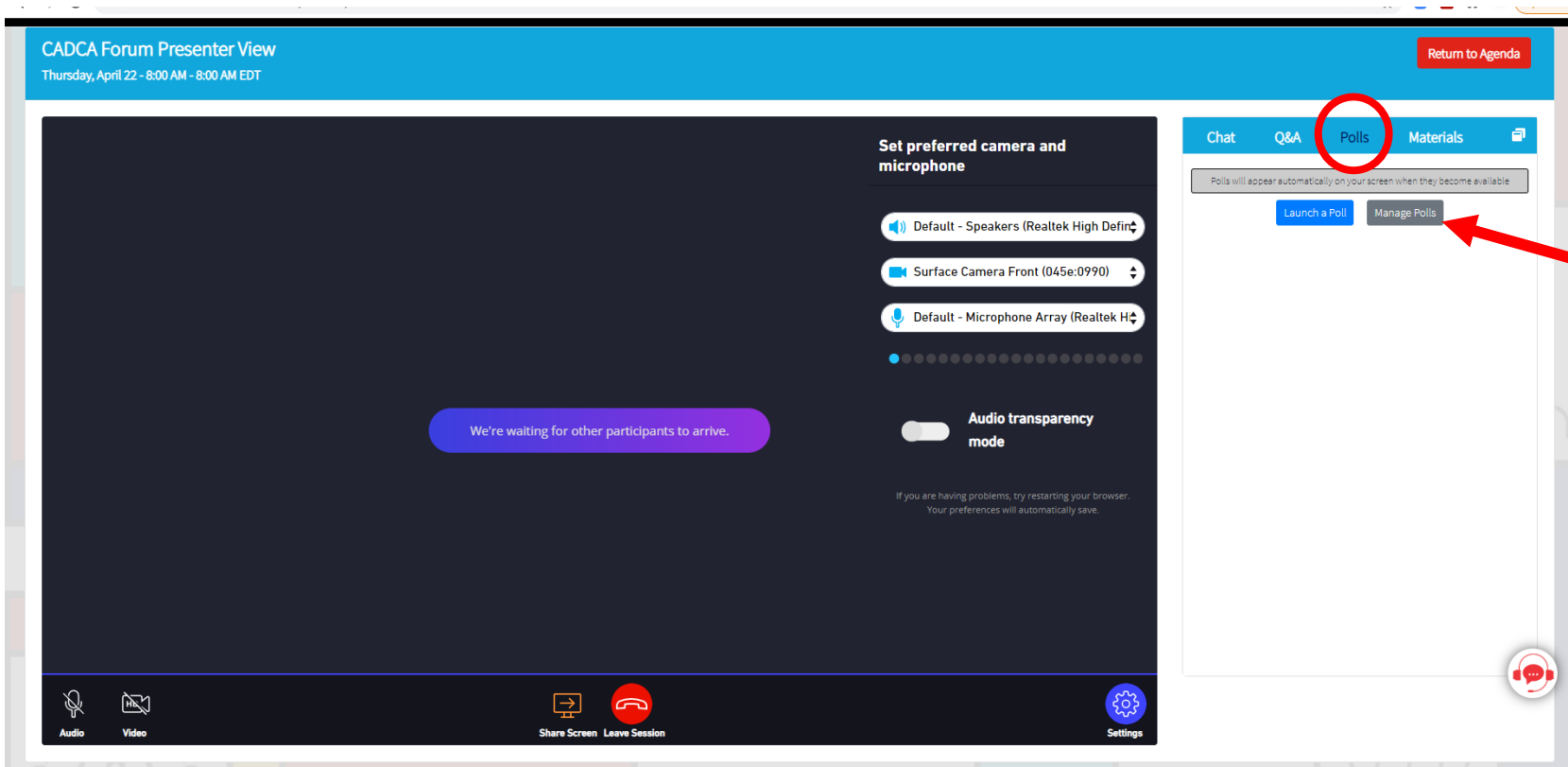


How To Use the Polling Function on the Platform

Not applicable for Zoom-based sessions

Look for “Polls” In the Session Window



To Create a Poll
Select “Manage Polls”

You can create polls before your session and launch them later.

Create Your Poll

dership Forum

cadcaforum.conferencecontent.net/sessions/CSTU3493

Forum Presenter View

April 22 - 8:00 AM - 8:00 AM EDT

Manage Polls

Create a New Poll

Poll Question

Option 1

Option 2

Option 3

Option 4

Submit

Favorite Day Delete

Chat Q&A Polls Materials

Launch a Poll Manage Polls

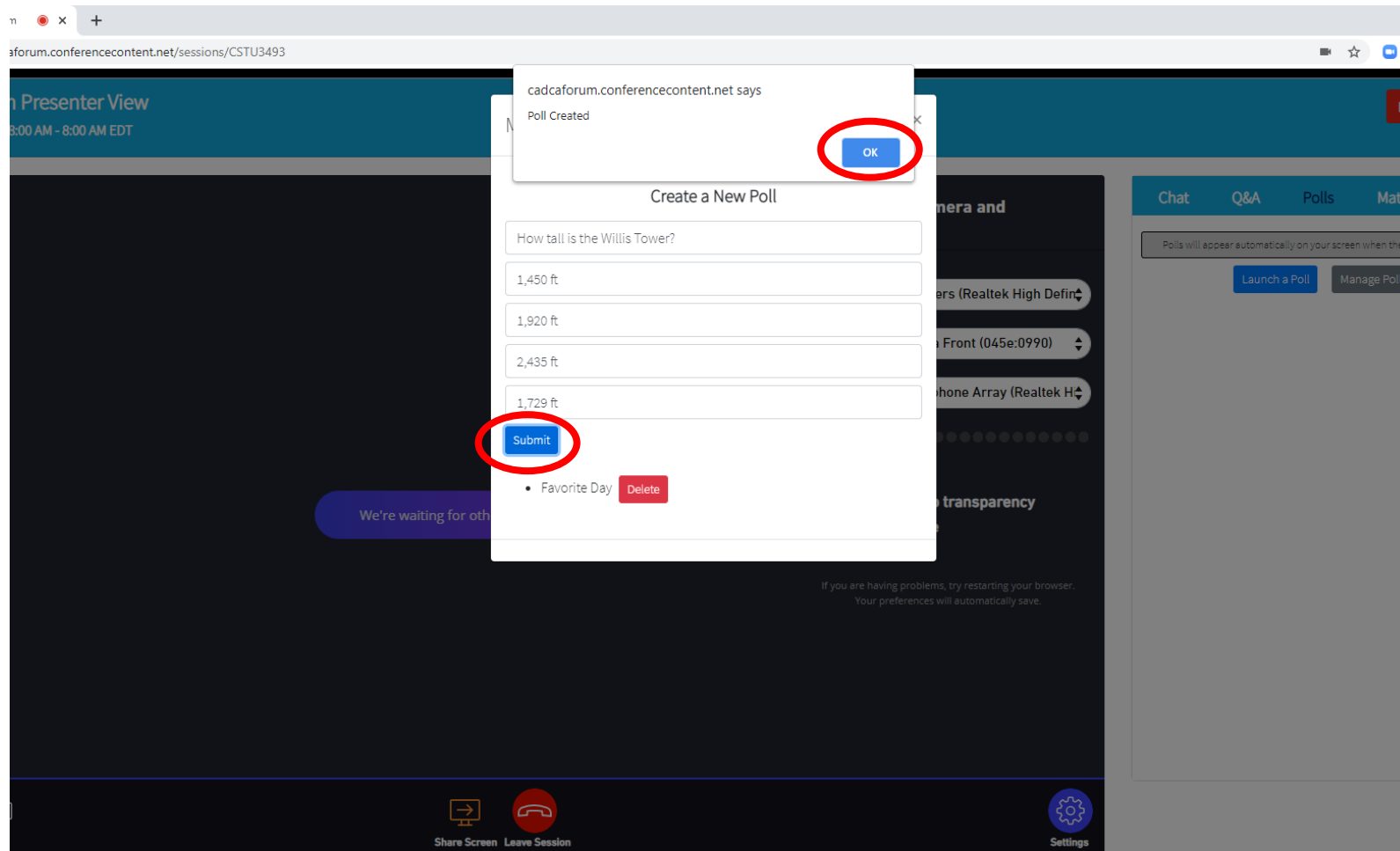
Video Share Screen Leave Session Settings

Enter your question

Enter response options

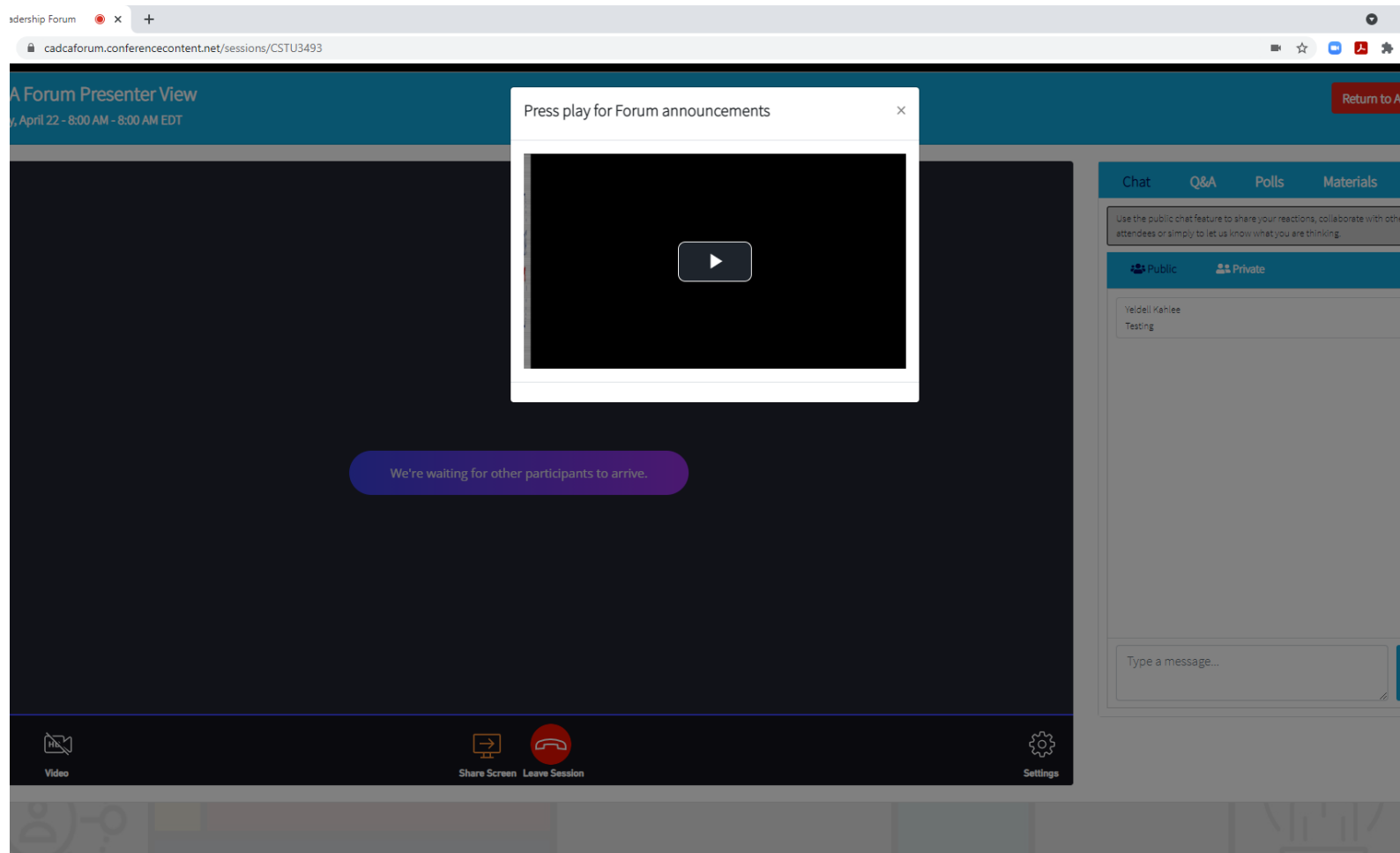
Select “**Submit**” to save your poll for launching at a later time.

Confirm your poll



After hitting “**Submit**”, this box will appear. Select “**OK**” to finish creating your poll.

NOTE



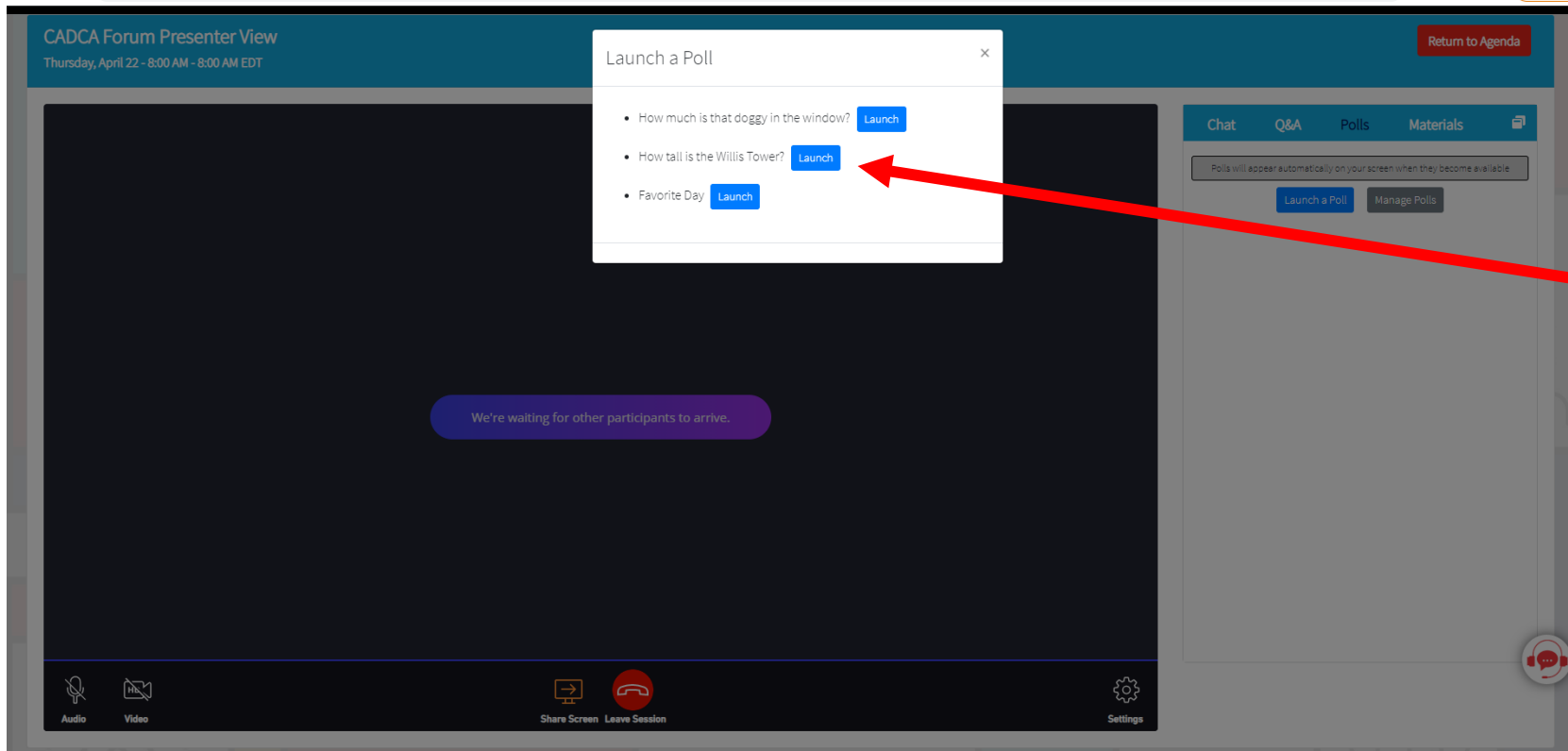
Creating a poll is like submitting a new form. It will take you “**out**” of your session window and back to this page. We **STRONGLY** suggest pre-creating your polls.

To Launch Your Poll

The screenshot displays the 'CADCA Forum Presenter View' interface. At the top, a blue header contains the text 'CADCA Forum Presenter View' and 'Thursday, April 22 - 8:00 AM - 8:00 AM EDT', along with a 'Return to Agenda' button. The main content area is split into two sections. On the left, there's a large dark area with a purple button that says 'We're waiting for other participants to arrive.' On the right, there's a 'Set preferred camera and microphone' section with three dropdown menus for audio and video settings, and an 'Audio transparency mode' toggle. Below this is a 'Share Screen' and 'Leave Session' button. On the far right, there's a navigation menu with 'Chat', 'Q&A', 'Polls', and 'Materials'. The 'Polls' tab is circled in red. Below the navigation menu, there's a message: 'Polls will appear automatically on your screen when they become available.' Below this message are two buttons: 'Launch a Poll' and 'Manage Polls'. A red arrow points from the text 'Select "Launch Poll"' to the 'Launch a Poll' button.

Select **“Launch Poll”**

To Launch Your Poll



The screenshot shows a Zoom meeting interface in 'Presenter View'. At the top left, it says 'CADCA Forum Presenter View' and 'Thursday, April 22 - 8:00 AM - 8:00 AM EDT'. A central message reads 'We're waiting for other participants to arrive.' A 'Launch a Poll' dialog box is open, listing three poll questions: 'How much is that doggy in the window?', 'How tall is the Willis Tower?', and 'Favorite Day'. Each question has a blue 'Launch' button next to it. A red arrow points from the 'Launch' button for the second question to the right. On the right side of the interface, there are tabs for 'Chat', 'Q&A', 'Polls', and 'Materials'. Below these tabs, a message states 'Polls will appear automatically on your screen when they become available.' There are two buttons: 'Launch a Poll' and 'Manage Polls'. At the bottom of the screen, there are icons for 'Audio', 'Video', 'Share Screen', 'Leave Session', and 'Settings'.

Select the poll you want to use during your session by hitting **“Launch”**

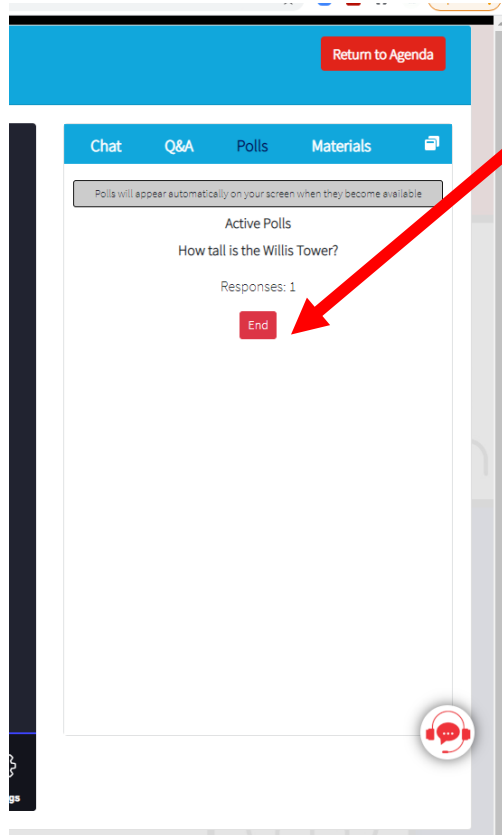
Polling

The screenshot displays a Zoom meeting interface in 'Presenter View'. At the top left, it says 'CADCA Forum Presenter View' and 'Thursday, April 22 - 8:00 AM - 8:00 AM EDT'. A central message reads 'We're waiting for other participants to arrive.' A poll window is open in the center, titled 'How tall is the Willis Tower?'. It lists four options: '1,450 ft.', '1,729 ft.', '1,920 ft.', and '2,435 ft.', each with a blue 'Vote' button. A red arrow points from the 'Vote' button for '1,729 ft.' to the text on the right. On the right side of the screen, a sidebar shows 'Active Polls' with the same question and 'Responses: 0'. A red 'End' button is visible below the poll. The bottom toolbar includes icons for 'Audio', 'Video', 'Share Screen', 'Leave Session', and 'Settings'. A 'Return to Agenda' button is in the top right corner.

This is what attendees will see after you've launched your poll.

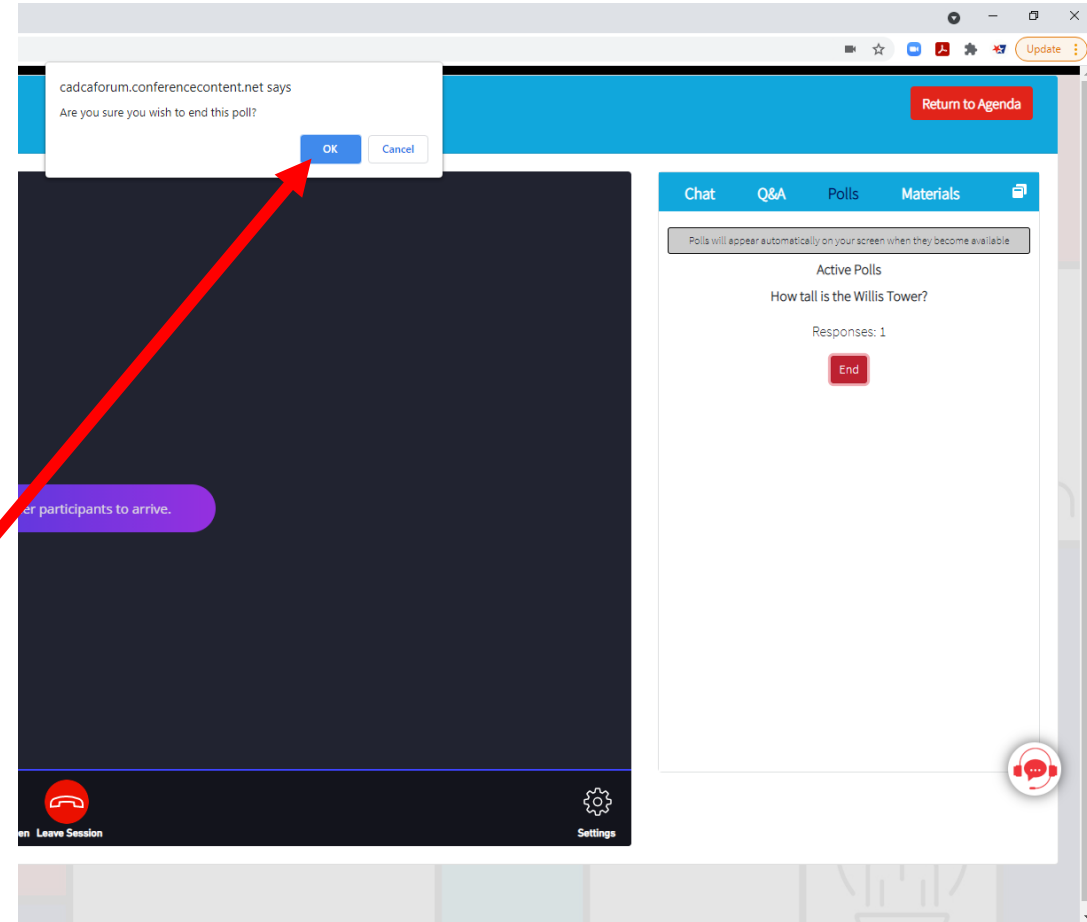
By selecting “**Vote**”, their results will be tallied.

Polling (Presenter View)



Select “**End**” when you are done receiving responses.

You will need to select “**Ok**” to officially conclude the poll.



Polling Results Will Appear to All

The screenshot displays a Zoom meeting interface in 'Presenter View'. At the top left, it reads 'CADCA Forum Presenter View' and 'Thursday, April 22 - 8:00 AM - 8:00 AM EDT'. A red 'Return to Agenda' button is in the top right. A central white 'Poll Results' window is open, displaying the question 'How tall is the Willis Tower?' and four options: '1,450 ft -', '1,729 ft - 1', '1,920 ft -', and '2,435 ft -'. The main meeting area is dark with a purple message: 'We're waiting for other participants to arrive.' On the right, a sidebar contains 'Chat', 'Q&A', 'Polls', and 'Materials' tabs. Below these is a message: 'Polls will appear automatically on your screen when they become available', with 'Launch a Poll' and 'Manage Polls' buttons. The bottom toolbar includes icons for 'Audio', 'Video', 'Share Screen', 'Leave Session', and 'Settings'. A chat icon is also visible in the bottom right corner.