



Polling Attendees

During a meeting, you can poll participants by presenting them with a questionnaire. Conducting a poll can be useful for gathering feedback from participants, allowing participants to vote on a proposal, testing participant knowledge of a topic, and so on.

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Creating a Poll Questionnaire (for Windows)

To conduct a poll, you must first create a poll questionnaire. You create a questionnaire in a meeting. To save time during a meeting, you can start the meeting earlier than the scheduled time, create a questionnaire on the Polling panel, save it, and then open it during the actual meeting.

Before You Begin

You must be a presenter to complete this task.

Procedure

- Step 1** Open the Polling panel in a meeting
- Step 2** In the Question section, select a question type:

- To create a multiple-answer question, select **Multiple choice**, and then select **Multiple Answers** in the drop-down list.
- To create a single-answer question, select **Multiple choice**, and then select **Single Answer** in the drop-down list.
- To create a text question, select **Short answer**.

Step 3 Select **New**.

Step 4 Type a question in the box that appears.

Step 5 In the **Answer** section, select **Add**.

Step 6 Type an answer in the box that appears.
The question and answer appear in the Poll Questions area.

Step 7 To type another answer, select **Add** again.

Step 8 To add questions, repeat steps 2 to 7.

Creating a Poll Questionnaire (for Mac)

To conduct a poll, you must first create a poll questionnaire. You create a questionnaire in a meeting. To save time during a meeting, you can start the meeting earlier than the scheduled time, create a questionnaire on the Polling panel, save it, and then open it during the actual meeting.

Before You Begin

You must be a presenter to complete this task.

Procedure

Step 1 Open the Polling panel in a meeting.

Step 2 Add a question by selecting the **Q** button and then typing the question.

Step 3 Add an answer by selecting the **A** button and then typing the answer.

Step 4 To add more answers, repeat step 3.

Step 5 To add more questions, repeat step 2.

Step 6 To change the question type, select the text "Click here to change question type" that appears under the specific question and do one of the following:

- To create a multiple-answer question, select **Multiple Answers**.
 - To create a single-answer question, select **Single Answer**.
 - To create a question that requires a text answer, select **Short Answer**.
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Editing a Questionnaire


You can change the type of a question and edit, rearrange, or delete the questions and answers.

To	Do This
Change the type of question	<ol style="list-style-type: none"> 1 Select the question by clicking it, and then select the new type of question in the Question section. 2 Click Change Type.
Edit any question or answer that you entered	<ol style="list-style-type: none"> 1 Select the question or answer by clicking it, and then click the Edit icon. 2 Make your changes.
Delete a question or an answer	Select the question or answer by clicking it, and then click the Delete icon.
Rearrange questions or answers	Select the question or answer by clicking it, and then click the Move Up or Move Down icon, as appropriate.
Delete an entire questionnaire	<p>Click Clear All.</p> <p>If you have not saved the questionnaire, a message box appears asking whether you want to save it or not.</p>

Displaying a Timer During Polling

You can specify that a timer displays for participants and yourself when a poll is in progress.

Procedure

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- Step 1** Open the Polling Options dialog box.
- If you use Windows, click Options at the bottom of your Polling panel.
 - If you use the Mac, click the options button  on the lower-right portion of the Polling panel.
- Step 2** In the dialog box that appears, select **Display**, and then type the length of time in the **Alarm:** box.
- Step 3** Select **OK**.
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Opening a Poll Questionnaire File

If you saved a poll questionnaire to a file, you can display the questionnaire on your Polling panel by opening the file.



Note

You can open a poll questionnaire file only during a meeting.

Procedure

Step 1 Use one of these methods to browse to the file:

- Select **File > Open Poll Questions**.
- Select the **Open** icon on your Polling panel.

The **Open Poll Questions** dialog box appears.

Step 2 Select the poll questionnaire file that you want to open.
A poll questionnaire file has a .atp extension.

Step 3 Select **Open**.
The poll questionnaire appears on your Polling panel. You can now open the poll to the participants.

Related Topics

[Opening a Poll, on page 4](#)

Opening a Poll

After you finish preparing a poll questionnaire, you can open the poll for use during the meeting. If you prepared your questionnaire in advance and saved it, you must first display it on the Polling panel.

Before You Begin

Make sure that your poll questionnaire file is opened and displayed on the Polling panel.

Procedure

Step 1 Select **Open Poll**.
The questionnaire appears on participants' Polling panels. Participants can now answer the poll.
As participants answer the questions, you can watch the polling status on your Polling panel.

Step 2 Select **Close Poll** when the time is up.
If you specify a timer and the poll times out, the poll automatically closes. Participants can no longer answer questions.

Once you close a poll, you can view the poll results and optionally share them with participants.

Related Topics

[Opening a Poll Questionnaire File, on page 4](#)

Viewing Poll Results

Cisco WebEx Meetings bases the percentage for each answer on the total number of participants in the meeting, not the total number of participants who submitted answers in the poll.

The Results column indicates the percentage of attendees who chose each answer. The Bar Graph column provides a graphic representation of each percentage in the Results column.



Note

The poll results you can share during a meeting are anonymous. However, Cisco WebEx Meetings records responses from each participant, in addition to group results, and allows you to save those individual and group results.

Sharing Poll Results with Participants

After you close a poll, you can share the poll results with participants.

The poll results you can share during a meeting are anonymous. However, Cisco WebEx Meetings records responses from each participant, in addition to group results, and allows you to save those individual and group results.

Procedure

Step 1 In the Share with attendees section on your Polling panel, select **Poll results**.

Step 2 Select **Apply**.

The results of the poll appear in the participants' Polling panels, just as they do on your Polling panel.

Saving a Poll Questionnaire in a Meeting

After you create a poll questionnaire in a meeting, you can save it as a .atp file. You can open the file for use in any meeting.

Procedure

- Step 1** On the **File** menu, choose **Save > Poll Questions**.
The **Save Poll Questions As** dialog box appears.
- Step 2** Choose a location at which to save the file.
- Step 3** Type a name for the file.
- Step 4** Select **Save**.
WebEx saves the poll questionnaire to a file at the location you specified. Poll questionnaire file names have a .atp extension.
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Saving Results of a Poll

After closing a poll, you can save the responses in one of the following ways:

- Text File group result—Saves the percentage of attendees who chose each answer in a .txt file
- Text File individual attendees result—Saves the responses from each attendee, in addition to the group results, in a .txt file

Procedure

- Step 1** Close the poll if you have not done so.
- Step 2** On the **File** menu, choose **Save > Poll Results**.
The **Save Poll Results As** dialog box appears.
- Step 3** Select a location at which to save the file.
- Step 4** For File name, enter a name for the file.
- Step 5** For Save as type, select the format in which you want to save the results.
- Step 6** Select **Save**.
You can now view poll results by opening the file.
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