

## Creating your account.

Go to [pollev.kumc.edu](https://pollev.kumc.edu). Typing in your email will cause the Single-Sign On to pop up. Enter your username and password for your KUMC account

## Create your account

**First name**

**Last name**

**Email**

**⚠** KUMC accounts should log in via [Single-Sign On](#).

**Password**



# Creating your account.

Choose “You’re presenting,” option as an instructor.

## Choose your primary use



**You're participating**

Select this if you'll mostly respond to other people's polls.



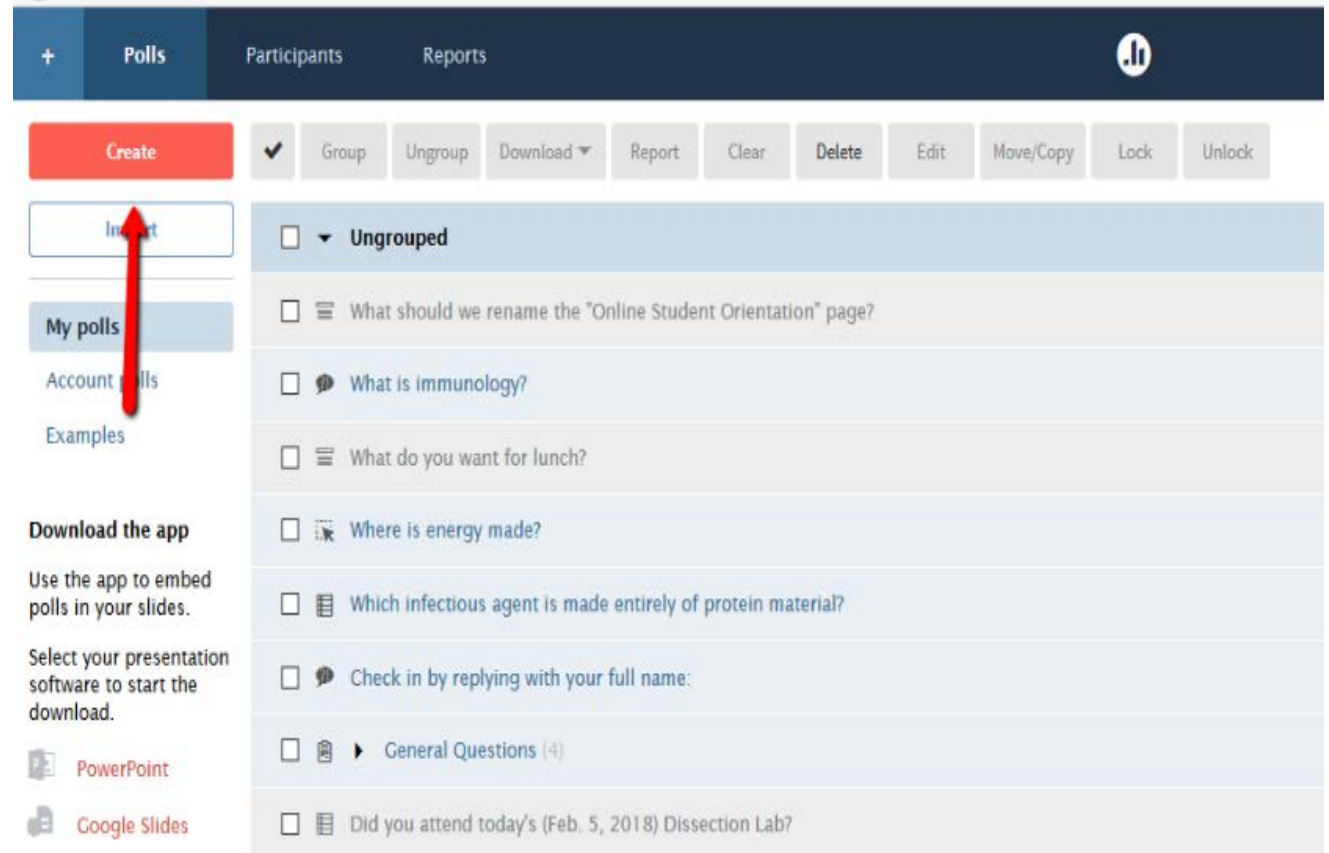
**You're presenting**

Select this if you'll mostly create polls for others to respond to.

Whichever you chose, you'll still be able to access all of Poll Everywhere.

# Creating a poll.

Click the red Create button to make new polls.



The screenshot shows a web interface for managing polls. At the top, there is a dark blue navigation bar with a plus sign, 'Polls', 'Participants', and 'Reports' tabs, and a user profile icon on the right. Below the navigation bar, there is a toolbar with buttons: 'Create' (highlighted in red), a checkmark, 'Group', 'Ungroup', 'Download' (with a dropdown arrow), 'Report', 'Clear', 'Delete', 'Edit', 'Move/Copy', 'Lock', and 'Unlock'. On the left side, there is a sidebar with 'My polls' (highlighted in blue), 'Account polls', and 'Examples'. Below the sidebar, there is a section titled 'Download the app' with instructions: 'Use the app to embed polls in your slides. Select your presentation software to start the download.' Below this are two options: 'PowerPoint' and 'Google Slides'. The main content area on the right shows a list of polls under the heading 'Ungrouped'. Each poll entry has a checkbox, a menu icon, and the poll question. The questions are: 'What should we rename the "Online Student Orientation" page?', 'What is immunology?', 'What do you want for lunch?', 'Where is energy made?', 'Which infectious agent is made entirely of protein material?', 'Check in by replying with your full name:', 'General Questions (4)', and 'Did you attend today's (Feb. 5, 2018) Dissection Lab?'. A red arrow points to the 'Create' button.

# Creating a poll.

*There are several polls to choose from:*

Multiple choice – good for assessing knowledge.

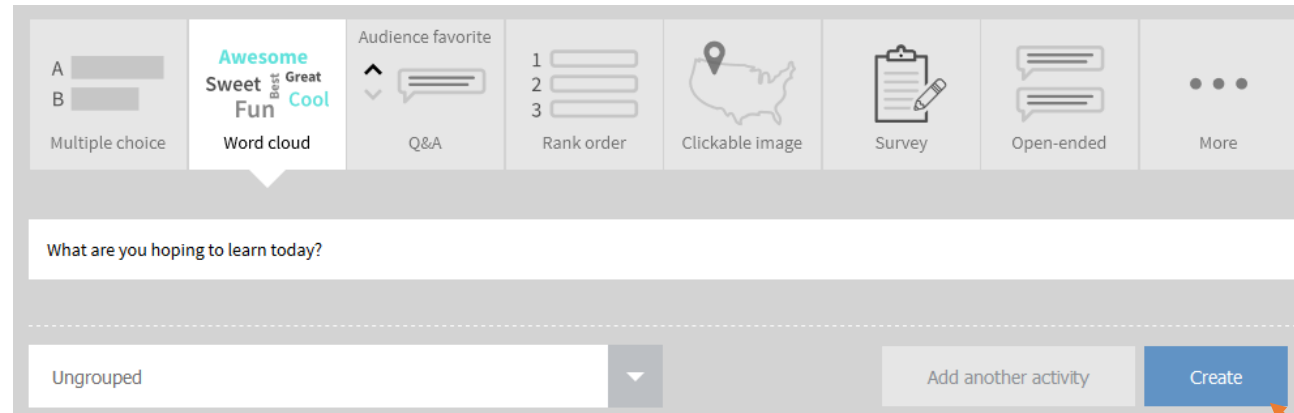
Word cloud – for open ended questions

Q & A – audience enters questions and can vote questions to the top

Clickable image – using a picture for the audience to pinpoint different areas of the picture (such as maps)

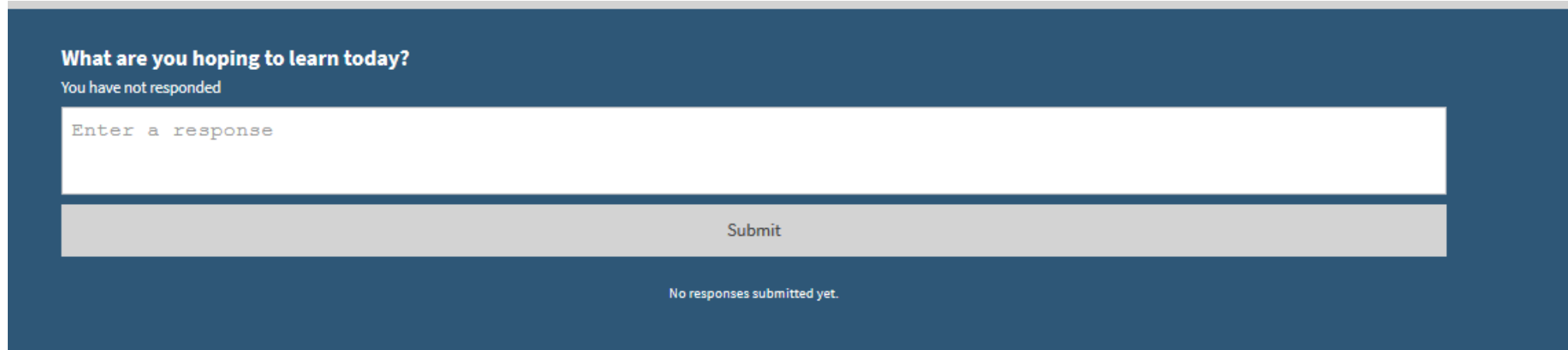
Survey – a series of questions

Open-ended – similar to word cloud but keeps phrases together



# Audience View

Your audience can typically respond by going to your Poll Everywhere URL, texting in their answer, or using the Poll Everywhere app.



**What are you hoping to learn today?**  
You have not responded

Enter a response

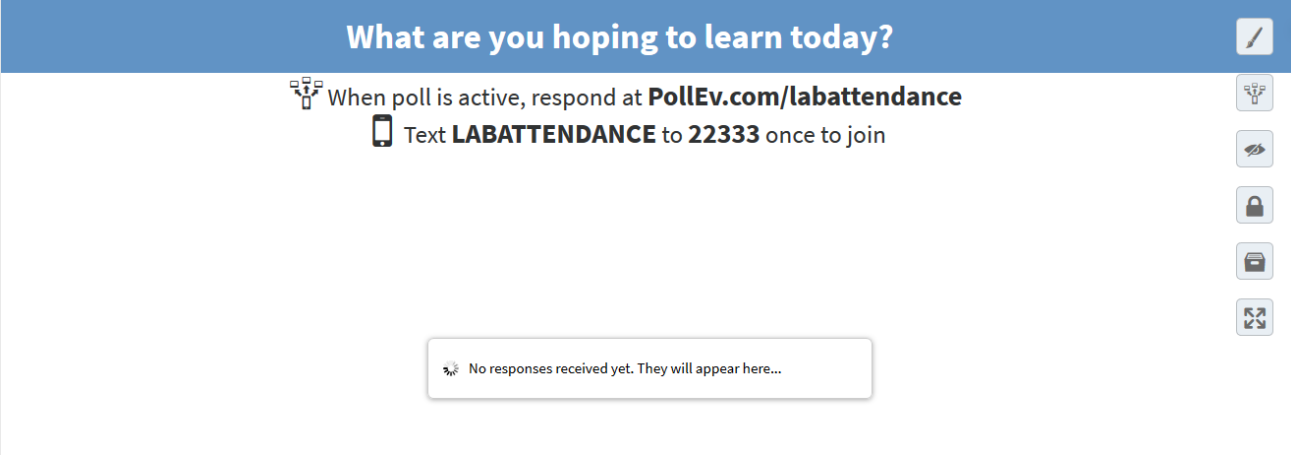
Submit

No responses submitted yet.

The image shows a dark blue rectangular interface for a poll. At the top left, the question "What are you hoping to learn today?" is displayed in white, bold text. Below it, in a smaller white font, is the text "You have not responded". A large white rectangular input field is positioned below the text, containing the placeholder "Enter a response". Underneath the input field is a wide, light gray rectangular button with the word "Submit" centered in dark gray text. At the bottom center of the dark blue area, the text "No responses submitted yet." is written in a small white font.

# Your View

As your audience responds, you can control different aspects of the poll using the icons on the right hand side.



The screenshot displays a poll interface with a blue header containing the question "What are you hoping to learn today?". Below the header, there is a text-based poll instruction: "When poll is active, respond at [PollEv.com/labattendance](https://PollEv.com/labattendance) Text **LABATTENDANCE** to 22333 once to join". On the right side of the poll, there is a vertical toolbar with five icons: a pencil (edit), a list (options), an eye (visibility), a lock (security), and a refresh (reset). In the center of the poll area, a message box states "No responses received yet. They will appear here...".

# Your View

*Clicking icons will do the following:*



**Paintbrush** – changes the visual settings of your poll.



**Activate** – Publishes/Unpublishes the poll so that your audience can see it. Within a PowerPoint, the poll will be activated by going into Present Mode.



**Eye** – Hides/Shows the audience responses.



**Lock** – Locks/Unlocks the audience from responding to the poll.



**File** – clears away audience responses.



**Expand** – enters fullscreen and activates the poll.

# Managing Polls

Your polls will be stored and managed on your homepage, where you can edit, activate, and group them.

The screenshot shows a web interface for managing polls. At the top, there is a dark navigation bar with a '+' icon, 'Polls' (selected), 'Participants', and 'Reports'. On the right of the navigation bar are 'Help', 'New features', and 'LABATTENDANCE' with a settings gear icon. Below the navigation bar is a toolbar with buttons: 'Create' (red), a checkmark, 'Group', 'Ungroup', 'Download' (with a dropdown arrow), 'Report', 'Clear', 'Delete', 'Edit', 'Move/Copy', 'Lock', and 'Unlock'. To the right of the toolbar is a search box labeled 'Search by title'. On the left side, there is a sidebar with 'My polls' (selected), 'Account polls', and 'Examples'. Below the sidebar is a section titled 'Download the app' with instructions and icons for 'PowerPoint' and 'Google Slides'. The main area displays a list of polls under the heading 'Ungrouped' (9 activities). Each poll row includes a checkbox, a poll question, a poll icon, the number of responses, and a lock icon. The last poll in the list is highlighted in green.

Ungrouped	9 activities
<input type="checkbox"/> What should we rename the "Online Student Orientation" page?	9 responses
<input type="checkbox"/> What is immunology?	4 responses
<input type="checkbox"/> What do you want for lunch?	1 response
<input type="checkbox"/> Where is energy made?	15 responses
<input type="checkbox"/> Which infectious agent is made entirely of protein material?	8 responses
<input type="checkbox"/> Check in by replying with your full name:	No responses
<input type="checkbox"/> General Questions (4)	13 responses
<input type="checkbox"/> Did you attend today's (Feb. 5, 2018) Dissection Lab?	87 responses
<input type="checkbox"/> What are you hoping to learn today?	No responses