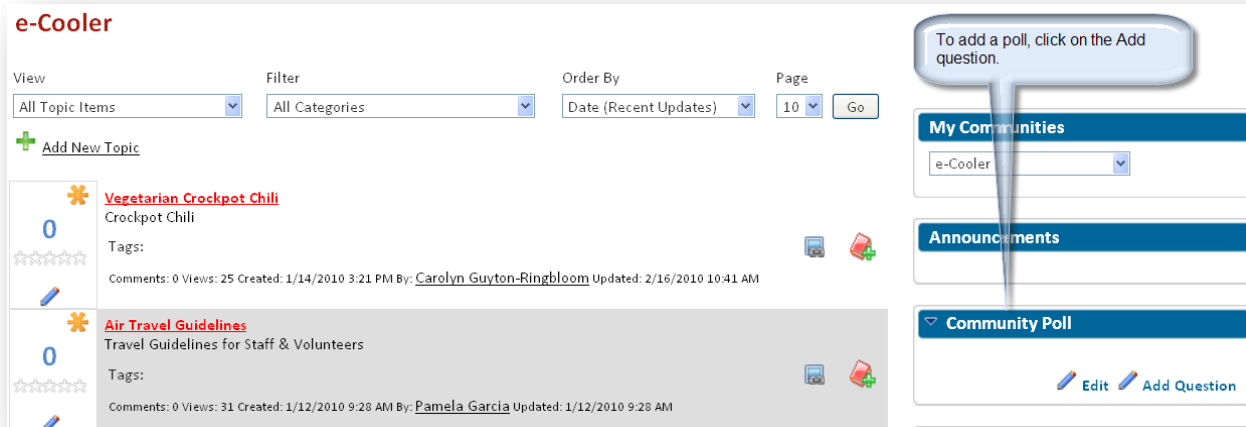


Facilitators—Adding Polls

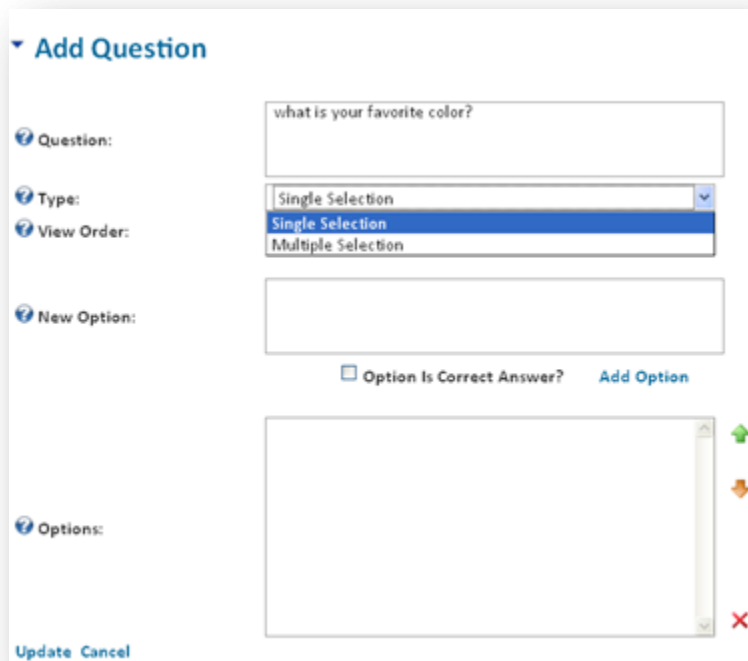
The Poll function is available for facilitator's use and includes the ability to add more than one question at a time. You will see the poll module on the right side of the community's page. Members won't see the module unless there is a poll showing.

1. Click on the **Add Question** pencil in the **Community Poll** module.



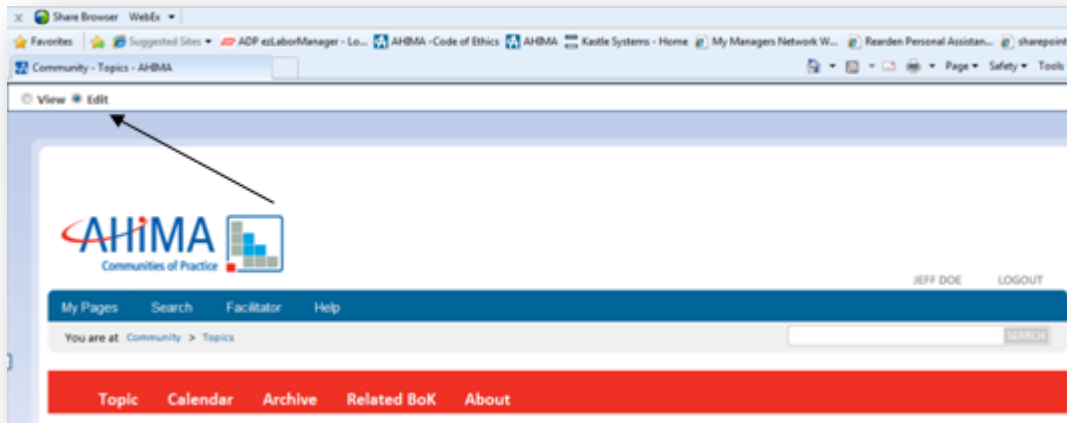
The screenshot shows the 'e-Cooler' community page. On the right side, there is a 'Community Poll' module. A callout box points to the 'Add Question' button in this module. The module also shows 'My Communities' and 'Announcements' sections. The main content area lists two topics: 'Vegetarian Crockpot Chili' and 'Air Travel Guidelines'.

2. First, add a question and then choose if you want the answer to be a Single Selection or Multiple Selection (choice).



The 'Add Question' form is shown. The question text is 'what is your favorite color?'. The 'Type' dropdown menu is open, showing 'Single Selection' selected, with 'Multiple Selection' also visible. There is a 'New Option' field, a checkbox for 'Option Is Correct Answer?', and an 'Add Option' button. The 'Options' field is empty. At the bottom, there are 'Update' and 'Cancel' buttons.

**Note: If you don't see the edit pencil with the poll, you must change the screen view to "edit" in the top left corner.



3. Add in each option (answer) and then click **Add Option**. You may have as many options as you wish. Once you are finished, choose **Update** and the poll will be posted.

A screenshot of the 'Add Question' form in SharePoint. The form is titled 'Add Question' and has several sections: 'Question:', 'Type:', 'View Order:', 'New Option:', and 'Options:'. The 'Question:' field contains the text 'what is your favorite color?'. The 'Type:' dropdown is set to 'Single Selection'. The 'View Order:' field is empty. The 'New Option:' field contains the text 'red'. Below this field is a checkbox labeled 'Option Is Correct Answer?' and a blue 'Add Option' button. A red arrow points from the 'Add Option' button to the 'Options:' list. The 'Options:' list contains the text 'blue'. A callout bubble points to the 'blue' option with the text 'The answer will show up under options.'. At the bottom of the form, there are 'Update' and 'Cancel' buttons.

4. You may provide more than one question for your poll. Choose **Add Question** to add others. You can also choose the order for the questions using the **View Order** box.

▼ Add Question

Question: [Text input field]

Type: Single Selection

View Order: [Number input field]

New Option: [Text input field]

Option Is Correct Answer? [Add Option](#)

Options:

[List of options with up/down arrows and a delete 'X' icon]

When finished, click **Update**

[Update](#) [Cancel](#)

*Callout: If you have more than one question, you can specify the order by putting the number in the **View Order** box.*

5. To display the poll for the members, Choose **View Results** or you can export them. See number 7.

question 4?

1

2

3

[Submit Poll](#) [View Results](#)

[Edit](#) [Add Question](#)

Callout: Click on View Results.

Next copy the results so you can paste them into a topic or a Word document for the members to review.



6. When you want to close the poll, click **Edit**.



7. Then you can **Export Survey Results**. They will be in CSV format. When you are finished, **Clear Survey Results**.

