Creating Activities in Poll Everywhere

1. Go to [http://polleverywhere.com](http://polleverywhere.com) to sign-in.

   ![Login and Sign-up Buttons]

2. To create an activity, click on the blue **Create** button at the top left side of your screen.

   ![Poll Everywhere Interface]

3. **Select the activity** you wish to create for the audience. You can choose to create a *Multiple-choice poll*, *Open-Ended Questions*, *Q &A*, *Rank Order*, *Clickable image*, *Survey*, or *Open-Ended activity*.
4. Enter your question or prompt for the selected activity.

**Multiple choice poll:** Now that you have a question, enter the response options you want the audience to select from. You can use images as response options by pasting a direct link or uploading one from your computer using the picture icon. To add a response option-click the plus icon. You can delete a response option by clicking the trash icon on the far right.

You can designate the correct response to a multiple choice question. Check the box to the left of the correct response option(s). A correct response will be highlighted green when you reveal correctness on the poll chart.

**Word cloud, Q&A, or open-ended questions:** Simply enter the question or prompt.
**Rank order:** Just like multiple choice, you can enter text or add images as answer options.

![Rank order example](image)

**Clickable image:** Select one of the provided images, or upload an image you would like the audience to interact with.

![Clickable image example](image)

If you like, you can define rectangular regions on your image where clicks will be counted. To the right of your image, you can name and manage the regions, similar to the way you manage response options for multiple choice polls. This includes the ability to mark the correct region(s).
Survey: Give your survey a title, and add a series of activities. Surveys allow you to ask your participants multiple questions at once. Everyone can answer the questions privately at their own pace. Surveys are great for quizzes, pre- and post-training assessments, and questionnaires.

Helpful tip: Surveys and groups can be edited after the creation process, so don't fret if it's not perfect right away.

5. When you are ready, click the Create button to build your activity and save it to your account. That's it! Continue to add as many activities as you like.
Activating Your Activity

When you are ready for the audience to respond, you will need to activate the poll. This publishes the poll on your PollEv.com response page (i.e. PollEv.com/your-username).

1. To activate your poll from the My Polls page, click on the Activate icon (located to the right of the poll) or simply put your poll in full-screen mode by clicking on the title of the activity. Your poll will turn green once activated.

Note: Only one poll can be activated on your presenter page at a time, so the only poll visible to your participants is the poll you are displaying in full-screen mode. The next poll will automatically activate as you advance through your polling slides, dynamically adjusting your presenter page. You can always access the Activate icon by hovering over the upper right side while in full-screen mode.
Collecting Responses from Your Activity

There are two ways to collect responses: live or remotely.

1. To collect responses live, activate your survey and have the audience respond by visiting your PollEv.com/your-username response page or by SMS text messaging. Note: SMS text messaging may not be available for all activities.

2. To collect responses remotely, send participants a share link. This link lets participants respond to the activity over several days. The activity does not need to be active for the link to work, so you can present other activities in the meantime.

To find your survey's share link, hover over the title of your survey on My Polls, and the Share option will appear. Select the Share option.

Copy and share the response link with your participants.