



Polling

Quick Reference Guide for Moderators

Elluminate *Live!* provides a Polling feature. This feature allows you to poll your participants at any time using one of five different types of polls: Yes/No, Multiple-Choice (A-C, A-D or A-E), and Class Pace. You can use Polling to obtain quick responses to verbal or written questions.

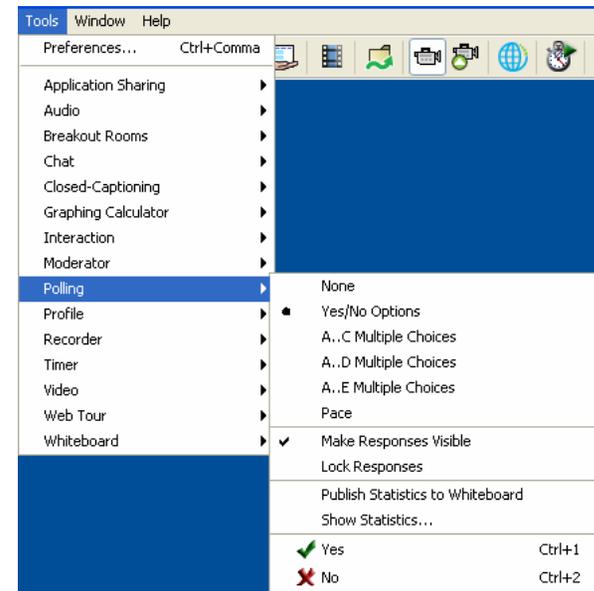
Type of Poll	Response Buttons
Yes/No	
Multiple Choice with three answer choices	
Multiple Choice with four answer choices	
Multiple Choice with five answer choices	
Class Pace (Slow Down/Speed Up)	

By default the Yes/No poll is available when you first join a session, and the corresponding response buttons are displayed on the participant's toolbar. Also by default, the polling responses are shown to the participants. You can show or hide the polling

responses at any time by clicking on the  button.

To Poll Participants

1. From the Tools menu, select Polling, and select the type of poll you wish to use. The default is Yes/No.



2. Determine if you wish to show or hide the polling responses from the participants. On the toolbar, the state of the polling column is readily visible:



Hide responses from the participants

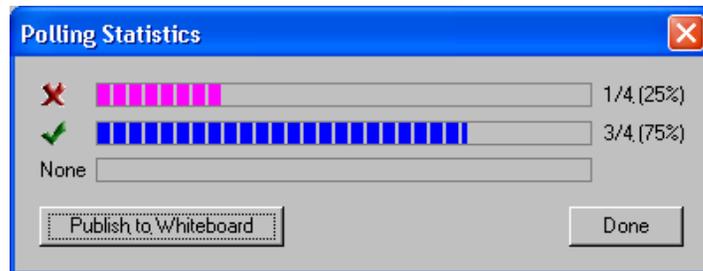


Show responses to the participants and appear in the Participants window (default)

3. Ask your question and inform the participants to click on one of the response buttons that appear on the toolbar.
4. If you chose to hide the responses, you may choose to reveal them by clicking on the Show button.

Viewing Polling Results

At any time that you are polling your participants you can view a summary of the results. From the Tools menu, Select Polling, and then select Show Statistics...

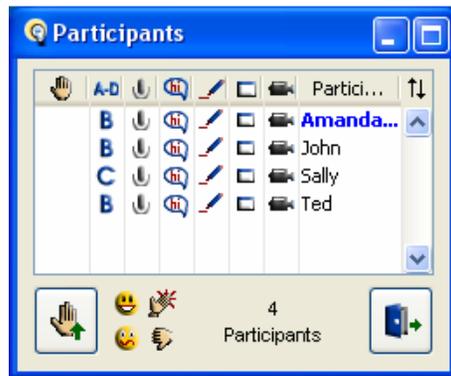


The summary results are only visible to a moderator. To share the Polling Statistics with the participants, click Publish to Whiteboard.

Clearing Results

To clear responses in the polling column either:

- Click the top of the polling column to clear all responses at once.
- Click on each response in the polling column one at a time.



Locking Responses

To lock polling responses, click  on the toolbar. Participants will not be able to change their responses to the poll.

Publishing Responses to the Whiteboard

To publish a copy of the polling statistics to the whiteboard click  on the toolbar. You can now mark up the statistics and save them.

Deactivating Polling

To de-activate the polling feature, select Polling from the Tools menu and choose None.

Best Practices

- Use polling to break up the session and engage participants.
- Use the whiteboard to present your polling question along with the responses.
- Hide the polling results from your participants until they have responded to ensure honest feedback. Reveal the results only after everyone has responded.
- Use the Class Pace poll so that participants can give you feedback on the pace of the session.
- If the polling results were shown to the participants they will also be shown in the recording. Hidden results are not recorded.