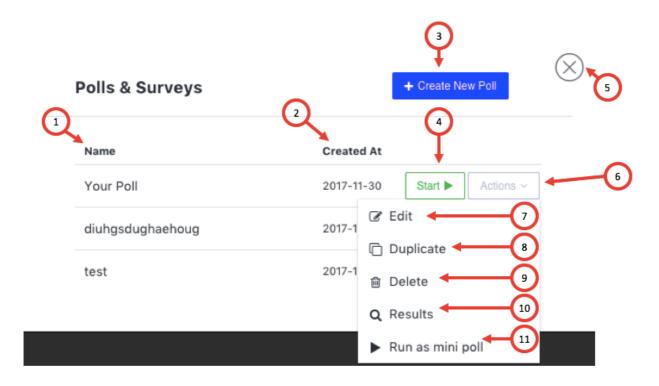


TESTS & SURVEYS

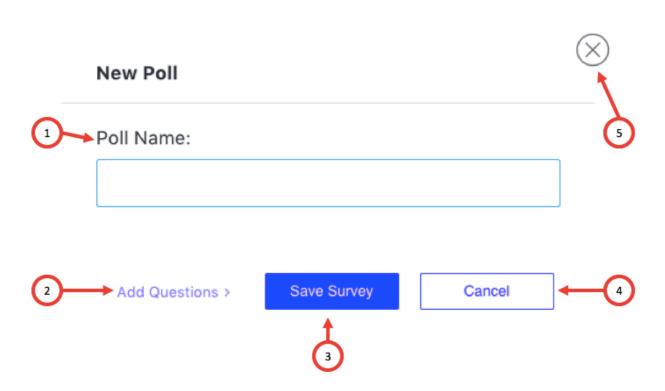


Polls & Surveys



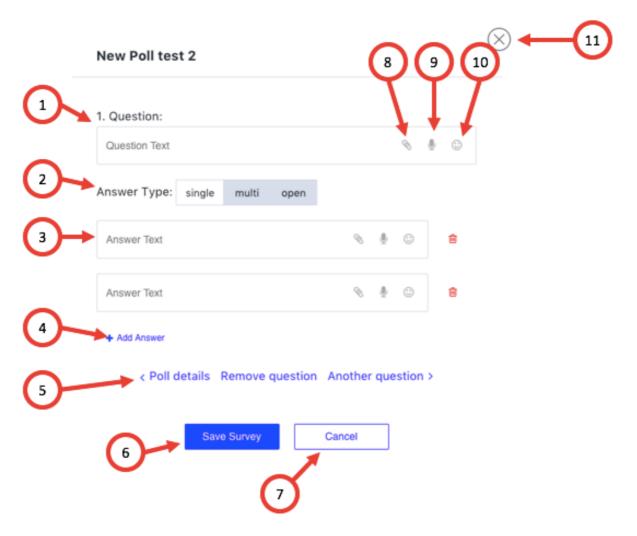
- 1. Name here you will find a list of the polls which you created earlier
- 2. Created At here you will find a date when you created certain poll/survey
- 3. Create New Poll when clicking on this button you will start creating new poll (see Error! Reference source not found.)
- 4. Start when clicking this button, you will start the poll for the participants in your room
- 5. Close clicking this button will close the Polls& Surveys menu
- 6. Actions clicking this button will open a dropdown menu
- 7. Edit you can edit poll/survey
- 8. Duplicate you can duplicate poll/survey
- 9. Delete you can delete the poll/survey you don't need anymore
- 10. Results here you will find the votes of the participants
- 11. Run a mini poll this will open a poll in the window below the chat (see
- 12.
- 13. Mini Poll Window)

Create New Poll



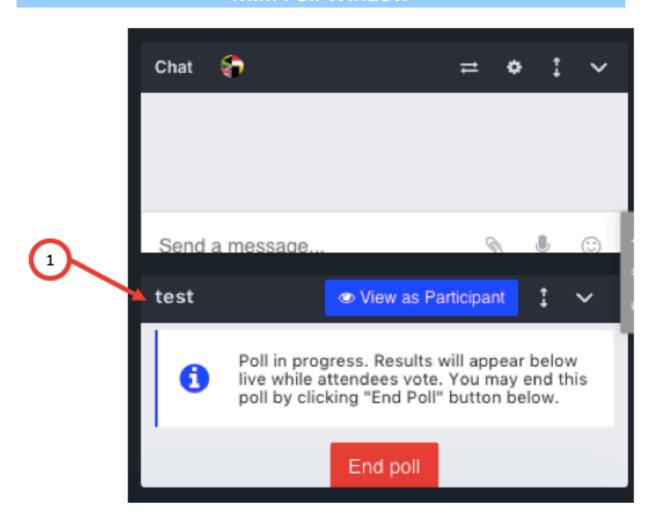
- 1. Poll Name here you add name of your poll/survey
- 2. Add Questions here you are adding questions to poll/survey (see Error! Reference source not found.)
- 3. Save Survey this button directs you to add Questions Menu
- 4. Cancel If you don't want to create poll click this button
- 5. Close If you don't want to create poll click this button

Add Questions Menu



- 1. Question you add your question here
- 2. Answer type you can choose from three kinds of answers. "Single" means that the attendee can choose only one answer. "Multi" - means that attendee can choose few answers to one question. "Open" - means that the attendee needs to give his/her answer.
- 3. Answer Text you add possible answers to your questions here
- 4. Add answer if you need more than two answers please click this button to add another answer
- 5. Poll Details give you the poll info. Remove question delete the question you don't need. Another question - adds another question to your poll/survey
- 6. Save Survey
- 7. Cancel if you don't want to create poll click on this button
- 8. Add file question you can also add file answer
- 9. Audio file question you can also add audio file answer
- 10. Emoticons you can use emoticons in your questions and answers

Mini Poll Window



1. Mini Poll window under the Chat window

Poll window – participant view



- 1. Question
- 2. Answers
- 3. Finish poll when you answered all the questions you click it
- 4. View as Manager when you are a Host or Presenter who started the poll you can also view it as its manager