



## **The Silver Lining Café**



### **Using Zoom in an Adult LBS Setting**

#### **Zoom Video Conferencing**

#### **Section 5:**

##### **Polling**

# Acknowledgment

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**This manual was developed by MTML.**

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# Zoom Video Conferencing Tools

There are many video conferencing platforms being used by LBS agencies such as Google Meet, Skype, WhatsApp, Webex and Zoom. We will only cover the Zoom platform as it's the most commonly used video conferencing tool used by literacy programs, and also by the Silver Linings Café.

In this manual, we provide information on how to use Zoom as well as highlight some of the features that Silver Lining Café participants have told us are useful in making the most of their Zoom meetings with learners. You will find step-by-step instructions and **practitioner tips**.

There are six sections to this Zoom manual:

Section 1: Getting Started – setting up an account, scheduling meeting, sending an invite, joining a meeting

Section 2: In Meeting Controls and Video layouts (Gallery/Speaker views)

Section 3: Whiteboard, Screen Sharing and Annotation Tools

Section 4: Breakout Rooms

**Section 5: Polling**

Section 6: Resources

For the history of the Silver Lining Café project and outcomes, refer to the companion report: Silver Lining Café Report, September 2020.

Please note that Zoom updates are frequently available. Some features discussed in this manual will not be possible to use without uploading the most recent version of Zoom. Also note that not all of the features are available to use when starting a meeting from the web portal without being logged into the desktop client as well.

The information in this manual is accurate as of December 2020. Features and steps to using them may change with future downloads. Consult [support.zoom.us](https://support.zoom.us) for more resources and information.

Language note: **Click** and **select** are used interchangeably here. This guide is for desktop or laptop users. There is a separate mini manual for mobile device users (phones and tablets).

*Happy Zooming!*

*Susan and Trish (December 2020)*

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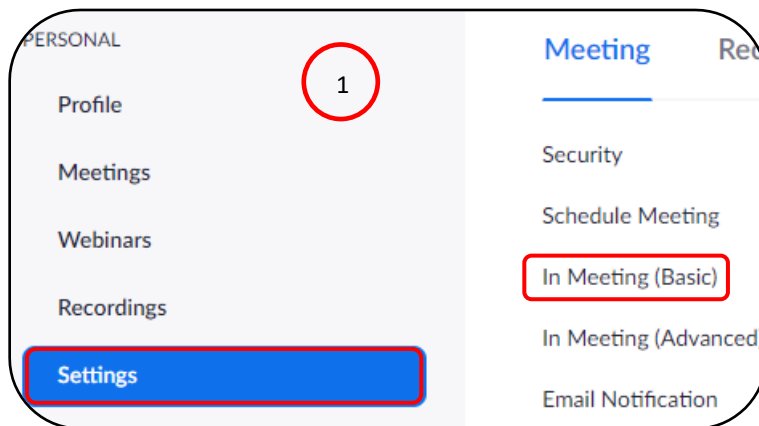
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# Polling

Polling is another great Zoom feature that can be used during a session to engage learners and to regularly check in to make sure everyone understands your lesson.

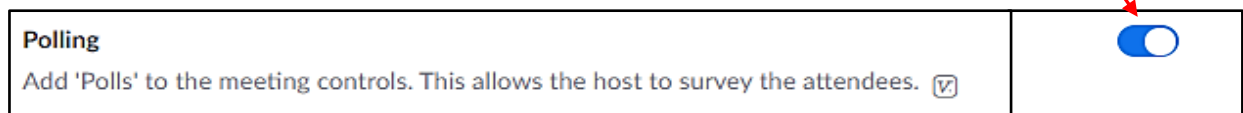
## Enabling Polling

**Note:** Polling is only available on paid accounts.



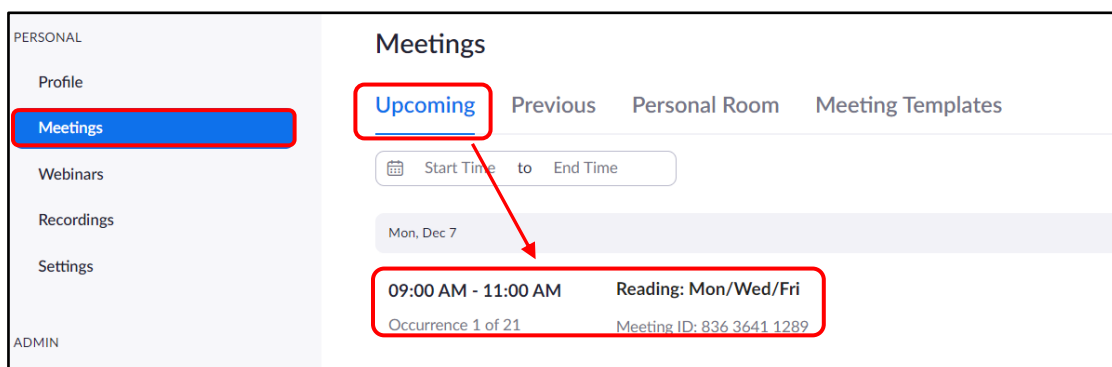
### To Enable Polling:

- Sign into your Zoom account (web portal).
- Select **Settings** from the menu on the left.
- Select **In Meeting (Basic)**.
- Scroll through setting options
- Enable **Polling (blue)**.



## Creating a Poll

Once signed in, select **Meetings** (left side menu on the Zoom web portal) and either select an **Upcoming** meeting you have already scheduled or schedule a new meeting. The option to add a poll will only be enabled once a meeting is scheduled.



## Creating a Poll, Cont.

Mon, Dec 7 **3**

09:00 AM - 11:00 AM [Reading: Mon/Wed/Fri](#)

Occurrence 1 of 21 Meeting ID: 836 3641 1289

Select the meeting you would like to add a poll to. (Once selected, you'll see all the meeting details.)

Scroll to the bottom of the screen.

Click **Add** to create a poll question.

You have not created any poll yet Add

After clicking the **Add** button, a dialog box will pop up.

If you select **Anonymous**, respondents won't be identified.

Enter the title of the question; then create your first question and answer choices.

You can choose to create: **Single Choice** questions, (yes/no or true/false) or **Multiple Choice** questions, such as the one here.

Repeat steps 3 and 4 to create additional polls.

Once you have added all your questions, click **Save**.

Justin Trudeau **4**

Anonymous? ?

1. What year did Justin Trudeau get elected as Prime Minister?

Single Choice  Multiple Choice

1999

2015

2018

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

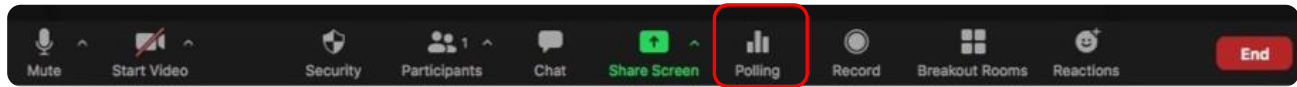
Delete

+ Add a Question

Save Cancel

# Launching a Poll

Once the poll is added to the meeting, you can launch it any time during your session.

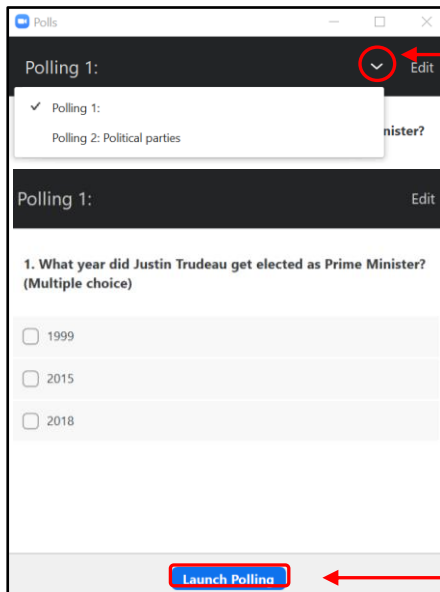


To launch a poll, select the **Polling** icon from the **in-meeting controls**.

Select the **down arrow** to the left of **Edit**.

Select the poll you wish to launch (**Polling 1**).

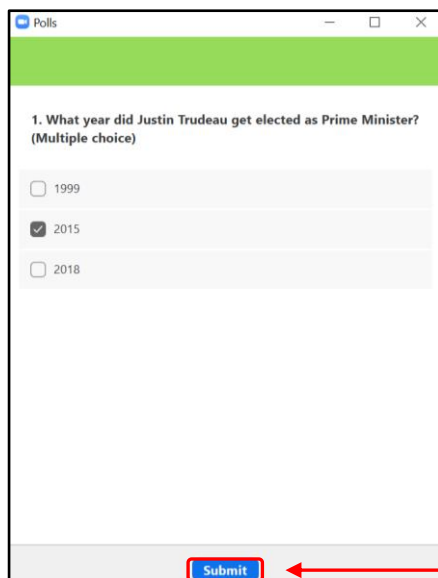
Select **Launch Polling**.



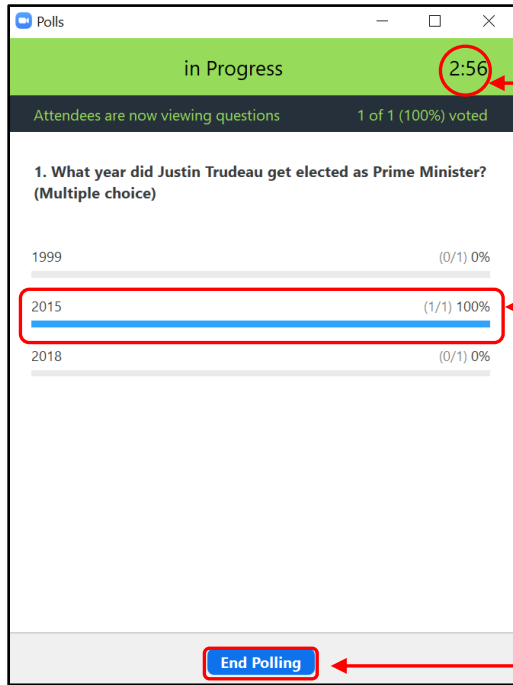
Once you launch the poll, learners will see the poll window on the left.

Direct learners to select a response.

Select **Submit** when everyone has finished answering the question(s).



# Launching a Poll, Cont.



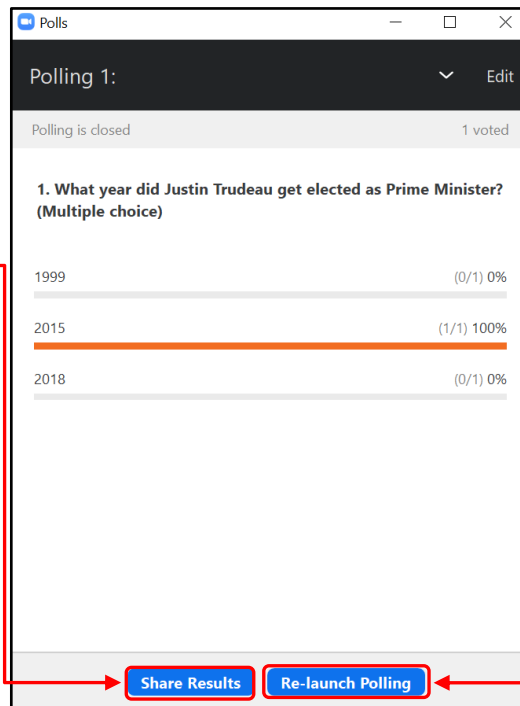
Once you launch the poll:

A timer helps track how long learners are taking to respond.

You can see the number and percentage of learners who selected a particular response choice for each question.

When ready, select **End Polling**.

Select **Share Results** if you want learners to be able to see how the group responded to each question in the poll.



If you want learners to retake the same poll, select **Re-launch Polling**.

**Note:** If you relaunch the poll, you will lose the data from the first launch.

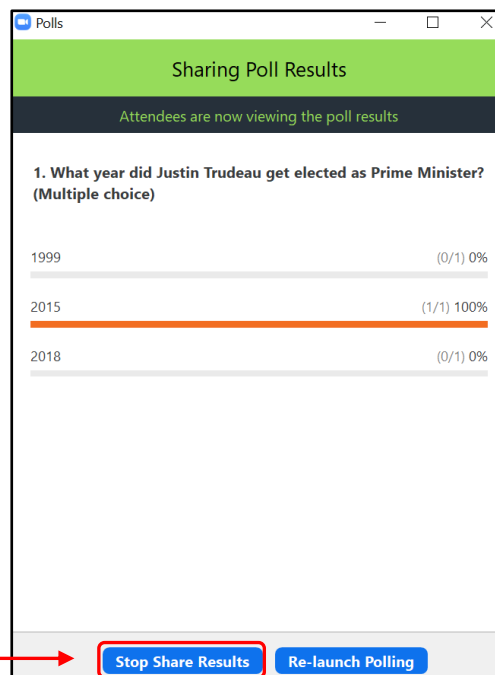


## Launching a Poll, Cont.

When sharing results with learners, they will see this **Poll Results** window.

You can discuss the results, for example, to determine whether further instructions might be required (i.e. if the responses are largely incorrect).

When you are finished discussing the poll, select **Stop Share Results**.



### Practitioner Tip:

Use polls as an icebreaker or a check-in to either start or end your session. Ask multiple-choice questions like:

How are you feeling today/this evening?

- a. Tired
- b. Relaxed
- c. Confused
- d. Energized
- e. Motivated

See the section that follows on *Building Community and Engaging Learners* for other ideas.