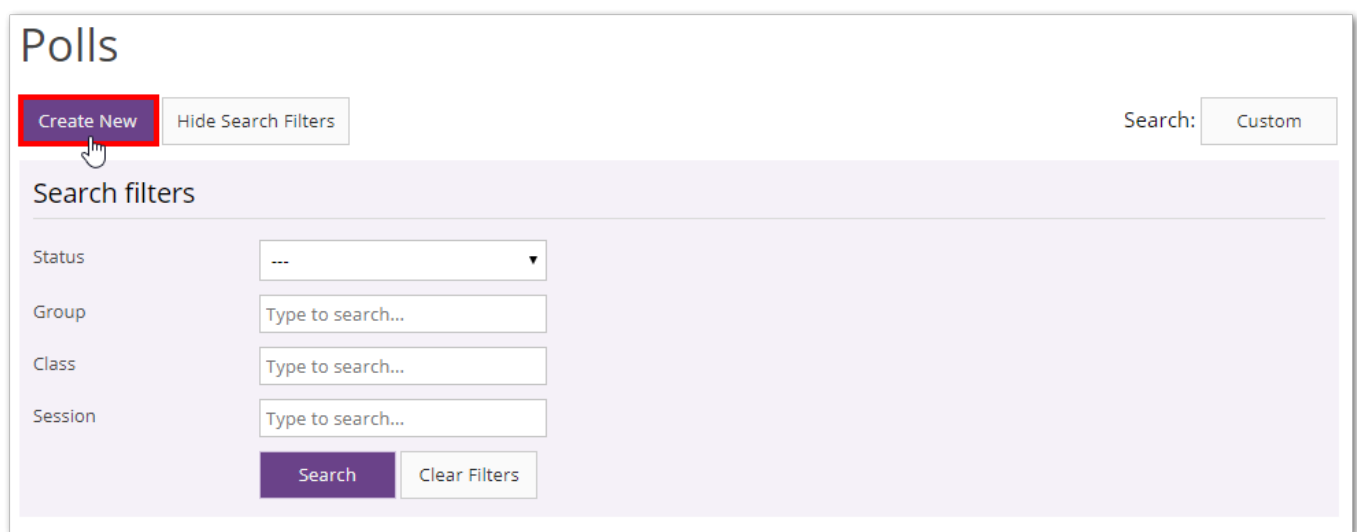


View/Edit Polls



Create a New Poll

The 'Polls' page interface. At the top left, the word 'Polls' is displayed in a large, dark font. Below it, there is a 'Create New' button with a red border and a hand cursor icon, and a 'Hide Search Filters' button. To the right, there is a 'Search:' label and a 'Custom' button. Below these, there is a 'Search filters' section. This section contains four rows of filters: 'Status' with a dropdown menu showing '...', 'Group' with a text input field containing 'Type to search...', 'Class' with a text input field containing 'Type to search...', and 'Session' with a text input field containing 'Type to search...'. At the bottom of the search filters section, there are two buttons: a purple 'Search' button and a white 'Clear Filters' button.

A new poll can be created by selecting **Create New** from the Polls page. The following information

must be completed to create a poll:

Create New Poll

General information

Name

Question

What's the audience for this poll?

Audience

Everyone ▼

What type of poll do you want?

Type

Open Text ▼

How much time do users have in order to answer?

Time limit

No limit ▼

Security settings

☐ Answers are anonymous

☐ Show results to respondents

Display settings (optional)

Background color

Fore color

Scheduled publish (optional)

Date & time

Save

Cancel

- **Name:** The name of the poll.

- **Question:** The question that will be asked on the poll.
- **Audience:** Select what group of people will receive this poll. Current options are **Everyone**, **Users in a Group**, **Students enrolled in a class**, and **Students in a classroom**.
- **Type:** Choose the type of poll. Current options are **Open Text**, **Multiple Choice**, **Image Choice**, **5 Stars**, **3 Levels of Satisfaction**, and **Thumbs Up or Down**.
- **Time Limit:** Determine how long users will have to answer the question. Time can range from no limit to one day.
- **Answers are Anonymous:** Selecting this will make submitted responses anonymous.
- **Show results to respondents:** Selecting this will allow respondents to view the results of the poll after it has ended.
- **Background Color:** Choose the background color of the poll.
- **Foreground Color:** Choose the foreground color of the poll.
- **Date and Time:** If the poll needs to be published at a certain time, that date and time can be selected here.

When polls are first created, they will be in an **Unpublished** state. You will have to **Publish** the notification manually for it to be sent out to Students. Click **Publish** next to the poll to publish the poll.

test poll4

Not published | Created by Test Admin | For all students

Publish | Copy | Delete

Accudemia Polls can also be **auto-published**, this can be done by setting up a date and time under **Scheduled publish**

test poll2

Scheduled | Created by Test Admin | For all students | Will be auto-published in a day

Copy | Delete

Unpublishing the poll will stop students from answering the question that was sent.

Optionally, existing polls can be copied by selecting **Copy** next to the poll that should be duplicated.

Polls can be deleted by selecting **Delete** next to the poll that should be removed.

Test Poll

Active | Created by Test Admin | For all students | Published 2 days ago

Unpublish | Copy | Delete

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Last update: **2020/03/05 16:07**

