

Polls Tool

At the end of this tutorial, you will be able to answer the following questions:

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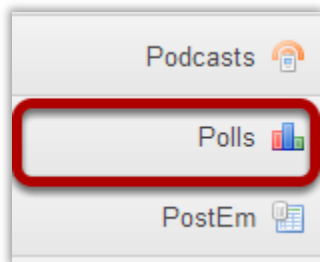
Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Polls tool?

The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question. Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, instructor may also change the tool permissions to allow students to post poll questions. Participants may only vote once per poll. Responses to poll questions are anonymous.

To access this tool, select Polls from the Tool Menu in your site.



Example of a site Polls list.

Poll list				
Question	Opening	Closing	Results	
How many hours per week do spend visiting social media sites? Edit	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	Results	<input type="checkbox"/>
Do you have a Google account? Edit	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM	Results	<input type="checkbox"/>

[Delete selected items](#)

Example Polls.

Vote

How many hours per week do spend visiting social media sites?

I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

I do not visit social media sites
 Less than 1 hour per week
 From 1 to 5 hours per week
 From 6 to 10 hours per week
 Over 10 hours per week

Vote

Do you have a Google account?

I am considering using shared Google Documents for this class and would like to know how many of you have existing Google accounts.

Yes
 No

Example of Poll results.

Results

How many hours per week do spend visiting social media sites?

Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
Over 10 hours per week	1	33%
Total	3	100%

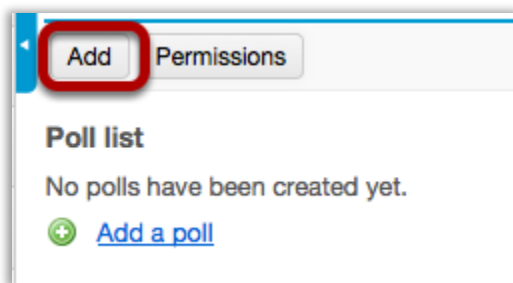
How do I add a new poll?

Go to Polls.

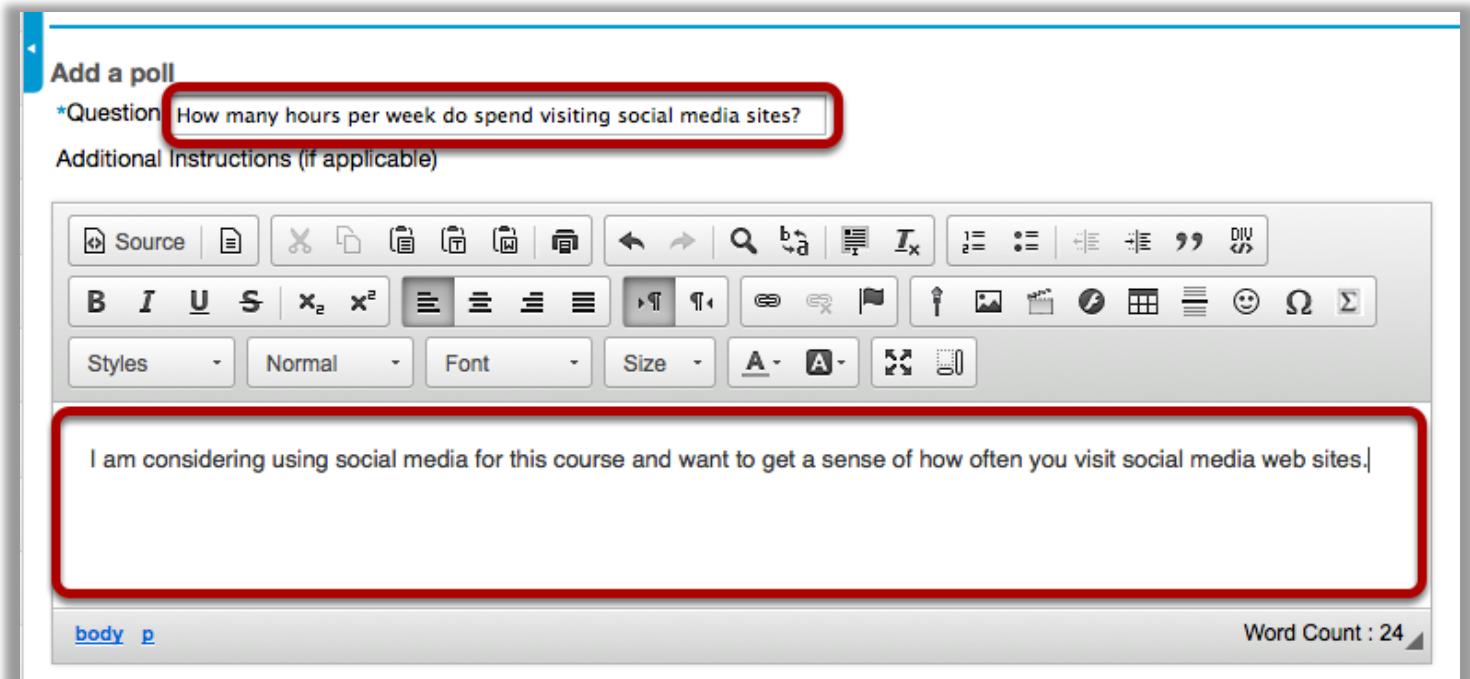
Select the **Polls** tool from the Tool Menu of your site.

Note: If the Polls tool is not available on your site by default, you can add it to your site under Site Info > Edit Tools.

Click Add.

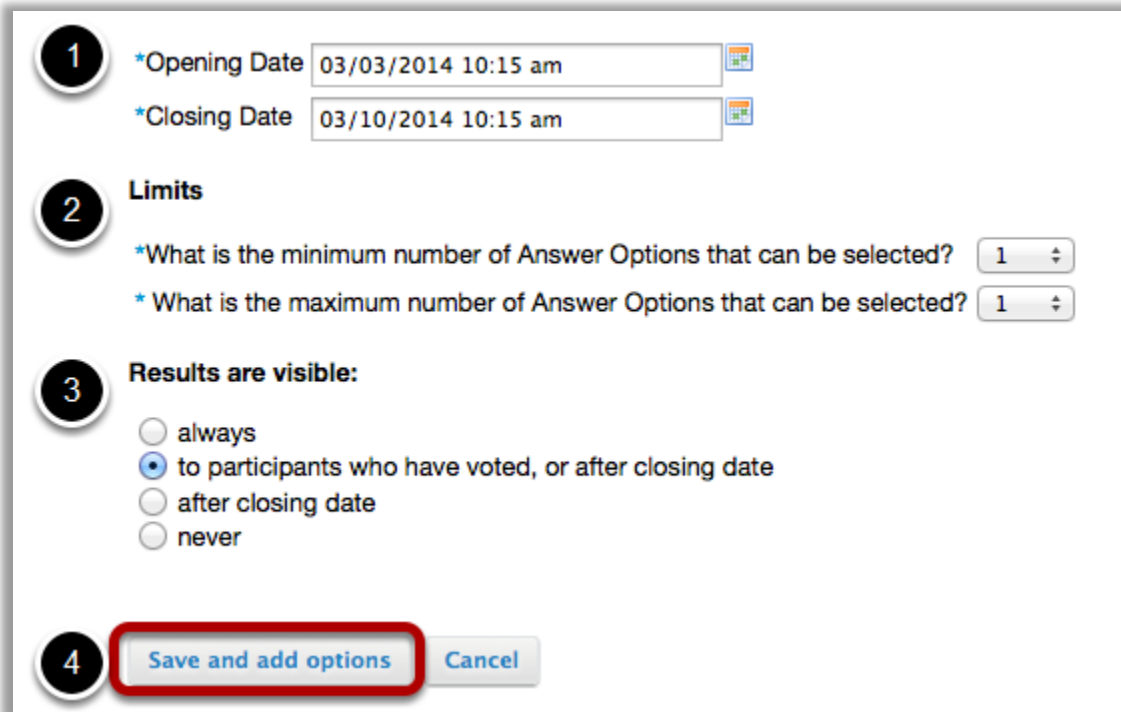


Compose your poll question.



Enter the poll question in the box marked **Question** and add additional information in the Rich Text Editor below if needed.

Specify the poll settings.



The screenshot shows a poll configuration interface with four numbered steps:

- 1** *Opening Date: 03/03/2014 10:15 am
- *Closing Date: 03/10/2014 10:15 am
- 2** **Limits**
 - *What is the minimum number of Answer Options that can be selected? 1
 - *What is the maximum number of Answer Options that can be selected? 1
- 3** **Results are visible:**
 - always
 - to participants who have voted, or after closing date
 - after closing date
 - never
- 4** **Save and add options** (highlighted with a red box) and **Cancel**

1. Specify availability time and date.
2. Indicate limits on number of answers selected.
3. Choose when to make the results visible.
4. Click Save and add options when finished.

Add the first answer.

Add an Option

Question: How many hours per week do spend visiting social media sites?

Answer option:

I do not visit social media sites

body p Word Count : 0

Save Save and add options Cancel

Enter the first answer option in the text box, then click **Save and add options**.

Add the second answer.

Add an Option

Question: How many hours per week do spend visiting social media sites?

Answer option:

Less than 1 hour per week

body p Word Count : 0

Save **Save and add options** Cancel

Enter the second answer option in the text box, then click **Save and add options**.

Continue this process of saving and adding options until you have added all of the options for the Poll question. On the last option click **Save**. This will display the Edit a Poll page with the poll options listed.

Click Save.

Options
[Add option](#)

Option	actions
I do not visit social media sites	Edit Delete
Less than 1 hour per week	Edit Delete
From 1 to 5 hours per week	Edit Delete
From 6 to 10 hours per week	Edit Delete
Over 10 hours per week	Edit Delete

Limits

*What is the minimum number of Answer Options that can be selected? :

*What is the maximum number of Answer Options that can be selected? :

Results are visible:

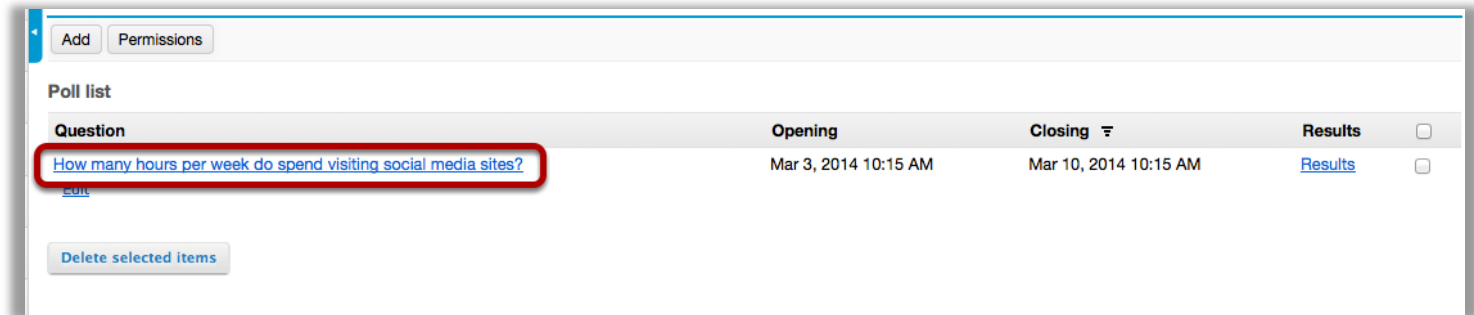
always
 to participants who have voted, or after closing date
 after closing date
 never

Save
Cancel

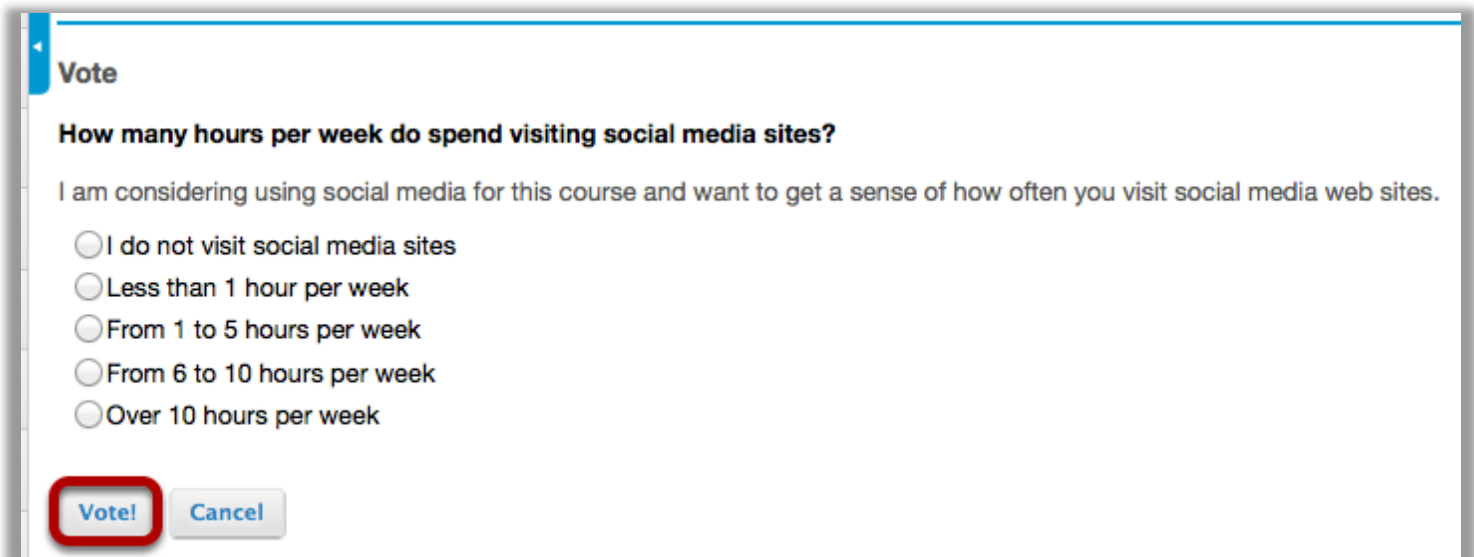
This displays the Polls list page. Click **Save** to save your poll.

Note: If you need to edit or delete an option, click on the Edit or Delete links to the right of the option text.

To view the poll, click on the poll name.



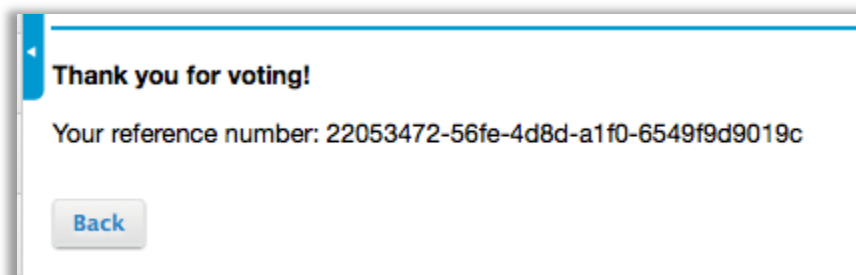
Example: Student view of Poll.



Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

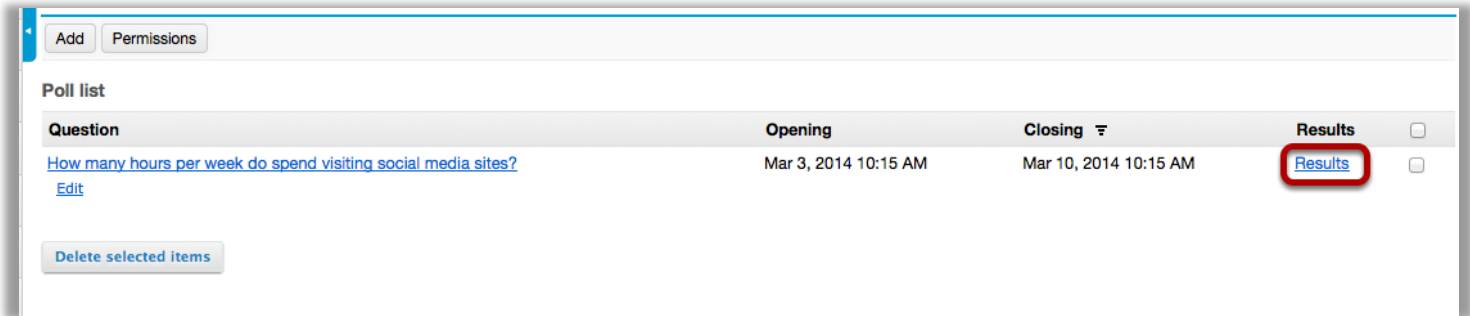
Note: By default, students can only vote once per poll question.

Example: Student reference number.



After a student votes in a poll, they receive a reference number to confirm that they have voted in this poll.

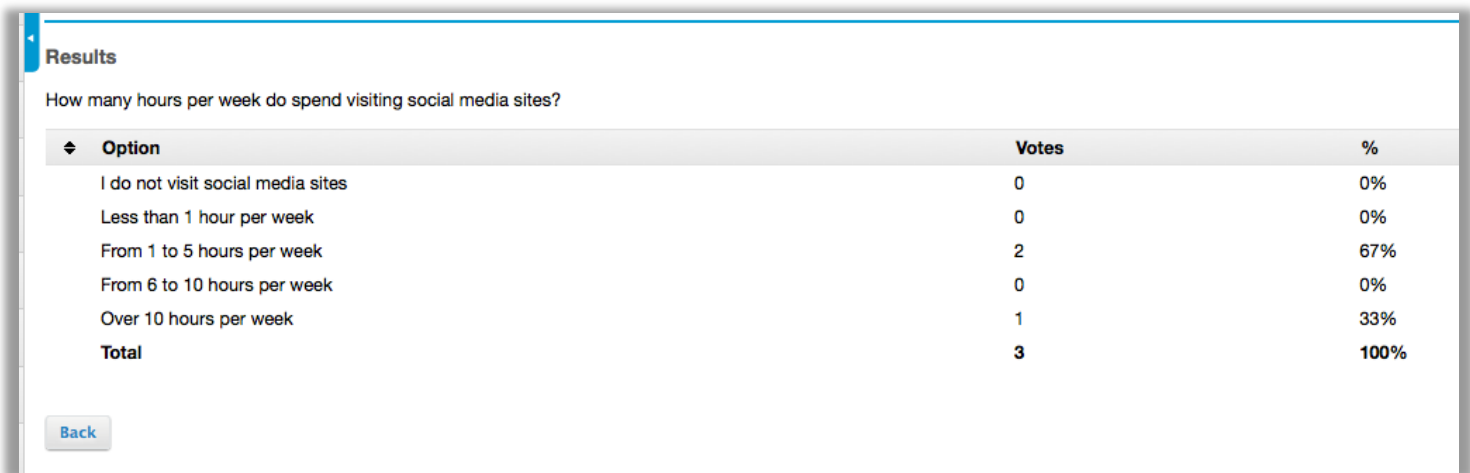
To view the results of the poll, click on Results.



The screenshot shows a 'Poll list' interface with a table of poll entries. The 'Results' column for the selected poll is highlighted with a red box.

Question	Opening	Closing	Results
How many hours per week do spend visiting social media sites? Edit	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	Results

Example: Poll Results.



The screenshot shows the 'Results' page for the poll. It displays a table with the following data:

Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
Over 10 hours per week	1	33%
Total	3	100%

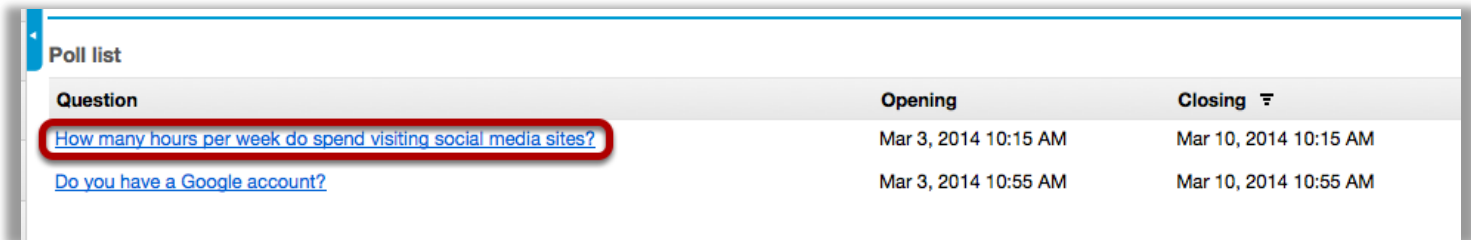
How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

Go to Polls.

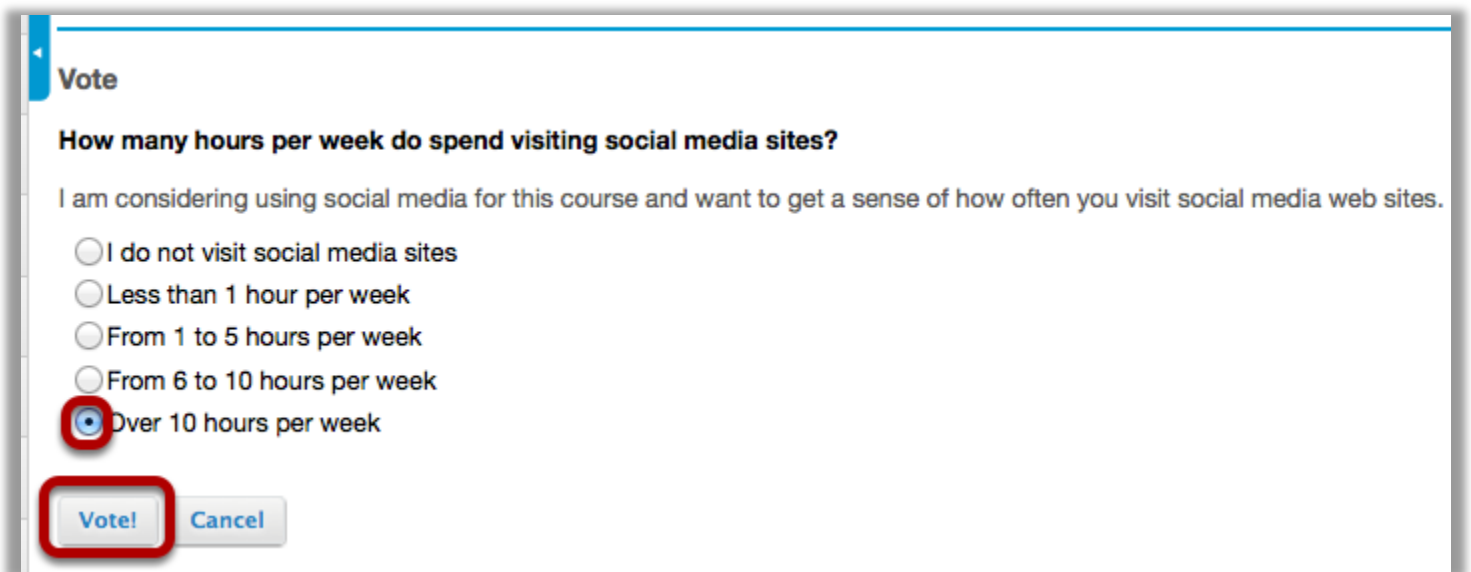
Select the **Polls** tool from the Tool Menu in your site.

Click on the name of the poll.



Question	Opening	Closing
How many hours per week do spend visiting social media sites?	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM
Do you have a Google account?	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM

Select an option, then click Vote!



Vote

How many hours per week do spend visiting social media sites?

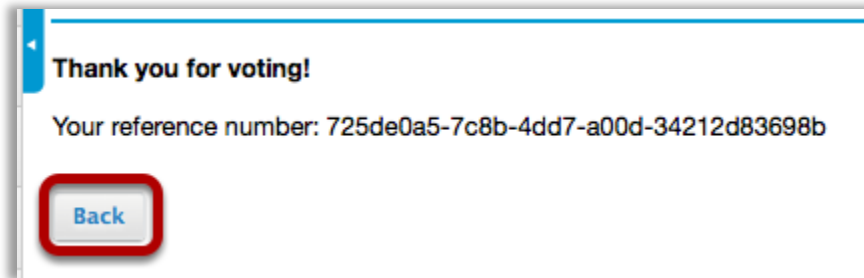
I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

- I do not visit social media sites
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- Over 10 hours per week

Vote! Cancel

This returns the display to the Polls list page with a reference number confirming you have responded to the poll.

Click Back.



This returns the display to the Polls list page.

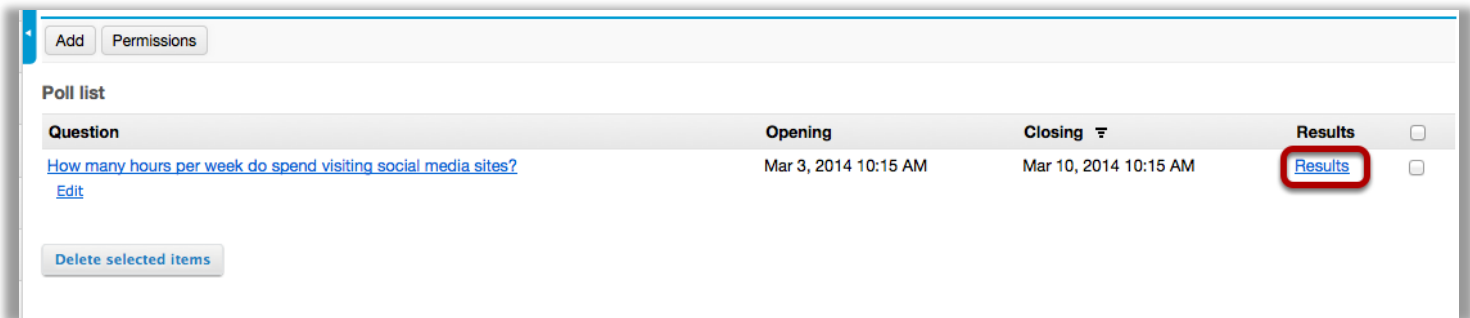
How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

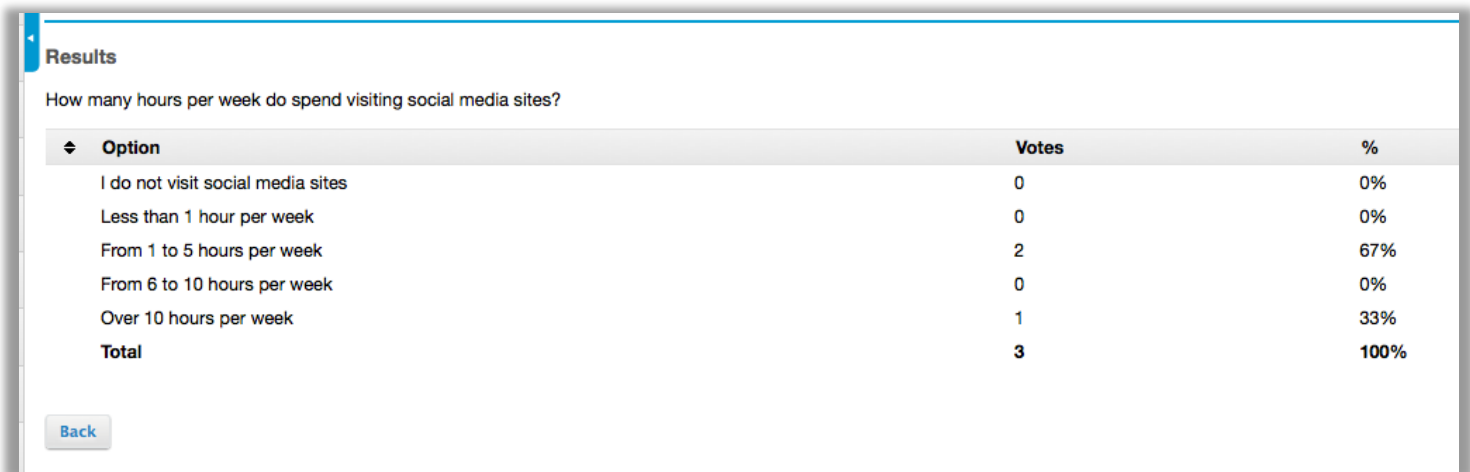
Go to Polls.

Select the **Polls** tool from the Tool Menu in your site.

To view the results of the poll, click on Results.



Example: Poll Results.



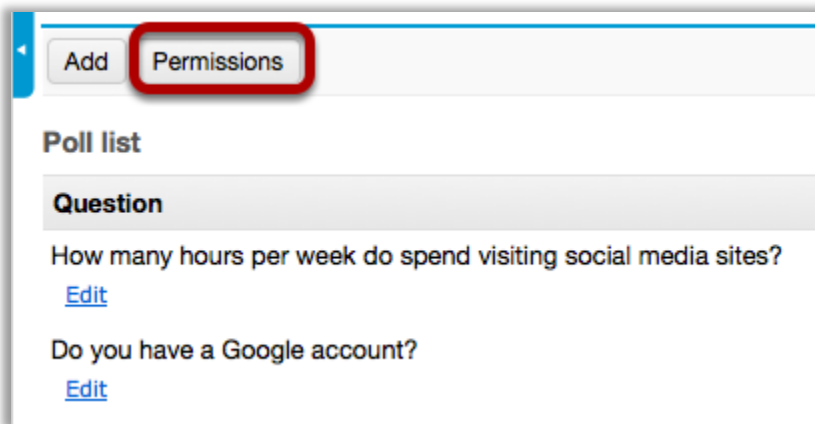
How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participants to post and manage poll questions.

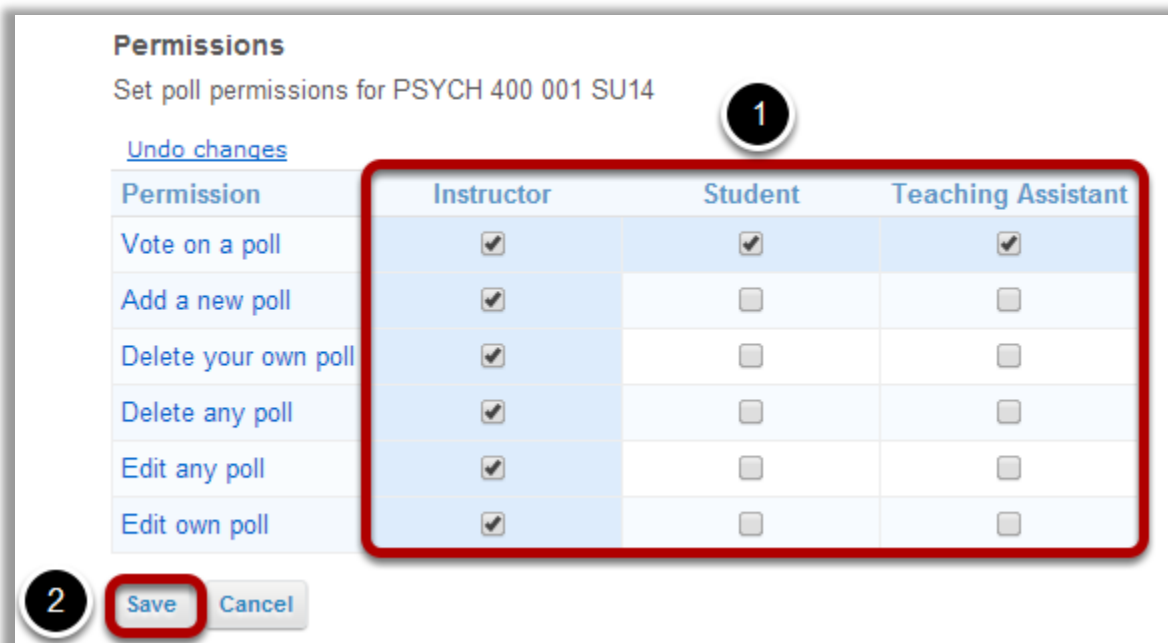
Go to Polls.

Select the **Polls** tool from the Tool Menu in your site.

Click Permissions.



Modify the permissions for the roles listed.



1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.