

Tips and Tricks



Polls

Create single-choice or multiple-choice polling questions for your next meeting.

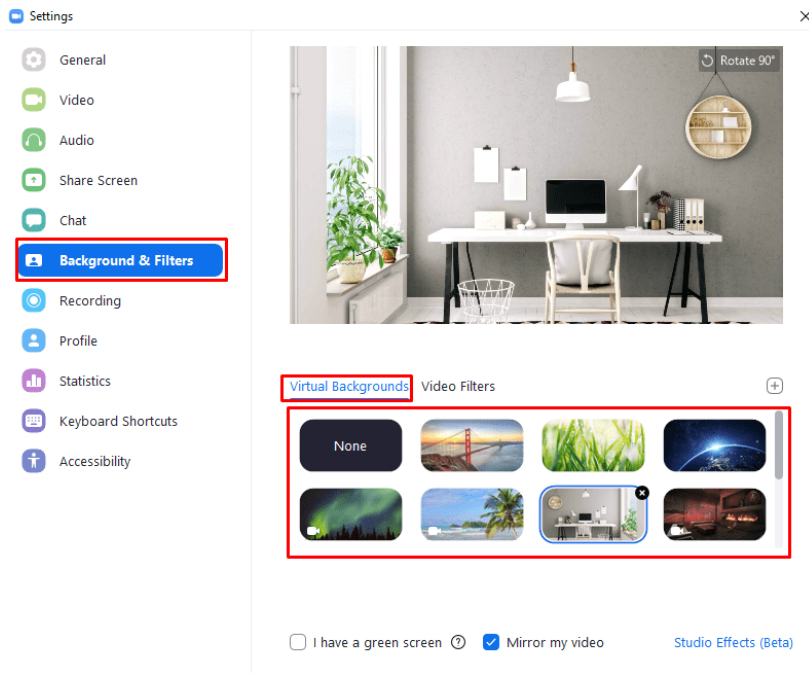
Launching a Poll: You will be able to launch the poll during your meeting and gather the responses from your participants. You also have the ability to download a report of the polling after the meeting. Polls can also be conducted anonymously if you do not wish to collect participant information with the poll results.

Polling Reports: Full details of the poll results, such as each participant's answers and submission times, are contained in the polling reports, which are available after the meeting by default, but can also be made available during class.

Advanced Polling: The polling feature for meetings allows you to create single choice or multiple-choice polling questions, while advanced polling adds matching, ranked-choice, short answer, and long answer options. You can also set correct answers to have the poll function as a quiz.

Advanced Question Options:

- **Single Choice:** Poll participants can select only one of the provided answers. Possible answers can be listed all at once or under a drop-down menu.
- **Multiple Choice:** Poll participants can select more than one of the provided answers.
- **Matching:** Poll participants can match prompts on the left side with answers on the right side. Order of prompts and answers can be adjusted as needed. Up to 9 prompts can be provided for each question, with the possible matches ranging between 2-9 options.
- **Rank Order:** Poll participants can rank each item based on the provided scale. Up to 10 items can be provided for each question, with the scale allowing a range of 2-7 options.
- **Short Answer:** Poll participants can respond with a short answer response. The minimum and maximum allowed characters for the response can be set.
- **Long Answer:** Poll participants can respond with a long answer response. The minimum and maximum allowed characters for the response can be set.
- **Fill in the Blank:** Poll participants are presented with the statement and a blank, asking them to fill in the missing information based on the statement and other context provided. Multiple blanks can be added, and each blank has its own answer box.
- **Rating Scale:** Poll participants are given a statement or topic, and then the participants are given the opportunity to rate the topic on a given scale. The range of the scale can be adjusted from the default of 1-10, and the ends of the scale can be labeled to indicate what the scale is based on (for example, **Not likely** to **Extremely likely**).



Virtual Backgrounds

The Virtual Background feature allows you to display an image or video as your background during a Zoom meeting, which can provide you with more privacy or a consistent and professional look for a presentation.

- Virtual backgrounds can be fun and engaging for students. It allows the faculty to show their interests and personality, and they can help to form common ground with students.
- Virtual backgrounds can also set the theme of what is being studied, such as “re-enacting a moment in history” for virtually visiting a place. Also, you can have students get their background and then use it as a “meet and greet” opportunity to get to know your students’ interests for the first weeks of school.

- Have students choose a solid red or solid green background to show they agree or disagree quickly.

