

# On-line Polls




## How to create and analyse an online poll

### On-line Polls

On-line polls allow users to survey other users, they are quick to set up and allow for very easy analysis of the results.

**Note** an on-line poll can only be completed by a **logged in Digitalbrain user** so are not suitable for surveying the general public or parents without accounts.

#### Where to create the poll

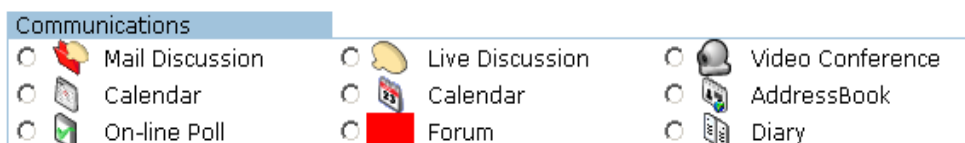
Polls can be created in yours or the portal's  web space or in a specific course or community  on-line poll or  resources folder.

Consider whom the poll is for before deciding on where to create it, it will need to be as easy to access as possible for your target group. If a poll is to be completed by the whole or a large number of people within an organisation a tab could be added to the VLE creating a very easy way to access the poll.

#### Creating the poll

1. Navigate to the area of the portal where the poll is to be created, ensuring you are in the 'folder' view.

2. Click  and choose  On-line Poll, click .



3. Name the poll and click .

4. The poll creation screen will now appear:

Title

Users only have one chance to vote  
 Users can change their vote right up until the deadline

Allow voters to see results, but only after voting  
 Allow voters to see results without voting  
 Don't allow voters to see results at all

open from

until

Note: You can change the questions and answers right up until the first vote, after which they are no longer editable and cannot be changed.

To select users to take part in this poll, go to the access control page and browse to select a group of "Contributors". The "Contributors" selection dictates which users will be permitted to take part in the poll. Use the "inform" function to send a mail to these users.

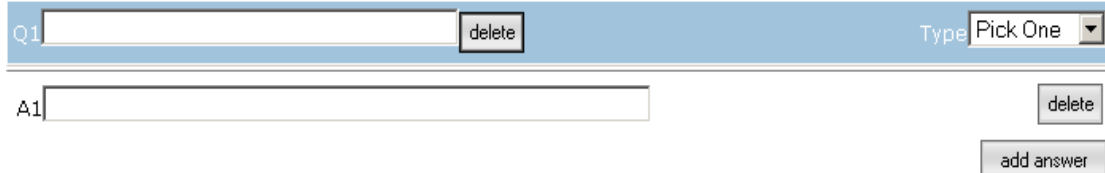
# On-line Polls

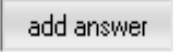
## How to create and analyse an online poll

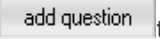
Work through the following:

- Select either 'Users only have one chance to vote' or 'Users can change their vote right up until the deadline'
- Select the option to enable users to see the results after voting, without voting or not at all
- Set start and finish times for the poll

5. Once these decisions have been made click on  to begin building the poll.



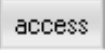
- Type in the question.
- Select if the participants can choose one or many answers.
- Type in the first answer to the question.
- Click  to add further answers.

6. Click  to add another question and until you have all of the questions you require.

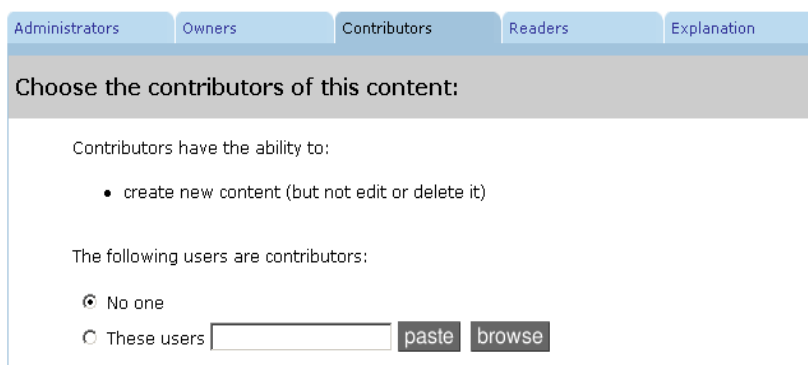
7. Once all of the questions have been added the next step is to allow specific users to complete the poll.

This message appears at the bottom of the screen:

*To select users to take part in this poll, go to the access control page and browse to select a group of "Contributors". The "Contributors" selection dictates which users will be permitted to take part in the poll. Use the "inform" function to send a mail to these users.*

Click  to set access control

8. The level of access the participants will need to complete the poll is **Contribution**. Click onto the Contributors tab.



# On-line Polls

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9. Select 'These Users' and click **browse** to locate. This will take you to your group's area; use the breadcrumb trail or click My Courses or My Communities to locate the correct group.



### Where will the group be?

- For the entire organisation to participate in the poll click onto the VLE username on the breadcrumb trail and tick groups. The breadcrumb trail is situated above the **Browsing...** text.
  - For only staff to participate click onto the VLE groups and tick staff.
  - For all learners to participate click onto the VLE groups and tick pupils.
  - For a certain year or class to participate click onto the pupils group and select the appropriate sub group.
  - For the membership of a course or community to participate click onto My Courses or My Communities, click the correct course or community and then tick groups.
- Once the appropriate group has been selected click **Select**.

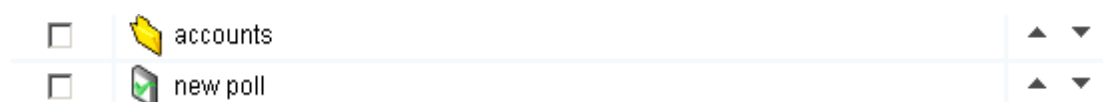
### Adding more than one group

It is only possible to allow one group to participate in a poll. If there are two groups that need to participate first a new group will need to be created with all of the appropriate users inside it.

10. Once the group are displayed in the access control window click **Done**

11. When the poll is complete click **save**.

12. The poll will now be displayed as follows:

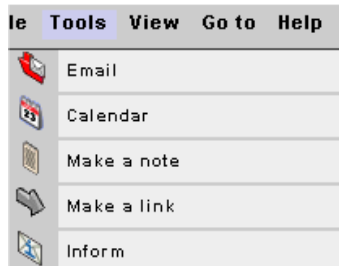


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### Informing other users of the poll

1. Click the poll to open it.
2. Hover the mouse over the **Tools** menu on the Digitalbrain toolbar and click on 'Inform' in the drop down menu



3. This will send an email to a specific group of your choice which when opened will contain a direct link to the poll.

### Viewing and analysing the results of the poll

At any point from the commencement of the poll the results can be viewed and analysed.

1. Open the poll.
2. To view the results click **view responses**. Responses will be displayed as a bar charts alongside each question with the total number of responses displayed at the top of the page.
3. To download the results into a spreadsheet package click **download the results**. The results will now be displayed within your computer's spreadsheet package ready to be analysed, manipulated and saved.