Polling in WebEx (Assuming you use the desktop/laptop Webex App, not the in browser or phone app)

1. Click the 3 dots on the bottom and far right of the WebEx screen
2. Click POLLING to bring up to polling window (this is also the procedure for students to see the polling feature if the do not already do so)
3. Near the bottom of the polling window, find where is says TYPE, select the type of question you wish to ask from the drop-down menu, and click NEW to add that type of question. Add as many of each question type as you like, one at a time. If you have a previously saved set of poll questions that you wish to use, click the folder icon at the top of the polling window and select the file that contains your questions.
   a. Multiple Choice – Single Answer (students can only select one choice)
      i. Type the question you wish to ask
      ii. Click ADD at the bottom to type and place a multiple-choice option
      iii. Continue clicking ADD to add answer choices 1 at a time. Note that this is a poll, so there is no way to indicate which answer is correct to the students. This happens when you review the question after the poll.
   b. Multiple Choice – Multiple Answer (students can only select one choice)
      i. Type the question you wish to ask
      ii. Click ADD at the bottom to type and place a multiple-choice option
      iii. Continue clicking ADD to add answer choices 1 at a time. Note that this is a poll, so there is no way to indicate which answer is correct to the students. This happens when you review the question after the poll.
   c. Short answer (students type any answer they care to)
      i. Type the question you wish to ask. Note that with this option you only type the question, as there are no answer choices.
4. Click OPTIONS at the bottom of the polling window and select how long to give students to answer. Default time is 5 minutes.
5. Click OPEN POLL to start the timer and let students answer. Note that you can always close a poll early by clicking CLOSE POLL at the bottom at any time after you have hit OPEN POLL.
6. If the question is multiple choice you will get a live tally of what students answer, but without any identifying information. For short answer questions you only see a live tally of the number of answers submitted.
7. If you are using this for a grade you will want to see and save the answers given. At the top of the polling window click the square with the downward arrow.
   a. You can now save the poll questions as a .atp file if you wish to save them for future use. You can then refer to these and load them in future classes as stated in Step 3 of these instructions. If you do not wish to save the question click CANCEL
   b. You can now save the poll results as a .txt file. Once you save those you can open them to see a list of every student that was online when the question was asked, which ones answered, and what each student answered. You will also get a distribution of answers for multiple choice questions asked.

	WebEx polling	Kahoot	Mentimeter
Pricing	Free within Webex • Unlimited questions • Up to as many members as are in a current WebEx session	Limited free use • Limited to a "Classroom sized" group of students • Game templates free to use • Polling not free, institutional license and $3 per instructor per month	Limited use free • 2 questions per session • Unlimited people • Upgrade to unlimited questions for $10 month subscription
Accessibility	Within a live WebEx session via computer or smart device	Standalone via computer or smart device. Also, within native video conferencing.	Stand-alone via computer or smart device
Import items	Yes, or create and edit in session as needed	Yes, need to be set up ahead of time.	Not free, with $10 per month subscriptioon
Allow image questions	No	Yes	Yes
Gradable	Yes, export the results along with students' names and class stats	Yes, export the results along with students' names and class stats	No, results are anonymous but there is a workaround by having student type their name along with their answers
Recommendation	Spot-checking individual student understanding and for gradable in class activities. Best used day to day as needed in live online classes and office hours. Inherently very adaptable. Clumsy to use in a live class.	Game style lessons and practice quizzes. Best used as a periodic review, amount of prior preparation makes cumbersome for day-to-day use. Transfers very well to a live class.	Spot-checking student understanding as a class. Best used day to day as needed in live online classes though it does require a bit of prior planning. Transfers to a live class well enough.