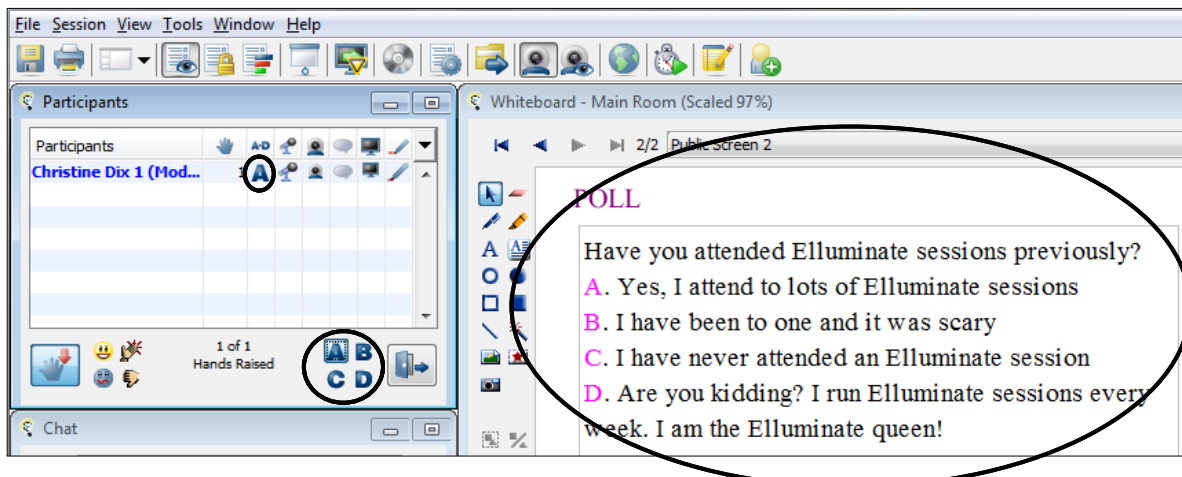


## Polling

Write or paste a question and 3, 4 or 5 answers to the whiteboard. Set up the poll. Ask participants to click on the letter that best describes their answer to the question. The letters will be displayed next to the names in the participants list. Publish the poll results on the whiteboard.

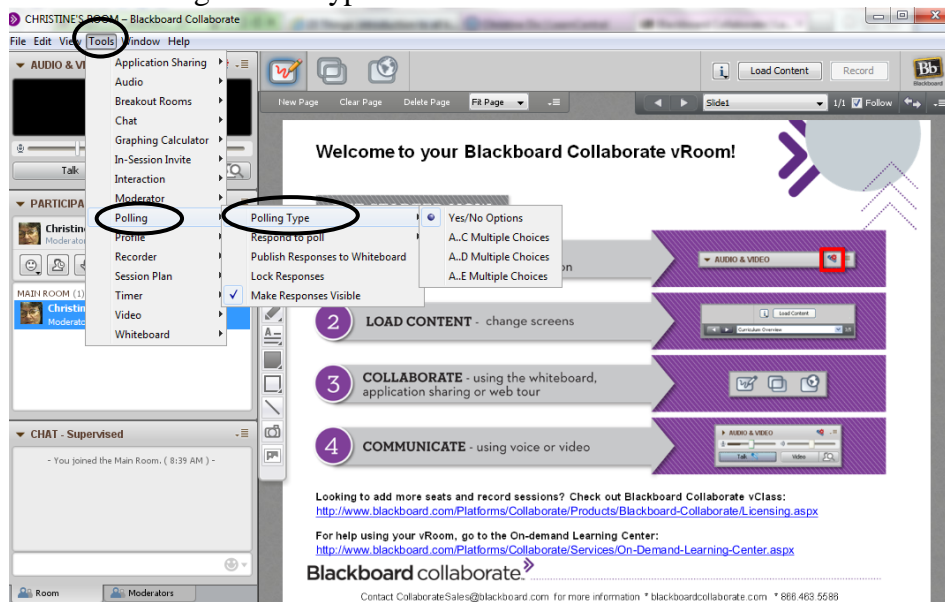


## Question and Answers

May be written on the whiteboard but it is easier if you in a slide in your presentation containing the question and answers – saves time writing on the whiteboard while you are trying to facilitate the session, also easier to format the text.

## To Set up the Poll:

Tools → Polling → Poll Type → choose number of answers



Poll may be published to the whiteboard when completed by participants  
Tools → Polling → Publish Responses to Whiteboard

## Use:

- to engage participants – get them involved and using the tools
- to collect information from participants – quick and easy way to collect information

