

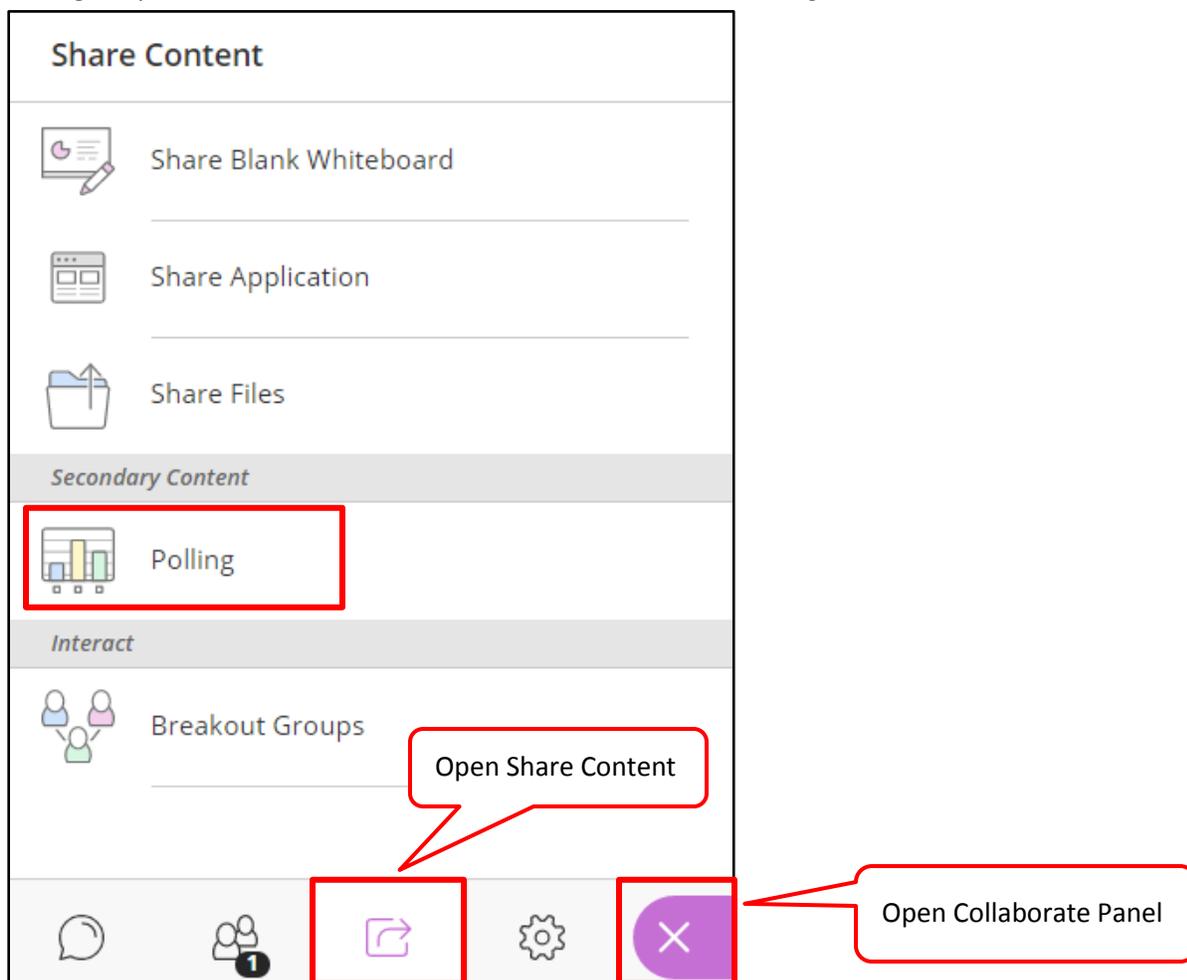
How to Schedule and Modify a Collaborate Ultra Session Outside of Blackboard

In this handout you will learn how to:

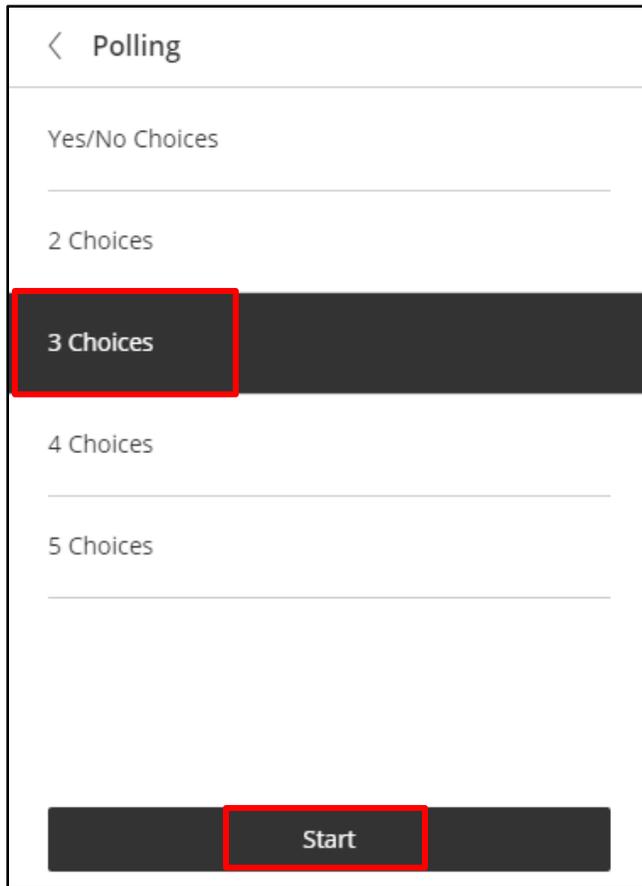
1. Create polls
2. Monitor polls
3. Show responses to your participants
4. Stop polling

How to Create Polls

To begin, open *Collaborate Panel*, click *Share Content* tab and *Polling*.

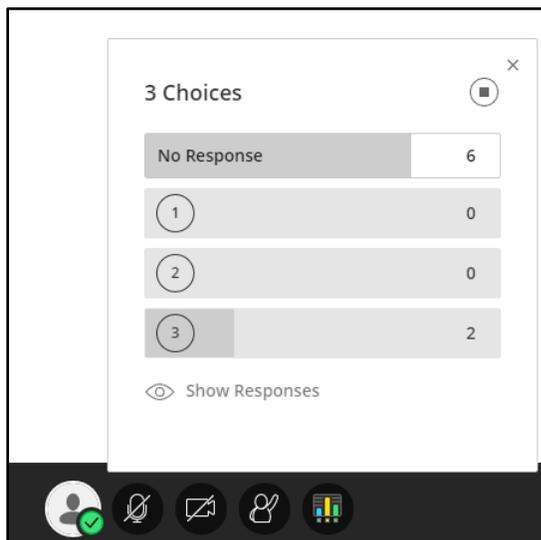


Select poll type: There are five options that are Yes/No type or multiple choice type. Let's create 3 *Choices* poll, and click *Start* button. You need to tell your participants what each number represents because you cannot type your questions and answers on polls.



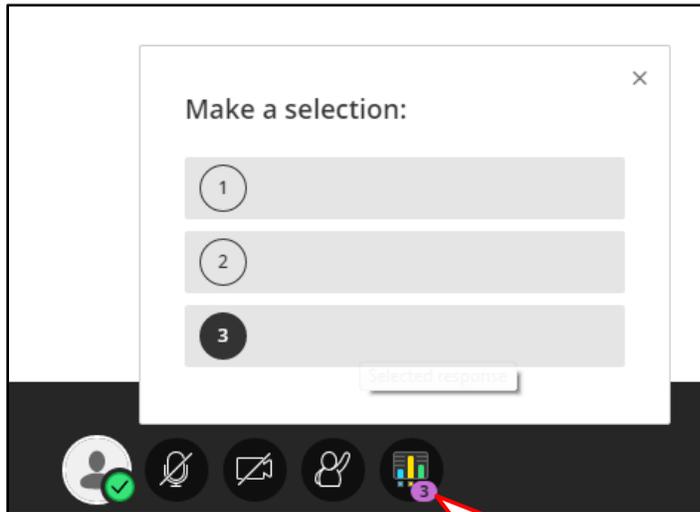
How to Monitor Polls

After starting the poll, you can see the number of responses for each choice, and how many participants haven't responded yet. Moderators can respond to the poll, too. Thus, you need to count your response as *No Response*.





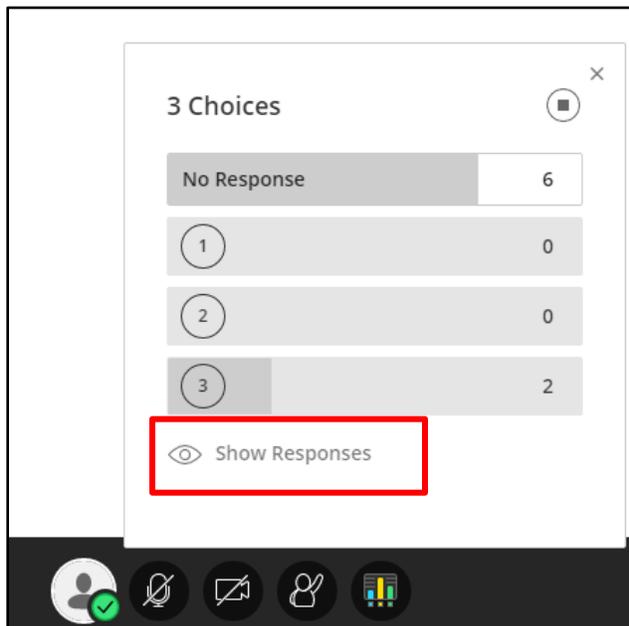
Your participants' view will be like this. The poll system wants them to make a selection.



This number represents which option selected by the participants.

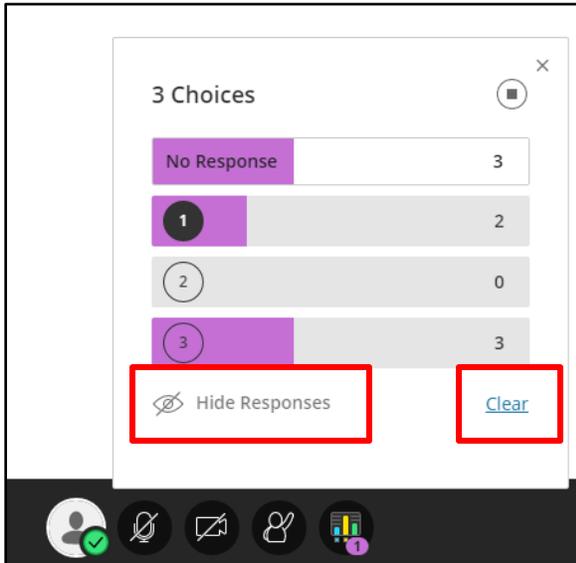
How to Show Responses to Your Participants

When you want to show the all responses to your participants, click *Show Responses* link.

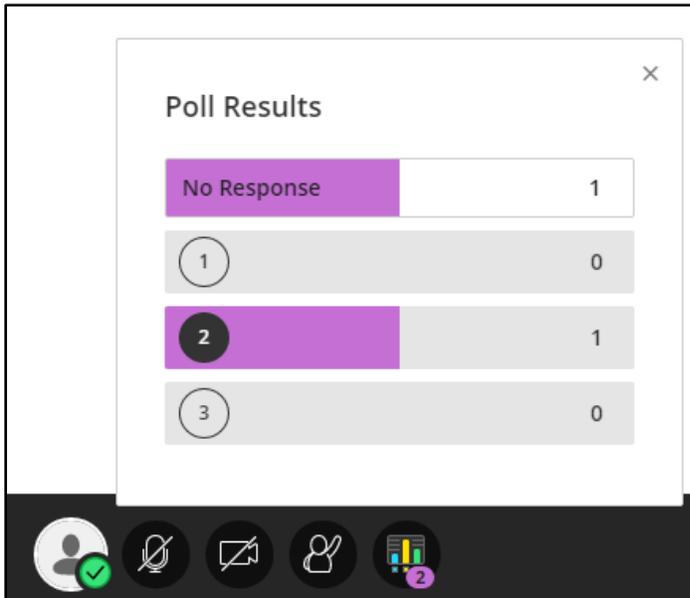




After clicking Show Responses, your view will be like this. You can hide responses, as well by clicking *Hide Responses* link, and clear them by clicking *Clear* link.



Your participants will see the poll results like this.





How to Stop Polls

To stop the poll, click *End Polling* icon. You can stop polling on *Collaboration Panel*, *Share Content* tab, as well. Click *End Polling* icon next to the active polling.

