



# 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*.

Share	Content					
6	Share Blank Whiteboard					
	Share Applica					
	Share Files					
Secondo	ary Content					
	Polling					
Interact						
	Breakout Gro	oups Or	oen Share Co	intent		
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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.





< Polling		
Yes/No Choices		
2 Choices		
3 Choices		
4 Choices		
5 Choices		
	Start	

## 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*.

3 Choices	•
No Response	6
1	0
2	0
3	2
Show Responses	
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Your participants' view will be like this. The poll system wants them to make a selection.



## How to Show Responses to Your Participants

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

	3 Choices	×
	No Response	6
		0
	2	0
	3	2
	Show Responses	
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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.

3 Choices	×
No Response	3
1	2
2	0
3	3
🚿 Hide Responses	<u>Clear</u>
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Your participants will see the poll results like this.

Poll Results		×
No Response	1	
	0	
2	1	
3	0	
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## 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.

3 Choices No Response	End polling
1	0
2	1
3	0
Show Responses	

Share Content						
G	Share Blank Whiteboard Sharing whiteboard					
	Share Applic	Share Application				
	Share Files	Share Files				
Secondo	ary Content					
	Polling Active: 3 Choices					
Interact			End p	olling		
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