

Faculty Guide – Adding Polls to Zoom Meetings

All licensed SU faculty have the capability to use Polls in their Zoom meetings. You will need to double-check to make sure Polling is enabled in your meeting settings on the Zoom web portal: seattleu.zoom.us. This [guide from Zoom](#) gives step-by-steps instructions on how check your settings and how to create Polls in the Zoom web portal.

If you are using the **Zoom interface in Canvas**, you can add polls by downloading a CSV template. Once downloaded, you will add your questions and answers to the template, then return to Zoom on Canvas to import the file. NOTE: this method is only available in the Zoom interface in Canvas.

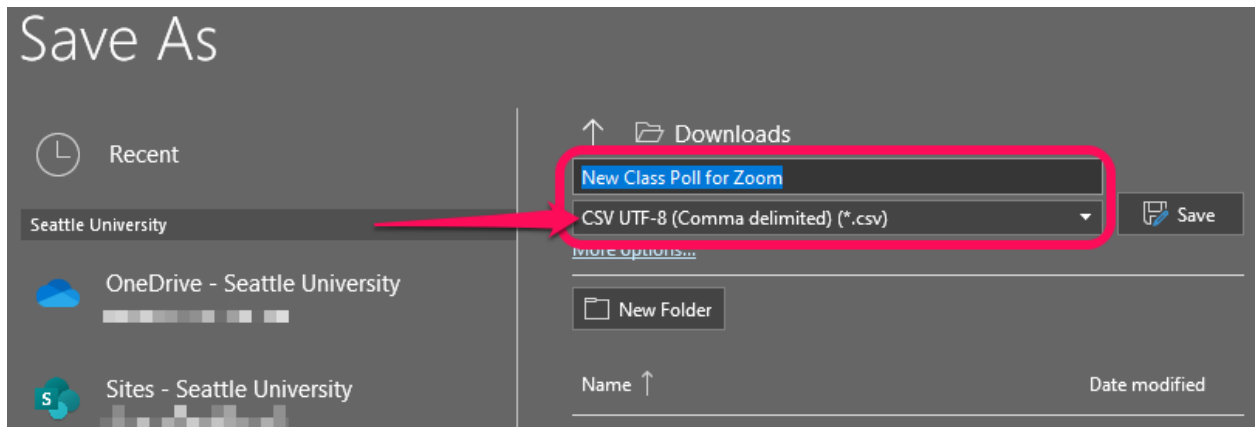
Here are step-by-step instructions on using the CSV template method:

1. Navigate to **Zoom** in your Canvas course navigation menu.
2. Click the **Topic** link for the Zoom Meeting in the **Upcoming Meetings** list that you want to add a poll to.
 - The meeting must have already been created to add a poll; if you have not created the meeting, create it, then proceed with these steps
3. Scroll to the bottom of the page to **Poll**
4. Click **Download a CSV Template**
5. Open the downloaded CSV using a spreadsheet application, such as Microsoft Excel.
6. Replace the demo data with your poll information (see *Figure 1* on page 2):
 - **Title (first column)**- Polling title must always be on its own row and denotes the start of a new poll. You can create up to 25 polls for a single meeting.
 - **Questions Name (second column)**- Poll questions are entered in this column. The first question must be one row below the Poll Title.
 - **Question Type (third column)**- denotes whether participants can select multiple answers (multiple) or only one answer (single).
 - **Answers (fourth column)**- Answer choices are entered in the column. The first choice must be one row below the Question Type.

Title	Questions Name	Questions Type	Answers
Polling1			
	How useful was this meeting?	multiple	
			Extremely useful
			Somewhat useful
			Not useful at all
	How useful was this course?	single	
			Extremely useful
			Somewhat useful
			Not useful at all
Polling2			
	How useful was this meeting?	multiple	
			Extremely useful
			Somewhat useful
			Not useful at all
	How useful was this course?	single	
			Extremely useful
			Somewhat useful
			Not useful at all

Figure 2: Screenshot of CSV Template

- Click **Save As** to save and enter a new name for the CSV file. Make sure to keep the file type as a **.csv** (CSV UTF-8 (Comma delimited)):



- Return to the Zoom interface in Canvas (Steps 1, 2, and 3). Click **Import CSV** in Canvas and select your edited **.csv** file.
- Refresh the Zoom meeting details page and confirm that your imported **Poll** show as you expected on the bottom of the page.