Using Teams Polls

Note: It is recommended to add planned polls to your meeting in advance, so you can save them as drafts and launch them quickly, saving time during your class. Unplanned or spontaneous polls can be created during a meeting and can be saved and/or launched.

The first time you choose to use Polls, the following steps will allow you to set up access to them for future classes. (Note: anytime you join a meeting, a notification is sent to all students in that class that the meeting has started.)

Setting up *Polls*:

Before a class:

(Not in a meeting)

1. When you open a meeting (double-click the meeting in your calendar), click the ⊞ icon on the top menu to open the apps search dialog box. Type polls, click on the *Polls* icon and click *Close* – the *Polls* icon will be added to the top menu

(In a meeting)

2. If you start a meeting before its actual start time, follow the steps below

During a class:

1. On the *Control Bar*, click *Apps* – the *Apps* panel will appear on the right side of the screen
2. In the search box in the panel, type polls
3. Click on the *Polls* icon – it will be added to the *Control Bar*
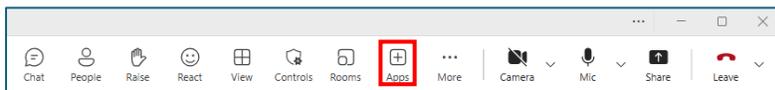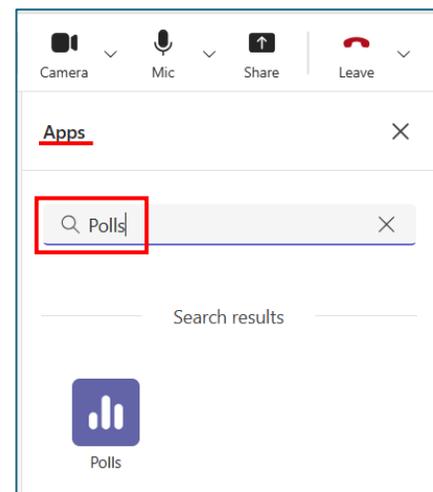

Figure 1 Control Bar with Apps icon highlighted

Figure 2 Searching of Polls

Using *Polls* in your classes

After starting your meeting, click *Polls* on the *Control Bar* to open the *Polls* panel.

To access your polls, click the *My recent polls* icon ⟳.

When you click on a poll, you can click the *Launch* button to make it accessible to students. Can also add options depending on the type of poll.
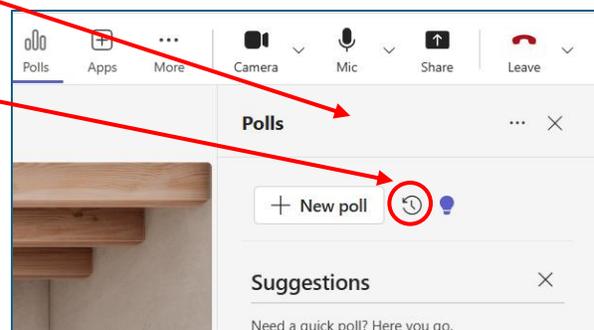

Figure 3 My Recent Polls Button

(If the *Polls* icon is not on the *Control Bar,* click the ⊞ Apps icon to open the *Apps* Panel, and click *Polls*.)

Create a New Poll

on the *Polls* panel, click the *New poll* button. After selecting the poll type, you can modify it to suit your class. Each poll type will have more options to set up the poll. Each one can be saved as a Draft or Launched right away. Saving a poll allows you to create it before (or during) your class and launch it in the class.
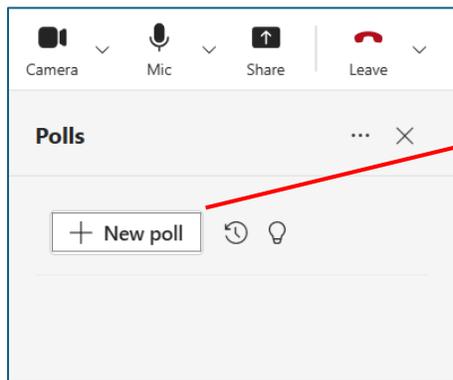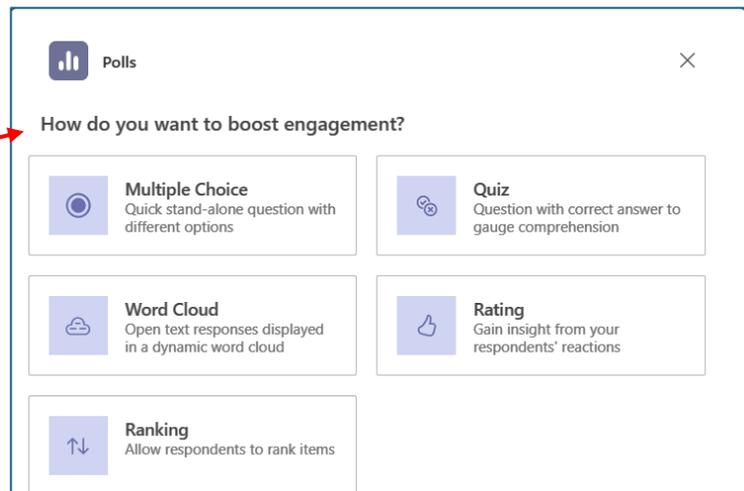

Figure 4 New poll in Polls panel

Figure 5 Poll Types

Example: (*Figure* 6 below)
Multiple Choice
1 Question – enter your question
2 Initial choice options – two by default
3 Add more choices – use *Add option*
4 Allow multiple selections (changes the Option buttons to Check boxes)
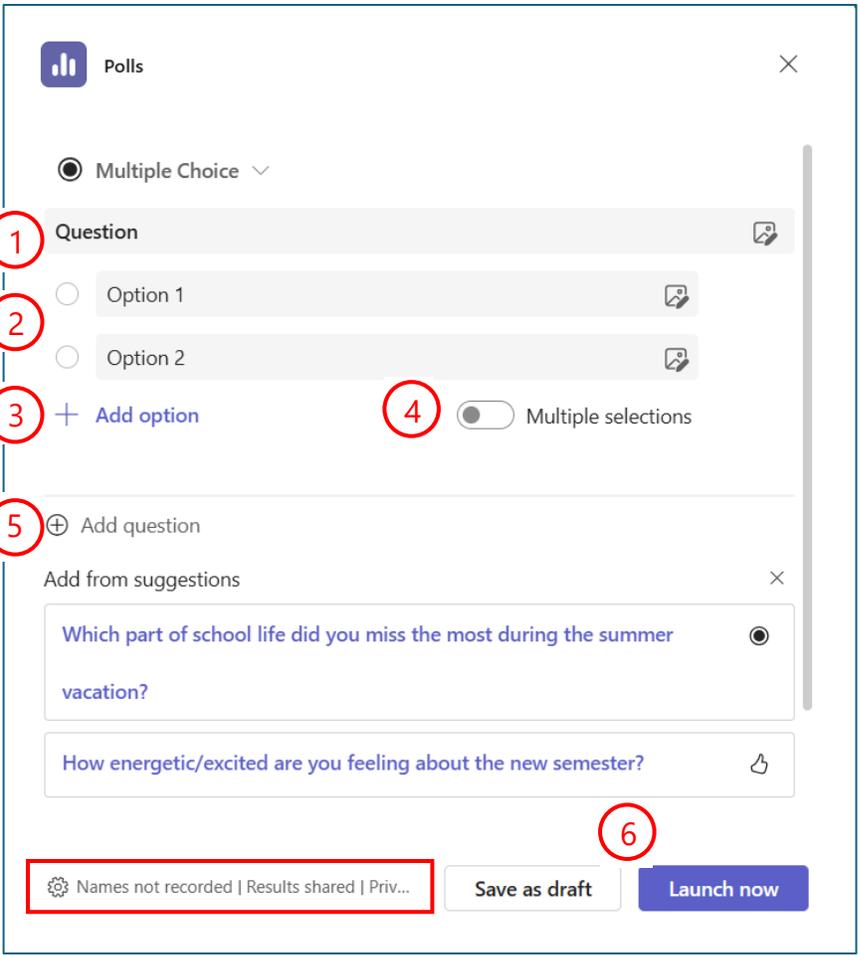5 Add another question
6 *Save as draft* OR *Launch*

Figure 6 Multiple Choice Poll Options

Polls are stored in the Polls panel and in the meeting Chat, which is accessible outside of the meeting in Teams - click on *Chat* (left menu panel) and then *Meeting chats*.

Instant polls appear at the bottom of the Polls panel.

Repeat: **To have student's names visible in the poll results**, click the *Names not recorded | Results shared* link at the bottom of the panel, and click *Record names of respondents*. Click the X to close the box.