

The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, the instructor may also change the tool permissions to allow students to post poll questions.

Participants may only vote once per poll.

Responses to poll questions are anonymous.

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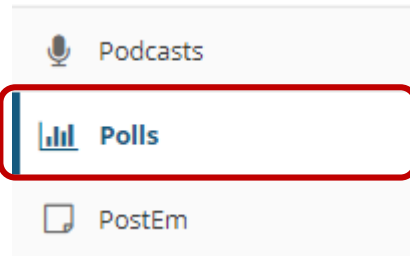
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## How do I access the polls tool?

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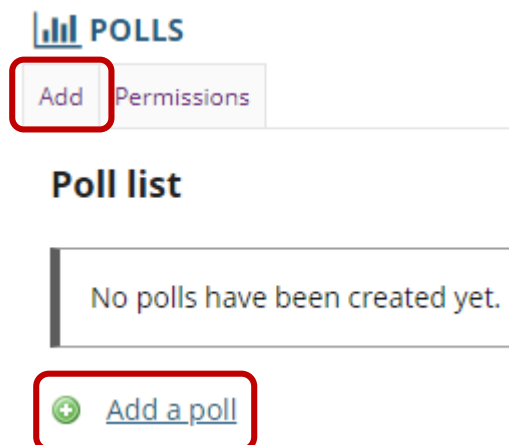
To access this tool, access the Tool menu from your site



## How do I add a new Poll?

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1. In your site, select the **Polls** tool from the Tool menu.
2. Click **Add** or **Add a Poll**



3. Compose your poll question. (How much time do you spend on social media?)

**POLLS**

**Add a poll**

\* Question

h time do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

body p Words: 24, Characters (with HTML): 135/1000000

4. Specify the poll **settings**

\* Opening Date

09/11/2018 15:25



Availability of poll

\* Closing Date

16/11/2018 15:25



**Limits**

\* What is the minimum number of Answer Options that can be selected?

1

Minimum answers

\* What is the maximum number of Answer Options that can be selected?

1

Maximum answers

**Results are visible:**

always

to participants who have voted, or after closing date

after closing date

never

Student access to and displaying of

Save and add options

Cancel

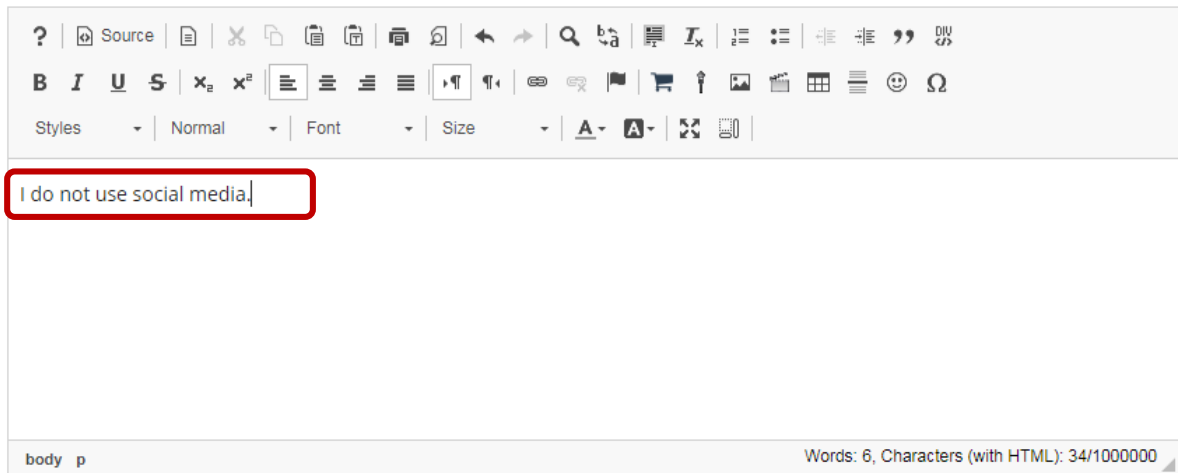
Save and Options to begin adding possible answers (options)

5. Add the first response, then click **Save and Add options** to add more possible responses. Repeat this step until you have all the options that you need. When you are done, click **Save**.

## POLLS

### Add an Option

Question: How much time do you spend on social media?



The image shows a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar, the text "I do not use social media." is entered into the main text area and is highlighted with a red rectangular box. At the bottom of the editor, there is a status bar that reads "body p" on the left and "Words: 6, Characters (with HTML): 34/1000000" on the right.

**Save** **Save and add options** **Cancel**

6. Click the **Edit** link to review your options or **add** more **options**, should you wish to do so. If you are done, click **Save**.

**Options**

Option	actions
I do not use social media sites.	<a href="#">Edit</a> <a href="#">Delete</a>
Less than one hour a week.	<a href="#">Edit</a> <a href="#">Delete</a>
2-5 hours per week.	<a href="#">Edit</a> <a href="#">Delete</a>

#### Limits

\* What is the minimum number of Answer Options that can be selected?

\* What is the maximum number of Answer Options that can be selected?

#### Results are visible:

- always
- to participants who have voted, or after closing date
- after closing date
- never

**Save** **Cancel**

## How do I view a Poll?

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1. Click on the listed poll. You may also remove a poll by clicking on the tick box next to the poll, then click **Remove Selected Polls**

Click on the poll to view.

Question	Opening	Closing	Results	
<a href="#">How much time do you spend on social media?</a>	09-Nov-2018 15:25	16-Nov-2018 15:25	<a href="#">Results</a>	<input type="checkbox"/>

Remove selected polls    Reset selected polls

2. The results of the poll are listed here.

Results

How much time do you spend on social media?

Option	Yotes	%
I do not use social media sites.	0	0%
Less than one hour a week.	0	0%
2-5 hours per week.	0	0%
Total	0	

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## How do I modify Polls tool permissions?

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Instructors can modify the Polls tool permissions to allow students or other site participants to post and manage poll questions.

1. In your site, select the **Polls** tool from the Tool menu.
2. Click **permissions**

Permissions

Question	Opening	Closing	Results	
<a href="#">How much time do you spend on social media?</a>	09-Nov-2018 15:25	16-Nov-2018 15:25	<a href="#">Results</a>	<input type="checkbox"/>

Remove selected polls    Reset selected polls

3. Change the settings of the polls

## Permissions

Set poll permissions for JTST 1 V Year 2015

Undo changes

Permission	Dosent	Instructor	Student	Teaching Assistant
Vote on a poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a new poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete your own poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

## Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### eFundi Support Desk:

Call centre: 018 285 5930

### Campus support:

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: [support.nwu.ac.za](http://support.nwu.ac.za)