



Zoom: Polls and Reports

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

TECH EXPERTS:

Jason DeLeon (Gnv)

Clara Lindley (Jax)

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_10jjkl6lRsKV3XT

**Disclaimer: Zoom is an ever changing program, the options we discuss are valid as of the date we recorded the session.
(3/05/2021)**

Participant Roles

Zoom Meeting

The image shows a Zoom meeting interface. The main area is a grid of participant names: Sam, Artie, Athena, Hera, Pandora, Poseidon, Socrates, and Hermes. Pandora Cowart is the active speaker, shown in a video window. An overlay on the right shows the 'Participants (9)' list with search and control options.

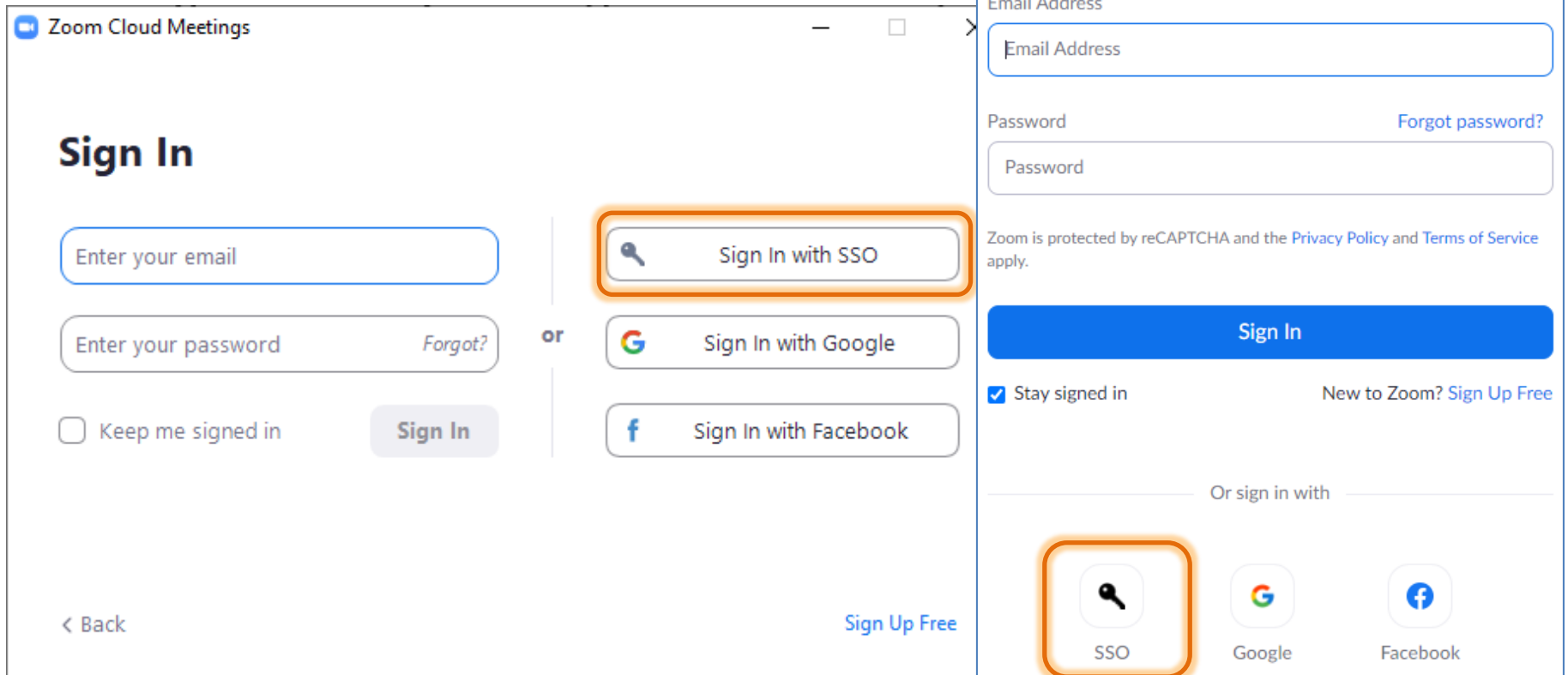
Participant Name	Role	Mute	Video
Pandora Cowart	Host, me	Off	Off
Ares	Co-host	Off	Off
Athena	Co-host, guest	Off	Off
Hera	Guest	Off	Off
Hermes	Guest	Off	Off
Iris	Guest	Off	Off
Pan	Guest	Off	Off
Poseidon	Guest	Off	Off
Socrates	Guest	Off	Off

Zoom Meeting controls: Mute, Stop Video, Security, Participants (9), Polls, Chat, Share Screen, Record, Breakout Rooms, End, Invite, Mute All.

Windows taskbar: Zoom Meeting, Document1 - Word, Zoom-Hosting-Pol..., 4:58 PM 3/3/2021

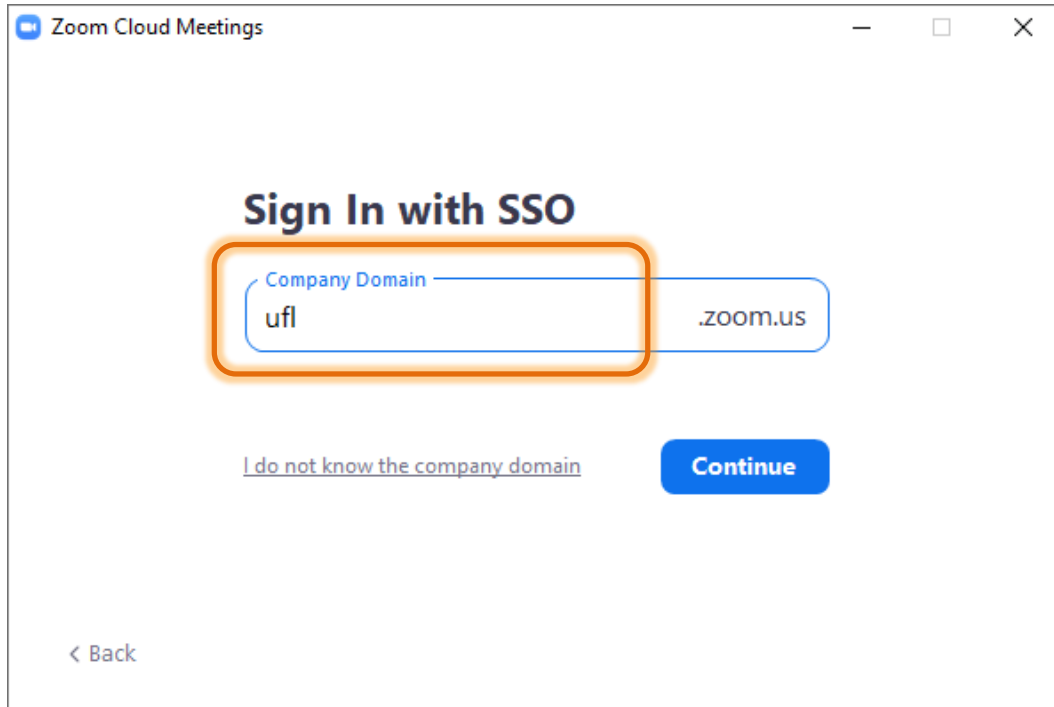
Logging into Zoom

If you are not already logged into Zoom, you will be prompted to enter your information. To use your work account you will choose the SSO (single sign on) option.



The image shows a screenshot of the Zoom Cloud Meetings sign-in page. The page is titled "Sign In" and features a "Zoom Cloud Meetings" header. The main content area is divided into two columns. The left column contains a "Sign In" section with a "Enter your email" input field, a "Enter your password" input field with a "Forgot?" link, a "Keep me signed in" checkbox, and a "Sign In" button. The right column contains a "Sign In with SSO" button, which is highlighted with an orange border. Below this are "Sign In with Google" and "Sign In with Facebook" buttons. At the bottom left, there is a "< Back" link, and at the bottom right, there is a "Sign Up Free" link. A detailed inset of the sign-in form is shown on the right side of the image. This inset shows the "Sign In" title, an "Email Address" input field, a "Password" input field with a "Forgot password?" link, a "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." notice, a blue "Sign In" button, a "Stay signed in" checkbox (checked), and a "New to Zoom? Sign Up Free" link. Below this, there is a section for "Or sign in with" which includes three options: "SSO" (highlighted with an orange border), "Google", and "Facebook".

Company Domain?



The screenshot shows a Zoom Cloud Meetings window with the title "Zoom Cloud Meetings". The main heading is "Sign In with SSO". Below this, there is a form with a "Company Domain" label. The text "ufl" is entered in the first part of the input field, and ".zoom.us" is in the second part. The entire input field is highlighted with an orange border. Below the input field, there is a link that says "I do not know the company domain" and a blue "Continue" button. In the bottom left corner, there is a "< Back" link.

ufl

UF Students, Faculty, and Staff

ufhshands

UFHealth Shands employees
in *Gainesville*

ufhjax

UFHealth Shands employees
in *Jacksonville*

When you click Continue, Zoom will open the login page for your domain.

You can also go directly to the webpage:

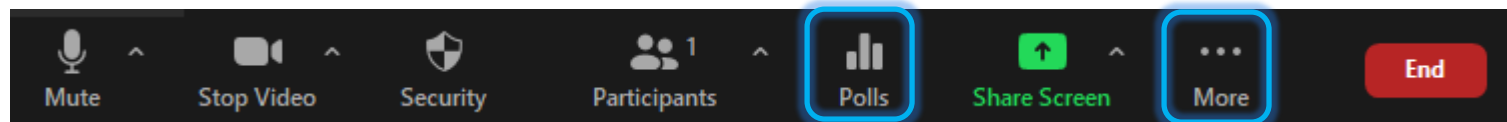
<https://ufl.zoom.us>

<https://ufhshands.zoom.us>

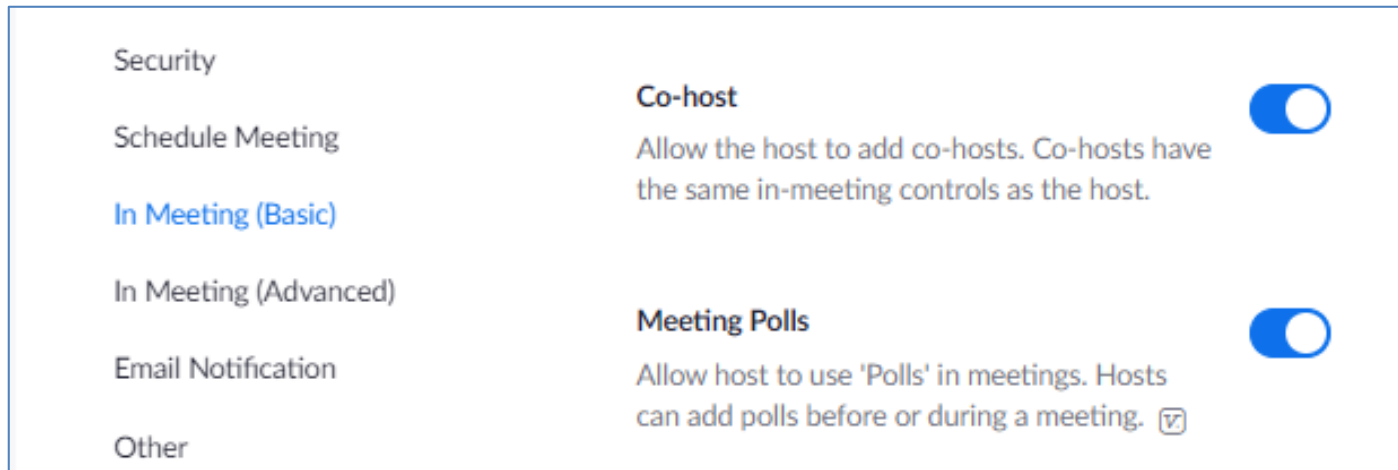
<https://ufhjax.zoom.us>

Poll Settings

Polls are only available scheduled meetings. They can be created before or during a meeting. As the host or co-host you should see a **Polls** option on your meeting toolbar, or under the **...More** at the end of the toolbar.



If you do not see the Polls button while you are hosting or cohosting a scheduled meeting, check your meeting options from the Online Zoom Settings.



Creating Polls Before the Meeting

Add Polls to scheduled meetings in the Zoom Online interface. Click on Meetings, and click on the name of the meeting. (Not the **Edit** button)

The screenshot displays the Zoom Online interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.8854', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile picture is visible on the right. On the left, a sidebar contains navigation options: 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The 'Meetings' option is highlighted with an orange box. The main content area is titled 'Meetings' and includes a 'Get Training' link. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar with 'Start Time' and 'End Time' filters is present, along with a 'Schedule a Meeting' button and a menu icon. A list of meetings is shown under the 'Today' filter. One meeting is listed: '03:00 PM - 04:00 PM' followed by the link 'Pandora Cowart's Zoom Meeting', which is highlighted with an orange box. Below the meeting name is the 'Meeting ID: 999 9999 9999'. To the right of the meeting name are three buttons: 'Start', 'Edit' (which is highlighted with an orange box), and 'Delete'.

Creating Before the Meeting

Polls are listed at the bottom of the meeting settings.

Meeting Options

- ✓ Allow participants to join anytime
- ✓ Mute participants upon entry
- × Automatically record meeting
- × Approve or block entry for users from specific countries/regions

[Start](#) [Edit](#) [Delete](#) [Save as Template](#)

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

You have not created any poll yet. [Add](#)

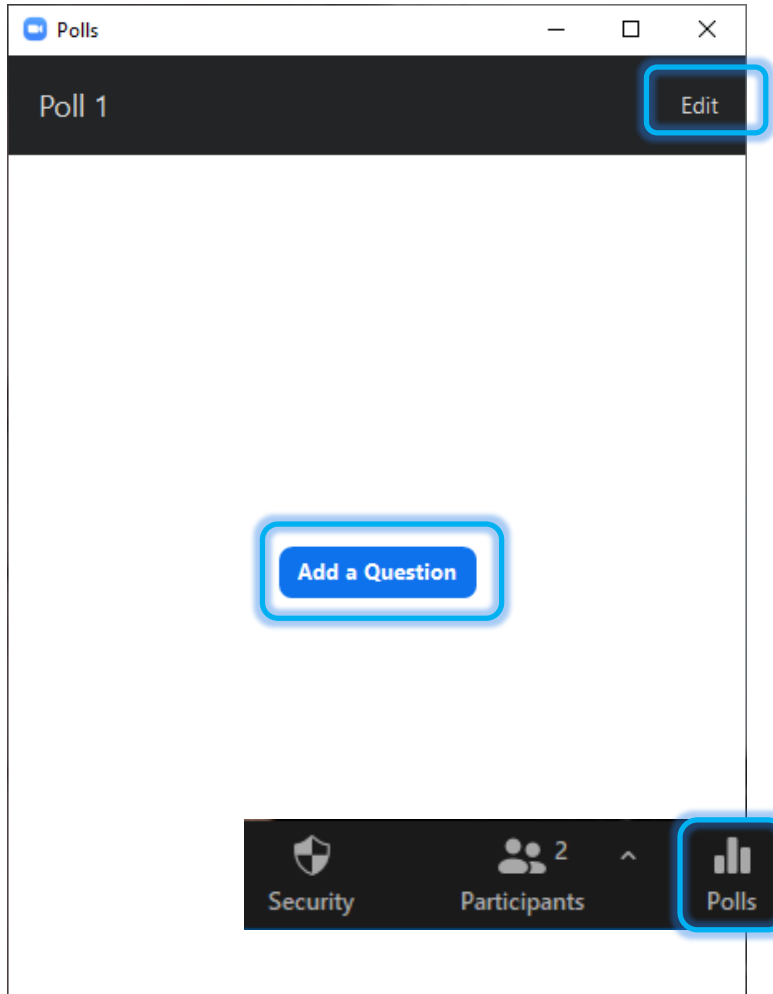
You can create a max of 25 polls for a single meeting

You have created 1 poll for this meeting. [Add](#)

Title	Total Questions	Anonymous
▼ Poll 1:Polls and Reports	1 question	No

[Edit](#) [Delete](#)

Creating During the Meeting



If you have not created a Poll yet, when you click on the Polls button Zoom gives you a chance to **Add a Question**.

If you have created Polls and need to create another, click on the Edit button.

Both options will take you to the Online Zoom Settings, where you can Add, Delete, and Edit existing Polls.

Single Choice Question

Polls and Reports

Question 1

Single Choice ▾

1. What are you most interested in learning?

- Polls and Poll Reports ×
- Attendance Reports ×
- Both, how can I possibly choose! ×

+ Add Option

+ Add Question

Anonymous

Save

Cancel

Polls

Polling 1: Polls and Reports

Edit

1. What are you most interested in learning?

- Polls and Poll Reports
- Attendance Reports
- Both! How can I possibly choose?

Launch Polling

Single choice questions offer option circles so the participant can select only select one answer to each question.

Multiple Choice Question

Zoom Topics

Question 1

Multiple Choice ▾

What other Zoom topics would you liked to see us offer?

- Intro to Zoom - Recorded video about installing and logging into the SSO ×
- Presenter Tips and Tricks ×
- Breakout Rooms ×
- Webinars ×
- Recordings ×

+ Add Option

+ Add Question

Anonymous

Save

Cancel

Multiple choice questions offer check boxes so the participant can select more than one answer to each question.

Polls

Zoom Topics

1. What other Zoom topics would you like to see us offer?
(Multiple choice)

- Intro to Zoom - Recorded video about installing, and logging in to the SSO (work account)
- Presenter Tips and Tricks
- Breakout Rooms
- Webinars
- Recordings

Submit

Multiple Questions

You can create multiple questions to appear in one poll and they can be a mix of single answer and multiple answer questions.

You can create a max of 10 questions for each poll.

Ice Cream

1. What is your favorite flavor?

- Chocolate
- Vanilla
- Strawberry
- Butter pecan
- I don't like ice cream

2. How do you like to eat ice cream?

- In a bowl
- in a sugar cone
- in cake
- on top of cookie or brownie
- right out of the carton!

[+ Add Question](#)

Anonymous

[Save](#) [Cancel](#)

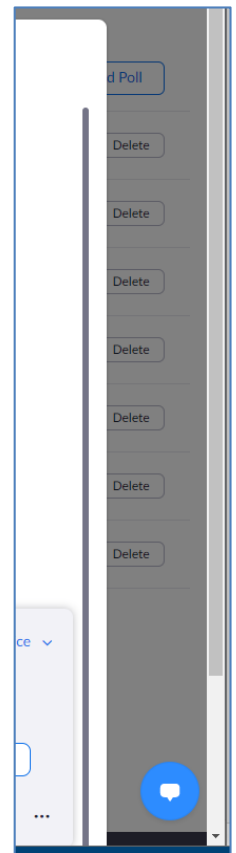
Tricky Things

 In a bowl
 in a sugar codne
 in cake In a bowl
 in a sugar codne
 in cake

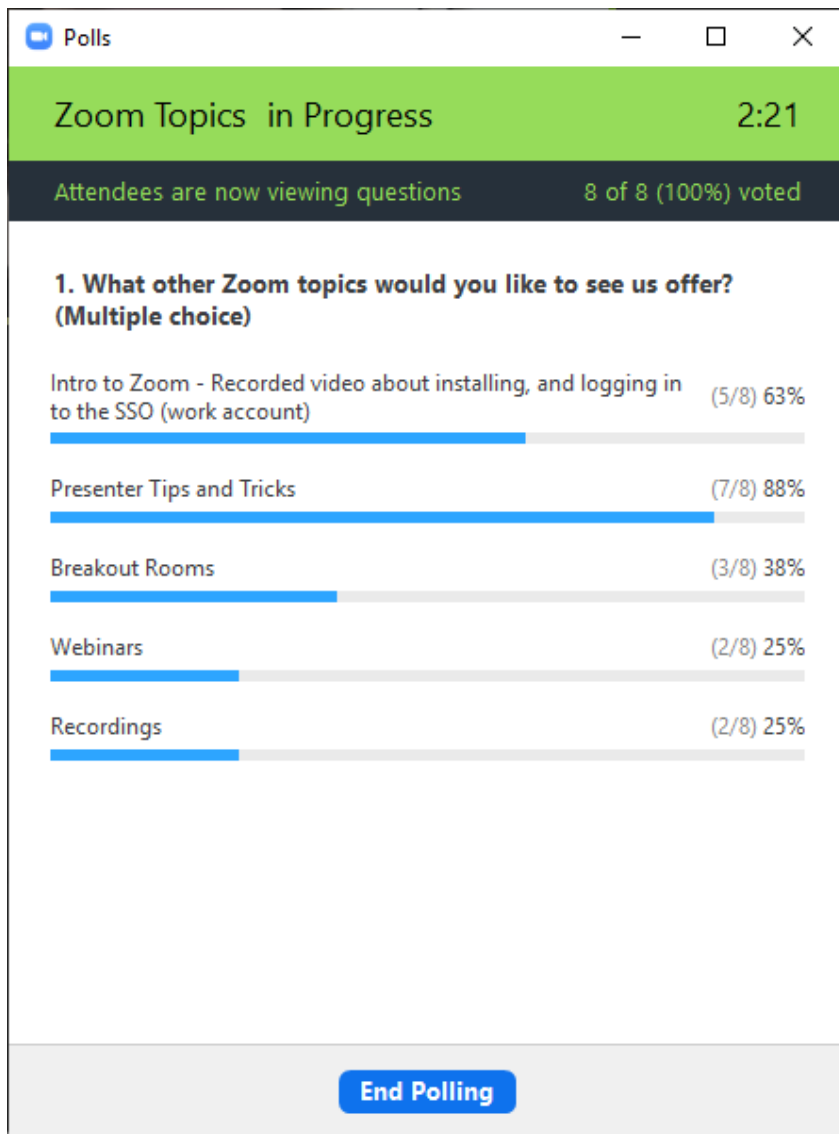
Put a space after each question to get the benefits of a spell check. The errors only show while your cursor is in the questions/answers.

And don't forget to click the SAVE button at the bottom of the window. You may have to scroll for it!

The Zoom window will try to grow with you. Watch for the scroll bars, they're invisible until you hover over where they should be on the screen.



Host Interface



Hosts and Cohosts cannot respond to the poll, but they will see a progress window like this one.

Once you are done with the poll you can share the results with everyone in the group.

You will not be able to see who answered the questions until after the report is created. Generally this is about ten minutes after the meeting has ended.

Host Interface

The screenshot shows a window titled "Polls" with a green header bar. The header bar contains the text "Polls and Reports in Progress" and a timer "1:23". Below the header, a dark bar indicates "Attendees are now viewing questions" and "7 of 7 (100%) voted". The main content area displays a poll question: "1. What are you most interested in learning?". Below the question, there are three options with horizontal progress bars: "Polls and Poll Reports" (3 votes, 43%), "Attendance Reports" (1 vote, 14%), and "Both! How can I possibly choose?" (3 votes, 43%). At the bottom of the window, there is a blue button labeled "End Polling".

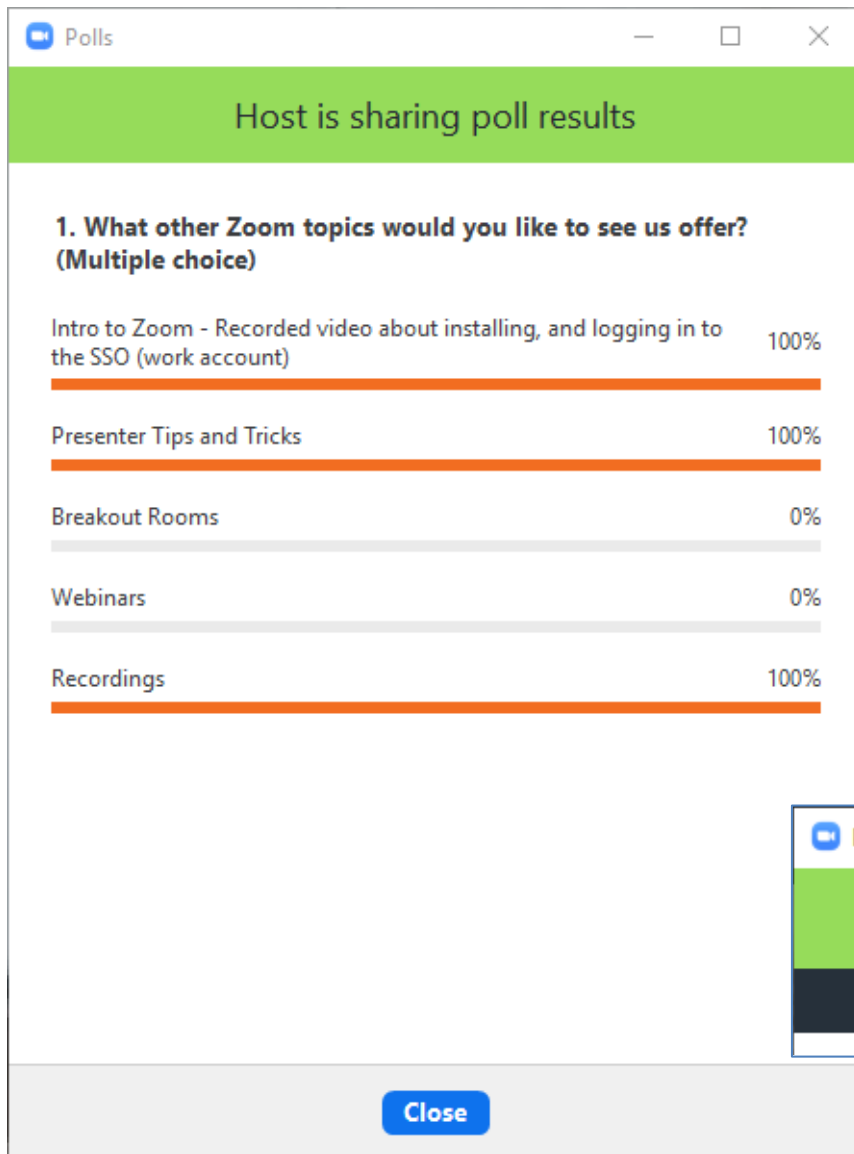
Option	Votes	Percentage
Polls and Poll Reports	(3)	43%
Attendance Reports	(1)	14%
Both! How can I possibly choose?	(3)	43%

The screenshot shows a window titled "Polls" with a dark header bar. The header bar contains the text "Polling 1: Polls and Reports" and an "Edit" button. Below the header, a light gray bar indicates "Polling is closed" and "7 voted". The main content area displays the same poll question: "1. What are you most interested in learning?". Below the question, there are three options with horizontal progress bars: "Polls and Poll Reports" (3 votes, 43%), "Attendance Reports" (1 vote, 14%), and "Both! How can I possibly choose?" (3 votes, 43%). At the bottom of the window, there are two blue buttons: "Share Results" and "Re-launch Polling".

Option	Votes	Percentage
Polls and Poll Reports	(3)	43%
Attendance Reports	(1)	14%
Both! How can I possibly choose?	(3)	43%

If you relaunch a poll, it will overwrite the previous answers.

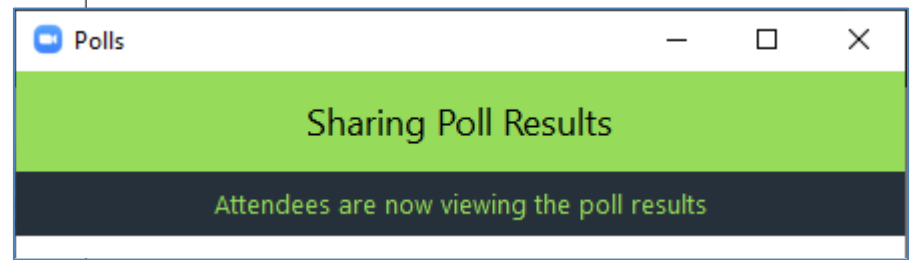
Sharing Results



The participants will see a window like this one when you share the results.

If anyone joins late, they will get a pop up window for each of the shared polls.

When you stop sharing, participants will need to close their own windows.



Generate Poll Report

The screenshot shows the Zoom Reports interface. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The Reports option is highlighted with a blue bar and an orange border. The main content area is titled 'Usage Reports' and contains two options: 'Usage' (with a description: 'View meetings, participants and meeting minutes within a specified time range.') and 'Meeting' (with a description: 'View registration reports and poll reports for meetings.'). The 'Meeting' option is highlighted with an orange border.

The reports can be generated after the meeting is concluded. Zoom says 5 minutes, but it may take longer.

The screenshot shows the 'Meeting Report' generation interface. At the top, there are two tabs: 'Meeting Report' (selected) and 'Report Queue'. Below the tabs, the 'Report Type' is set to 'Poll Report' (selected with a radio button and highlighted with an orange border). The 'Search by time range' section shows 'From: 03/03/2021' and 'To: 03/04/2021' with calendar icons, and a 'Search' button. Below this, it states 'Maximum report duration: 1 Month' and 'The report displays poll information for meeting that ended at least 5 minutes ago.' A table lists three meetings with columns for 'Scheduled Time', 'Topic', and 'Meeting ID'. Each row has a 'Generate' button, which is highlighted with an orange border in the first row.

	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	03/04/2021 03:00:00 PM	Pandora Cowart's Zoom Meeting	999 9999 9999	Generate
<input type="checkbox"/>	03/03/2021 05:00:00 PM	Pandora Cowart's Zoom Meeting	999 9999 9998	Generate
<input type="checkbox"/>	03/03/2021 02:00:00 PM	Pandora Cowart's Zoom Meeting	999 9999 9992	Generate

Poll Reports

Registration Type

Choose from the following registrant types to continue

All Registrants

Approved Registrants

Denied Registrants

[Continue](#) [Cancel](#)

Choose the registrants and Zoom will process the report. It may take a minute, but you will see the Download link appear when the report is ready.

Zoom Report Help!

Document

[Reports](#) > [Usage Reports](#) > Meeting

[Meeting Report](#) [Report Queue](#)

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Registration Report	Mar 3, 2021 05:00:00 PM	Not started	Pandora Cowart's Zoom Meeting	999 9999 9999	Mar 4, 2021 05:49:14 PM	Download
Registration Report	Mar 4, 2021 03:00:00 PM	Not started	Pandora Cowart's Zoom Meeting	999 9999 9998	Mar 4, 2021 05:48:17 PM	Download
Poll Report	Mar 3, 2021 02:00:00 PM	Mar 3, 2021 04:17:39 PM	Pandora Cowart's Zoom Meeting	999 9999 9992	Mar 4, 2021 12:35:46 PM	Download

Poll Reports - CSV

9999999999_2021-03-03_PollReport.csv - Excel Cowart, Pandora Rose

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Clipboard Font Alignment Number Styles Cells Editing

A1 Poll Report

	A	B	C	D	E
1	Poll Report				
2	Report Generated	3/4/2021 17:35			
3	Topic	Meeting ID	Actual Start Time	Actual Duration (minutes)	
4	Pandora Cowart	999 9999 9999	3/3/2021 21:17	51	
5	Poll Details				
6	#	User Name	User Email	Submitted Date/Time	
7	1	Sam		3/3/2021 16:49	What are you most interested in Polls and Poll Reports
8	2	Poseidon		3/3/2021 16:49	What are you most interested in Both! How can I possibly choose?
9	3	Athena		3/3/2021 16:49	What are you most interested in Attendance Reports
10	4	Artie	itctr-ares@ad.ufl.	3/3/2021 16:49	What are you most interested in Both! How can I possibly choose?
11	5	Hera		3/3/2021 16:49	What are you most interested in Polls and Poll Reports
12	6	Socrates		3/3/2021 16:49	What are you most interested in Polls and Poll Reports
13	7	Pan		3/3/2021 16:49	What are you most interested in Both! How can I possibly choose?
14	8	Sam		3/3/2021 16:53	What other Zoom topics would Intro to Zoom - Recorded video about
15	9	Poseidon		3/3/2021 16:53	What other Zoom topics would Intro to Zoom - Recorded video about
16	10	Athena		3/3/2021 16:54	What other Zoom topics would Intro to Zoom - Recorded video about
17	11	Artie	itctr-ares@ad.ufl.	3/3/2021 16:53	What other Zoom topics would Webinars
18	12	Hera		3/3/2021 16:54	What other Zoom topics would Intro to Zoom - Recorded video about
19	13	Socrates		3/3/2021 16:53	What other Zoom topics would Intro to Zoom - Recorded video about

9999999999_2021-03-03_PollRepo

Ready 100%

Usage (Attendance) Reports

The screenshot shows a web browser window with the URL `ufl.zoom.us/account/report`. The page is the Zoom account reports interface. On the left is a navigation sidebar with the following items: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The Reports item is highlighted with a blue bar and an orange box. The main content area is titled "Usage Reports" and includes a "Document" link. It contains two sections: "Usage" (highlighted with an orange box) with the description "View meetings, participants and meeting minutes within a specified time range." and "Meeting" with the description "View registration reports and poll reports for meetings." The top navigation bar includes links for "REQUEST A DEMO", "1.888.799.8854", "RESOURCES", and "SUPPORT".

Usage (Attendance) Reports

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Attend Live Training Video Tutorials Knowledge Base

Reports > Usage Reports > Usage Document

From: 03/04/2021 To: 03/05/2021 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

[Export as CSV File](#) Toggle columns ▾ Add tracking field to columns ▾

Topic	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Pandora Cowart's Personal ...	Pandora Cowart	prcowart@ufl.edu		UF PHI (Auto)	No	03/04/2019 12:40:16 PM	03/04/2021 09:56:24 AM	03/04/2021 10:26:49 AM	31	3	Zoom
Pandora Cowart's Personal ...	Pandora Cowart	prcowart@ufl.edu		UF PHI (Auto)	No	03/04/2019 12:40:16 PM	03/04/2021 10:53:47 AM	03/04/2021 11:52:19 AM	59	6	Zoom
Pandora Cowart's Personal ...	Pandora Cowart	prcowart@ufl.edu		UF PHI (Auto)	No	03/04/2019 12:40:16 PM	03/04/2021 12:49:50 PM	03/04/2021 01:59:24 PM	70	17	Zoom
Pandora Cowart's Personal ...	Pandora Cowart	prcowart@ufl.edu		UF PHI (Auto)	No	03/04/2019 12:40:16 PM	03/04/2021 02:12:34 PM	03/04/2021 02:36:55 PM	25	2	Zoom
Pandora Cowart's Personal ...	Pandora Cowart	prcowart@ufl.edu		UF PHI (Auto)	No	03/04/2019 12:40:16 PM	03/04/2021 02:58:08 PM	03/04/2021 03:13:27 PM	16	2	Zoom

Usage (Attendance) Reports

Meeting Participants

✕
 Export with meeting data
 Show unique users Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
Pandora Cowart	prcowart@ufl.edu	03/03/2021 04:17:39 PM	03/03/2021 05:07:42 PM	51	No
Sam		03/03/2021 04:17:40 PM	03/03/2021 04:17:46 PM	1	Yes
Sam (Sam)		03/03/2021 04:17:47 PM	03/03/2021 04:59:20 PM	42	Yes
Artie		03/03/2021 04:19:18 PM	03/03/2021 04:19:32 PM	1	Yes
Artie		03/03/2021 04:19:33 PM	03/03/2021 05:00:27 PM	41	Yes
Pan		03/03/2021 04:29:37 PM	03/03/2021 04:37:06 PM	8	Yes
Hera		03/03/2021 04:30:57 PM	03/03/2021 04:37:07 PM	7	Yes
Athena		03/03/2021 04:34:40 PM	03/03/2021 04:37:06 PM	3	Yes

Usage (Attendance) Reports

participants_9999999999.csv - Excel Cowart,Pandora Rose

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Clipboard Font Alignment Number Styles Cells Editing

A1 Meeting ID

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
9999999999	Pandora Cowart's Zoom Meeting	3/3/2021 16:17	3/3/2021 17:07	prcowart@ufl.edu	51	11
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	
Pandora Cowart	prcowart@ufl.edu	3/3/2021 16:17	3/3/2021 17:07	51	No	
Sam		3/3/2021 16:17	3/3/2021 16:17	1	Yes	
Sam (Circe)		3/3/2021 16:17	3/3/2021 16:59	42	Yes	
Artie		3/3/2021 16:19	3/3/2021 16:19	1	Yes	
Artie		3/3/2021 16:19	3/3/2021 17:00	41	Yes	
Pan		3/3/2021 16:29	3/3/2021 16:37	8	Yes	
Hera		3/3/2021 16:30	3/3/2021 16:37	7	Yes	
Athena		3/3/2021 16:34	3/3/2021 16:37	3	Yes	
Athena		3/3/2021 16:37	3/3/2021 17:07	31	Yes	
Hera		3/3/2021 16:37	3/3/2021 17:07	31	Yes	
Pan		3/3/2021 16:37	3/3/2021 17:07	31	Yes	
Socrates		3/3/2021 16:43	3/3/2021 17:07	25	Yes	
Poseidon		3/3/2021 16:45	3/3/2021 17:07	23	Yes	
Hermes		3/3/2021 16:52	3/3/2021 17:07	15	Yes	
Ares	itctr-ares@ad.ufl.edu	3/3/2021 17:01	3/3/2021 17:07	7	No	

participants_9999999999

Ready 100%



Zoom: Polls and Reports

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

TECH EXPERTS:

Jason DeLeon (Gnv)

Clara Lindley (Jax)

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_10jjkl6lRsKV3XT