



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Polls

Video - [ReggieNet: Polls](#)

If you are an instructor or site owner, the **Polls** tool allows you to conduct anonymous voting. The tool has the following features.

- Each poll contains a single question. For conducting polls containing multiple questions, consider using the Tests & Quizzes tool instead. For more information on that tool, see Tests & Quizzes.
- Users may vote once per poll.
- You may enter any number of answer options for a question and may specify how many or few options each user may choose. You may also allow a user to choose none of the options.
- You control the display of results to site participants.

Adding a Poll

1. Click the **Add a poll** tab.
2. Enter **Questions** and **Additional Instruction** (optional).
3. Specify an opening and closing date and time for this poll. Use the Calendar icons to make selections, if desired.
4. In the **Limits** section, use the pulldown lists to select the minimum and maximum number of options each user can select when answering the question. To restrict users to a single answer, use the default entry of 1 in each pulldown list.
5. In the **Results are visible** section, click a radio button to indicate your preference as to when, if ever, results will be displayed to site participants. Note the following:
 - Choosing “always” makes the results available to all, even those who have not yet voted.
 - Choosing “to participants who have voted, or after closing date” makes the results available to all, even those who have not yet voted, but only after the closing date.
6. To save the question and continue, click the **Save and add options** button. ReggieNet displays the Add an Option screen. Or, to cancel your work and return to the home page, click **Cancel**.
7. Enter the text of an answer option in the box.
8. Choose one of these options:

- If you have entered all desired answers for this poll, click the Save button. ReggieNet displays the Add a Poll screen again, complete with the text of the question and answers you have entered.
 - To save this answer and add another answer option, click Save and add options.
 - To exit without saving your work on this screen, click Cancel.
9. Assuming that you are continuing your work on this poll, review the question, answer options, and other information shown on the Add a Poll screen and then click **Save**.

Editing a Poll

1. Find the poll you want to change and click the **Edit** link beneath the question.
2. Make changes to the question text, additional instructions, dates, limits, and results display options as desired.
3. If desired, change the answer options in any of these ways:
 - To add another option, click the Add option link under the Options section heading.
 - To change an option, click the Edit link to the right of the option text and proceed.
 - To delete an option, click the Delete link to the right of the option text and then click Remove when ReggieNet displays the delete confirmation screen.
4. Review the changes you have made. If they are as expected, click **Save**.

Deleting a Poll

1. Find the poll you want to change and click the **Remove** box to the far right of the question.
2. Click the **Remove selected polls** button near the bottom of the screen. ReggieNet deletes the poll immediately.

Voting

1. Find the poll you want and click the question. ReggieNet displays the Vote screen. Note the following:
 - If only one answer can be selected, ReggieNet displays a round radio button to the left of each answer.
 - If multiple answers can be selected, ReggieNet displays a square check box to the left of each answer. You will not be allowed to select more than the maximum number of answers permitted.
2. Click the option(s) that best express your opinion.
3. Click the **Vote!** Button or another appropriate option.

Displaying Poll Results

Find the poll you are interested in and click the **Results** link to the right of the question. ReggieNet displays the Results screen.