User Guide – How to create and run Poll questions using the TCDpolls Staff Web Dashboard

1. Go to TCDpolls.tcd.ie website and the tcdpolls.vevox.com website appears.
2. Click on the ‘Login with SSO’ button and sign in with your Trinity email and password.
3. Once signed into TCDpolls Vevox staff dashboard, you can begin to create a poll session with poll questions.
4. Under the ‘Sessions’ tab, click on the ‘Create Session’ button, choose your session poll name and click the ‘Create’ button.
5. The new poll session ‘Session Poll 1’ has been allocated a unique Session id (a 9-digit number) at the top of the screen.
6. You now have three options here, 1. Create your own unique poll questions, 2. Use some of the provided template poll questions or 3. Import previously used poll questions you might have.
7. To create your own poll questions, click on the ‘Create new’ button.
8. You can now choose what type of poll question you want to create (e.g. multichoice, word cloud, etc.)
9. To create your poll questions within the poll session, click on the ‘Create’ button in each case.
10. Now you can run the poll and allow your participants to respond to the poll session and poll questions. TCDpolls is set to be anonymous by default for all poll sessions.
11. Participants can respond to a poll session with poll questions in two ways:
   (a) In a web browser, they can go to the webpage Vevox.app and enter in the 9-digit session ID.
   (b) They can download the Vevox app from the app store to their devices and enter the 9-digit session ID.
12. The easiest way to run your poll session is to use the ‘Presenter View’ within your TCDpolls dashboard.
13. Click on ‘Present Fullscreen’ button to open it.
14. The join instructions are displayed on the left-hand side with the poll session ID number. You can enlarge by zooming the QR code so that your participants can use their camera to sign into that poll session without needing to type in the 9-digit session ID number.
15. The task bar at the bottom allows you to open and close your poll questions as you present the poll session in an interactive manner. This poll session has four poll questions to run through.
16. Click the ‘open poll’ play button to open the poll so that participants on their devices can respond to and close each poll question in turn.
17. The participants using either Vevox.app or the Vevox app on their device should have already signed in.
18. When they have signed in they can respond to each poll question once available.
19. For each poll question you open and close and the participants respond to, you can see the results on the presenter staff view screen. The participants can see the results of each poll on their devices once the poll question closes.
20. Finally, once you’ve finished all the poll questions and gathered the participants’ responses you can close the session by clicking the ‘end session’ button from the drop-down window of the session ID.
21. To review the participants’ responses and the poll questions, click on the ‘Data’ option in the left-hand pane.

22. You can either view the responses on screen or download a responses report in Excel format.

23. If you want to see all the poll sessions you have in your TCDpolls Vevox account in your staff dashboard, click on the Vevox bubble logo to select the session you want to use.

24. The ‘Settings’ button allows you to review and change the settings you have set for any specific poll session.


Please Note:

1. It is possible to have three types of functionalities within one session ID. You can have Polls, a Q+A forum, and short classroom surveys. These three features can be run in one session.

2. Under the ‘Info’ section on the left-hand pane you have the following options:
   (a) **Getting Started** will guide you through the basics of using the TCDpolls Vevox service.
   (b) **What’s New** will tell you the latest features TCDpolls Vevox have released to the service.
   (c) **Download the Vevox PowerPoint add-in** for Windows.

3. You can access videos, live training webinars/product webinars, and the Help Centre from the left-hand pane under ‘Resources’. The Help Centre has a range of online resources.

4. On the bottom right-hand side, TCDpolls Vevox provides an automated BOT which can search for answers to your queries from its database.