How to Use Poll Maker

1. Open web browser and go to https://www.poll-maker.com/
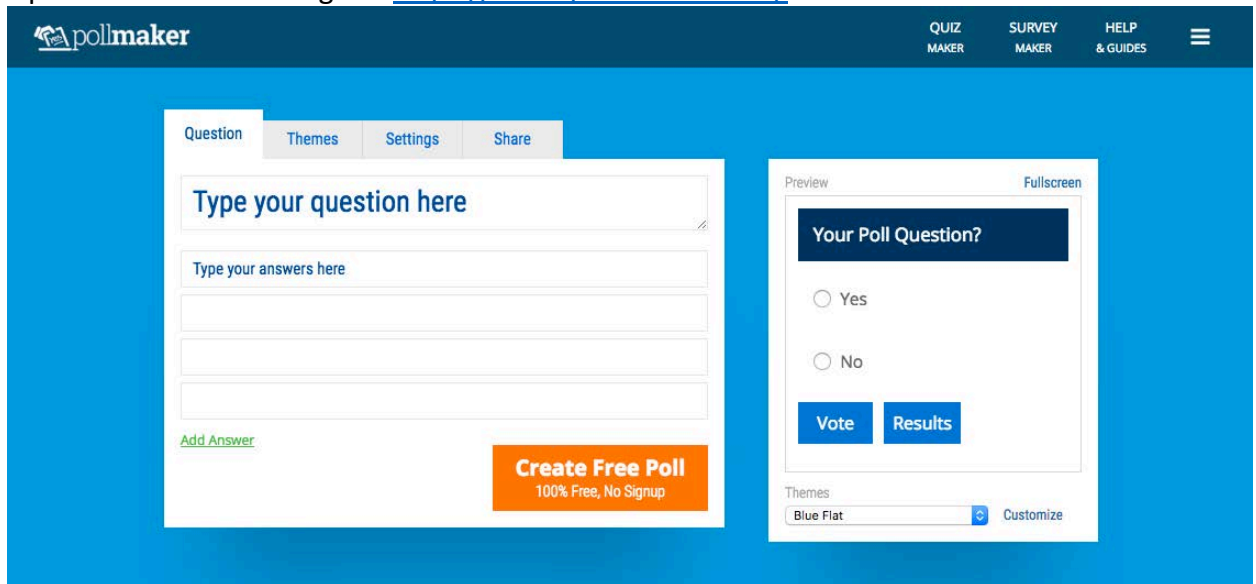
2. At the center of the page is the poll-maker tool. Start by entering a question, followed by the response options.
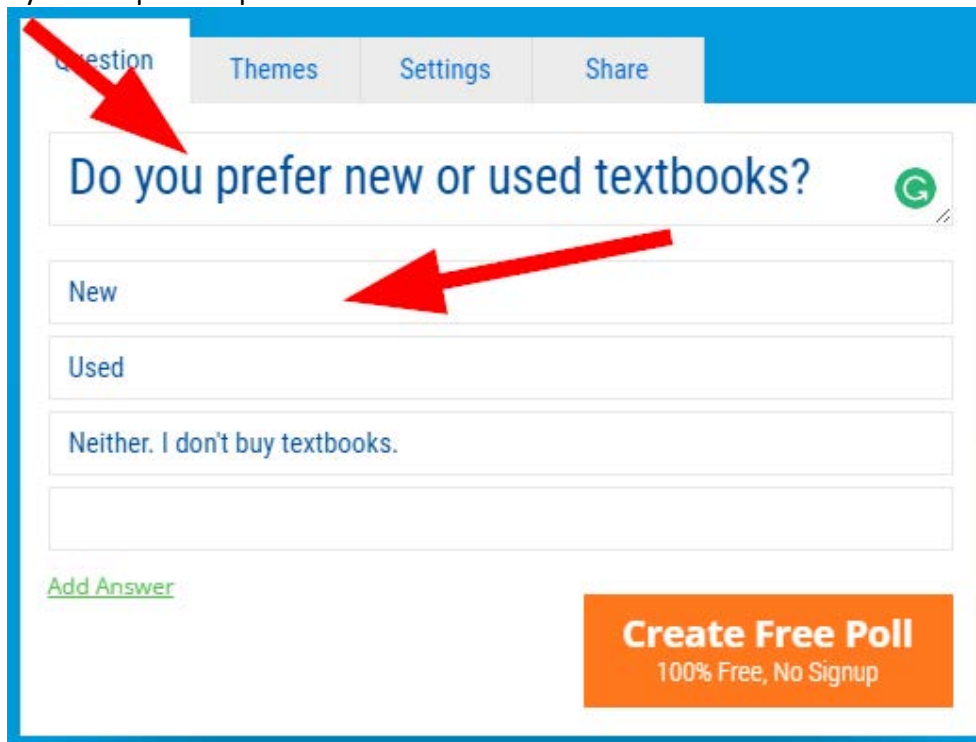
3. The poll will automatically populate to the right as you are creating it.

4. There are customizable theme options below the poll. Select a new theme to update immediately. You may also click on the "Themes" tab to view the various options at one time.

5. You can further customize under the "settings" tab.

6. Under "Basic" settings, you can control comments via Facebook on results page, comments on results page, and disable commenting on results page.
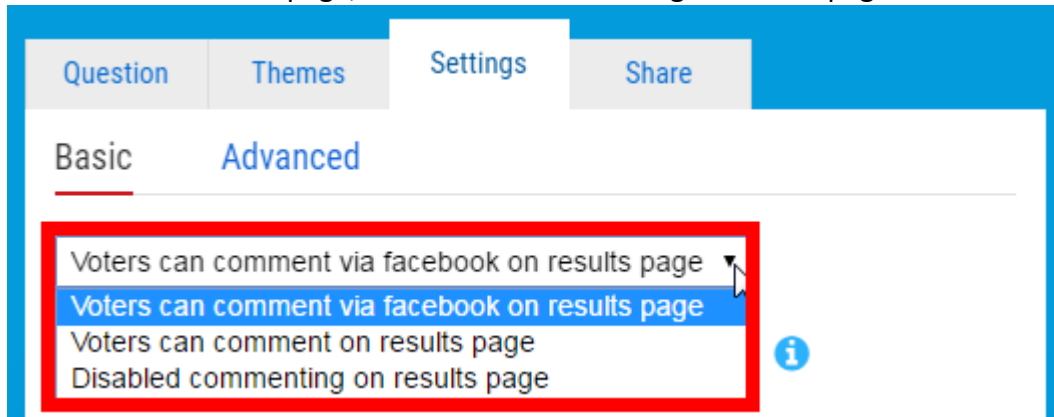
7. You can also control the amount of votes from the same person with various options including: allow multiple votes from the same person, block or limit multiple votes with light security, block or limit votes with heavy security, or block by IP address. If you choose any of the latter three, you can choose the allowed number of votes during a set period and enable the option to have voters enter a unique code to vote.
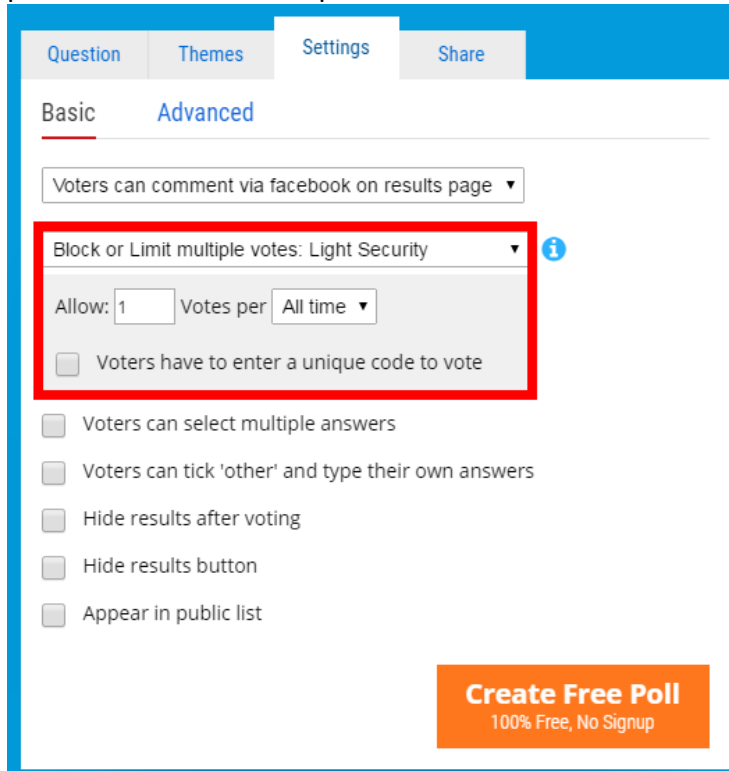
8. There are also options to allow voters the option to select multiple answers, allow voters to tick "other" and type their own answer, hide results after voting, hide results button, and enable appear in public list.

9. In "Advanced" settings, you can control the poll start and end time, time zone, privacy, button text for "vote" and "results," text field, answers, and enable the randomize answer order option. Instructions, above or below, and starting votes can also be added here.
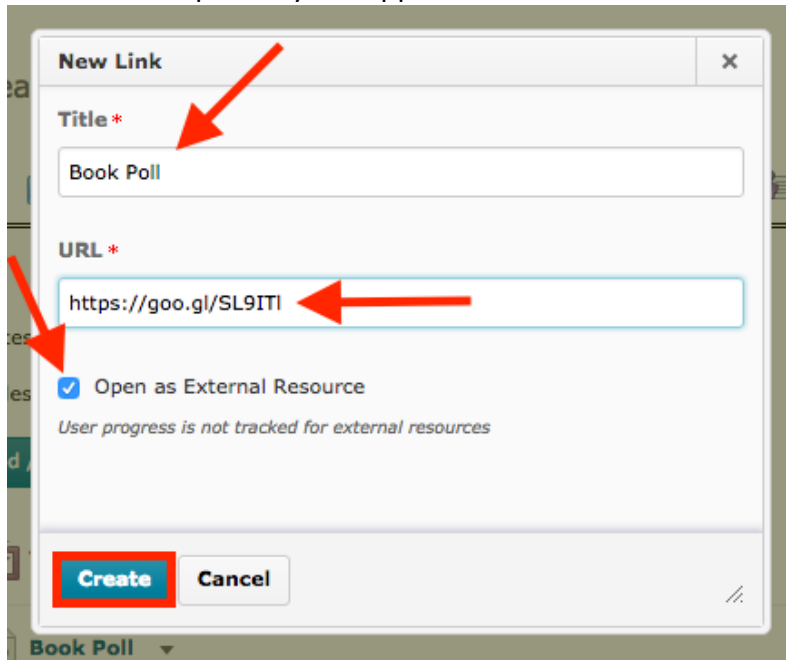
10. To copy the link, go to the "Share" tab and copy the "Vote" link.
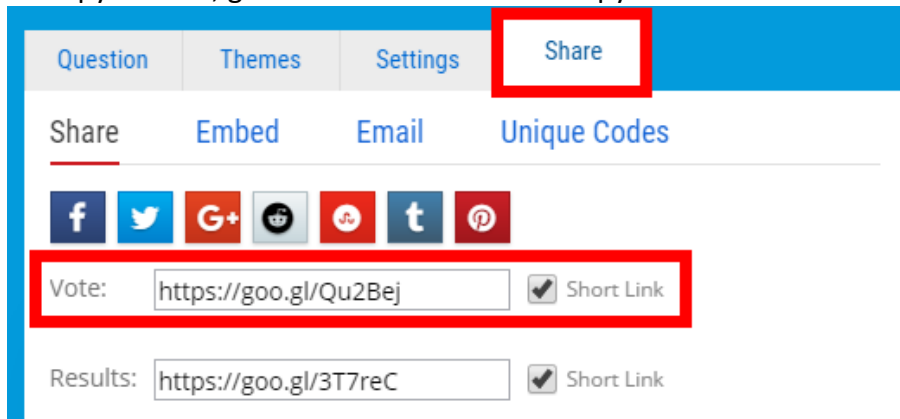
11. To put the link in D2L, log into your course and go to "Content." Select "Upload/Create," then select "Create a Link."
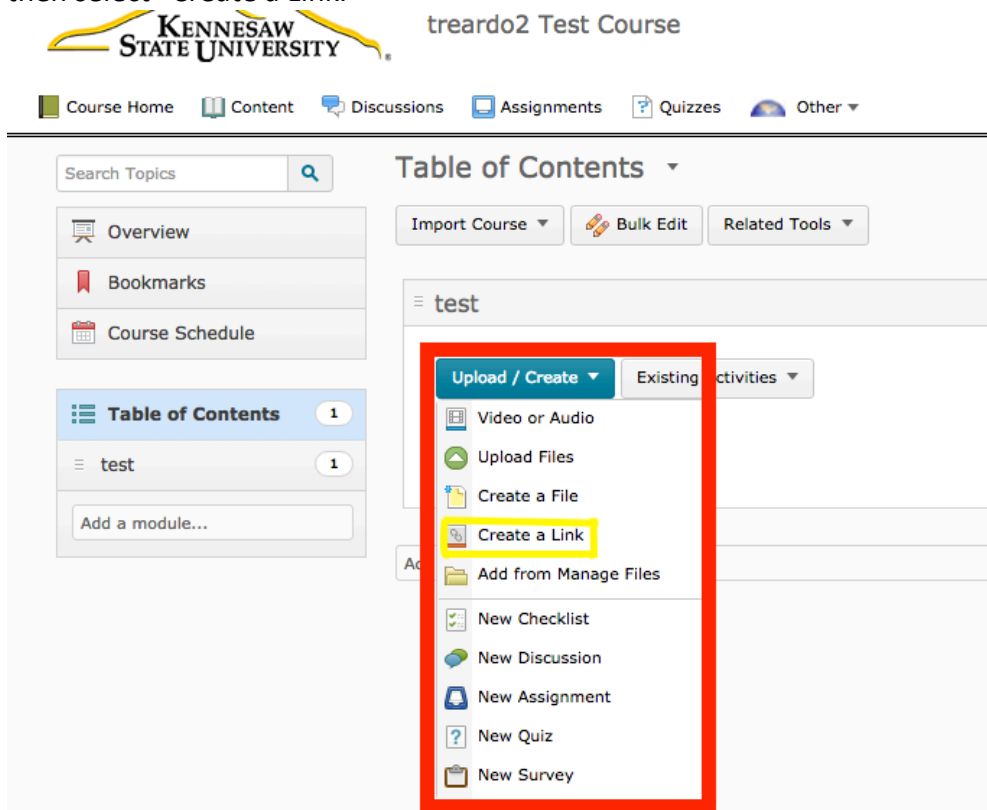
12. Enter a title for the link, and paste the URL. Select "Open as External Resource," otherwise the poll may not appear in D2L. Select "Create."

13. Click "Open in New Window," and the poll will appear.
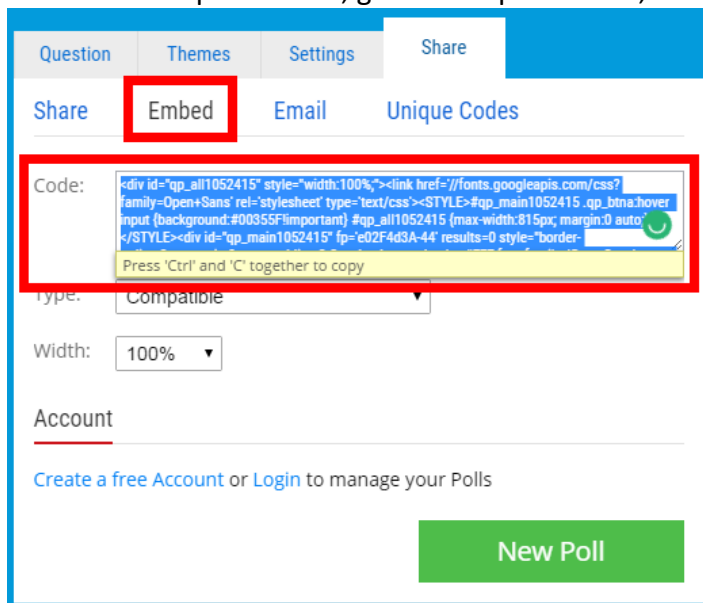
14. To embed the poll on D2L, go back to poll-maker, select "Embed," and copy the code.

15. Go to D2L, select "Content," "Upload/Create," and then "Create a File."

16. Enter a title and select the "Insert Stuff" button on the left side of the toolbar. A new window will open. Select "Enter Embed Code," and paste the code into the box. Select "Next."
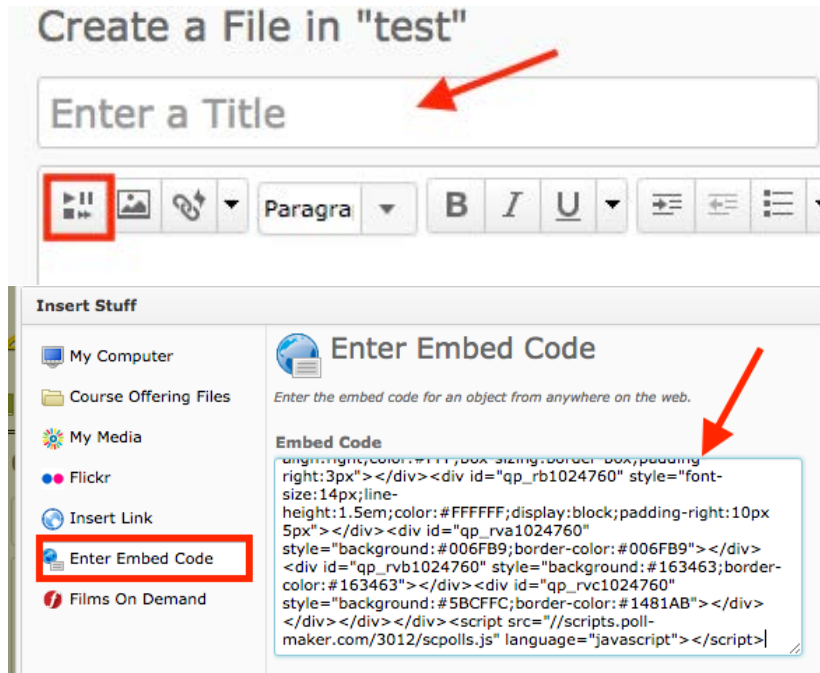
17. Below is how the poll will appear. Select "Insert." A new window will open. Make any additional changes before publishing. When you are done editing, select "Publish."
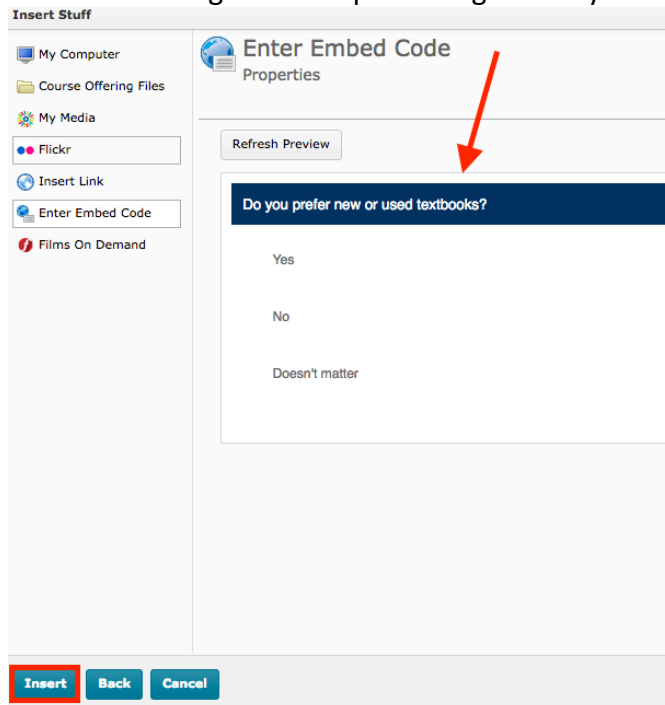
18. Below is the published version of the poll. If you would like to save polls, there is an option to create an account on Poll Maker, and that will allow you to save all your polls for future use.

Created by Donicea Miller and Tina Parmar, April 2017