Getting a Polldaddy Account and Creating a Poll

Getting your account:

Go to http://polldaddy.com/ select "Sign Up" under the free account option (also at http://polldaddy.com/signup-free/). Fill out the registration form, agree to the terms and conditions, and select "Create My Account." There is an option to sign up for Polldaddy using a Facebook account.

Keep in mind that the Username you choose will be part of the URL for your polls, so choose something simple and memorable.

Surveys

A survey differs from a poll in that you can ask multiple questions with a survey and you can also ask for a comment, an e-mail address, a name or an address, as well as multiple choice questions.

1. To create a survey, select "Create a New Survey" from the drop-down list



Polldaddy

Create your free account

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Survey	Yo
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2. Name the survey and select a survey style.



- Scroll down the page and select options for the survey, such as close date and quota closing. (The remaining options are not available for free accounts.) Select the "Save Settings" button.
- You may have more than one page of survey questions and you can name each page by selecting "Page Header" and typing in a page title.
- To add another page of questions, select "Add Page." You can reorder and branch questions by selecting "Reordering" and "Branching," at the top, under the survey title.



6. There are several types of questions and media options. While you can use these options, remember that each of them takes the place of one question and using the free account you are limited to 10 questions. The question types are as follows:

Free tex	PAGE HEADER Page Heading	
Multiple Choice	Out FREE TEXT Please enter your question here.	M Media
Matrix/Likert	Include a note Mandatory Large Single Line Cancel	Done Editing

b. Multiple choice – allows for one or many choices using the drop-down menu on the right.

01	MULTIPLE CHOICE When you need to know how to do something, where do you go f	irst?	Include a note Question is mandatory
	Visual Editor Plain Editor		Include "other" option
4	I go to Google or another search engine on the Internet to look for an ϵ	Media Uelete	CHOICE TYPE
\$	I go to the bookstore or library and look for a book on the topic.	🖬 Media 🗴 👿 Delete	Choose one (radio) Choose one (radio) Choose one (list)
\$	I ask a friend or neighbor that may have an answer to my question.	Media Ü Delete	Choose many (check) Choose many (list)
\$	I never need to know how to do something because I know how to do	Media Uelete	
†	I just call a professional person and pay to have something done.	A4 Media 😈 Delete	
	+ Add New Option		Cancel Done

c. Matrix

a.

Visit Polldaddy for an explanation and visuals of the Matrix/Likert option.

	QUESTIONS		COLUMN CHOICES	Single choice per q
4	Internet search engine	4	Use frequently and feel very comfortable	Single choice per que Single choice with Like
4	Smart phone	4	occasionally and feel somewhat comfortable	Multiple choices per q
\$	iPad or similar tablet computer	4	Use sometimes, but I need to know more t	
4	Cable TV	4	is technology because I'm afraid I'll break it.	
4	E-mail	4	for this technology and don't plan to use it.	
4	Texting on a cell phone	4	se this technology, but I money is a barrier.	

d. Rank – can choose a random or alphabetic ordering of responses instead of "As entered," which is the default.



e. Name – You do not need to enter a question on this one unless you want to. You have three choices on what you want to collect: full name; Title, first and last; first and last.

01	NAME			(Media	Include a note Question is mandatory
_	Title	First Name	Last Name	1	DISPLAY FIELDS
	Title	First Name	Last Name		Full name Title, first and last First and last

- f. Email address works the same as the Name "question."
- g. Address works the same as the Name "question."
- h. Phone number works the same as the Name "question."
- i. Date and time works the same as the Name "question."
- j. Number can ask a question that requires student to enter a number as a response.
- k. URL
- I. File upload The file upload type allows your participants to upload a file which you can review at a later date. For example, you may want to capture photos, videos, documents etc. Note that free users are restricted to 1MB file uploads. In the "question" field you can tell your student what kind of file you want them to upload.
- 7. For questions that allow media (images and audio files), select the "Media" icon, choose "Upload" and browse to the folder on your computer where the media file is located. Then select "Upload."
- To embed media from a Web site, select "Media Embed" and paste in the link (URL) or embed code (html) in the Media link/embed code box and select the "Insert" button.
- 9. After entering each question, choose "Done Editing."
- 10. When the survey is finished, click the "Finish & Share" button at the top or bottom right.



Upload	Media Embed	Library
Media link/e	mbed code	
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		-
	Insert	
	Allocity	
	Cancel	

- 11. You will see a pop-up window with options for sharing, including the survey's URL, the embed code for Web sites, and more.
- 12. You can edit a survey, poll, or quiz at any time by selecting it from the dashboard after signing in and choosing "Edit."

Website Popup 🛛 🕨	This allows you to use a pop up to laund	ch your survey.				
Website Inline	This method is a much cleaner way of presenting your survey to your users. The survey will open on new layer above your website and will disappear when the user is finished.					
Direct Link	new layer above your website and will disappe	ear when the user is finished.				
iPad	🗕 Button 🐱 Banner 🍍 Silder Popup					
Email						
	Text	Style				
	Take Our Survey!	Plain Text Link				
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	Take Our Survey!					
	WordPress.com Shortcode					
	[polldaddy survey="1EB0B016BC64388F" type="button" title="Take Or					
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	href="http://polldaddy.com/s/1EB0B016BC64388F"					
	>Take Our Survey!	<pre>/noscript> +</pre>				
		actly as it is shown here for your survey to appear correctly.				

Polls - (allows you to ask one multiple choice question)

- 1. From the Dashboard, select "Polls" and "Create a new poll."
- 2. Enter the poll question and possible responses, with media and options as desired.
- 3. Select a poll style and options. Then select "Create Poll."
- Select "Save Settings" when the poll is complete. A pop-up will appear, giving options for sharing, including embed codes for various Web sites and the URL for emailing. When you are done sharing select the "Done Sharing" button.



Ratings

To make a rating widget (embeddable tool for giving ratings), select "Ratings" from the Dashboard and "Create a new rating." Give the rating widget a name; select styles and colors, layout and font, and text; paste in an image URL, and choose rating type (stars or thumb-up/thumb-down). Select the "Save Rating Widget" button. Now select the code in the box to share the rating and paste it into a Web page.

Rating Widget Name	FOLDER
New Rating	My Content 💌
Edit Styles	Rating Type
Rating Yupo Rating See Lonox & Forts Tec R Coor Coor R Coor Coor R Coor Coor R Coor Coor	R 5 Stars Range Read sources (C) Heres Radrey
	Preview Rating Widget 12200 Vivites

Quiz

To create a quiz, select "Quizzes" and "Create a New Quiz." The quiz question types are multiple choice. Once again you will need to select a style for the look of your quiz, as well as a few other options and select "Save Settings." You can have students enter their names and/or e-mail addresses. When the quiz is complete, select the "Finish & Share" button for sharing options.



Viewing results

You can view results of a survey, poll, or quiz by selecting Survey, Poll, or Quiz in the menu, then letting your mouse hover over the title of the item for which you would like to view the results. Now select "Reports" to see the results of your survey, poll, or quiz.

Your Dashboard		
Create a new	Move to *	Order by date 💌
All Contents	All Surveys	
Surveys		
E Polis	EARLIER THIS MONTH	SHOWING 1-1 OF 1
8 Quizzes	Your Impressions of Technolly My CONTENT	1 📩 O Aug 74
🕼 Ratings	Edit Share Preview Reports Actions 👻	RESPONSE
MY FOLDERS		SHOWING 1-1 OF 1

To clear results in order to use the poll, survey, ratings, or quiz again, select the "Reset Results" button.

Results can be embedded and linked in a blog or other Web site. Just select "Share" on the Results screen to see sharing options.

For answers to questions about using the site, see http://support.polldaddy.com/

