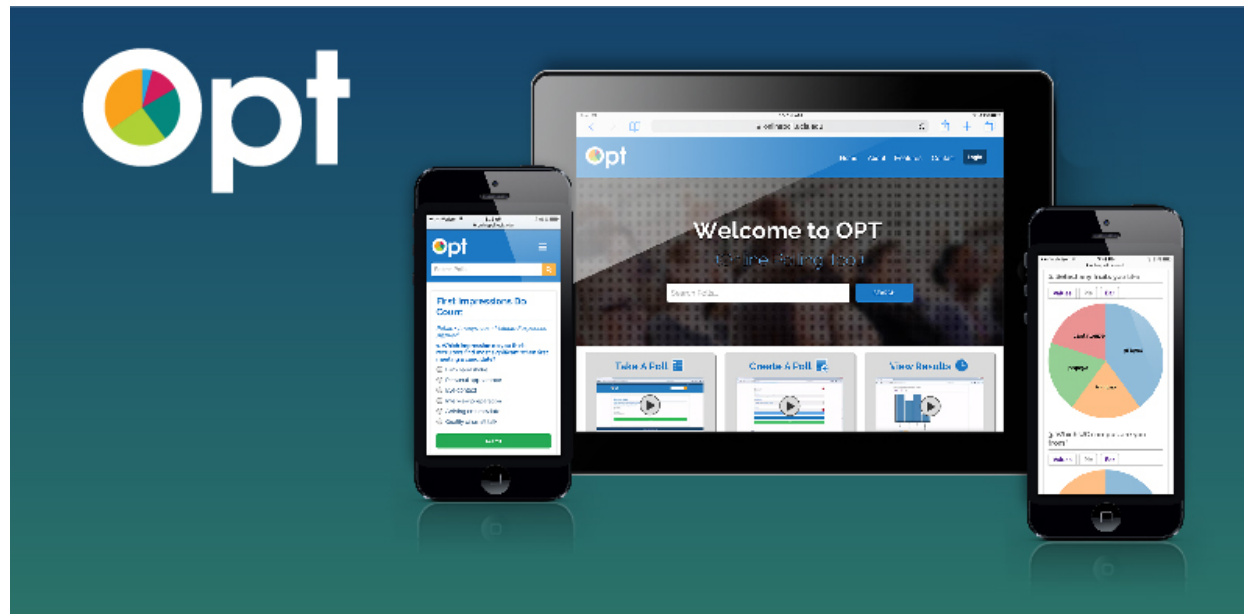




OPT Poll Creator/Instructor Quick Guide



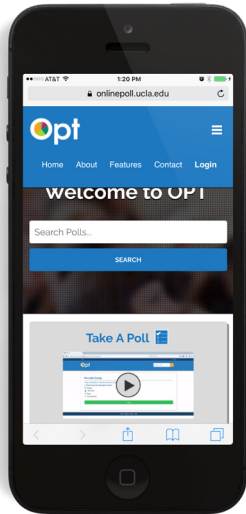


Managing Your Polls in OPT @ onlinepoll.ucla.edu

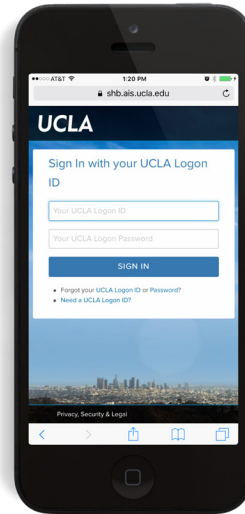
Create Polls

To CREATE your own OPT polls, login with your BOL then select "Create A Poll" on the menu.

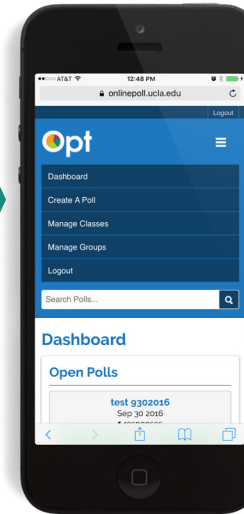
Please note that creating passwords are OPTIONAL and does not need to be used.



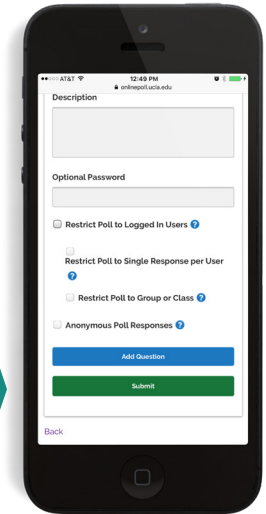
Log in



Select Create A Poll



Decide on details, then Submit

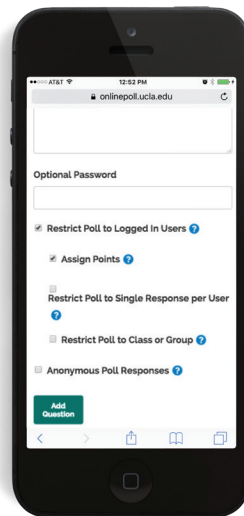


Add Points to Polls

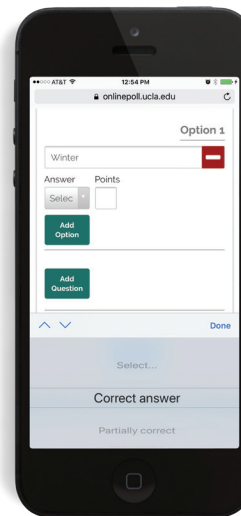
When creating new polls, check the boxes for *Restrict Poll to Logged In Users* and *Assign Points*

Please note that you can only assign points to question types: True/False, Single and Multiple Choice

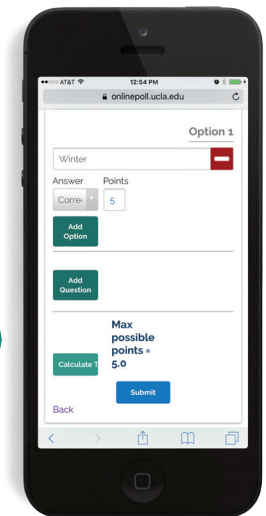
Check Restrict Poll to Logged in Users and Assign Points box



Select the Answer type and enter the Points value for each choice



Select Calculate Total Points to check the Max and Min possible points

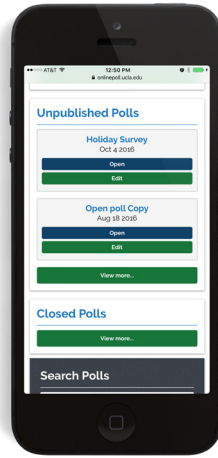




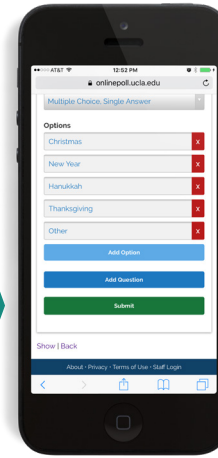
Edit Polls

From the Dashboard, scroll down to Unpublished Polls then select the *Edit* button of the poll that you want to edit.

Select *Edit*



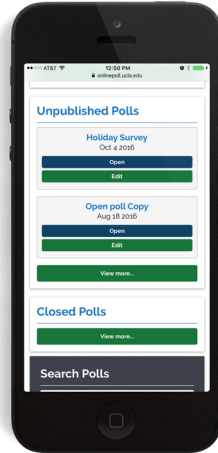
Make your edits, then select *Submit*



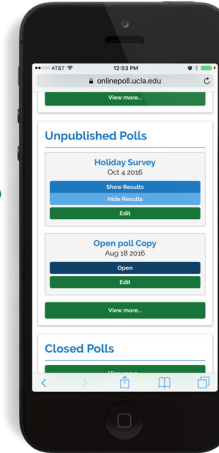
Activate Polls

From the Dashboard, scroll down to *Unpublished Polls* then select Open button of the poll that you want to activate.

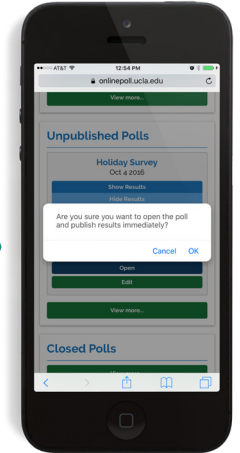
Select *Edit*



Decide on showing or hiding results from participants



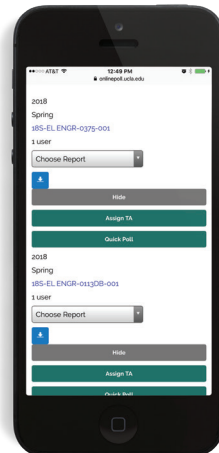
Confirm the action by selecting *OK*



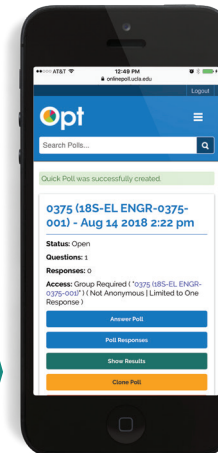
Create Quick Polls

From Manage Classes or from Manage Groups, click on *Quick Poll*.

Select *Quick Poll*



Manage the created poll by clicking either *Show Results* or *Clone Poll*



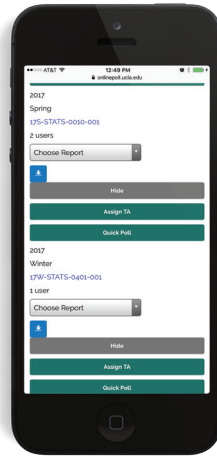


Assign TA

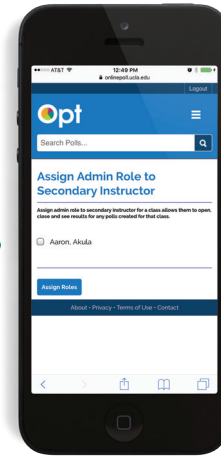
From Manage Classes, look for the class you would like to share with the TA.

Please note that students need to log in to OPT first in order to be listed in the class.

Select Assign TA



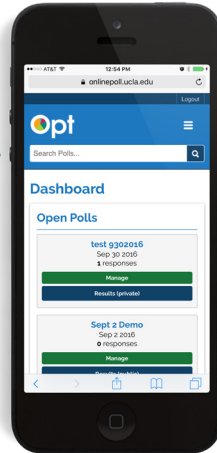
Check the box of the TA you want to share the class polls to then select Assign Roles.



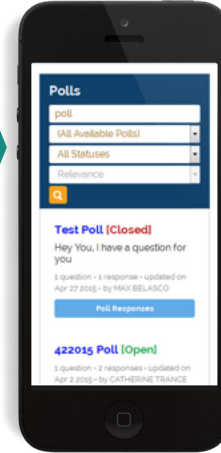
Search Polls

On the header, use the Search Polls... field to search for a poll.

Search by poll name here



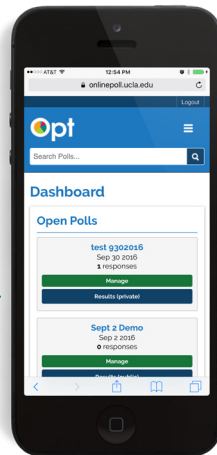
Use search filters to shortlist the result



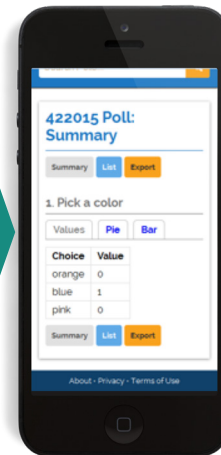
View Result

Look for the poll then select Results.

Select Results



Use the tabs to switch to different views and to export results



Choice	Value
orange	0
blue	1
pink	0



OPT Poll Creator User Guide

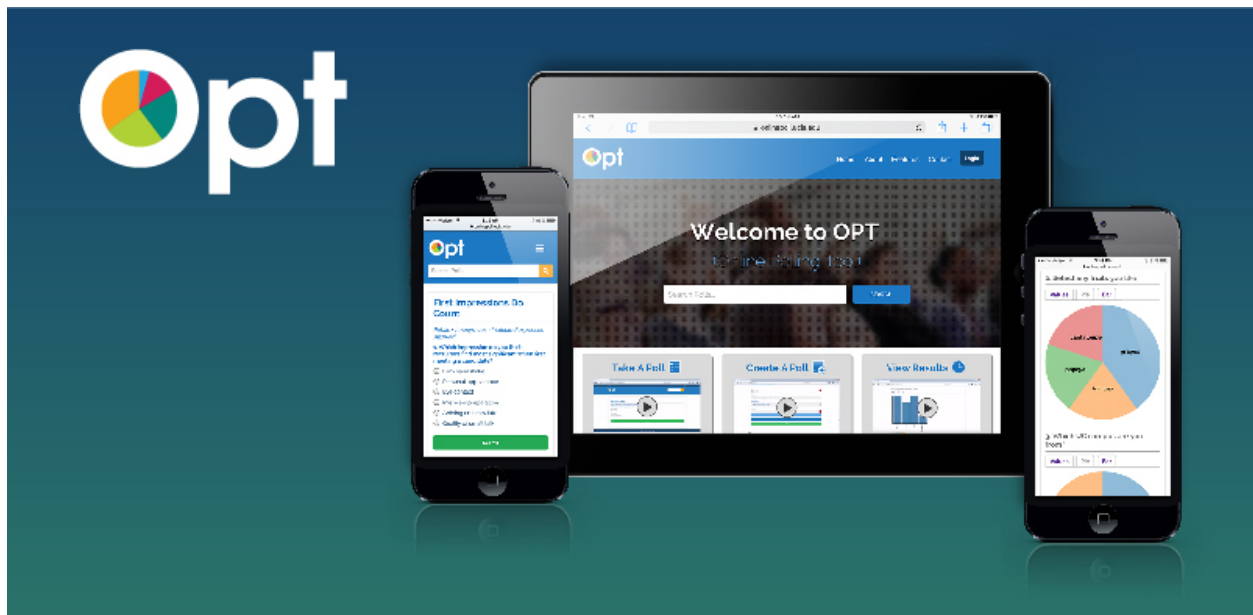




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What's New

The March 2020 release of the OPT fixes and enhancements includes the following:

- Archived polls can now be added to all class and group poll reports.
- Poll questions can now be marked as skippable or optional.

1. How do I access OPT?

Step 1: Go to onlinepoll.ucla.edu.

Step 2: Click Login button.

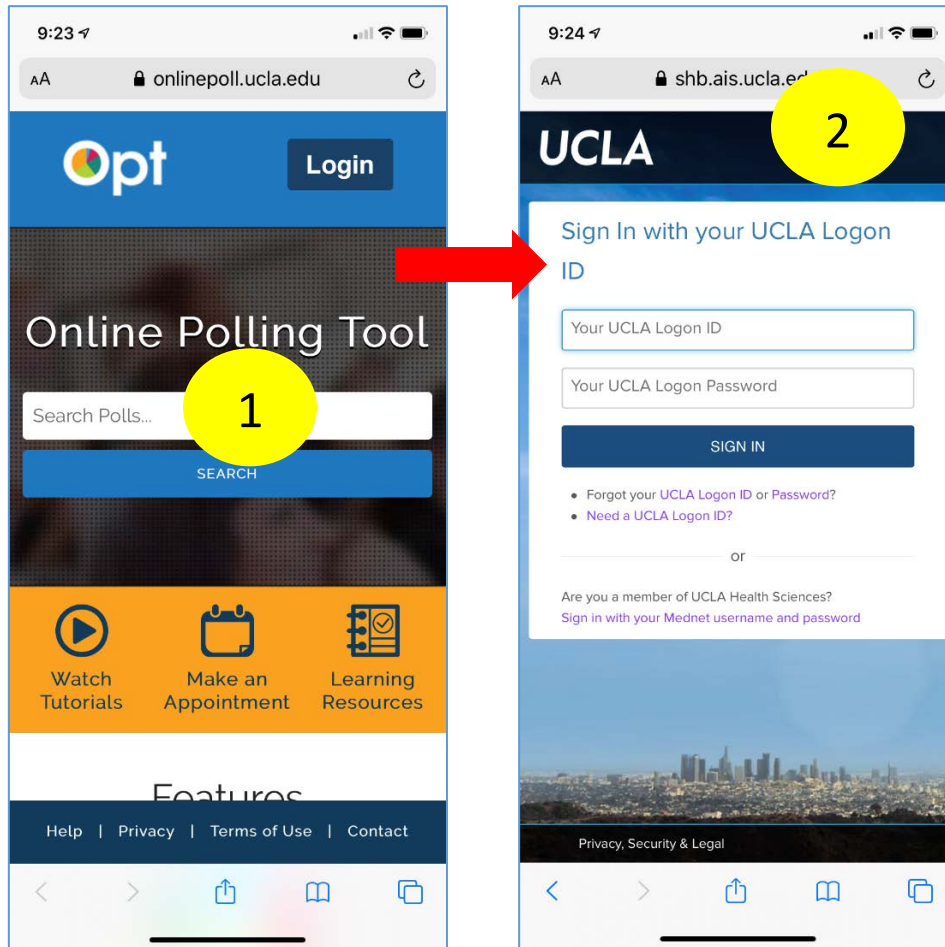


Step 3: Enter your Bruin login credentials.



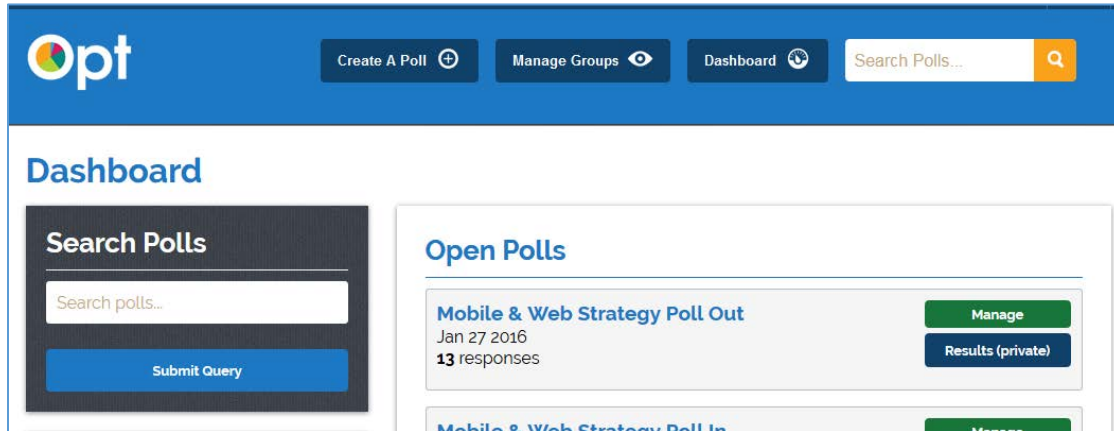
On a Mobile Device

- Tap the “Login” button on top right corner then enter your Bruin Online login credentials.



2. How do I create polls?

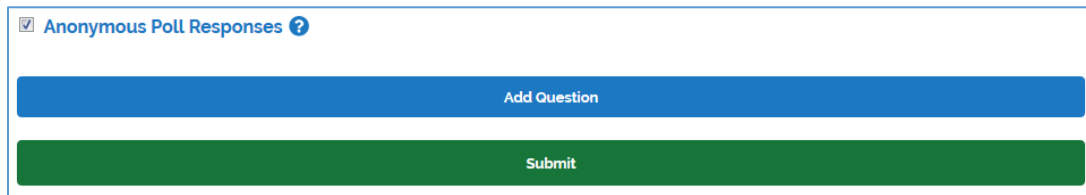
Step 1: Click “Create a Poll” button on the header.



Step 2: Enter the required poll title. Decide on how the poll should be accessed by students or poll takers by selecting between “Password” and “Require login / restrict to course”.

Note: “Require login / restrict to course” must be selected if you prefer the poll to have points/grades, accept single response per user only and/or to restrict the poll to a class or group. If latter was selected, a checklist of groups/classes will appear simply select the group/class allowed to access the poll.

The screenshot shows the 'Create Poll' form. It has a title 'Create Poll' at the top. Below it is a 'Title' field with a text input and a small icon. Underneath is the 'Access' section, which states 'Polls must be protected either by a simple password or requiring login:'. There are two radio buttons: 'Password' (selected) and 'Require login / restrict to course'. Below these is a text input field for a password. The 'Poll Questions' section has a list of questions. The first question is '1 Write new question here' with a 'Short Text' dropdown menu and a red 'X' button to delete it. Below the question list is an 'Optional' checkbox and a vertical ellipsis icon. At the bottom of the form is a green 'Add Question' button.

Step 3: Click “Add Question”.

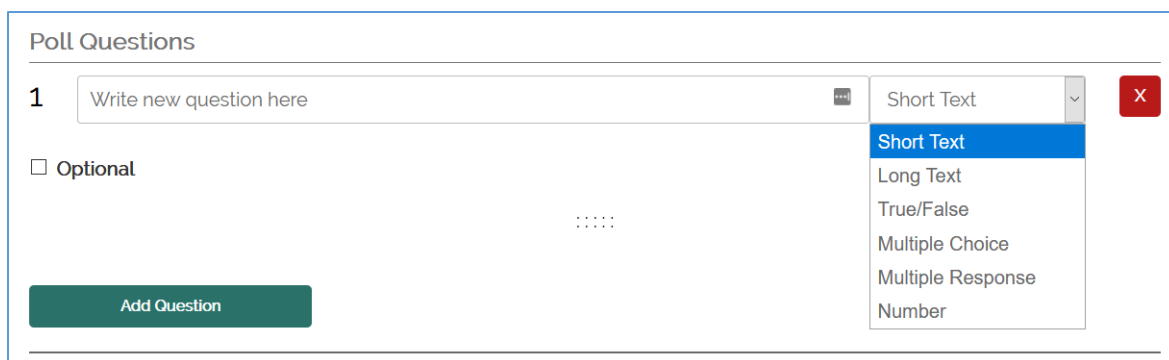
Anonymous Poll Responses [?](#)

Add Question

Submit

Step 4: Enter the question text in “Write new question here” text box then select the question type from the drop down list.

Note: Click “Optional” box if you do not require answer to the question.



Poll Questions

1 Write new question here ⋮ Short Text ×

Optional

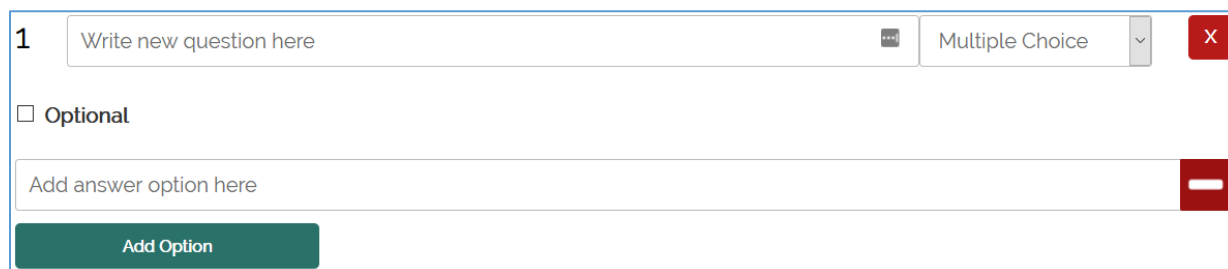
⋮

Add Question

- Short Text
- Long Text
- True/False
- Multiple Choice
- Multiple Response
- Number

Notes:

If the question type you selected is Multiple Choice or Multiple Response, click “Add Option” to add a choice response. Enter the choice response in the “Add answer option here” text box.






1 Write new question here ⋮ Multiple Choice ×


Optional

Add answer option here —

Add Option


- To delete a question, click the red X button .
- To delete a choice response, click the red – button .
- To re-arrange the questions, mouse over the re-order icon  under the question then drag and drop to the desired location.
- If you set the poll to “Assign Points”, fill in True/False, Answer, and Points fields showing below the question box (if it’s True or False question) and below each choice response (if multiple choice or multiple response question).



Poll Questions

1 The number of degrees of arc in a circle is 360. True/False 


Optional

True/False Answer Points


Select... Select... 


2 32.000 is written in scientific notations as  Multiple Choice 

Optional


3.2x10^4 

Answer Points


Select... 

32x10^4 

Answer Points

Select... 

Add Option



Add Question

Step 5: Click “Submit” at the bottom of the form when you are done.

Submit

Step 6: Once submitted you have the option to edit, clone, open or delete the created poll.

Poll was successfully created.

Summer 2016 Poll

Status: Unpublished
Questions: 1
Responses: 0
Access: Public (Anonymous | Multiple Responses Allowed)

[Edit Poll](#) [Clone Poll](#) [Open](#) [Delete Poll](#)

Note: Submitted poll will not be available to students/poll takers until you open it. When opening the poll you have the option to either hide or show the poll results to your students/poll takers.

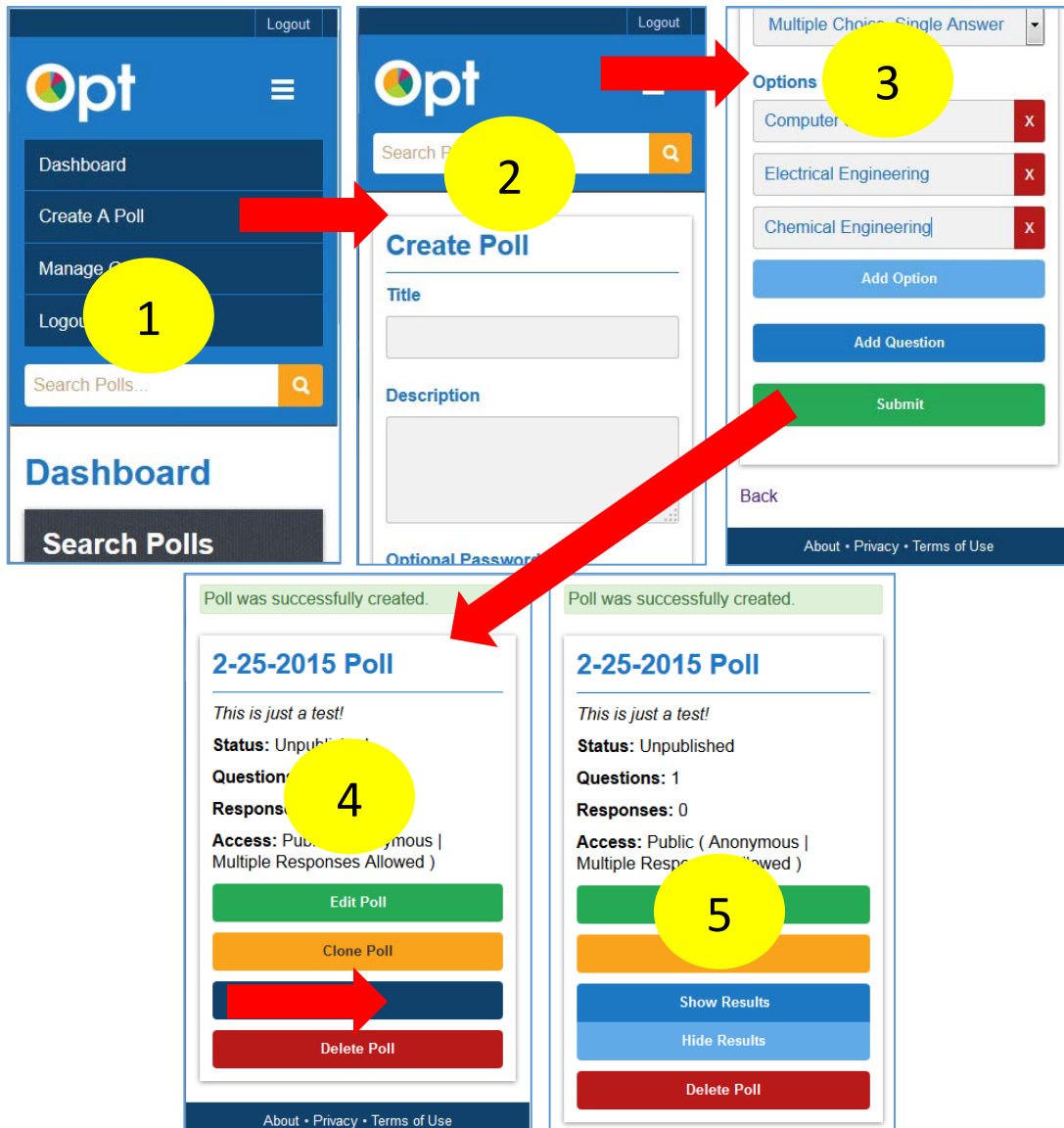
Summer 2016 Poll

Status: Unpublished
Questions: 1
Responses: 0
Access: Public (Anonymous | Multiple Responses Allowed)

[Edit Poll](#) [Clone Poll](#) [Show Results](#) [Delete Poll](#)
[Hide Results](#)

Mobile View

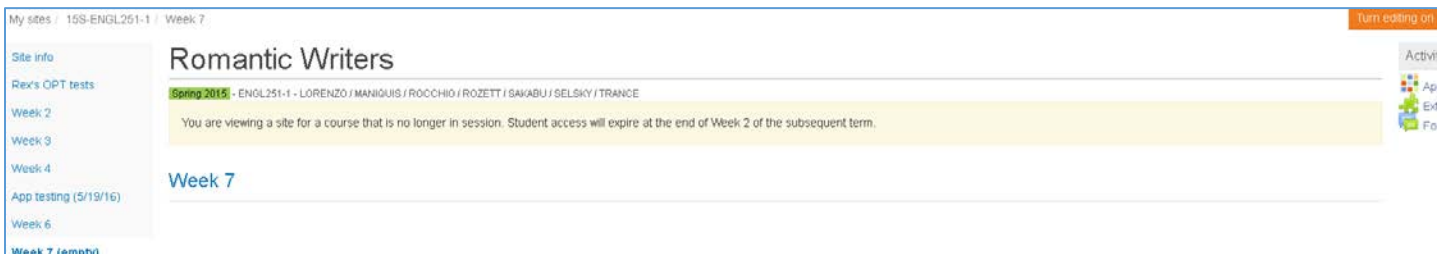
- Tap the 3 bar menu icon then select “Create a Poll”. Define the poll and the questions then click “Submit” when done. The submitted poll can be edited, cloned, opened or deleted. When opening the poll you have to option to either show or hide the poll results to your students/poll takers.



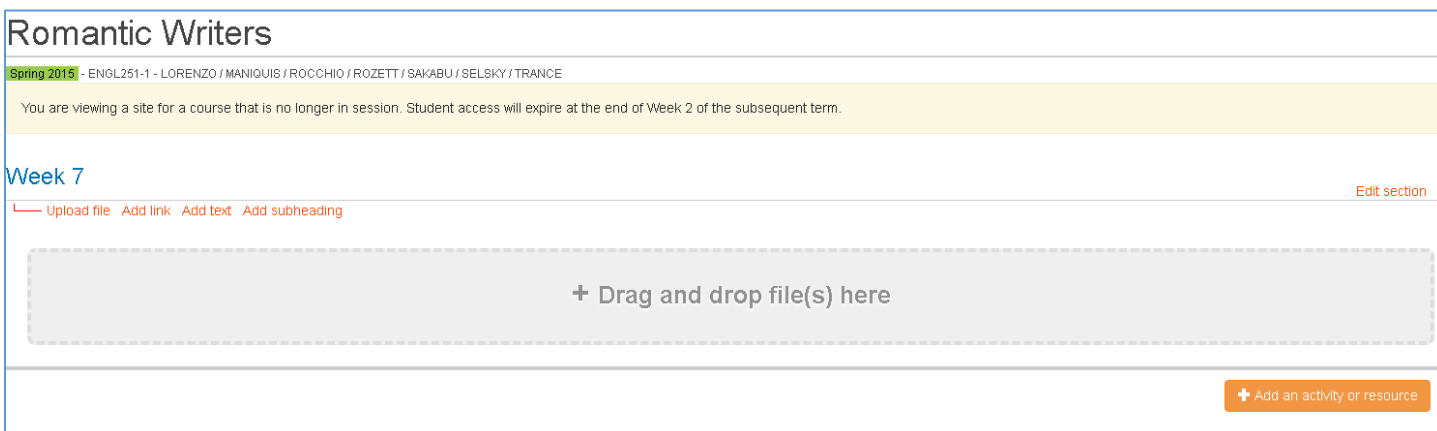


3. How do I add OPT class polls to CCLE?

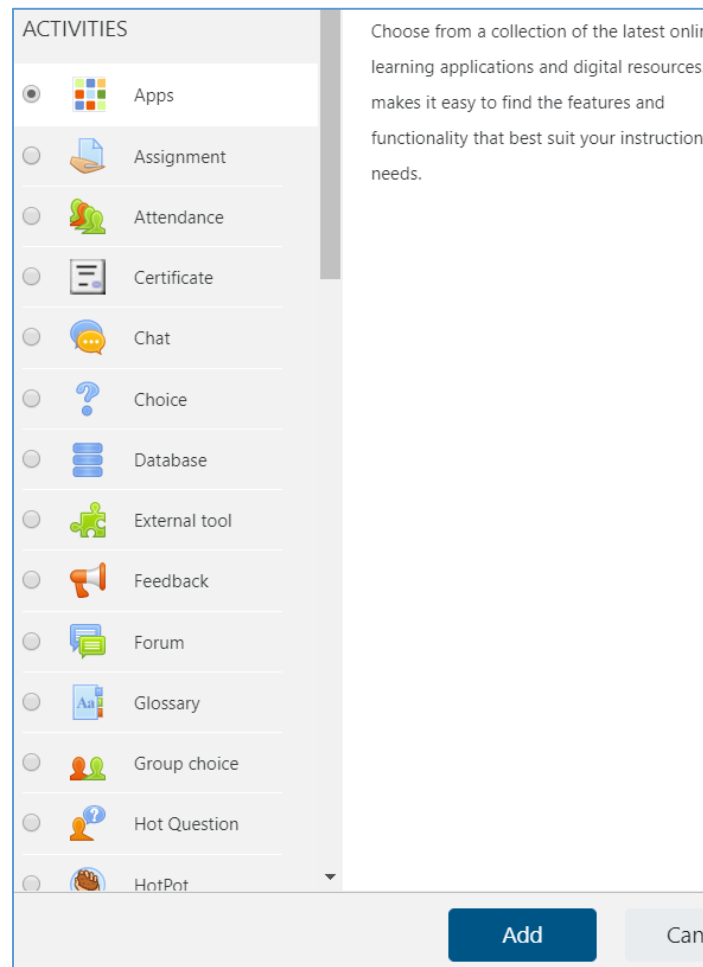
Step 1: Log in to CCLE and open your class. Go to the page where you want to add OPT class polls then click “Turn editing on” button.



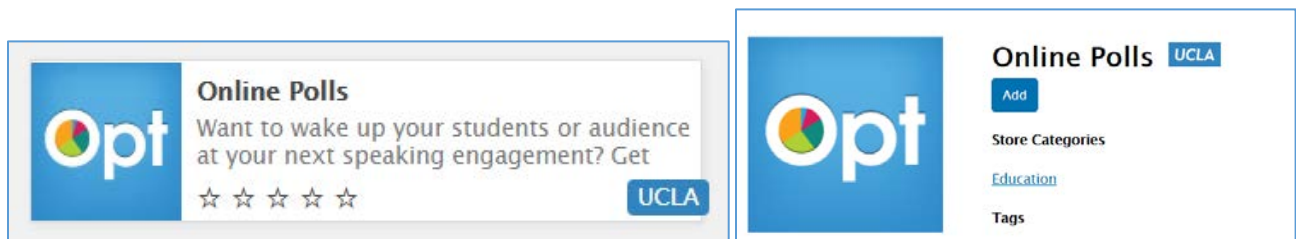
Step 2: Click “Add an activity or resource” button.



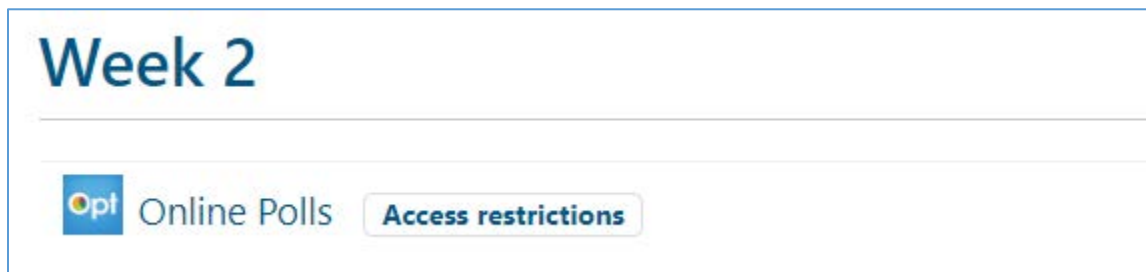
Step 3: Select “Apps” then click “Add” button.



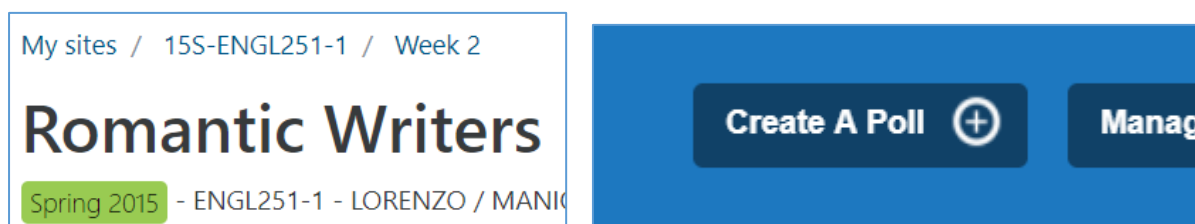
Step 4: Select “OPT Online Polls” from the apps list then click “Add” button.



Step 5: Click “Turn editing off” then click “OPT Online Polls”.



Step 6: Take note of the name of the class showing on CCLE then click “Create a poll” button.



Step 7: Fill in the poll details and make sure that you assign the poll to the class by selecting “Require login/restrict to course” and the class name that appears on CCLE.

A screenshot of a poll configuration form. At the top, there are two radio buttons: "Password" (unselected) and "Require login / restrict to course" (selected). Below these are four checkboxes, each with a question mark icon: "Assign Points" (unselected), "Do not allow multiple responses" (unselected), "Anonymous responses" (unselected), and "Restrict to Class or Group" (checked). Below the checkboxes is a section titled "Allowed Group(s)" which contains a list of groups with checkboxes: "Romantic Writers" (checked), "New Group" (unselected), "Group A" (unselected), and "Stemcell Website Development" (unselected).

Step 8: Click “Submit” button after adding all your questions.

The screenshot shows the 'Poll Questions' editor. At the top, there is a question number '1' and a text input field containing 'Select one'. To the right of the input field is a dropdown menu set to 'Multiple Choice' and a red 'X' button. Below this is an 'Optional' checkbox. There are three option input fields labeled 'a', 'b', and 'c', each with a red minus sign button to its right. Below the options is a green 'Add Option' button. At the bottom of the question editor is a green 'Add Question' button. At the very bottom of the interface is a large blue 'Submit' button.

Step 9: Click “Open” button then choose to either show the poll results to your students or hide them. (Note: You can still see the class poll results regardless of your selection.)

The screenshot shows the 'Sample OPT class poll' management interface. It displays the following information: Status: Unpublished; Questions: 1; Responses: 0; Access: Group Required ("Romantic Writers") (Not Anonymous | Multiple Responses Allowed); LTI Launch URL: <https://onlinepoll.ucla.edu/polls/4248>. At the bottom, there are five buttons: 'Edit Poll' (blue), 'Clone Poll' (orange), 'Show Results' (blue), 'Hide Results' (green), and 'Delete Poll' (red).

Step 10: Click “OK” button from the confirmation popup.

The screenshot shows a confirmation popup dialog with the text: 'An embedded page at onlinepoll.ucla.edu says Are you sure you want to open the poll?'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Step 11: Instruct your students to click OPT Online Polls on CCLE to access your class polls. Students will see all of your class polls listed under “My Polls” list.

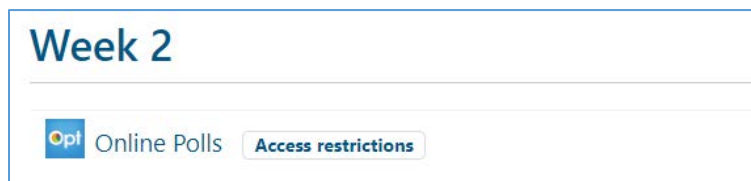
Week 2

 Online Polls

4. How do I link OPT graded class poll into CCLE gradebook?

Note: The following steps are needed in order for the class poll points from OPT to be integrated with the CCLE’s gradebook. This would require individual adding of class polls as an external tool. OPT also offers a downloadable CSV files of all class polls with points, see “How do I view the Class/Group poll participation and detailed poll responses report?” on page 30.

Step 1: Log in to CCLE and open your class. Go to the page where you added OPT Online Polls and click it.



Step 2: Take note of the name of the class showing on CCLE then click “Create a poll” button.



Step 3: Fill in the poll details and make sure that you assign the poll to the class by selecting “Require login/restrict to course” and the class name that appears on CCLE. Select “Assign Points” and “Do not allow multiple responses” (if you want your students to only submit their answers once).

Access

Polls must be protected either by a simple password or

Password Require login / restrict to course

Assign Points ?

Do not allow multiple responses ?

Anonymous responses ?

Restrict to Class or Group ?

Allowed Group(s)

Romantic Writers

New Group

Group A

Stemcell Website Development

Step 4: After adding all your questions and their points, click “Calculate Total Points” button and take note of the “Max possible points” value. Then click “Submit” button.

1

Optional

Answer Points

Answer Points

Answer Points

.....

Max possible points = 5.0 Max possible points lost = 0.0

Step 5: Click “Open” button then choose to either show the poll results to your students or hide them. You can still see the class poll results regardless of your selection. Take note of the “LTI Launch URL” value.

Sample OPT graded class poll

Status: Unpublished
Questions: 1
Responses: 0
Access: Group Required (**Romantic Writers**) (Not Anonymous | Limited to One Response)
LTI Launch URL: <https://onlinepoll.ucla.edu/polls/4250>

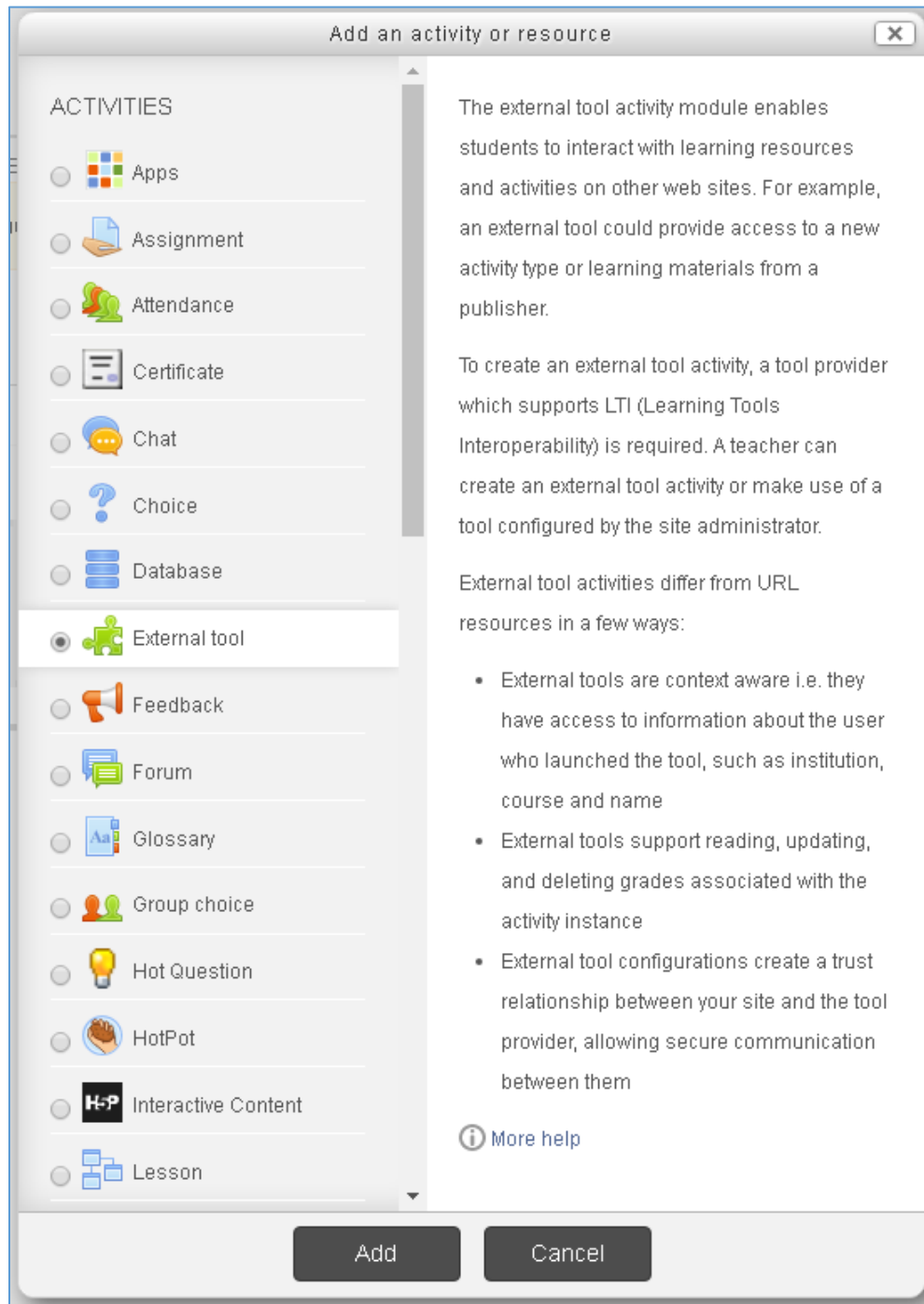
[Edit Poll](#) [Clone Poll](#) [Show Results](#) [Delete Poll](#)
[Hide Results](#)

Step 6: Click “OK” button from the confirmation popup.

An embedded page at onlinepoll.ucla.edu says
Are you sure you want to open the poll?

[OK](#) [Cancel](#)

Step 7: Go back to “ccl.e.ucla.edu” then go to the class page where you want to add the OPT graded class poll. Click “Turn editing on” and then click “Add an activity or resource”. Select “External tool” from the list then click “Add” button.



Step 8: Enter the OPT graded class poll title in the Activity name box and the “LTI Launch URL” value from “Step 5” in the “Launch/cartridge URL” box. (Note: Make sure that there’s no white space after the poll ID)

Adding a new External tool to Week 7 ⓘ

▼ General

Activity name*

Preconfigured tool ⓘ Automatic, based on launch URL ▼ + * x

Launch/cartridge URL ⓘ

+ Show more...

▶ Privacy

▶ Grade

▶ Common module settings

▶ Restrict access

▶ Competencies

Save and return to course Save and display Cancel

Step 9: Click Show more... then enter “demo” in Consumer key box and “secret” in Shared secret box.

Launch container* ⓘ

Consumer key* ⓘ

Shared secret* ⓘ Unmask

Step 10: Click Grade to expand the form then enter the Max possible points of your poll (from Step 4) to the Maximum grade box of the external tool.

The screenshot shows a form titled "Grade" with the following fields and options:

- Grade** (with a help icon):
 - Type: Point (dropdown)
 - Scale: Default competence scale (dropdown)
 - Maximum grade: 10 (text input)
- Grade category** (with a help icon): Not categorized (dropdown)
- Grade to pass** (with a help icon): (empty text input)

Below the form are three buttons: "Save and return to course", "Save and display", and "Cancel".

Step 11: Click "Save and return to course" button.

5. How do I manage my polls?

On "Dashboard" page, click "Manage" button or the poll name to manage your created polls.

The screenshot shows a section titled "Open Polls" containing a poll entry:

- Mobile & Web Strategy Poll Out** (with a blue arrow pointing to the title)
- Jan 27 2016
- 13 responses
- Manage** button (with a green arrow pointing to it)
- Results (private)** button

A. Managing "Open" Polls – You can select from actions below:

1. Answering the poll;
2. Viewing the poll responses;
3. Showing or hiding poll results (if current state of the poll result is hidden, "show" will appear as an option otherwise "hide" will appear);
4. Cloning the poll;
5. Closing the poll; and

6. Deleting the poll.

Mobile & Web Strategy Poll Out

This is the "poll out" for Mobile & Web Strategy OIT/IDRE Open House

Status: Open
Questions: 3
Responses: 13
Access: Public (Anonymous | Multiple Responses Allowed)

Buttons: Answer Poll, Poll Responses, Show Results, Clone Poll, Close Poll, Delete Poll

Callouts: 1, 2, 3, 4, 5, 6

The screenshot shows a poll interface for 'Mobile & Web Strategy Poll Out'. It displays the poll title, a subtitle, status (Open), number of questions (3), responses (13), and access settings (Public, Anonymous, Multiple Responses Allowed). Below this information is a row of six buttons: 'Answer Poll' (green), 'Poll Responses' (blue), 'Show Results' (light blue), 'Clone Poll' (orange), 'Close Poll' (dark orange), and 'Delete Poll' (red). Below each button is a blue circle with a white number from 1 to 6, with an arrow pointing up to the corresponding button.

B. Managing “Unpublished” Polls – You can select from actions below:

1. Editing the poll;
2. Cloning the poll responses;
3. Opening the poll (see opening poll options); and
4. Deleting the poll.

Diversity poll Summer 2016

Status: Unpublished
Questions: 1
Responses: 0
Access: Public (Anonymous | Multiple Responses Allowed)

Buttons: Edit Poll, Clone Poll, Open, Delete Poll

Callouts: 1, 2, 3, 4

The screenshot shows a poll interface for 'Diversity poll Summer 2016'. It displays the poll title, status (Unpublished), number of questions (1), responses (0), and access settings (Public, Anonymous, Multiple Responses Allowed). Below this information is a row of four buttons: 'Edit Poll' (green), 'Clone Poll' (orange), 'Open' (dark blue), and 'Delete Poll' (red). Below each button is a blue circle with a white number from 1 to 4, with an arrow pointing up to the corresponding button.

B.1. Opening poll options – Once you click the “Open” button, you will have the option to either show or hide the results to poll takers/responders. The poll result will always be visible to you as the creator of the poll, this controls the view for the poll takers/responders.

Diversity poll Summer 2016

Status: Unpublished
Questions: 1
Responses: 0
Access: Public (Anonymous | Multiple Responses Allowed)

[Edit Poll](#) [Clone Poll](#) [Show Results](#) [Delete Poll](#)

[Hide Results](#)

C. Managing “Closed” Polls – You can select from the actions below:

1. Viewing the poll responses;
2. Showing or hiding poll results (if current state of the poll result is hidden, “show” will appear as an option otherwise “hide” will appear);
3. Cloning the poll;
4. Archiving the closed poll; and
5. Deleting the poll.

Data Privacy Month - Tech Speed Dating Poll

This is the poll for Data Privacy Month - Tech Speed Dating. OPT experience.

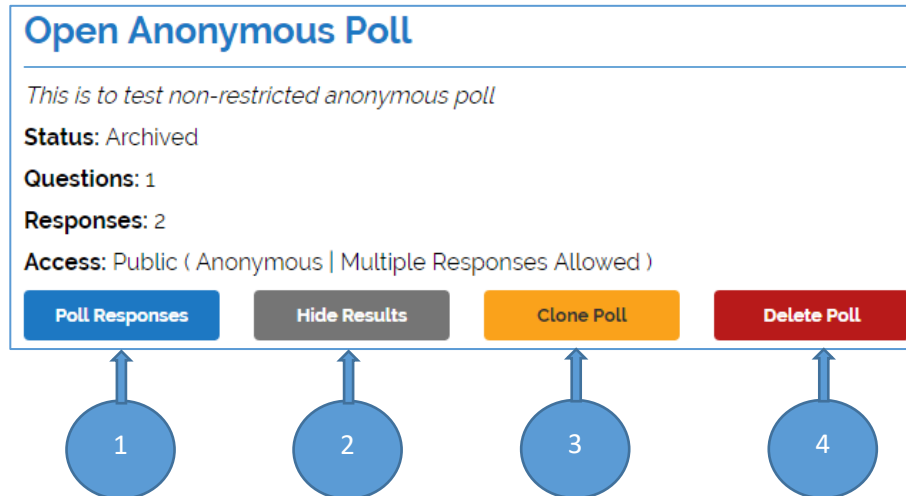
Status: Closed
Questions: 5
Responses: 0
Access: Public (Anonymous | Multiple Responses Allowed)

[Poll Responses](#) [Show Results](#) [Clone Poll](#) [Archive Poll](#) [Delete Poll](#)

1 2 3 4 5

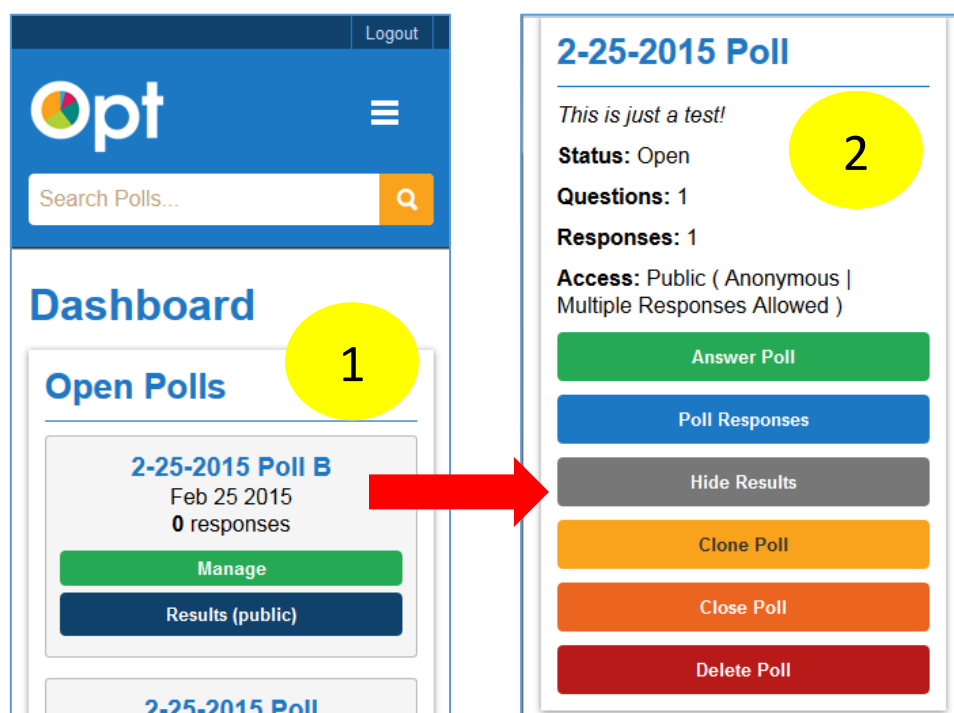
D. Managing “Archived” Polls – You can select from the actions below:

1. Viewing the poll responses;
2. Hiding or showing poll results (if current state of the poll result is hidden, “show” will appear as an option otherwise “hide” will appear);
3. Cloning the poll;
4. Deleting the poll.



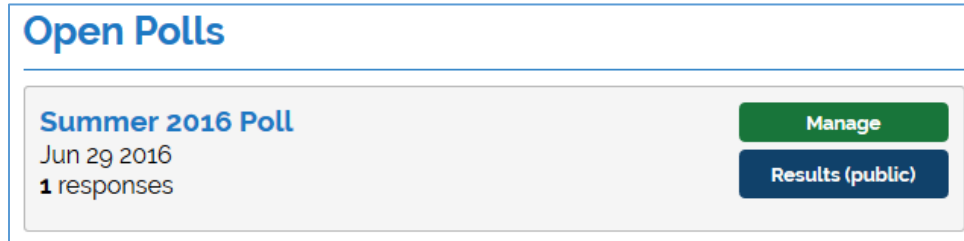
Mobile View

- On dashboard page, tap the poll name or “Manage” button. You will see action buttons under the poll information, simply tap the button you would like to do.

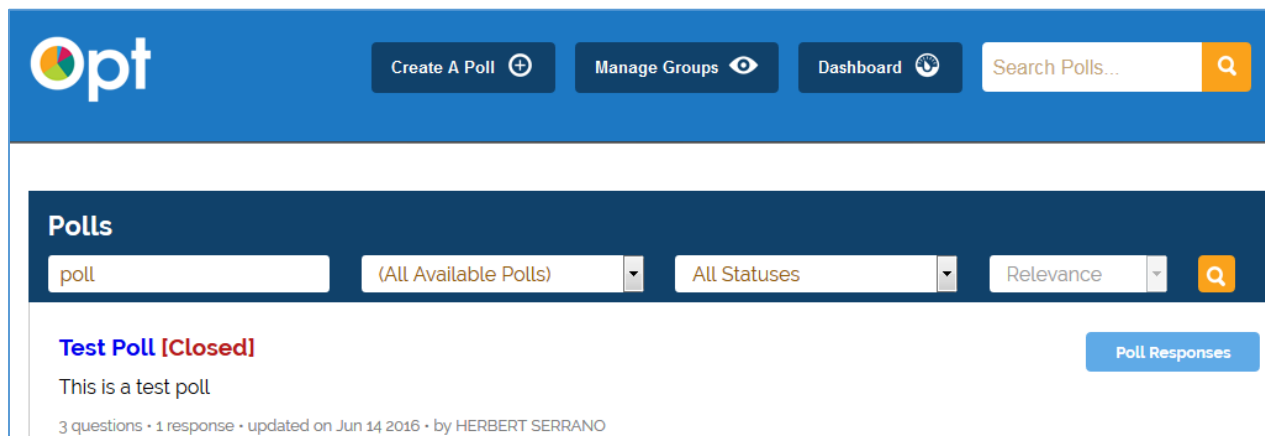


6. How do I view and export the poll results?

Step 1: Look for the poll on your dashboard then click “Results” button.



Note: If the poll does not appear on your dashboard, use the search tool on the upper right corner of the header. Then Click “Poll Responses” button.



Step 2: Tab through Values, Pie, Bar, Word Cloud, and Word Cloud Data Report to see the visualization tools.

Step 3: Click “List” to see when your students/poll takers submitted their responses. Names will not appear if the poll was set to “Anonymous”.

Step 4: Click “Export” to download the results to a csv file.

Summer 2016 Poll: Summary

Summary List Export

1. Select a choice

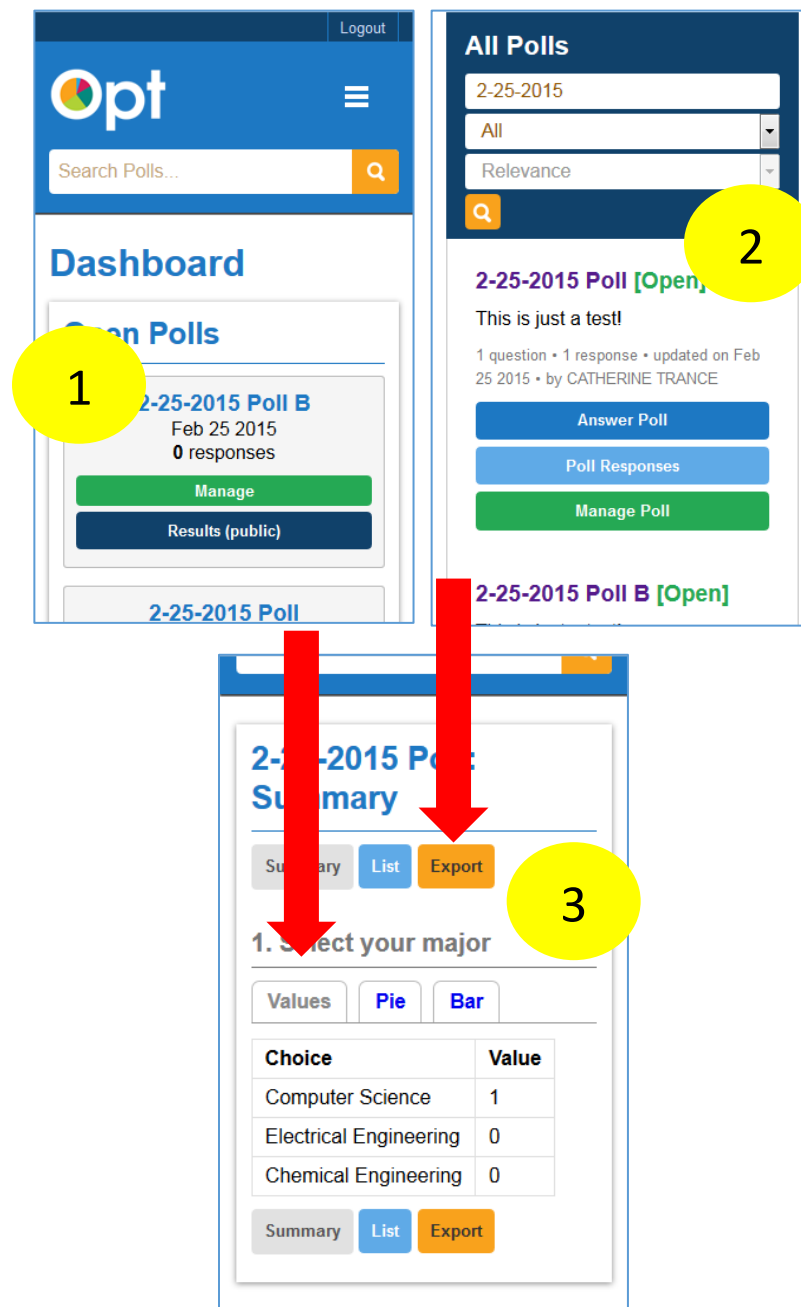
Values Pie Bar

Choice	Value
banana	1
apple	0
strawberry	0
papaya	0

Summary List Export

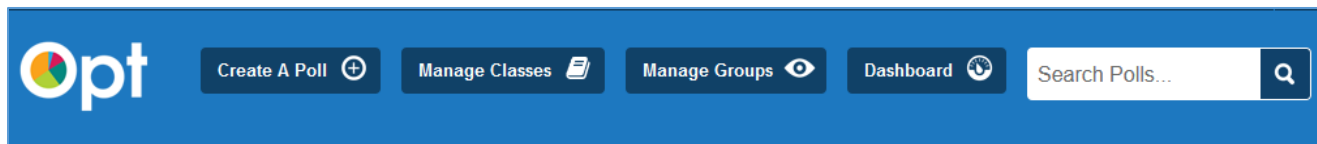
Mobile View

- Look for the poll on your dashboard and tap “Results” button. If the poll does not appear on your dashboard use the search tool on the header. Once found click “Poll Responses” button. Tap through the tab (Values/Pie/Bar) to view the result visualization. Tap ‘Export’ to download the result locally.

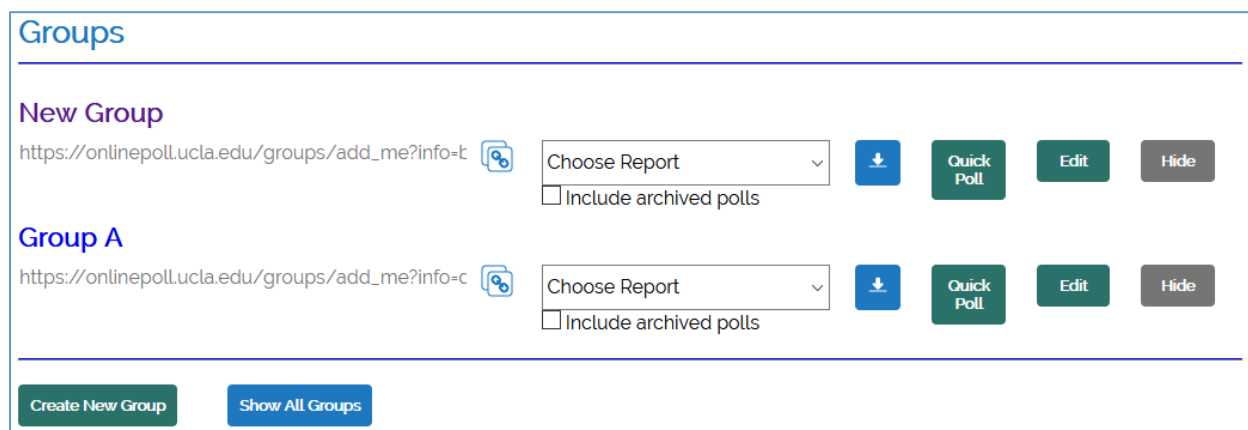


7. How do I manage my Classes and Groups?

Step 1: Click “Manage Classes” and “Manage Groups” on the header.



Step 2: You will have the option to edit existing group(s), hide old classes/groups on the app, create a new private group, and restore hidden classes/groups (by clicking “Show All Classes” and “Show All Groups”).



- **Inviting people to a group** – Click the invite link button  to copy the group enrollment URL then paste it to your e-mail and send to all group members.

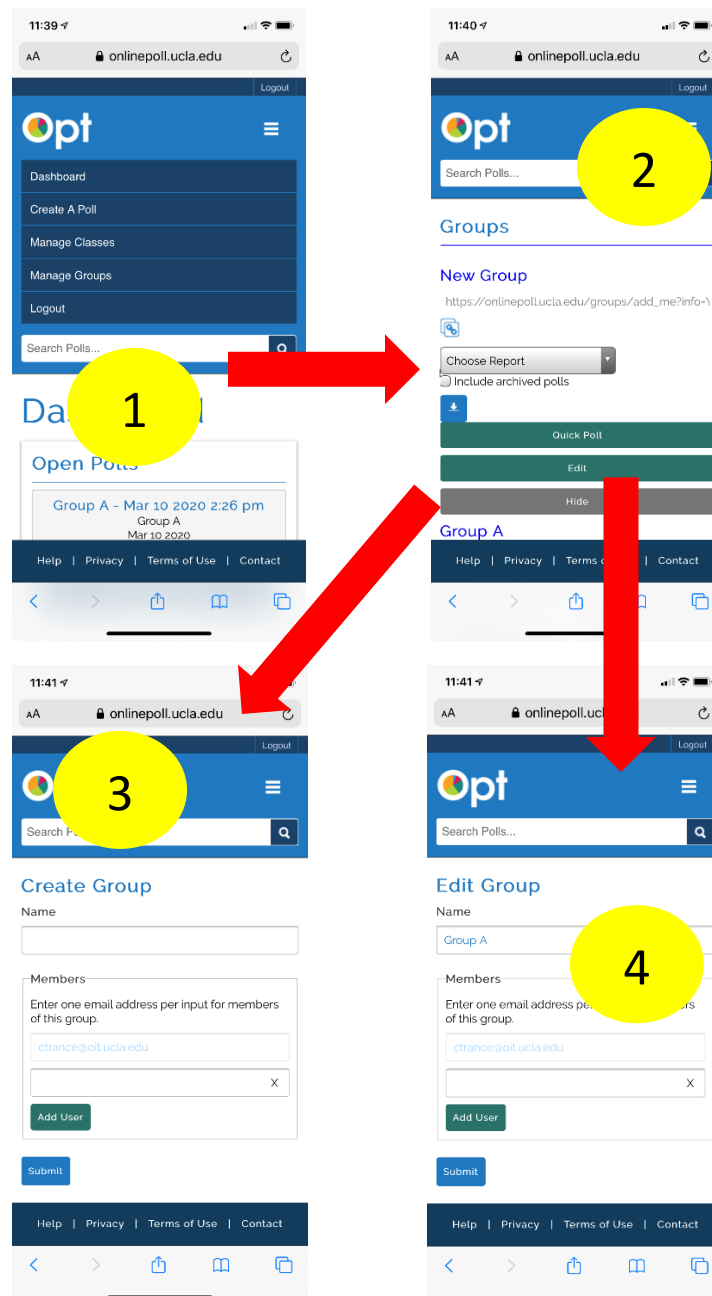
- **Editing an existing private group** – Change the group name in the “Name” text box. Delete an existing member by clicking “x” icon. Add a new member by clicking “Add User” then enter the /poll taker’s email address used on their OPT account. Click “Submit” when you are done.

- **Creating a new private group** – Enter the group name and add the poll taker’s email address used on their OPT account. For each new member, click “Add User” button. Click “x” icon to delete added member. Click “Submit” button when you are done.

- **Restoring hidden classes/groups** – Click the “Restore” button of the class/group.

All Groups	
Group 1	3 users Restore

- Tap the 3 bar menu icon on the upper right corner then select “Manage Classes” or “Manage Groups”. Each group/class will show action buttons Edit, Hide, Assign TA, Create New Group, Quick Poll and Show All Groups/Classes (for restoring hidden group/class). Simply tap the button you would like to do. Classes are synced with the Registrar’s Office so you cannot edit this. Created private groups can be edited to change the group name, add or delete an existing member. Tap “Add User” to add new member and enter their email address associated with their OPT account or copy the group invite link. Tap “x” icon to remove an existing member. Tap “Submit” to save the changes.









8. How do I share my class polls to my TA?

Step 1: Click “Manage Classes” on the header.

Step 2: Click “Assign TA” button.


Classes					
Year	Quarter	Class	# Users		
2017	Spring	17S-STATS-0010-001	2 users	Choose Report ▾	   

Step 3: Select the box of the TA then click “Assign Roles” button. (Note: the TA must have logged in to OPT to appear in the list)

Assign Admin Role to Secondary Instructor

Assign admin role to secondary instructor for a class allows them to open, close and see results for any polls created for that class.

Bruin, Joe



9. How do I create quick polls for my class and/or group?

Step 1: To create quick polls for your classes and groups go to “Manage Classes” and “Manage Groups”.

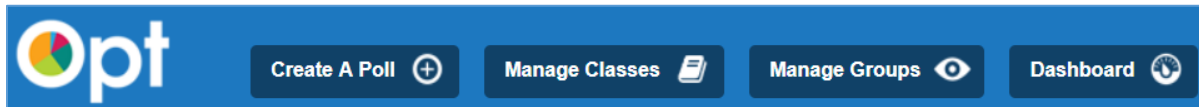
Step 2: Click “Quick Poll” button of the class/group.

Classes			
Year	Quarter	Class	# Users
2017	Spring	17S-STATS-0010-001	2 users

Choose Report ▾

10. How do I view the Class/Group poll participation and detailed poll responses report?

Step 1: Click “Manage Classes” and “Manage Groups” on the header.



Step 2: Select from the list of available reports (see reports definition below) by clicking “Choose Report” dropdown list.

- **Summary Report** - This is the poll participation report. “0” value means the participant has not submitted their poll response(s) yet. “1” value means the participant has submitted their poll response(s) already.
- **Detail Report** – This is the full poll response report where you can see the participant’s responses to the poll.
- **Summary Report with Points** - This is the same as the regular Summary Report the only difference is that you will see the participant’s total points earned, if the poll has assigned points.
- **Detail Report with Points** - - This is the same as the regular Detail Report the only difference is that you will see the participant’s total points earned, if the poll has assigned points.



Step 3: Click “Include archived polls” box if you need to add archived polls to the selected poll report, otherwise click the blue download button.

Classes

Year	Quarter	Class	# Users	
		ECTG	2 users	<input type="text" value="Choose Report"/> <input type="checkbox"/> Include archived polls 