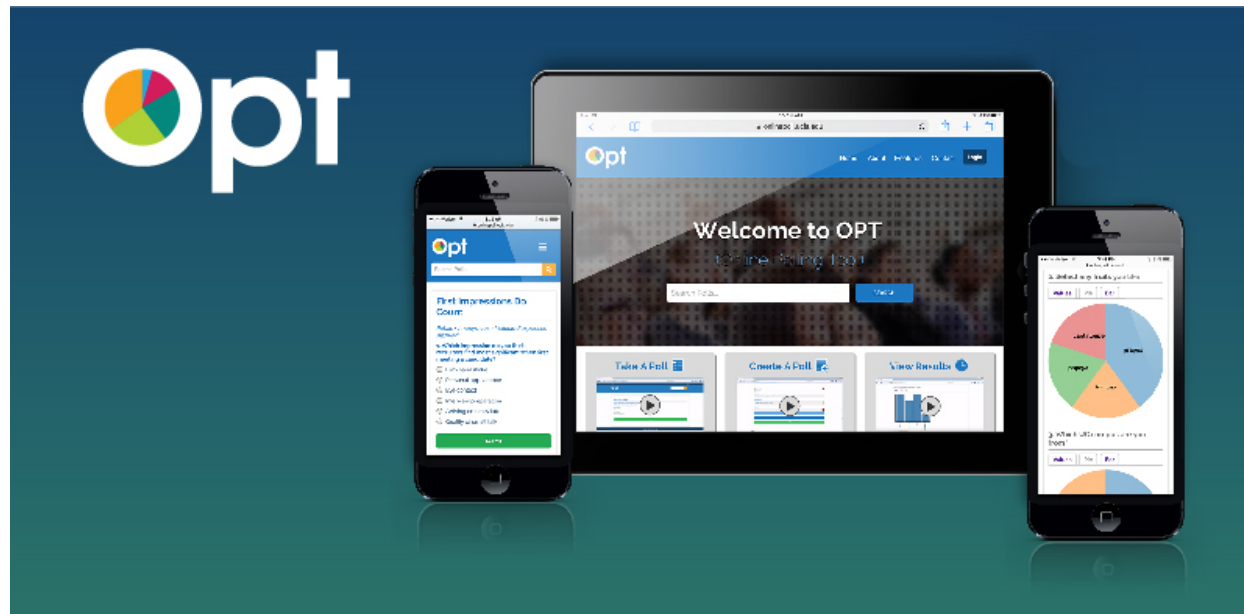




OPT Poll Creator/Instructor Quick Guide



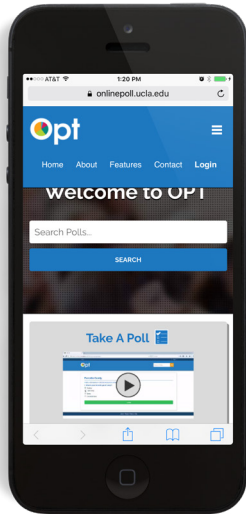


Managing Your Polls in OPT @ onlinepoll.ucla.edu

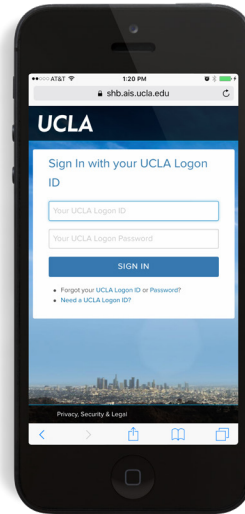
Create Polls

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

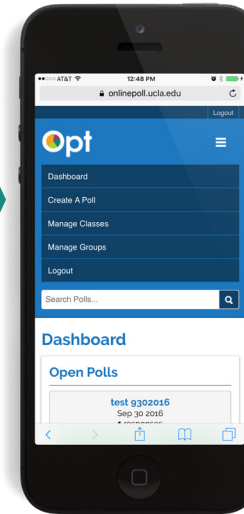
Please note that creating passwords are OPTIONAL and does not need to be used.



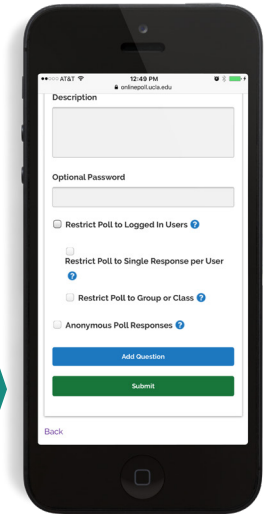
Log in



Select Create A Poll



Decide on details, then Submit

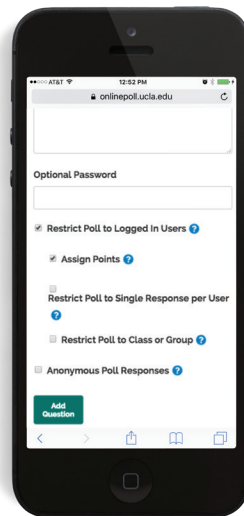


Add Points to Polls

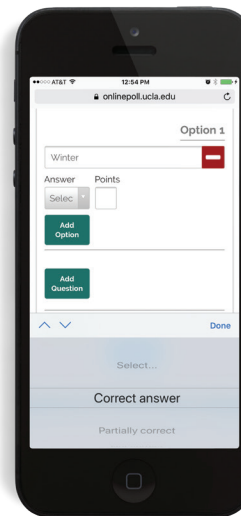
When creating new polls, check the boxes for *Restrict Poll to Logged In Users* and *Assign Points*

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

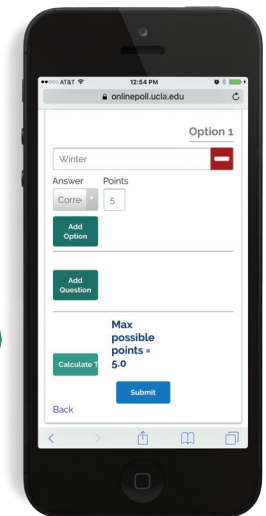
Check Restrict Poll to Logged in Users and Assign Points box



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



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

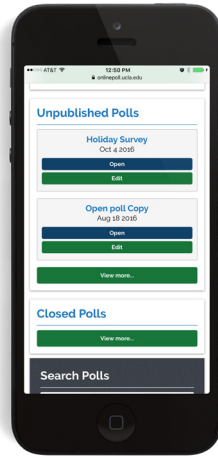




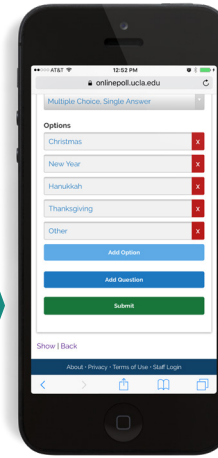
Edit Polls

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

Select *Edit*



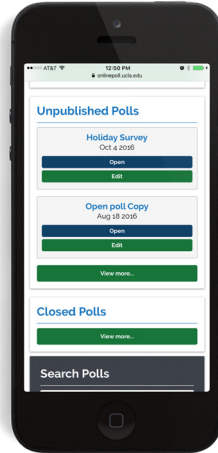
Make your edits, then select *Submit*



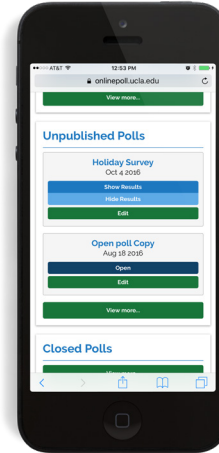
Activate Polls

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

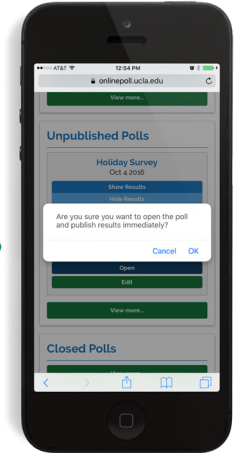
Select *Edit*



Decide on showing or hiding results from participants



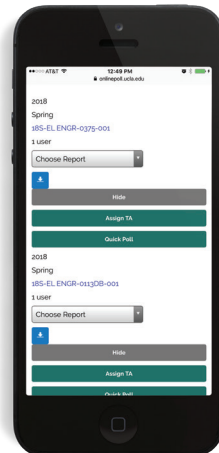
Confirm the action by selecting *OK*



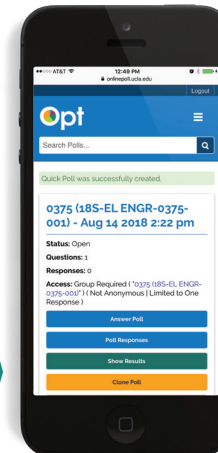
Create Quick Polls

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*



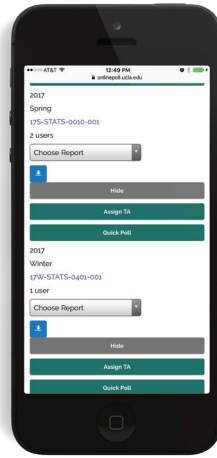


Assign TA

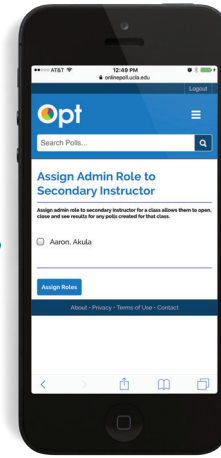
From Manage Classes, look for the class you would like to share with the TA.

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

Select Assign TA



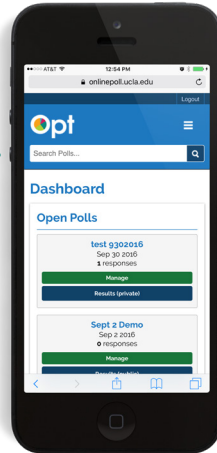
Check the box of the TA you want to share the class polls to then select Assign Roles.



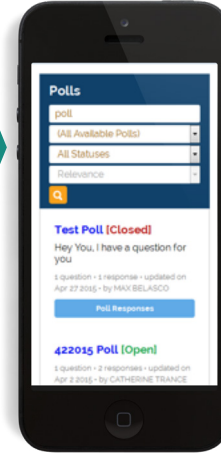
Search Polls

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

Search by poll name here



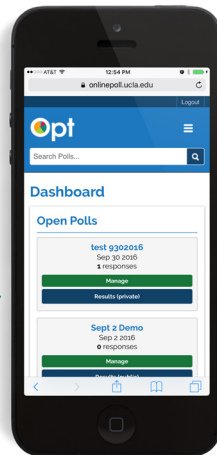
Use search filters to shortlist the result



View Result

Look for the poll then select Results.

Select Results



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

