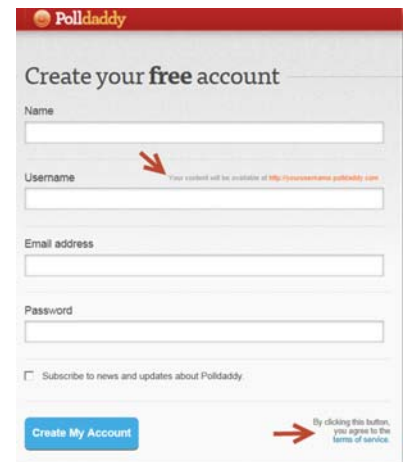


Getting a Polldaddy Account and Creating a Poll

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.

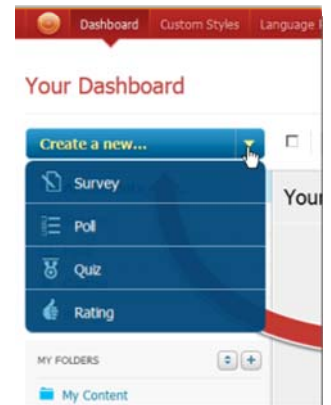


The screenshot shows the Polldaddy registration page. It has a red header with the Polldaddy logo. The main heading is "Create your free account". Below this are several input fields: "Name", "Username" (with a red arrow pointing to it and a note "Your content will be available at <http://username.polldaddy.com>"), "Email address", and "Password". There is a checkbox for "Subscribe to news and updates about Polldaddy". At the bottom left is a blue "Create My Account" button. At the bottom right is a red arrow pointing to a small text box that says "By clicking this button, you agree to the terms of service."

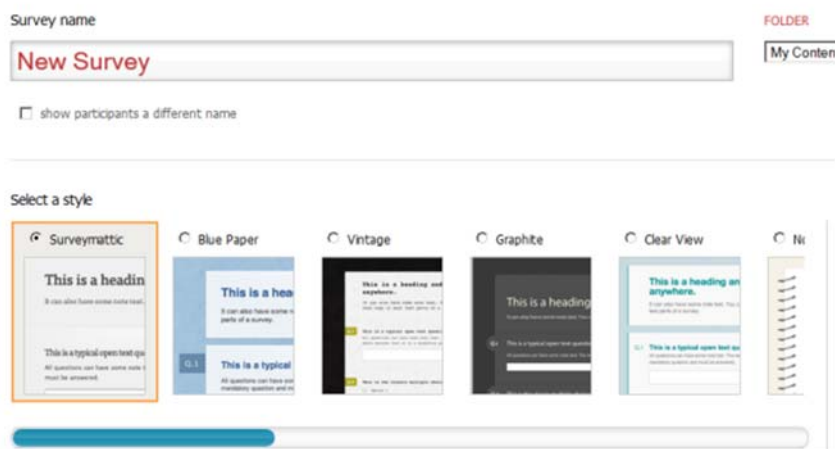
Surveys

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
2. Name the survey and select a survey style.



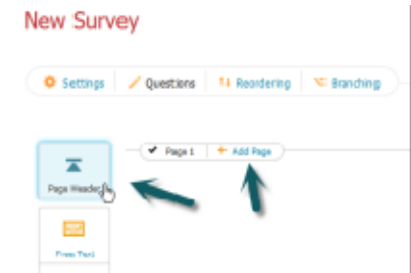
New Survey



The screenshot shows the "New Survey" creation page. At the top is the heading "New Survey". Below this is a "Survey name" input field containing "New Survey" and a "FOLDER" dropdown menu set to "My Content". There is a checkbox labeled "show participants a different name". Below this is a "Select a style" section with several survey style thumbnails: "Surveymatic" (selected), "Blue Paper", "Vintage", "Graphite", "Clear View", and "Ni". Each thumbnail shows a preview of the survey layout with a heading and a question.

3. 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.

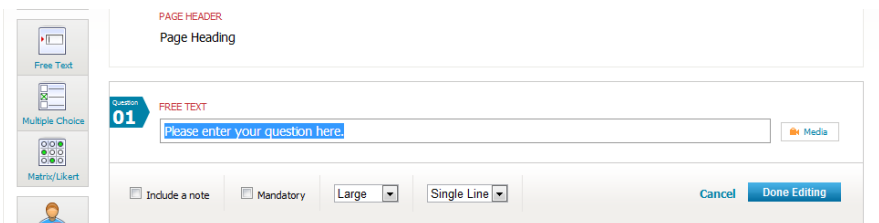
4. You may have more than one page of survey questions and you can name each page by selecting "Page Header" and typing in a page title.



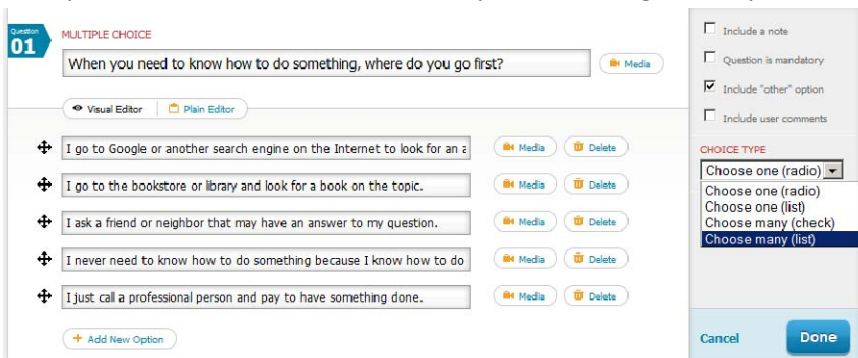
5. To add another page of questions, select "Add Page." You can reorder and branch questions by selecting "Reordering" and "Branching," at the top, under the survey title.

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:

a. Free text

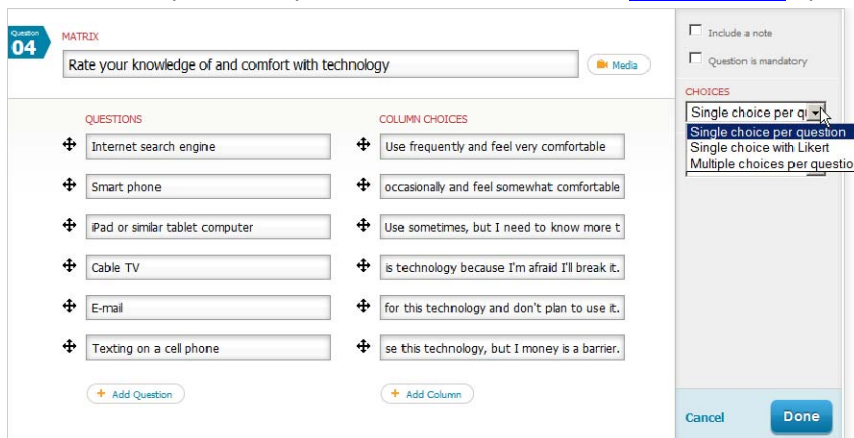


b. Multiple choice – allows for one or many choices using the drop-down menu on the right.



c. Matrix

Visit [PollDaddy](#) for an explanation and visuals of the [Matrix/Likert](#) option.



- 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.

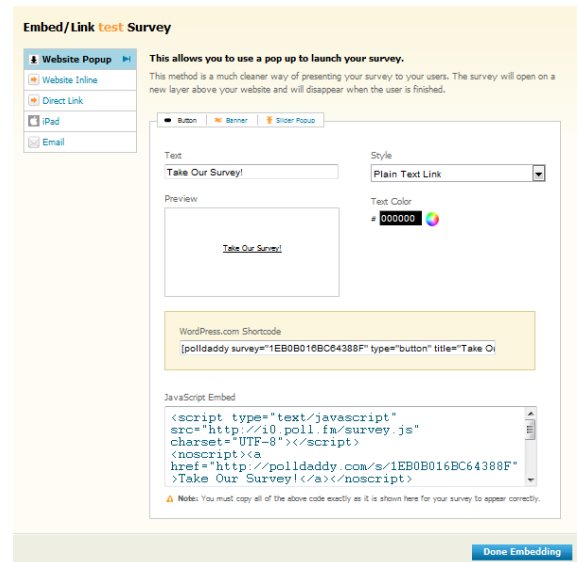
- f. Email address – works the same as the Name “question.”
 g. Address - works the same as the Name “question.”
 h. Phone number - works the same as the Name “question.”
 i. Date and time - works the same as the Name “question.”
 j. Number – can ask a question that requires student to enter a number as a response.
 k. URL
 l. 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."

8. 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.

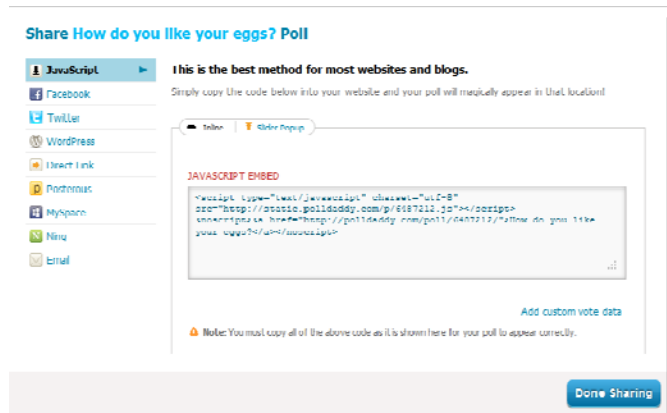
9. After entering each question, choose "Done Editing."
 10. When the survey is finished, click the "Finish & Share" button at the top or bottom right.

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."



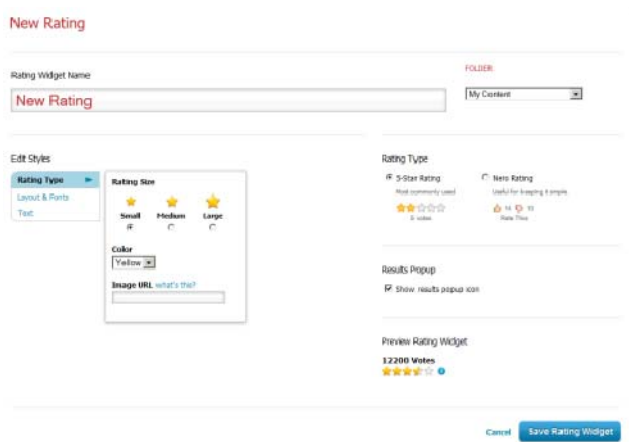
Polls – (allows you to ask one multiple choice question)

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."
4. 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.



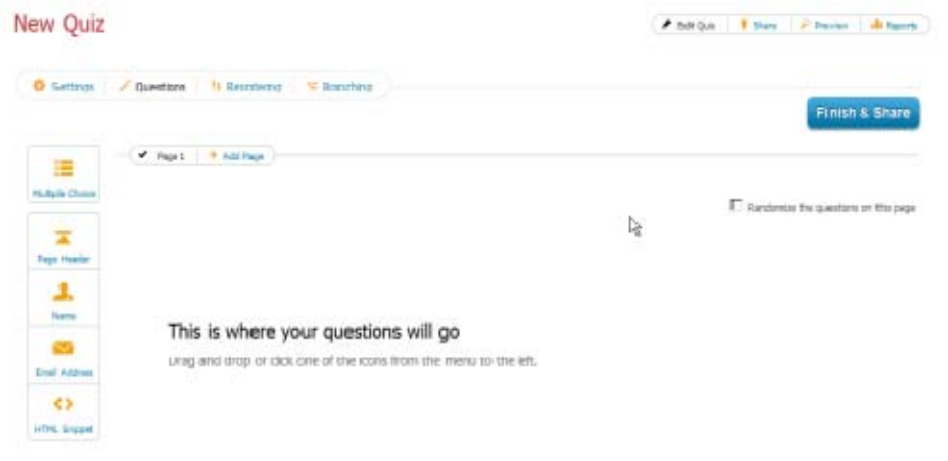
Ratings

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.



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

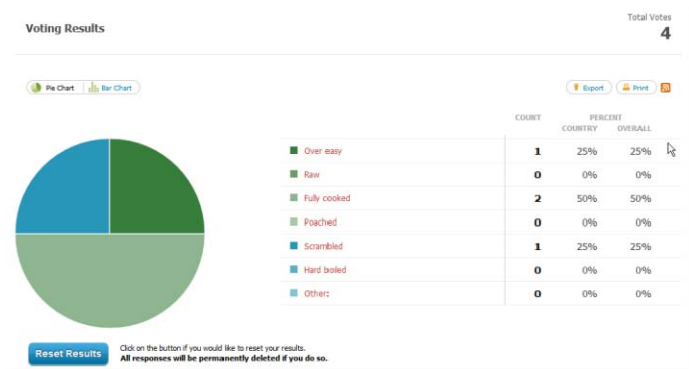
You can view results of a survey, poll, or quiz by selecting Survey, Poll, or Quiz in the menu, then letting your mouse hover over the title of the item for which you would like to view the results. Now select "Reports" to see the results of your survey, poll, or quiz.



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.poll daddy.com/>



or