

## 6.7 Voting / Polling

As one of the collaboration tools, Voting/Polling allows the *moderator* to create sets of questions or quizzes to post/administer to all *participants*. Usually there are three stages in this process.

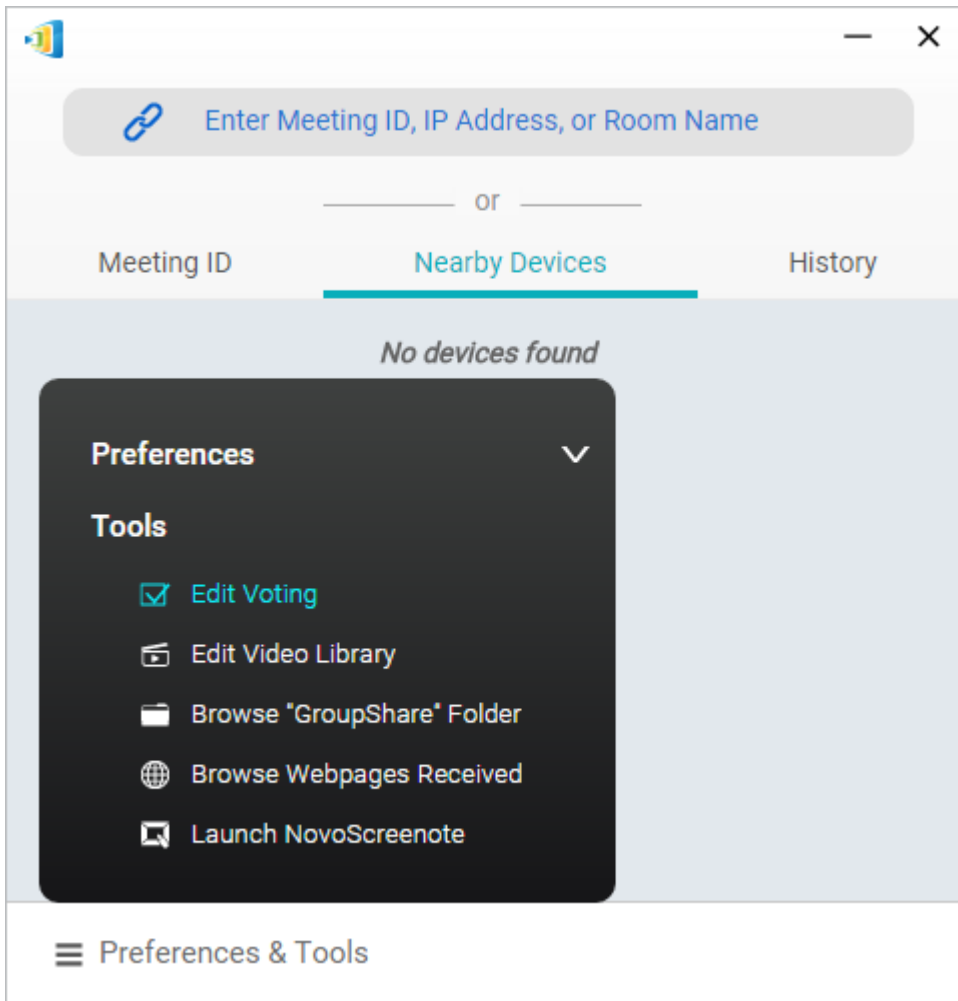
1. Create the question set. Typically, this is done prior to your voting/polling session.
2. Start the voting/polling when in session, where *participants* will respond to the question set and the *moderator* can monitor the progress.
3. Stop the voting/polling, where *participants* get feedback on their submission and the *moderator* has a report of the entire voting/polling session.

Voting/Polling works for both personal computers and mobile devices (phones & tablets) with similar user interface (GUI). To simplify the description of this feature, we mainly use NovoConnect software, the GUI for personal computers, for illustration in the rest of this section.

### 5.7.1 Edit Question Set

As a *moderator*, you can create and edit question set when you are not connected to any Novo devices. As a matter of fact, it is recommended you prepare this prior to your voting/polling session.

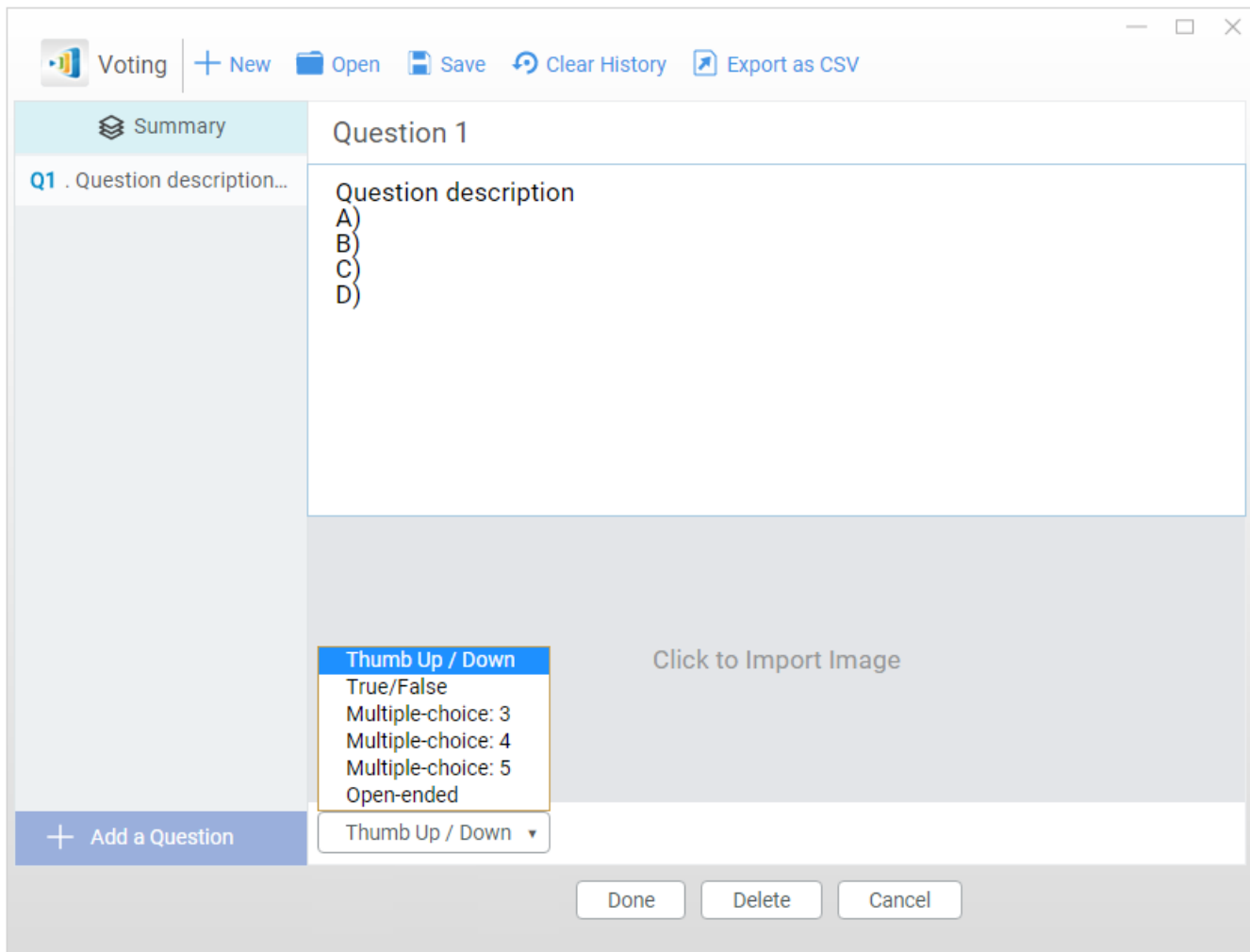
- 1) You can create and edit a question set with NovoConnect software by accessing its “Edit Voting” tool, as shown below.



Accessing tool "Edit Voting"

2) Now you have the editor opened for you, where you can

- Enter the question description (text)
- Import a picture associated with this question (jpg, png, bmp, etc.)
- Specify the question type (True-False, multiple-choice, etc.)
- If "multiple-choice" is chosen, you can also pre-set the "correct" answer
- Of course, you can add more questions as you go



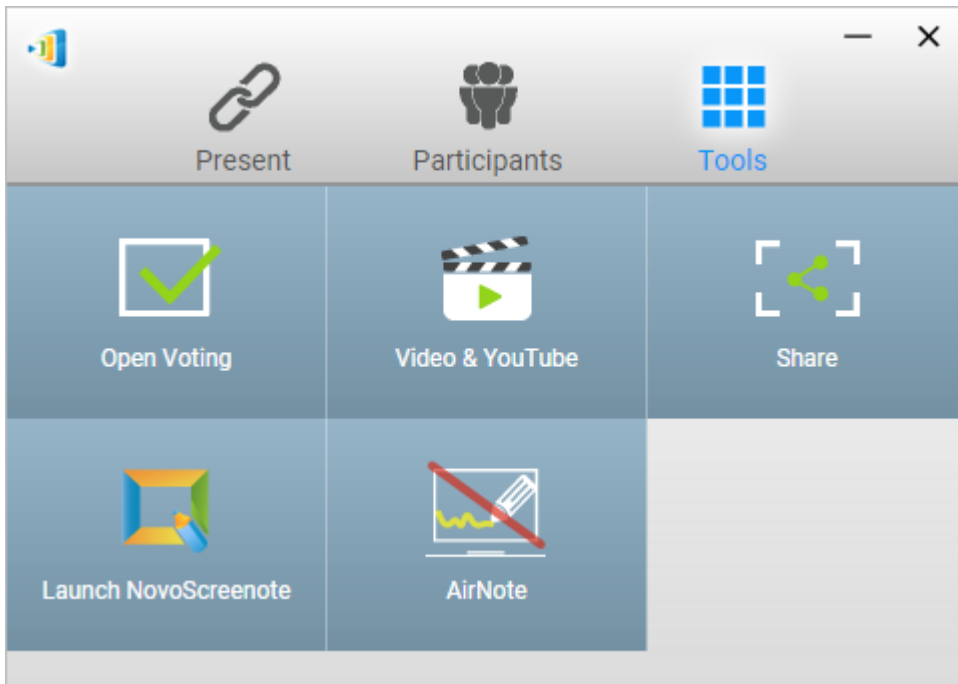
## “Question Set” Editor

3) Lastly, once you finish editing the question set, you can save it on your computer. This will create a database (.db) file that can be re-opened, edited or administered to participants when in session.

## 5.7.2 Start and Stop Voting/Polling

### (1) *Moderator View*

1) To start Voting/Polling, click on the “Tools” tab and then “Open Voting.” This will bring up the Voting window.



Tools → Open Voting

2) Open an existing question set. Select a question and click “Start” to send it to all *participants*. The question will appear on *participants*’ screens.

- Button “View Status”: This will bring up the status window, where the *moderator* can view participants’ reaction in real time.
- Button “View Question”: This will take the *moderator* back to the view of the question itself.

Voting | + New | Open | Save | Clear History | Export as CSV

Summary

Question 2 ( Multiple-choice: 4 )

Q1 . Which is the correct ...

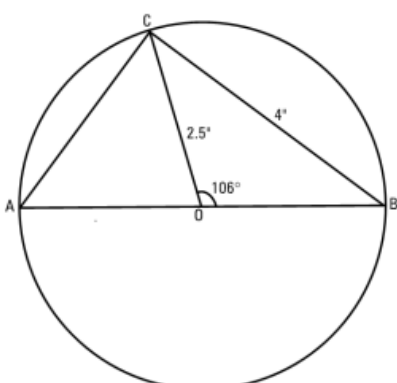
Q2 . Referring to the follo...

Q3 . Open-ended

+ Add a Question

Referring to the following triangle, which one is the correct answer?

A)  $AB = 3$   
B)  $AB = 4$   
C)  $CD = 5$   
D)  $AC = 5$



Edit Start View Status

Start Voting/Polling (Question View)

The screenshot shows the 'Voting' application window. The top menu includes 'New', 'Open', 'Save', 'Clear History', and 'Export as CSV'. The main content area displays 'Question 2 (Multiple-choice: 4)' with the text: 'Referring to the following triangle, which one is the correct answer? A) AB = 3 B) AB...'. Below the question is an 'Answer' toggle switch. A large green circle indicates 'Submitted 1/1'. To the right, a chart shows the distribution of answers: A (0%), B (100%), C (0%), and D (0%). Below this is a table with columns for Name, Status, A, B, C, and D.

Name	Status	A	B	C	D
Total: 1	0	0	1	0	0
Brad	<span style="color: blue;">●</span>		<span style="color: green;">●</span>		

At the bottom of the interface are three buttons: 'View Question', 'Hide Details', and 'Stop'.

### Start Voting/Polling (Status View)

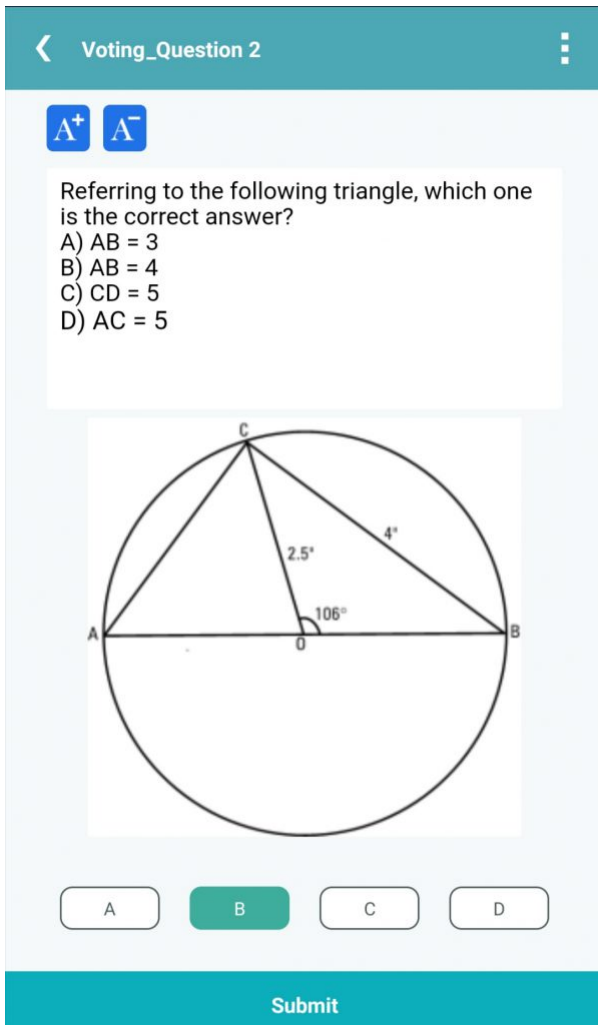
3) To stop the voting/polling, click on button "Stop".

- Please note that the *moderator* needs to stop the current voting before starting another voting question.
- The moderator can export the voting/polling result as a CSV file by clicking "Export as CSV".

## (2) Participant View

Once a **participant** receives a voting/polling question, the question will pop up automatically on the **participant's** screen.

- For multiple-choice questions, the **participant** can select the answer and then submit, as illustrated in the figure below (which is a screen-shot from NovoConnect App running on a smart phone.)
- For open-ended questions, the **participant** can select an image file from your device for submission



Participant View (on Smart Phones)