There are four different polls types that can be conducted during a ClassLive Chat session.

- Yes/No Option (This is the default.)
- Multiple-Choice Responses A – C
- Multiple-Choice Responses A – D
- Multiple-Choice Responses A – E

To respond to questions, Participants can select a response option from the Polling Response Menu (see illustration at right) in the Participants Panel or by entering a keyboard shortcut. These shortcuts are listed in the table below. The type of poll can be changed at any time. The available response buttons will change accordingly.

Moderators have the ability to determine whether or not polling responses are visible to both Moderators and Participants or just to Moderators.

<table>
<thead>
<tr>
<th>Type of Poll</th>
<th>Response Buttons</th>
<th>Windows Shortcuts</th>
<th>Mac Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/No</td>
<td>✓</td>
<td>Yes: Ctrl + 1</td>
<td>Yes: Command-1</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>No: Ctrl + 2</td>
<td>No: Command-2</td>
</tr>
<tr>
<td>Multiple Choice with three answer choices</td>
<td>a</td>
<td>A: Ctrl + 1</td>
<td>A: Command-1</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>B: Ctrl + 2</td>
<td>B: Command-2</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>C: Ctrl + 3</td>
<td>C: Command-3</td>
</tr>
<tr>
<td>Multiple Choice with four answer choices</td>
<td>a</td>
<td>A: Ctrl + 1</td>
<td>A: Command-1</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>B: Ctrl + 2</td>
<td>B: Command-2</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>C: Ctrl + 3</td>
<td>C: Command-3</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>D: Ctrl + 4</td>
<td>D: Command-4</td>
</tr>
<tr>
<td>Multiple Choice with five answer choices</td>
<td>a</td>
<td>A: Ctrl + 1</td>
<td>A: Command-1</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>B: Ctrl + 2</td>
<td>B: Command-2</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>C: Ctrl + 3</td>
<td>C: Command-3</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>D: Ctrl + 4</td>
<td>D: Command-4</td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>E: Ctrl + 5</td>
<td>E: Command-5</td>
</tr>
<tr>
<td>None (Clears all displayed polling responses)</td>
<td>Blank Square</td>
<td>Ctrl + o</td>
<td>Command-o</td>
</tr>
</tbody>
</table>

**Hide Polling Results**

When a Moderator conducts a poll, all Participants are able to view everyone’s responses by default. To show the Polling Results to Moderators only, do one of the following:

- Click the **Tools Menu**, select **Polling**, and then uncheck **Make Responses Visible**.
- Click the **Global Options Menu** and then unselect **Make Responses Visible**.

**Conduct a Poll**

Polls can be conducted using the Chat feature and the Polling option. A summary of the Poll results can be published to the Whiteboard for all Participants to view.

- Do one of the following to specify the type of poll to conduct:
Click the **Tools Menu**, select **Polling**, and then select the **Poll Type**.

Click the **Global Options Menu**, select **Polling Type**, and then select the **Poll Type**.

### Input Question
- ![Image](image1.png)
  - Click in the **Chat** box.
  - ![Image](image2.png)
  - Input your question.
  - ![Image](image3.png)
  - Instruct the students to select one of the response options. The students can respond by doing one of the following:
    - ![Image](image4.png)
      - Click the **Polling** button on the **Participants Panel Toolbar**.
    - ![Image](image5.png)
      - Use one of the keyboard shortcuts (see table on previous page).

### Lock Polling Responses
To prevent additional responses, complete the steps below.
- ![Image](image6.png)
  - Click the **Tools Menu**, select **Polling**, and then select **Lock Response**.
- ![Image](image7.png)
  - Click the **Global Options Menu** and then select **Lock Polling**.

### Unlock Polling Responses
- ![Image](image8.png)
  - Click the **Tools Menu**, select **Polling**, and then unselect **Lock Response**.
- ![Image](image9.png)
  - Click the **Global Options Menu** and then unselect **Lock Polling**.

### Publish Polling Summary
When a poll is taken a summary of the responses can be published to the Whiteboard. This allows the Participants to see the results of the poll. Moderators can see a summary of the poll results below the Polling Menu in the Participants Panel.
- ![Image](image10.png)
  - Click the **Tools Menu**, select **Polling**, and then select **Publish Responses to Whiteboard**.
- ![Image](image11.png)
  - Click the **Global Options Menu** and then select **Publish Responses to Whiteboard**.

### Clear Polling Responses
The Polling Responses can be cleared by doing one of the following:
- ![Image](image12.png)
  - Click the **Tools Menu**, select **Polling**, and then select **Clear**.
- ![Image](image13.png)
  - Click the **Global Options Menu** and then select **Clear**.
- ![Image](image14.png)
  - The results are added to the current **Whiteboard** page. This includes:
    - ![Image](image15.png)
      - The number of each response.
    - ![Image](image16.png)
      - The percentage of the total.

### View Polling Results
- ![Image](image17.png)
  - If the **Polling Results** have not been hidden, the responses of other **Participants** will be displayed next to the **Participant’s Name** in the **Participants List**.
- ![Image](image18.png)
  - **Moderators** can see a tabulation of the poll results listed below the **Polling Response Menu**.
- ![Image](image19.png)
  - To show the **Participants** the results, publish them to the **Whiteboard**.