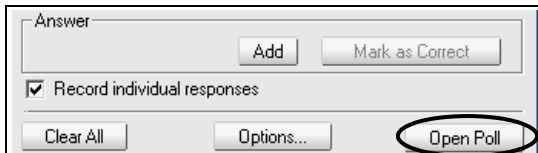


## Opening a Poll

Once a poll is created, you can conduct the poll with your participants. The poll must be open in the Polling panel. If you created the poll previously, click the Open icon and select the poll file (.atp file) to load it first.

1. Click the **Open Poll** button at the bottom of the **Polling** panel.



The poll appears in the attendee polling panel and is available for input.

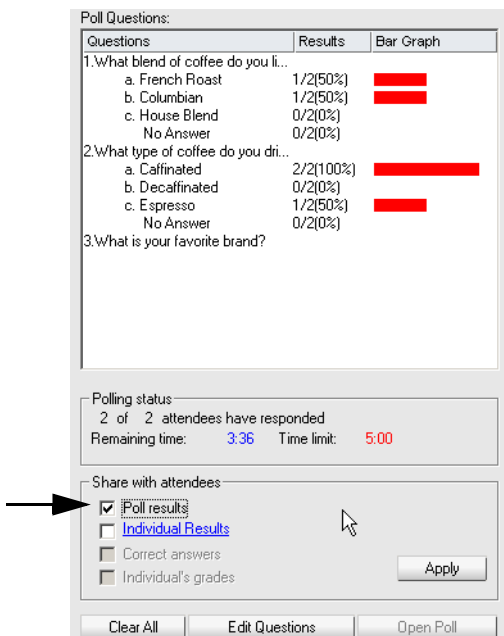
2. Once the attendee clicks the **Submit** button, the answers will be saved.

**Note:** If an attendee does not complete the poll questionnaire in the time allocated, a dialog box appears asking if they want to submit their answers now. They will have 20 seconds before the poll ends for good.

3. Click **Close Poll** on the bottom right hand corner of the **Polling** panel to close the poll.

## Sharing Polling Results

1. Select the **Poll Results** check box from the *Share with attendees* section.



2. Click **Apply**. The Poll results box appears on participants' screens.

### To share correct answers with Attendees:

1. Select the **Correct Answers** check box from the *Share with attendees* section.

**Note:** In order to share correct answers with attendees, you must select **Mark as Correct** in the **Answer** section when creating the poll.

2. Click **Apply**. A check mark will appear next to the correct answer when the presenter shares the answers.

### To share individual's grades:

1. Select the **Individual's grades** check box from the *Share with attendees* section.

**Note:** In order to share individual grades with attendees, you must select the **Record individual responses** check box when creating the poll.

2. Click **Apply**. The attendee will see individual results in the **Poll results** window.

### To share individual results with attendees:

1. Choose **Individual Results** from the **Share with attendees** section.

2. Click **OK**. The Attendee will see individual poll results for each question in the **Poll Results** window.

Q1.What blend of coffee do you like best?			
	Answers	Results	%
A	French Roast	1/2	50
B	Columbian	1/2	50
C	House Blend	0/2	0
	No Answer	0/2	0

Attendees	A	B	C
Andrew Porter		•	
Cynthia King	•		

### To save poll results:

1. From the **File** menu, choose **Save>Poll Results**.
2. Type a name for the file in the **File Name** box and click **OK**.

