

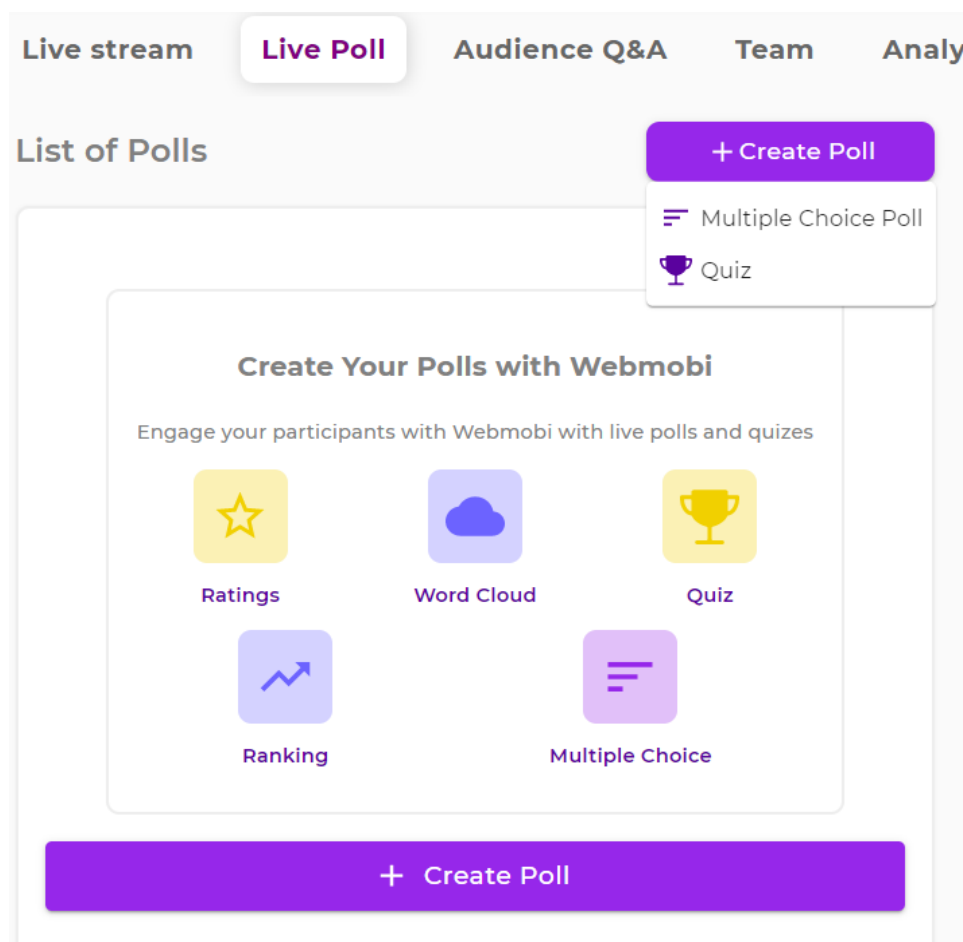
How to Create Live polls to improve engagement:

You can effectively utilize live polls during events. It helps in effective communication between the employees during such meetings. It makes it easy to get feedback from employees. With Ngage, You can easily create interactive polls and start running it in seconds.

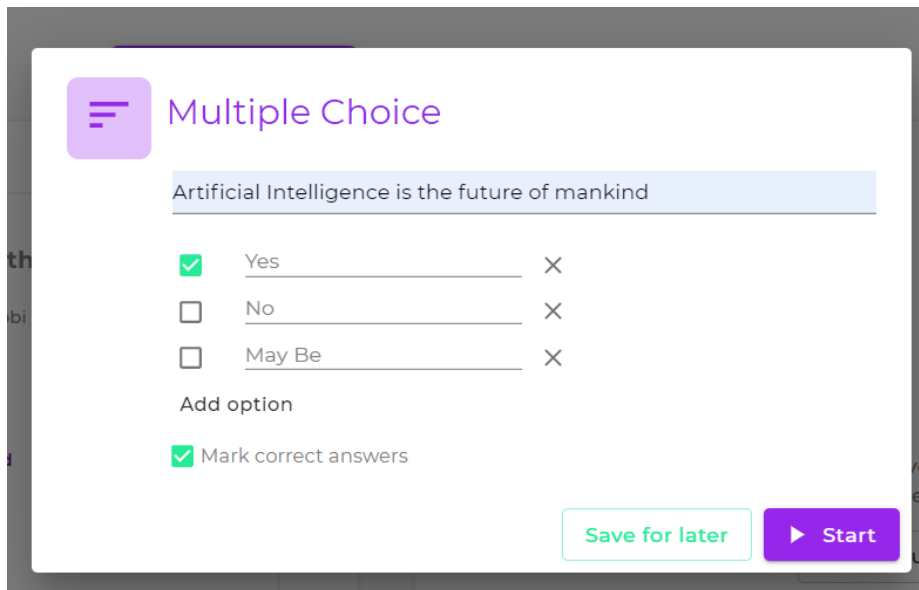
Creating Multiple Choice Poll

Steps to be Followed:

1. Login to the application
2. Click on the event in which you want to host the multiple choice poll, or you can create a new event
3. Click on live polls
4. Click on create poll button and choose multiple choice poll



5. Enter the question and options associated with it. Check 'Mark correct answers' to specify the correct option if needed.



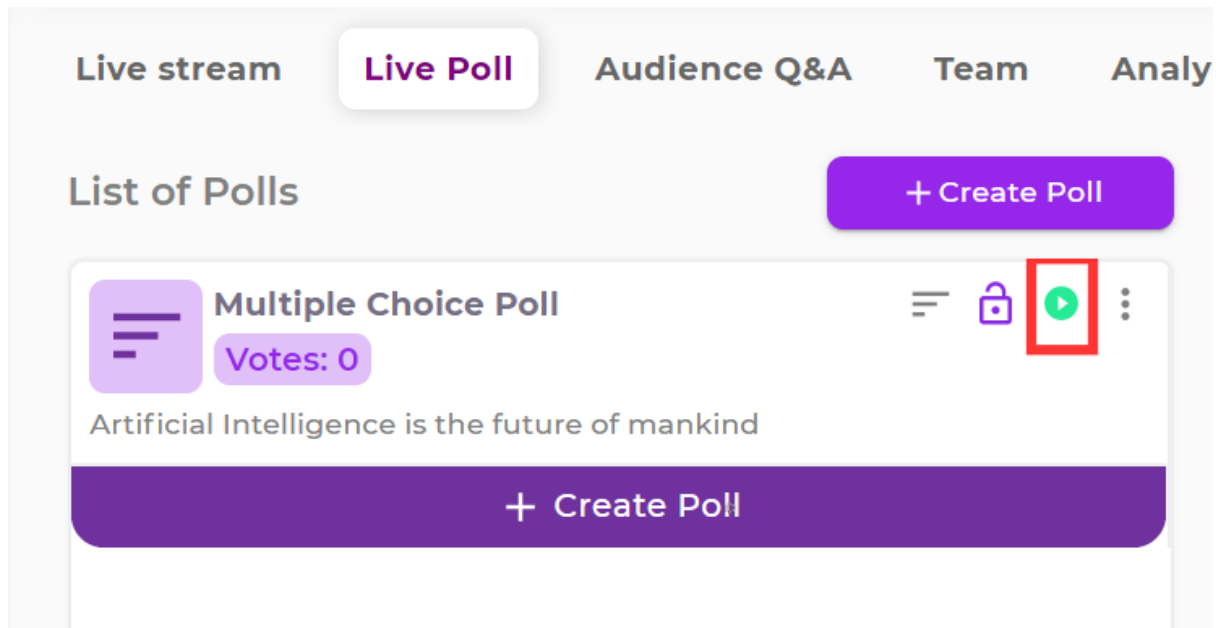
The screenshot shows a 'Multiple Choice' poll configuration interface. At the top left, there is a purple icon with three horizontal lines. To its right, the title 'Multiple Choice' is displayed in purple. Below the title, the question 'Artificial Intelligence is the future of mankind' is entered in a light blue text box. Underneath the question, there are three options, each with a checkbox and a delete 'X' icon: 'Yes' (checked), 'No', and 'May Be'. Below the options is a text input field labeled 'Add option'. At the bottom left, there is a checkbox labeled 'Mark correct answers' which is checked. At the bottom right, there are two buttons: a light green 'Save for later' button and a purple 'Start' button with a white play icon.

6. Click on **Start** to activate the multiple choice poll. '**Save for later**' option will save the poll which can be activated later.

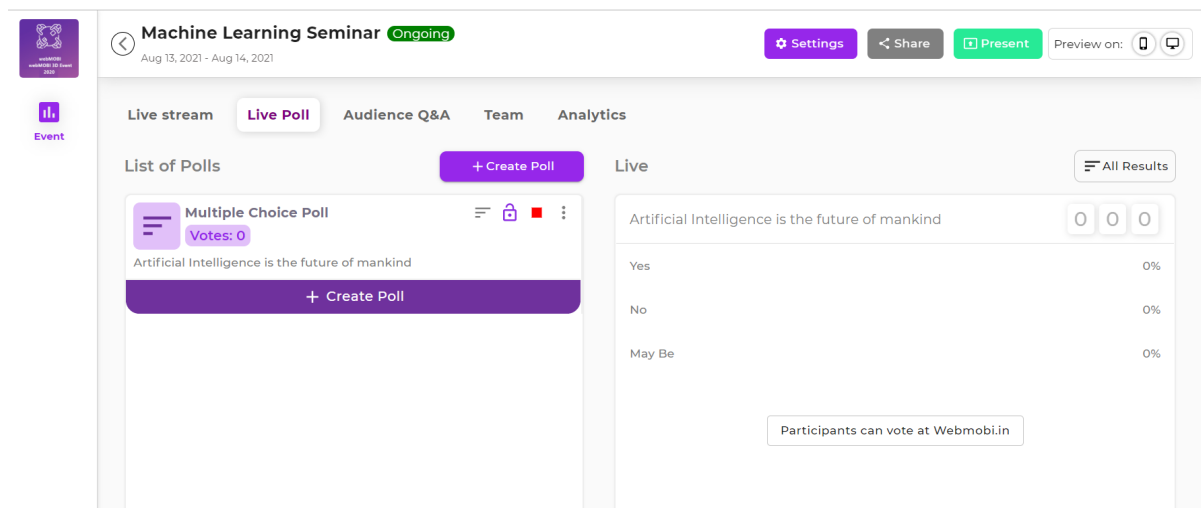
Activation and Deactivation Of Polls

1. Click on the green play button corresponding to the particular poll or quiz to activate it.

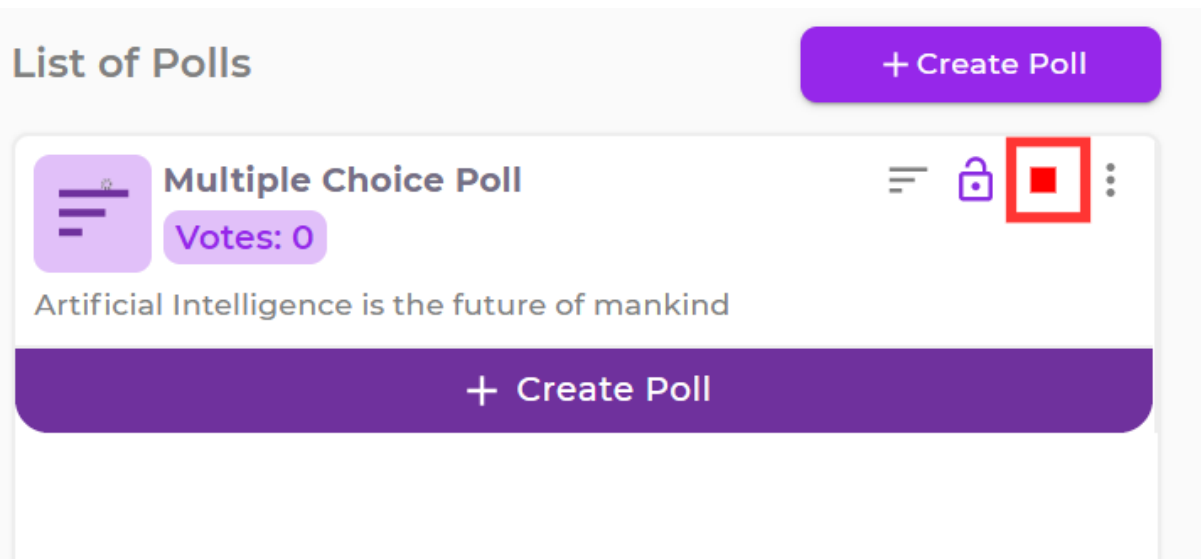
Note : The participant can send the response only when poll is activated



2. Once activated, You can view the corresponding question on the right hand side of the screen.



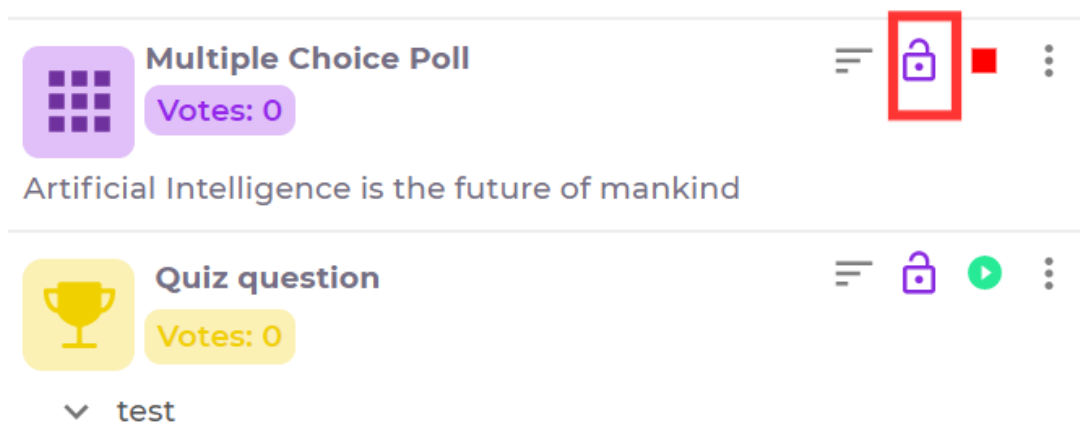
3. The event can be deactivated from participation by clicking on the red deactivate button present on the right hand corner of the poll



Locking and Unlocking of Poll

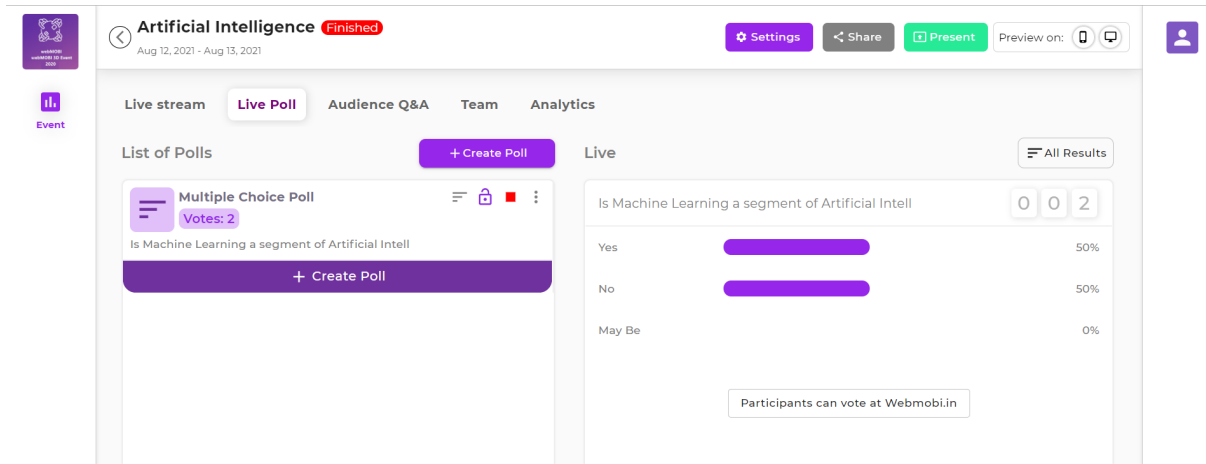
The quiz and multiple choice poll can be locked and unlocked by the admin as per requirement. Once the quiz is locked, the participant is not allowed to take part in the poll.

The lock symbol on the right hand side of the poll allows the admin to lock and unlock the poll.



How to View Results in Admin Dashboard

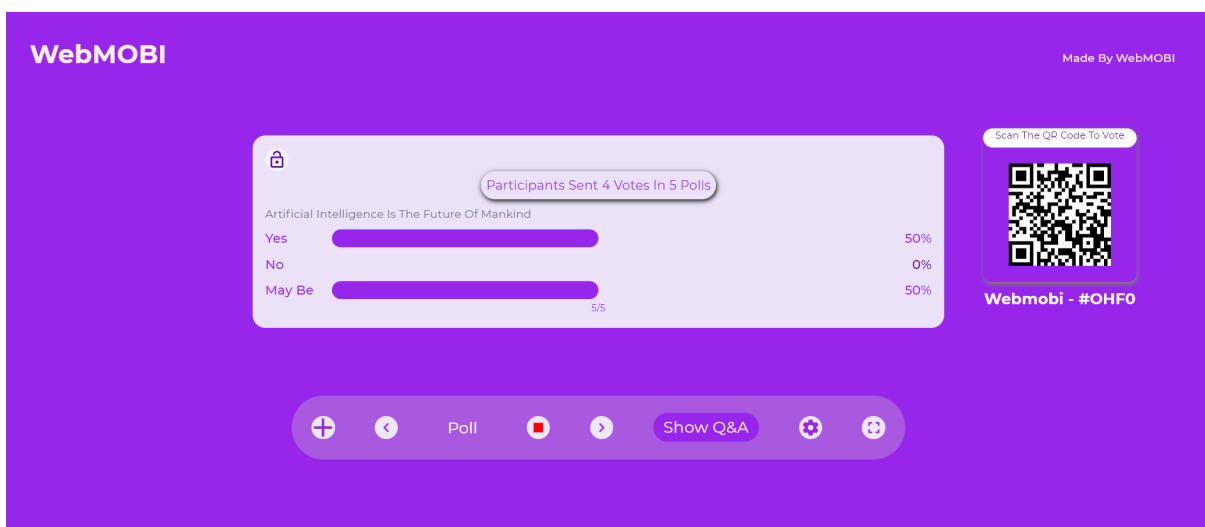
The results will be visible on the right hand side of the screen



Present Screen

Types of Users

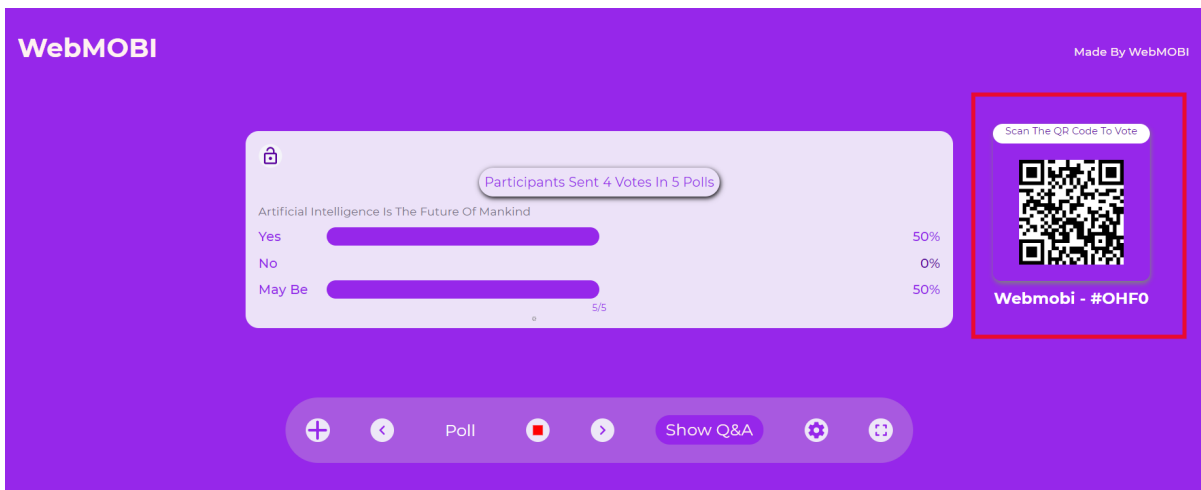
1. In Person User : This user makes use of the application to present polls to live audience who are physically present for the event
2. Live Stream Users : These users make use of the live streaming feature and connect with the audience through the internet to participate in the event and polls.
3. Hybrid Users : These users make use of both the options available to them, which are in person mode and live stream mode. In this, the admin can connect with the participants either physically or through live stream.



The present screen has the following features

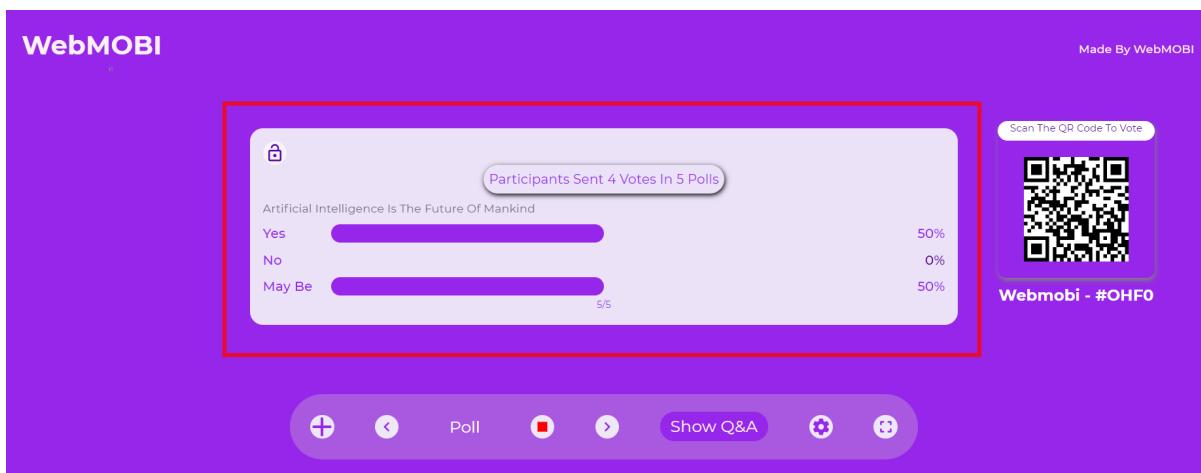
1. QR code to participate in the poll
2. Results of the poll
3. Activation and deactivation option
4. Full Screen mode
5. Next button to move to the next poll
6. Option to switch between multiple choice poll and quiz
7. Show Q & A option
8. Option to add new poll

1. QR code to participate in the poll



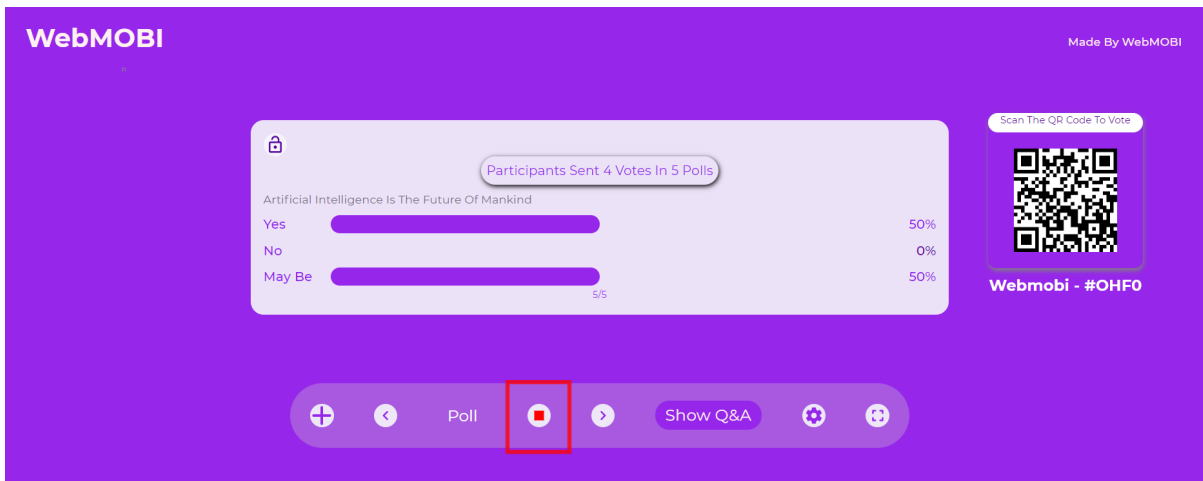
2. Results of the poll

The number of votes or percentage is visible in the present screen section.

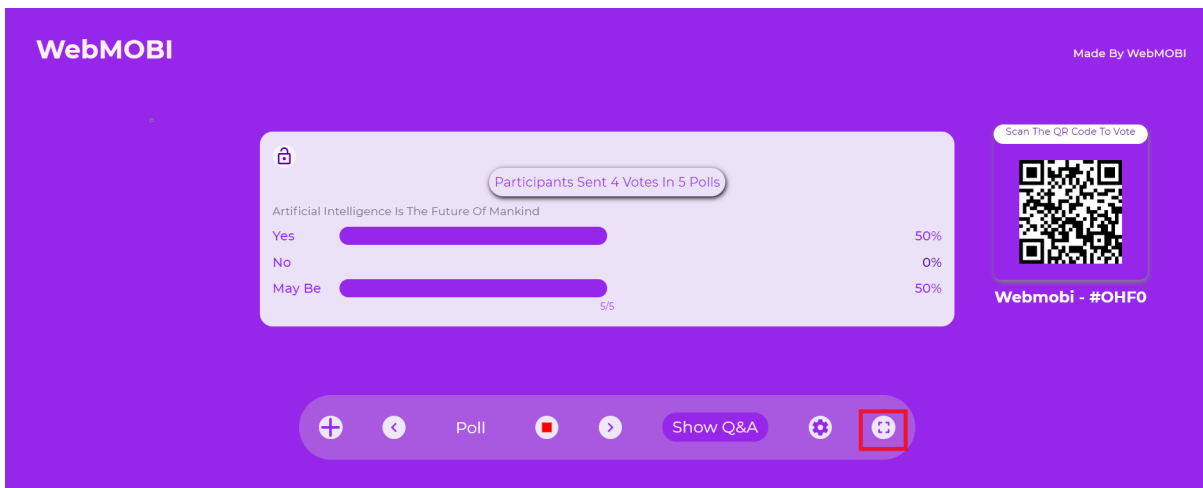


3. Activation and deactivation option

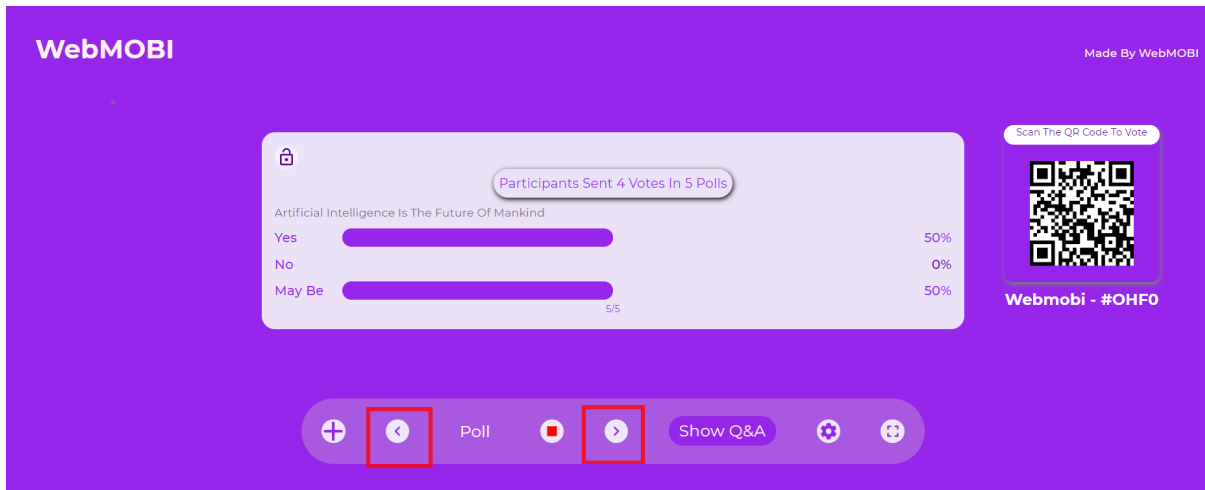
The admin can activate and deactivate the poll through present screen feature



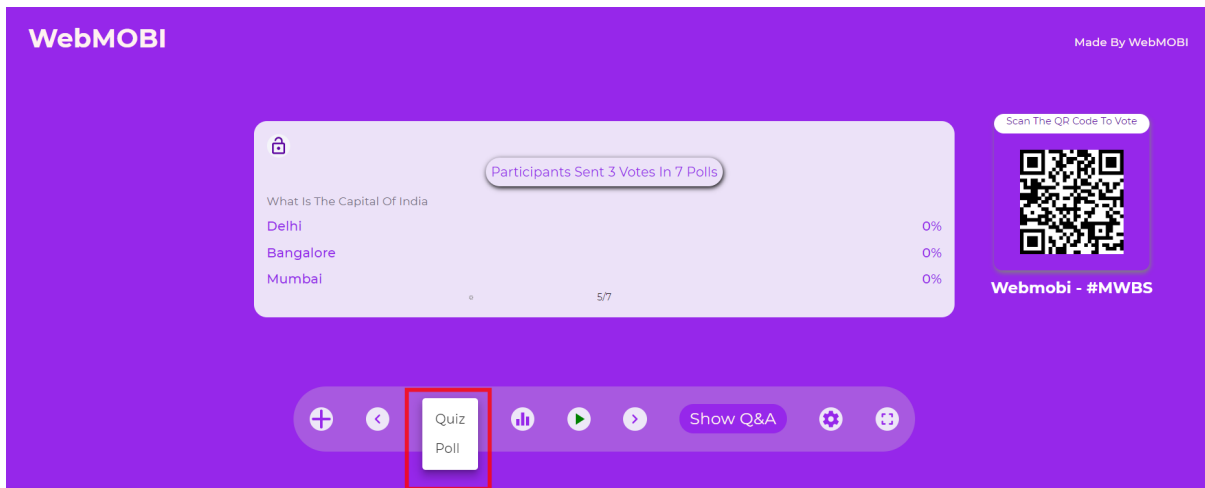
4. Full Screen mode



5. Next and previous buttons to move and forth to the other polls

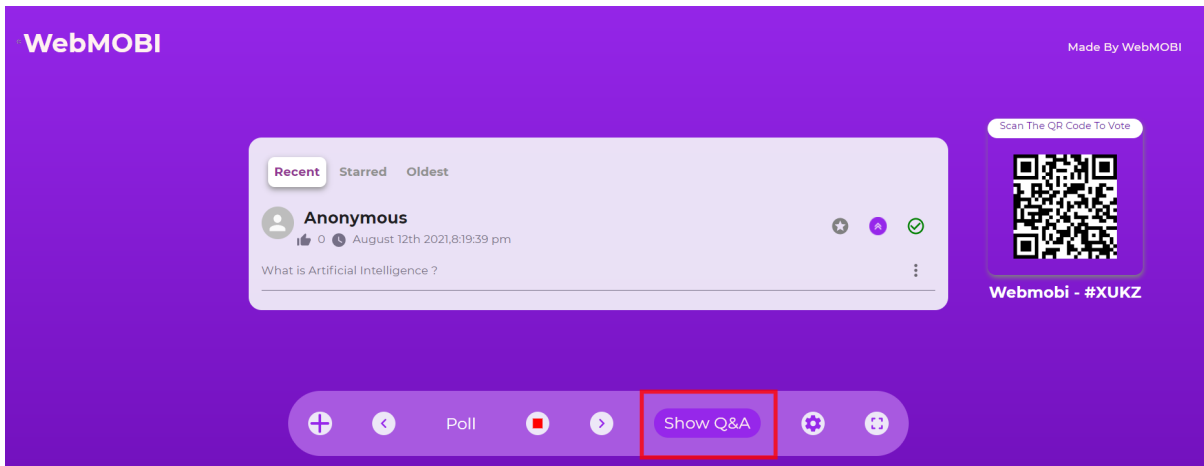


6. Option to switch between multiple choice poll and quiz



7. Show Q & A option

You can also view the recent, Starred and oldest Q & A.



8. Option to add new poll

