Can Hosts set up multiple choice and short answer questions before the session?

Hosts can use the poll pods in Adobe to create:
- multiple choice questions?
- multiple answer questions?
- short answer questions?

Before a session Hosts can:

1. decide whether to use:
   - Multiple choice questions;
   - Multiple answer questions;
   - Short answer questions.
   Academic staff Hosts can talk to an Educational Designer about:
   - the learning design;
   - appropriate questions to encourage Participant engagement.

2. structure the online session to engage Participants with questions distributed through the presentation.

3. watch the following video “Creating a poll” from Adobe Connect TV.
   (Please note: Adobe Connect Pro also allows short answer questions as well as multiple choice and multiple answers.)

   Creating a Poll

   Source: Adobe® TV (2010). Creating a poll

4. prepare questions beforehand.
   Academic staff Hosts might like to discuss these with their Educational Designer to ensure authentic and reliable questions.

5. go into their Adobe Meeting room and choose the Poll option under Pods in the top menu bar.
This is the pod for Hosts to:

- “Add New Poll” to prepare:
  - multiple choice;
  - multiple answer;
  - short answer; questions.
- select from previously prepared polls
- rename polls.

6. name polls. This will facilitate finding them if Hosts intend to use:
   a. the one room for all sessions.
   b. a large number of polls in the one room.

**During the session Hosts can:**

1. select an existing poll;
   or
2. “Add a New Poll”;
3. “Prepare” another poll question;
4. open the poll to participants;
5. choose to:
   - “Broadcast Results” from the poll either by ticking the:
     - dropdown menu
   - “Broadcast Results” box
- change “Results Format”;
- “Clear All Answers”;
- “View Votes”;
- “Close” the poll – Only if Hosts close the poll will the Participant answers be recorded in the report section;
- “Hide” or “Maximise” the poll.

After the session Hosts can:

1. choose to look at the report from any existing poll which they have closed;
2. choose to “Clear all answers” for the polls in readiness for another session;
3. “Reopen” the polls when they next require them.

For more information:

1. select the help option from the dropdown box in the poll pod.
2. visit:
   - Adobe Connect official YouTube channel: [https://www.youtube.com/user/AdobeConnectPro](https://www.youtube.com/user/AdobeConnectPro)
   - Learn Adobe Connect