ZOOM POLLS

An anonymous Zoom Poll is an effective tool for gauging group conscience. It only takes a few minutes during the portion of an Al-Anon meeting that is designated for announcements to complete a Zoom poll and download the results.

Later (often the day after the meeting), the Zoom Account Administrator can compile these results into charts for review at the next meeting. In fact, the Zoom Account Administrator is intrinsic to the process of enabling, preparing, conducting, and compiling results of these polls.

Members of the hosting team will not be able to participate in the poll. Only the Host can launch the poll, and only the person who started the meeting can download the results. For these reasons, it is recommended that the Zoom Account Administrator start the meeting for which a poll is planned. The Administrator then "transfers power" to the scheduled Host and reclaims Host to conduct the poll. Permissions are withdrawn from Co-Hosts so they and the Host can participate in the poll.

Once the results are downloaded, the Administrator transfers power back to the scheduled Host so s/he can restore Co-Host permissions. As after-meeting fellowship begins, the Administrator reclaims Host to end the meeting and close the group's Zoom account after fellowship. [REMINDER: Whoever starts the meeting ends the meeting.]

Following is a detailed description of how to enable, prepare, conduct, download, and compile the results of a Zoom poll.
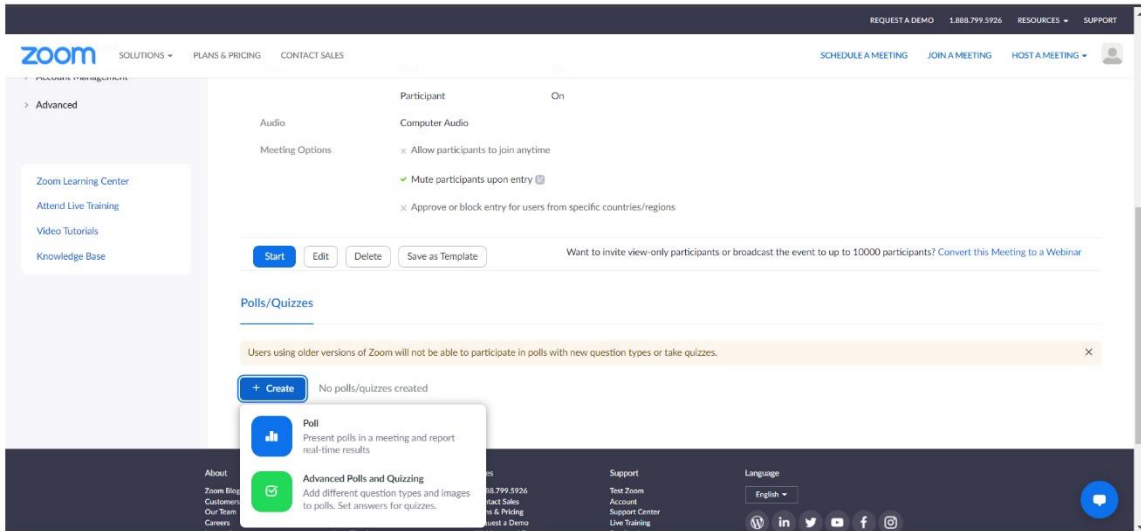
Enabling Polls (Zoom Account Administrator)

Using the Zoom web portal, change both the Account Management: Account Settings and the Personal: Settings by toggling Meeting Polls/Quizzes ON.

Scroll up to Personal: Meetings on the left sidebar and, under Upcoming Meetings, click on the name of the meeting itself (circled in green on the sample window below) — NOT on Start, Edit, or Delete.
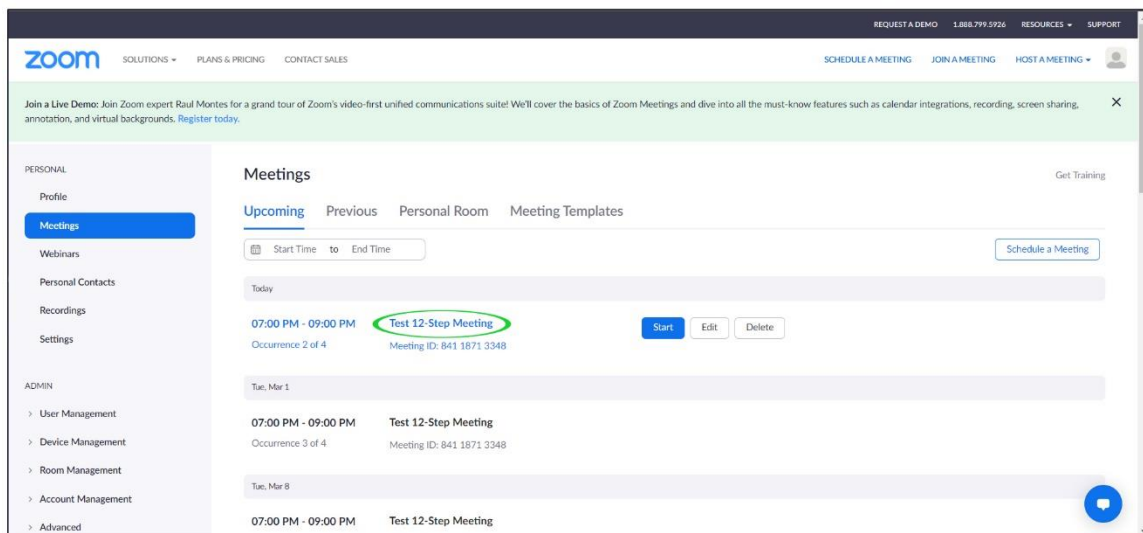
Polls/Quizzes are located at the bottom of this meeting page. Click on the Create button and select "Poll" from the popup window.[1] If you already have one or more polls/quizzes listed, there should be an Add button. You can also Delete old polls and/or quizzes.


Poll Questions (Zoom Account Administrator)

When you click on Polls, the following popup window appears. As a first step, it is best to click on the ellipsis (three dots) to the left of the Save button and check the box to the left of the statement: "Allow participants to answer questions anonymously." This is in keeping with Tradition Twelve.

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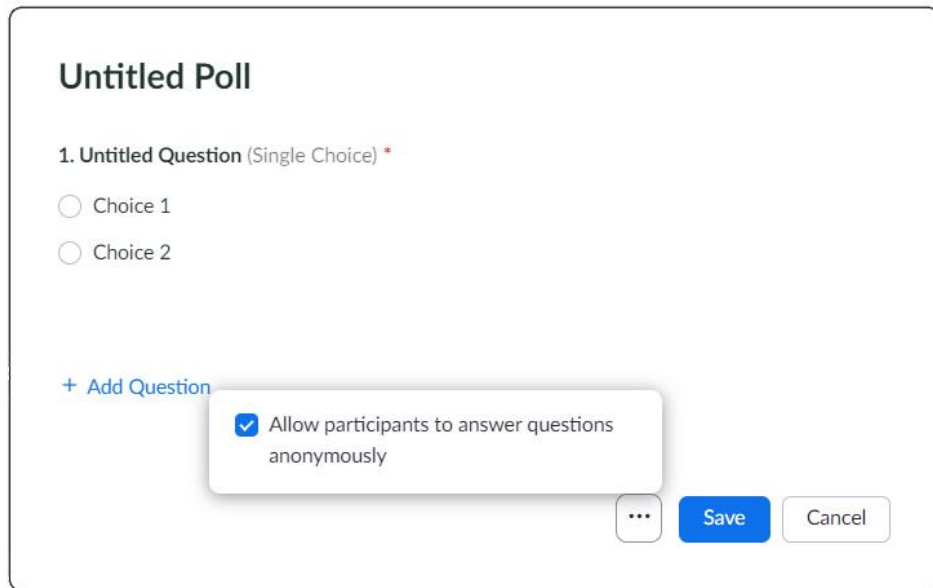
1. Advanced Polls and Quizzing are worth exploring; however, a regular Poll will be the most commonly used format for an Al-Anon meeting.

When you click on Untitled Question, an option appears for you to change Single Choice (by clicking on the down arrow or caret to the right of Single Choice, which is circled in green on the sample window below), to Multiple Choice.
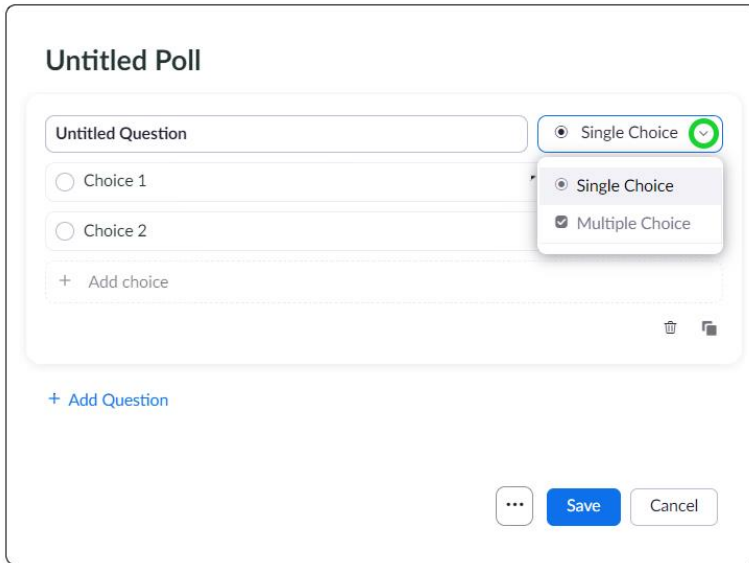

Click on "Untitled Poll" to give it a more meaningful title — always an excellent idea.

Replace "Untitled Question" with your first question, including the correct punctuation (e.g., question mark).

In most cases, for an informed group conscience, these will be Single Choice questions with Yes and No answers. A third choice allows for uncertainty (e.g., "Not sure").

Click on "Add Question" to continue.

A sample poll appears below. You can include up to ten questions; however, a maximum of nine is recommended to avoid glitches.
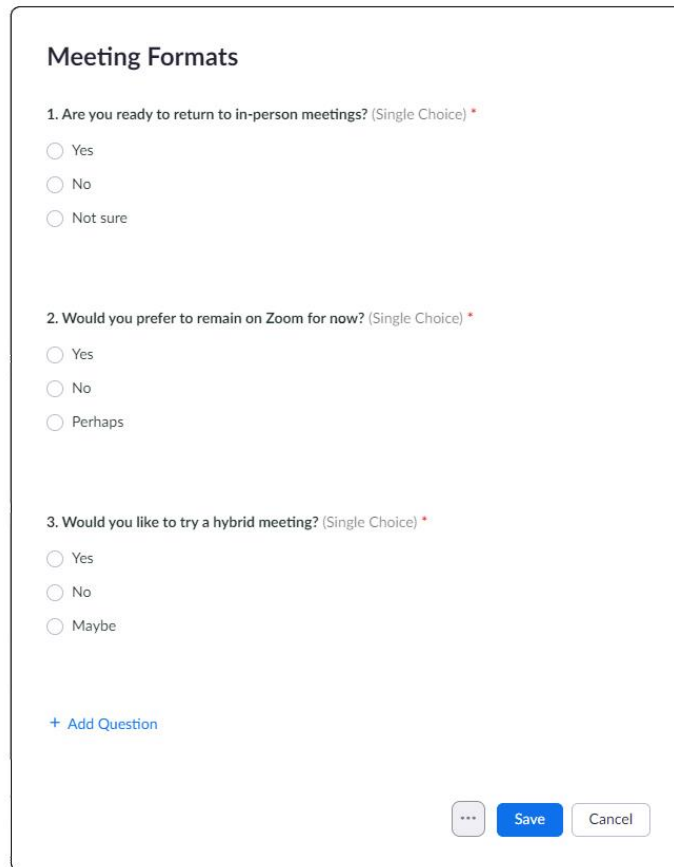
When you have completed your poll, click the Save button. The poll (framed in red below) is now attached to this meeting, and you can Edit, Duplicate, or Delete this poll at any time.
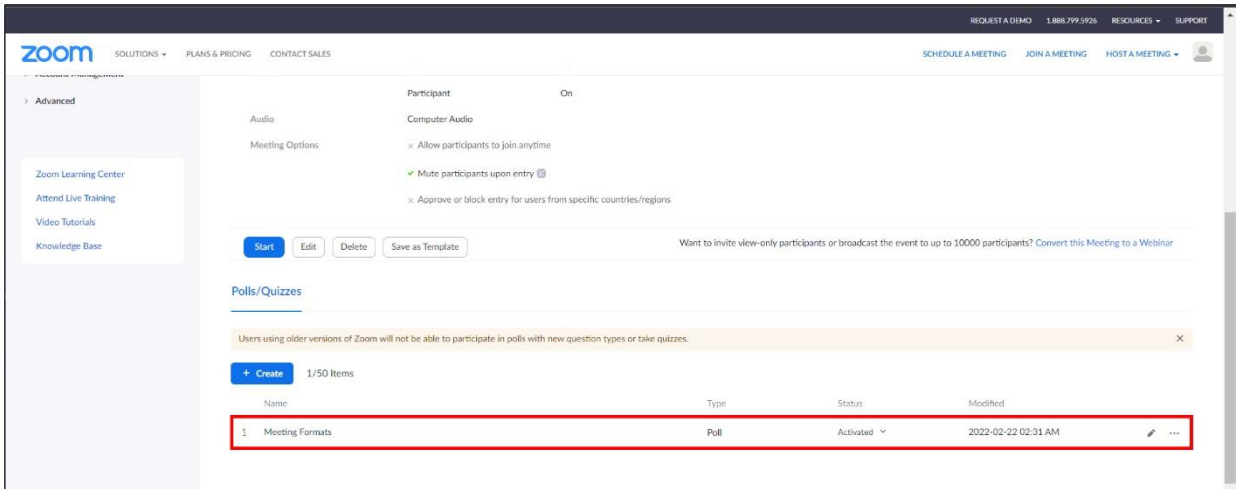

Remember to SIGN OUT of your Zoom account.

## Preparing To Launch A Poll During A Meeting (Host or Administrator)

NOTE: The hosting team will not be able to participate in the poll. Those who have not updated their Zoom apps may also not be able to participate. Only the Host can launch the poll, and only the person who started the meeting can download the results.

TIPS FOR THE HOST: Allow your Zoom Account Administrator to start the meeting and make you the Host. Withdraw permissions from your Co-Host(s) so they can participate in the poll and make your Zoom Account Administrator the temporary Host so you can participate. After the administrator downloads the Results Report, s/he can make you Host again; and you can restore permissions to your Co-Host(s).

Launching A Poll (Host or Administrator)

Click on the Polls icon in the Zoom menu bar (pictured below), which triggers the Launch popup window (see next page).
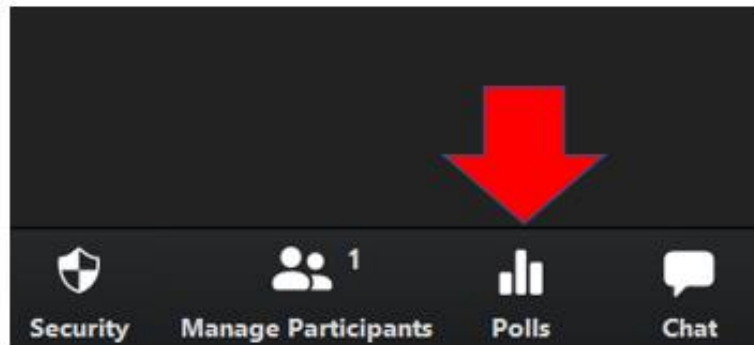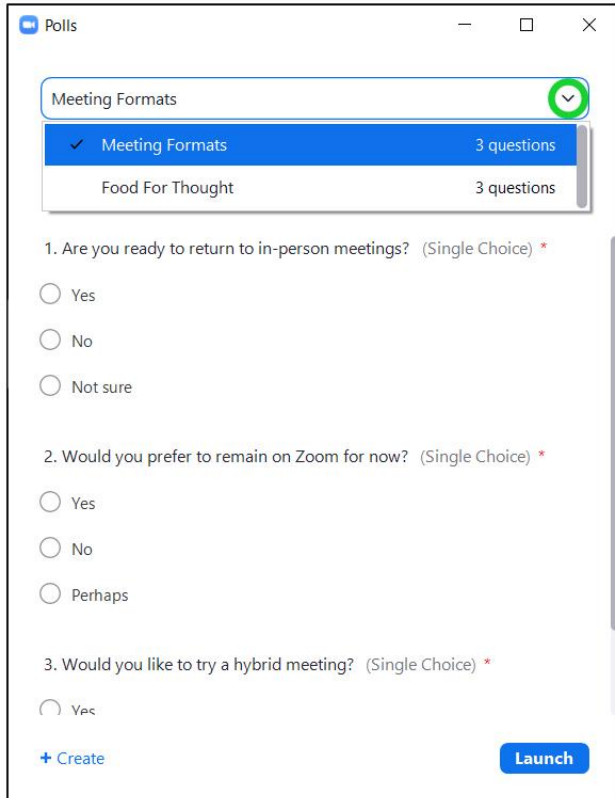
If you have more than one poll stored with this meeting, it will default to the first poll created. You can select a different poll by clicking on the down arrow or caret (circled in green on the sample window to the left) and making a choice from the dropdown menu. When the correct poll is selected, click the blue Launch button.

The participants in the meeting will now be prompted to answer the polling questions and, as Host, you will be able to see the results live.

The information under the poll title (framed in red on the screenshot to the right) will let you know how much time has passed since the poll was launched and how many participants (by count and percentage) have submitted their answers.

Remember that no member of the hosting team will be able to take the poll, which figures into the total count, and some individuals may choose not to participate in the Zoom poll.

When everyone who wishes to do so has submitted their answers, press the red "End Poll" button.

This brings up the Poll Options window (see next page). By clicking the blue Share Results button, meeting participants will be able to view the results of the poll. When you return to this window after sharing the results, you can click on the ellipsis (three dots) to Download Results.
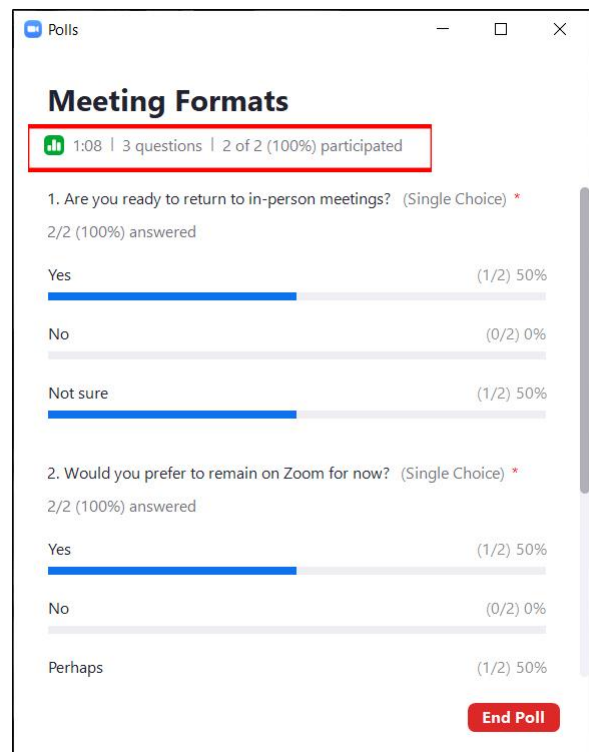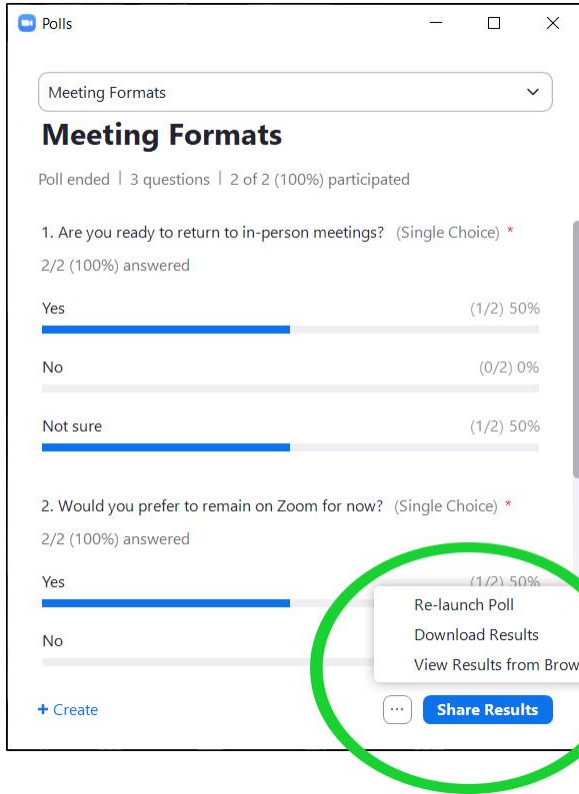
If you choose to Relaunch the Poll, you will lose all of the data you just collected. That's fine — just remember that this is a "do over."

When you Download Results, your browser will open. Simply close it, which returns you to the meeting.

[**NOTE:** *Only the person who started the meeting can Download the report.*]

Do not view results from the browser, as this is not necessary. The results of the poll will be compiled after the meeting (usually the next day) to generate charts to be shared with the group at the next meeting.

When you Share Results by clicking on the blue button to the right of the ellipsis, the window below will appear.

Meeting participants will be able to see the poll results until you click the red Stop Sharing button.

Scrolling is required for a poll with multiple questions (both answering and viewing the results).
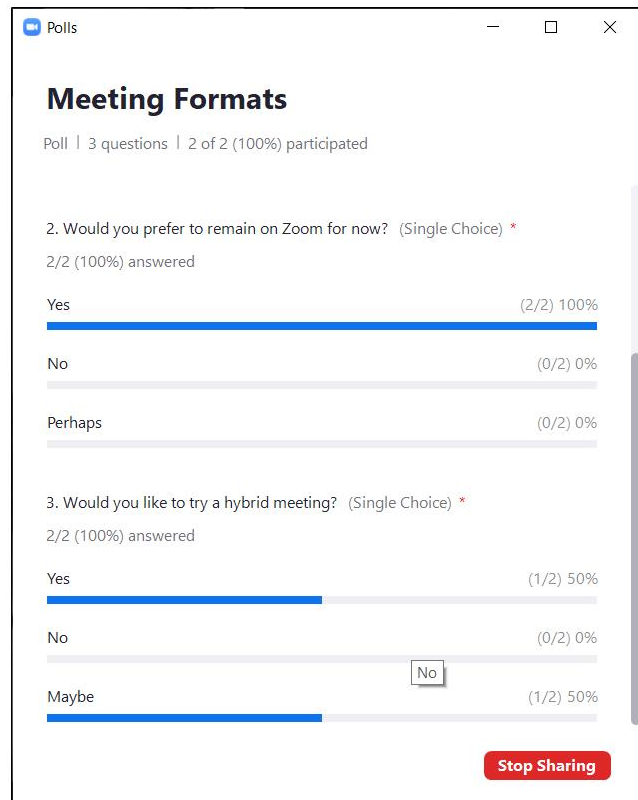
When you stop sharing these poll results, you will return to the Poll Options window (below).
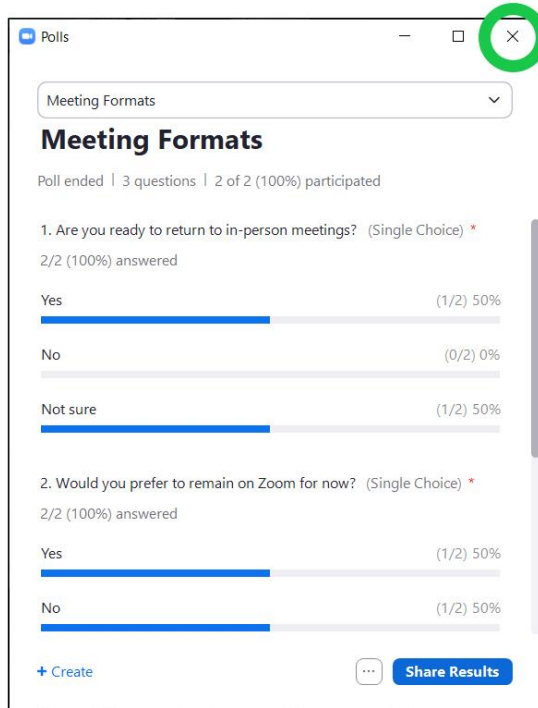
If you have already downloaded the poll results, you can exit the poll by clicking on the **X** in the upper-right corner of the Poll Options window. (To download poll results, see the instructions on the previous page.)

Downloaded Poll Results (Zoom Account Administrator)

Using the Zoom web portal, go to Personal: Meetings, click on Previous and, under the date that the poll was launched, click on the name of the meeting (NOT Edit, Delete, or Report to Zoom).

On the Meeting page, click on Account Management: Reports.

Under Usage Reports, click on Meeting.

In reference to Meeting Report: Report Type, click on Poll Report. Set the calendars so that the time range (From/To) begins and ends on the date the poll was launched and click Search.

To the right of the listed poll report, click Generate; then click Download.

Click on the downloaded CSV (comma separated variable) file. An Excel spreadsheet will open.[2]

In Excel, click File, Save As, change the document type to Excel Workbook (*.xlsx), give the report a meaningful name (e.g., Thursday Novato Poll May 2021), make a note of the file location on your computer, and click Save.

Return to the Zoom web portal and SIGN OUT of your group's account.

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2. On a Mac, this process will be slightly different. The goal is to save or export the results as a CSV file and then to save that as an Excel Workbook with a meaningful name so that charts can be generated from the results.

Sharing Poll Results With Your Group

You can play with the Excel spreadsheet to widen the columns so you can read each question and all responses. The questions will not be in the same order. Don't panic — you do not have to rearrange them. Save the workbook.

Add a sheet to the workbook and rename it DATA. If you had five questions in your poll, create five headings (in bold) that are shortened versions of your question topics in the order that these questions were asked (e.g., Return In-Person, Continue Virtual, Try Hybrid, Both Separate, Increased Service).

Copy the column of answers to each question (matching them correctly) from the first sheet to your data sheet. Select all data (including headings), click on Format as Table, select the style of table you would like that is easy to read, check the box indicating that "My table has headers," and click OK. Save the workbook.

To create a chart for each question:

1. Click on the column letter, which will highlight all of the data in that column. Click the Insert tab, click on Recommended Charts, then click OK. Rename the newly created sheet to match the heading of your column (e.g., Return In-Person).
2. Column A on this new sheet has a down arrow to the right. Click on this down arrow, then click on More Sort Options. Select "Descending (Z to A) by:" and then select "Count of [column title]." This will arrange your chart bars in descending order.

Repeat Steps 1 and 2 until you have a chart reflecting the answers to each question.

You can copy and paste these charts into a Word document, resize them to fit perfectly on a page, and email that page to the members of your group.

Below is a sample of one chart indicating responses to one polling question from one meeting in May of 2021.