

## Webinars - Tips on Polls & online tests

These tips come from those presenting the UC “Ag Experts Talk” webinar series.

### Polls

Want to assess your audiences knowledge? With zoom, you prepare poll questions in advance and upload into Zoom Webinar ahead of the webinar.

- **How often** - Questions can be spaced throughout your presentation or in the middle and the end. Optimum number of questions seems to be about 10 questions/one-hour webinar
- **Type of question** - Poll questions can be multiple choice single answer, multiple choice multiple answer, or true/false
- **Remember N/A** - Include a not applicable (N/A) choice where appropriate
- **Questions for Audience subset** - If the question in the poll is targeted to a specific ‘subgroup’ of participants, explain that not everybody needs to respond to it (e.g., acreage of your farm)
- **Prompt slide** - Insert an empty slide with the question number where you want to run the poll or note the question number in the PowerPoint slide
- **Explain the question**
  - When a poll is posted, read the question(s) and options out loud to the audience
  - If needed, remind the audience that they need to scroll down in the poll window to see more options
- **Use poll time** - While the audience is responding, the facilitator/host can direct questions received from participants to the presenter
- **How long to wait** - Wait until 70 to 80% of the participants respond to the poll question before sharing and discussing the results
- **Debrief the poll** - When a poll is closed and results are on the screen, read the poll question again and discuss the results. Clarify what the correct answer is because the poll does not indicate that!
- **Note: Polls don’t appear in recording.** Zoom webinar recording doesn’t include polls because they are not part of the recorded window



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*Prepare and engage – keys to webinar success.*

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### Tests

Consider an online test.

- This can be addressed by creating an online test using [Google Forms](#). Set up automatic shuffle of the questions and responses order so the test isn’t exactly the same if a participant takes it again.