

Ed Discussion: Managing Polls

Available within Ed Discussion is the ability to create quick anonymous straw polls within a discussion thread. Creating quick polls in this way can be a great way to gain informal feedback on a topic, or pick the next direction of conversation.

For a more robust online polling solution, please consider [Poll Everywhere](#).

- ⚠ Once polls are created they cannot be edited and will need a totally new poll if any changes need to be made.

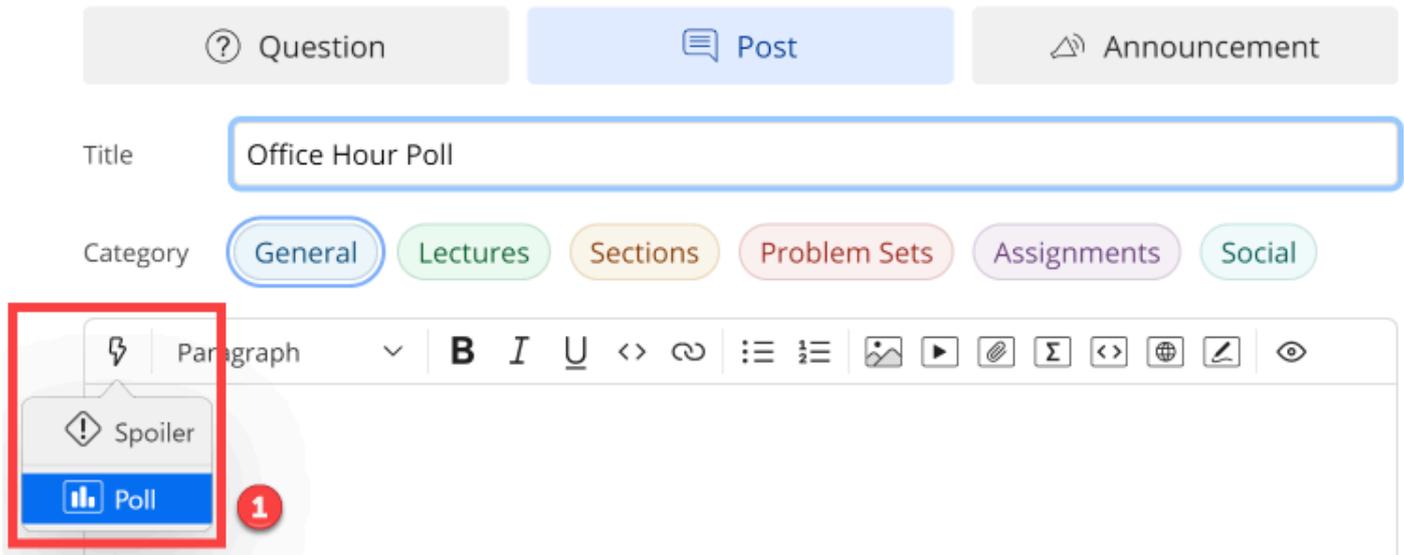
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Creating a Poll

1. Create a new post, and select **Poll** under the **lightning bolt icon** in the left-hand side of the editor menu.



The screenshot shows the Canvas LMS interface for creating a new post. At the top, there are three buttons: 'Question', 'Post' (which is highlighted in blue), and 'Announcement'. Below these is a 'Title' field containing 'Office Hour Poll'. Underneath the title is a 'Category' section with several buttons: 'General' (highlighted in blue), 'Lectures', 'Sections', 'Problem Sets', 'Assignments', and 'Social'. Below the category buttons is a rich text editor toolbar with various icons for text formatting and media insertion. On the left side of the editor, a menu is open, showing options like 'Paragraph', 'List', 'Image', 'Video', 'Equation', 'Table', 'Link', and 'Poll'. The 'Poll' option is highlighted in blue and has a red circle with the number '1' next to it, indicating it is the selected option.

2. Provide your poll question / prompt in the "**Question**" field at the top of the pop-up box that opens.
3. Under "**Poll options**" provide up to 12 possible options for participants to select from when completing the poll.
 - a. Click the "**Add Option**" button to input more poll options
4. Check off the "**Multiple answers**" checkbox if participants should be able to select more than one option in the poll.
5. Check off the "**Close automatically**" option to select from a drop down of potential closing times.
 - a. Closing times include in: ten minutes, one hour, one day, one week, and at a specific time.
6. When ready, click the "**Create**" button.

The screenshot shows the Canvas poll creation interface with several elements highlighted by red boxes and numbered callouts:

- 2**: The "Question" field containing the text "What day would you prefer to come to office hours?".
- 3**: The "Poll options" section, which includes a list of days (Monday, Tuesday, Wednesday, Thursday, Friday) with "x" icons for removal, and a "+ Add Option" button.
- 4**: The "Multiple answers" checkbox, which is checked.
- 5**: The "Close automatically" dropdown menu, which is set to "in 1 day".
- 6**: The "Create" button at the bottom right of the form.

Additional text visible in the interface includes "You can add 7 more options" and "Advanced Options" with a right-pointing arrow.

Manually Closing a Poll

1. Once your poll has been launched, if you have not set a date or time for the poll to close automatically, you can manually close your poll by going to the three dot menu in the top-right of the poll, and choose "**Close Poll.**"

What day would you prefer to come to office hours?

1

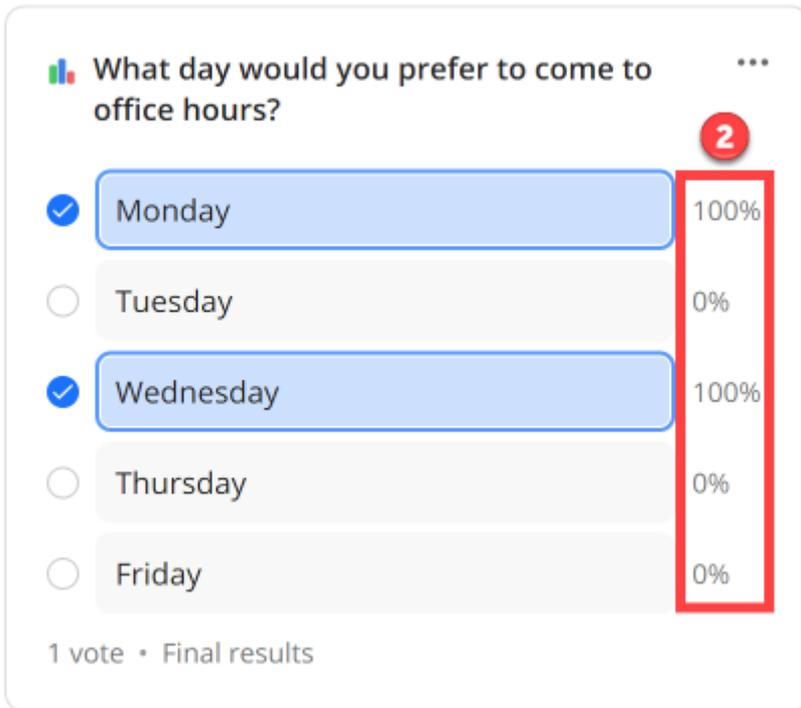
Close Poll

<input type="radio"/>	Monday	0%
<input type="radio"/>	Tuesday	0%
<input type="radio"/>	Wednesday	0%
<input type="radio"/>	Thursday	0%
<input type="radio"/>	Friday	0%

Vote

💡 Polls can be re-opened after they have been closed through the same three dot menu, and participants can change their vote by revoking their selection and changing their options before resubmitting.

2. Once the poll is closed, the **results of the poll** will be displayed for the participants on the right-hand side in line with the options.



💡 For more help with Ed Discussions, please email vendor support at support@edstem.org or canvas@yale.edu.