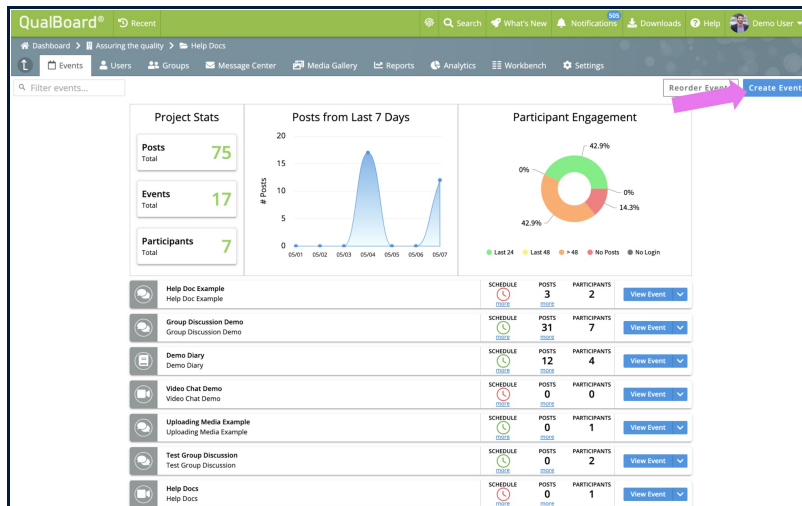


# Moderator Creating a Quick Poll

Last Modified on 05/11/2020 7:50 am EDT

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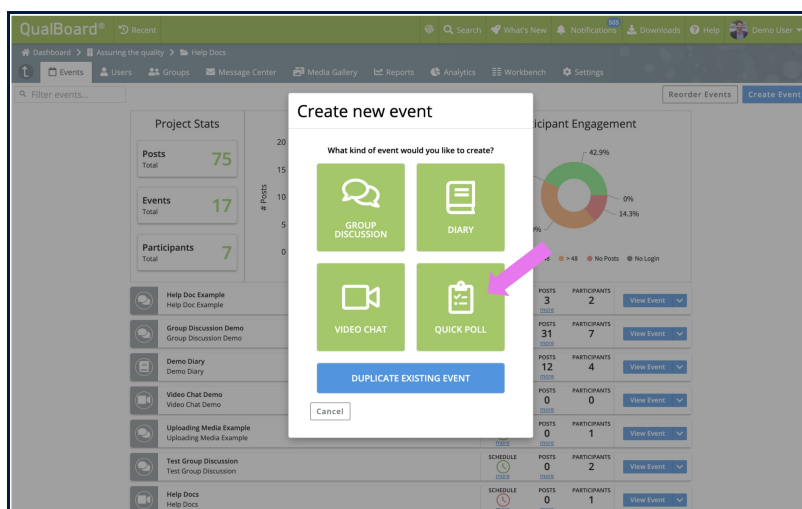
From the Project Dashboard, click the **Create Event** button



You're well on your way! Click **Next** for the next step.

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Select the green box that says **Quick Poll**.



Next you will give your event a Public and Private Name. The Public Name can be viewed by any user. The Private name is not visible to respondents. Select the timezone that the project's open and close dates will be based off of. Finally click **Create Event**.

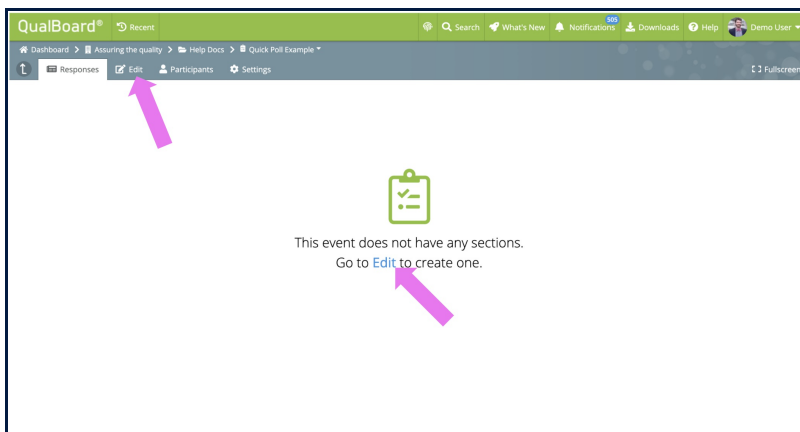
The screenshot shows the 'Create new event' modal in the Qualtrics interface. The modal is a white box with a title bar and several input fields. The background is a blurred view of the Qualtrics dashboard, showing 'Project Stats' and 'Participant Engagement' sections. The 'Project Stats' section displays 'Posts Total: 75', 'Events Total: 17', and 'Participants Total: 7'. The 'Participant Engagement' section shows a donut chart and a table with columns for 'POSTS' and 'PARTICIPANTS'. The 'Create new event' modal has the following fields: 'EVENT TYPE' (dropdown menu), 'PRIVATE NAME' (text input), 'PUBLIC NAME' (text input), 'LANGUAGE' (dropdown menu), 'COUNTRY' (dropdown menu), 'TIME ZONE' (dropdown menu), 'START DATE' (calendar icon), 'START TIME' (clock icon), 'END DATE' (calendar icon), and 'END TIME' (clock icon). There are 'Cancel' and 'Create Event' buttons at the bottom of the modal. A pink arrow points to the 'Create Event' button.

Click **View Event** to enter into the event and begin setting everything up! Alternatively if you have a place you know you want to jump to, you can click the arrow next to view event.

Event Name	SCHEDULE	POSTS	PARTICIPANTS	Action
Help Docs	0	0	0	<a href="#">View Event</a>
Help Docs	0	0	0	<a href="#">View Event</a>
Enabling Permissions Demo	0	0	1	<a href="#">View Event</a>
Enabling Permissions Demo	0	0	1	<a href="#">View Event</a>
Enabling Permissions Demo	0	0	1	<a href="#">View Event</a>
Enabling Permissions Demo	0	0	0	<a href="#">View Event</a>
Types of Questions	17	3		<a href="#">View Event</a>
Video Chat Demo	0	0	1	<a href="#">View Event</a>
Quick Poll Example	0	0		<a href="#">View Event</a>

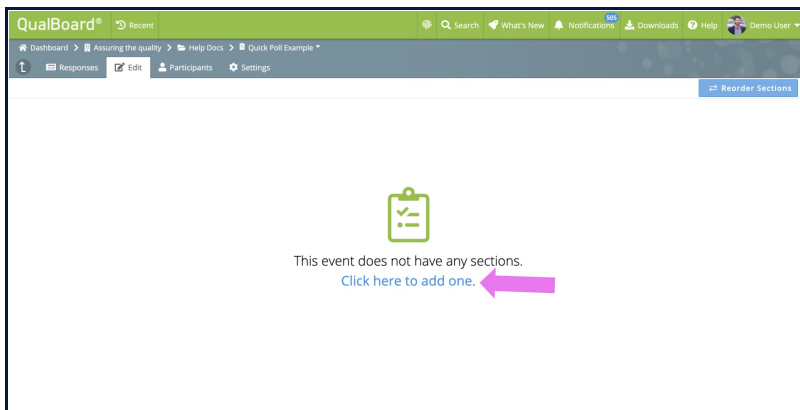
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Click **Edit** to begin adding questions for the respondents to complete.



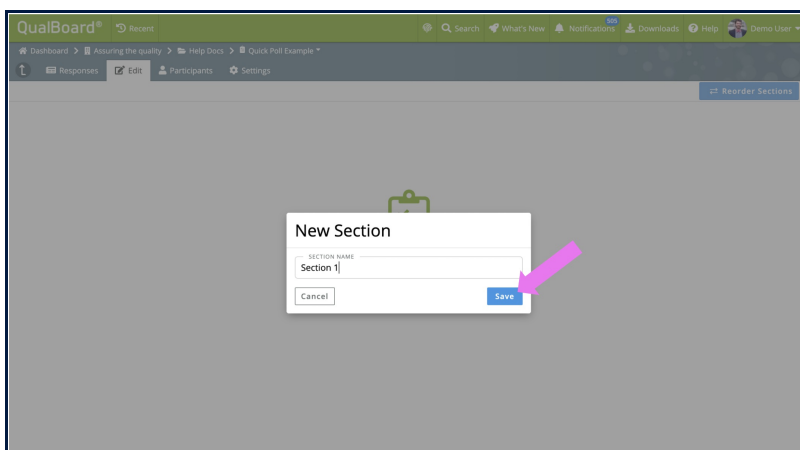
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Click **"Click here to add one"** to begin setting up your sections. Sections are a group of questions. In a Quick Poll sections all open at the beginning of the event, but can be gated behind one another by making questions in a section mandatory.



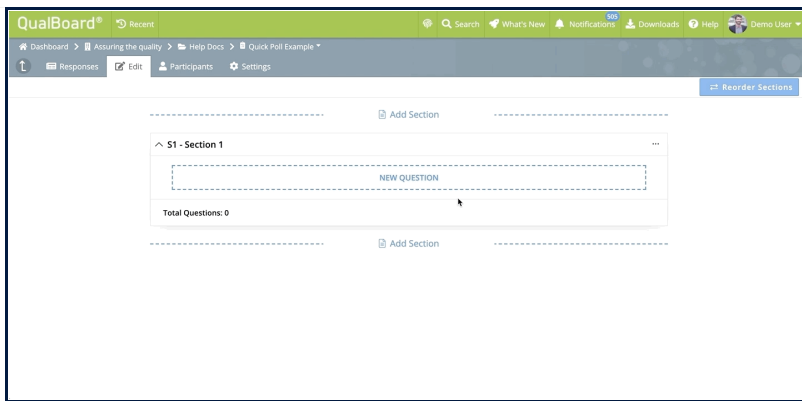
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Next, you will name your section. This is shown to participants. When you are finished, click **Save**.



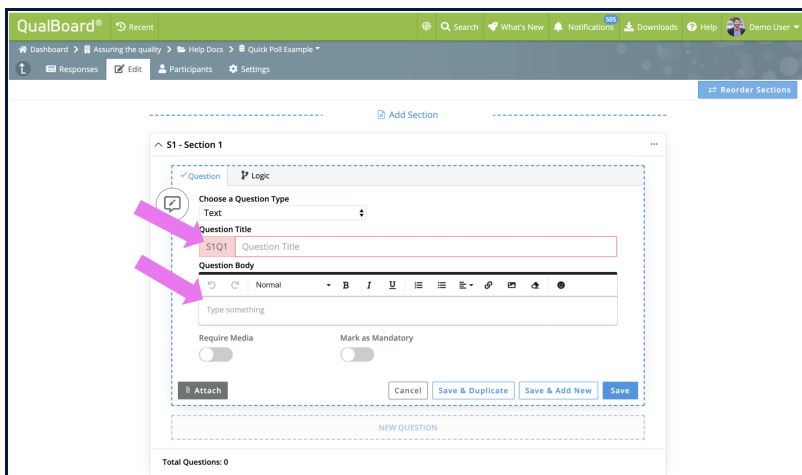
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Now, we'll add a question. First, click on **New Question**. Click the drop down and select the question type. Your choices are text, notice, multiple choice, multiple answer, matrix multiple choice, matrix multiple answer, and media response. See [here](#) for more about each question type.



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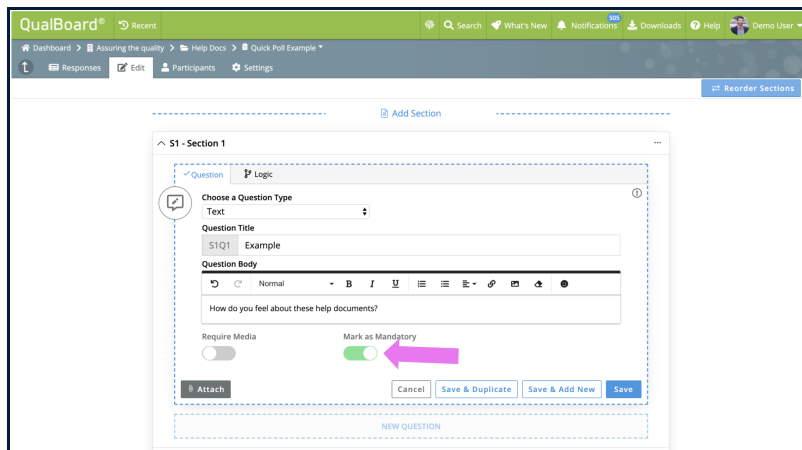
The first text box is the task title to identify the question (this is visible to the respondents). The second box is the area for you to put the instructions of the task for the respondent to complete.



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Below the task body, you will see question settings that vary depending on the question type (i.e. Require Media). If these are green, it means that they are applied for the question. If you want to require a

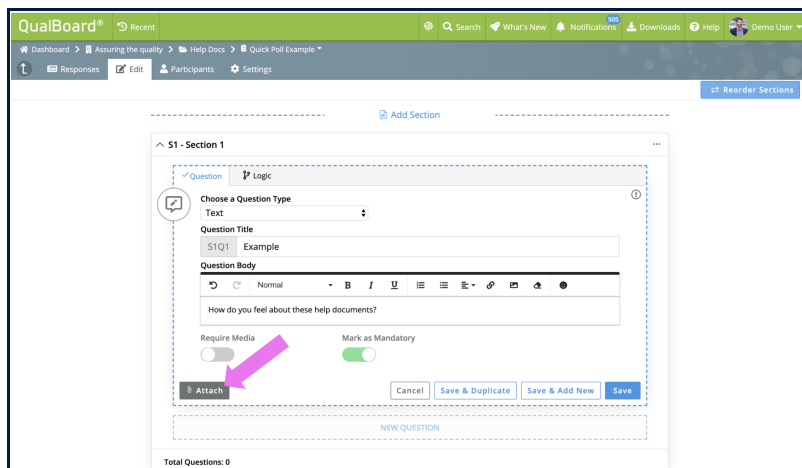
response, click **Mark as Mandatory**.



The screenshot shows the QualBoard interface for editing a question. The 'Question' tab is active, and the 'Mark as Mandatory' toggle switch is highlighted with a pink arrow. The toggle is currently turned on (green). The question title is 'S1Q1 Example' and the question body is 'How do you feel about these help documents?'. The 'Require Media' toggle is turned off. The 'Attach' button is visible at the bottom left of the question editor.

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You can click the **Attach** button to add media to your task for respondents. To see a list of accepted media, go [here](#).



The screenshot shows the QualBoard interface for editing a question. The 'Question' tab is active, and the 'Attach' button is highlighted with a pink arrow. The toggle switches for 'Require Media' and 'Mark as Mandatory' are visible. The question title is 'S1Q1 Example' and the question body is 'How do you feel about these help documents?'. The 'Attach' button is located at the bottom left of the question editor.

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Click **Save**, and that's it! You've made your first question!

QualBoard®Recent

Dashboard > Assuring the quality > Help Docs > Quick Poll Example

ResponsesEditParticipantsSettings

SearchWhat's NewNotificationsDownloadsHelpDemo User

Reorder Sections

Add Section

S1 - Section 1

QuestionLogic

Choose a Question Type

Text

Question Title

S1Q1Example

Question Body

How do you feel about these help documents?

Require MediaMark as Mandatory

AttachCancelSave & DuplicateSave & Add NewSave

NEW QUESTION

Total Questions: 0

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Next