

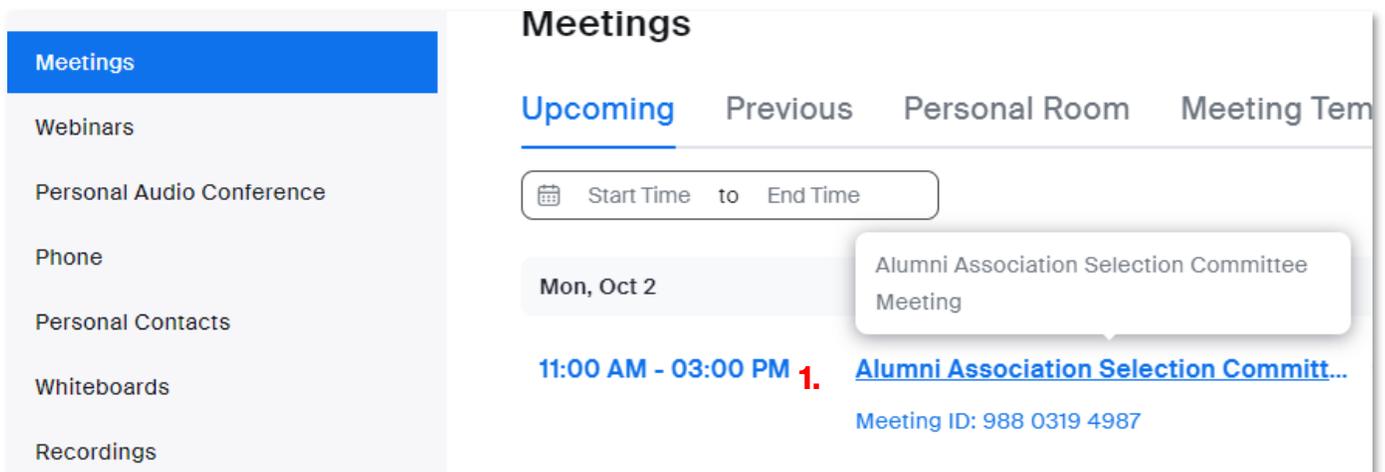
## Academy Process

### Doing a Satisfaction Poll

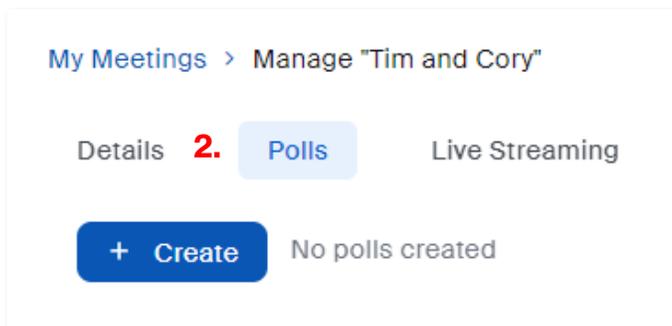
Please conduct a satisfaction poll at the end of each session, hopefully catching as many people as possible before they leave the room.

### Setting Up the Poll in Advance of the Session

1. Sign into your Zoom account in a browser, click Meetings from the left hand menu. Mouse over the meeting you want and click the name when it turns blue.



The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Meetings' selected. The main area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a search bar with a calendar icon and the text 'Start Time to End Time'. A meeting is listed for 'Mon, Oct 2' from '11:00 AM - 03:00 PM'. The meeting name is 'Alumni Association Selection Committee Meeting' and is highlighted in blue. A tooltip shows the full name of the meeting. Below the meeting name is the meeting ID: '988 0319 4987'.



The screenshot shows the Zoom meeting management interface. At the top, it says 'My Meetings > Manage "Tim and Cory"'. Below this are three tabs: 'Details', 'Polls', and 'Live Streaming'. The 'Polls' tab is selected and highlighted in blue. Below the tabs is a blue button with a plus sign and the text '+ Create', followed by the text 'No polls created'.

2. At the top of the next page click Polls and click Create.

3. Create your Satisfaction poll with the following content and click Save.

**Satisfaction Poll 3.**

1. On a scale of 1 to 5 (5 being most likely), how likely are you to recommend this session to a fellow volunteer? (Single Choice) \*

1

2

3

4

5

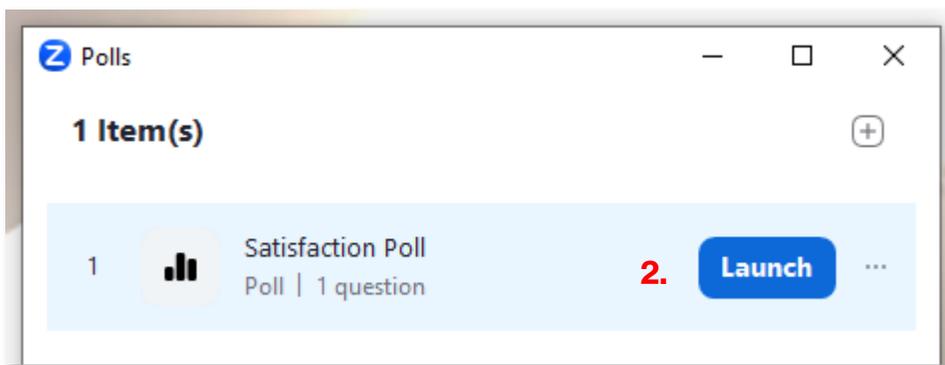
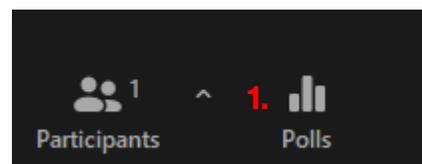
... Save Cancel

You can now exit your account and the poll will be saved in the meeting settings and available set up during the meeting.

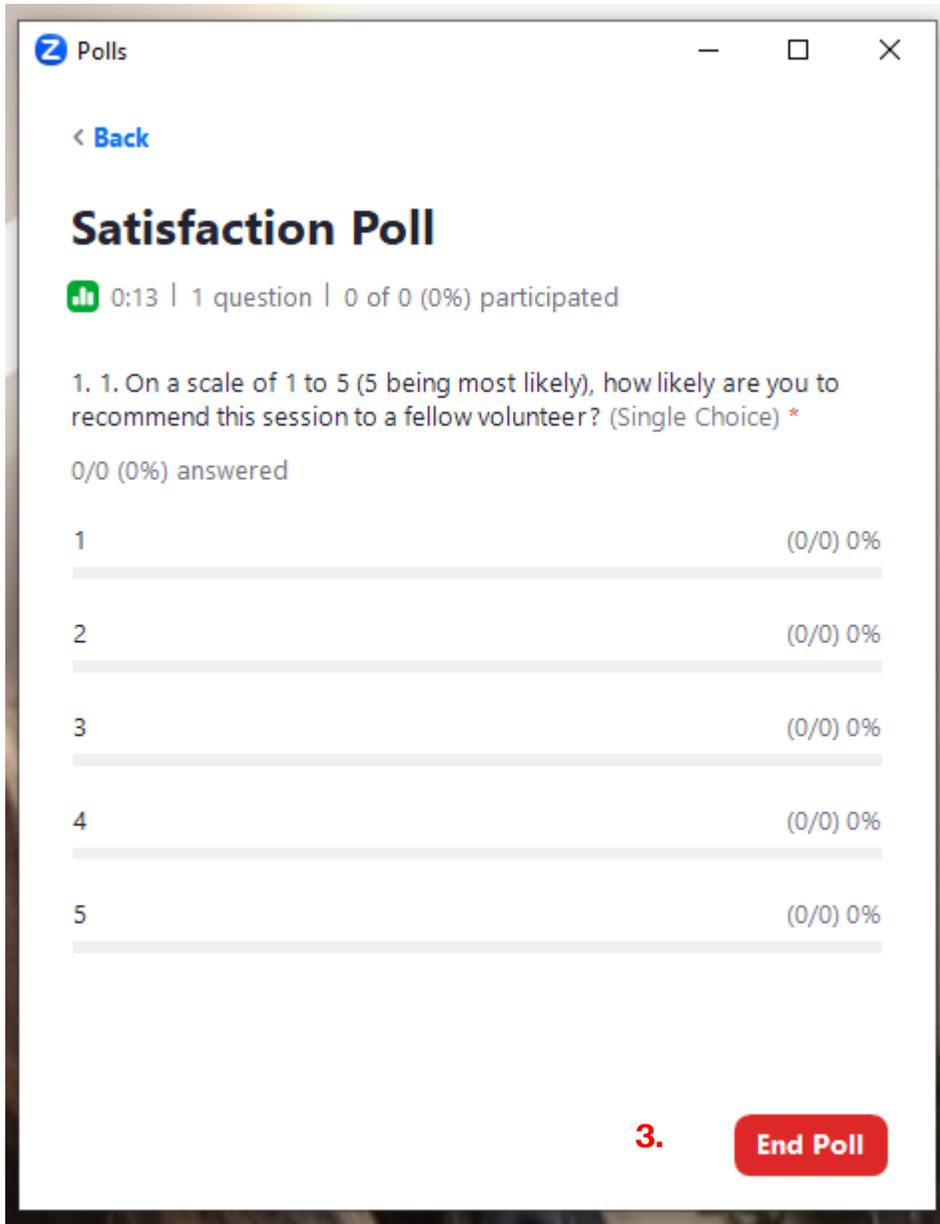
## During the Meeting

1. Later when you are in the meeting nearing the end, click Polls

2. You should see your poll listed, click launch



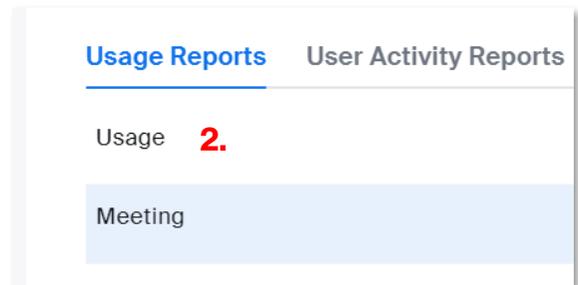
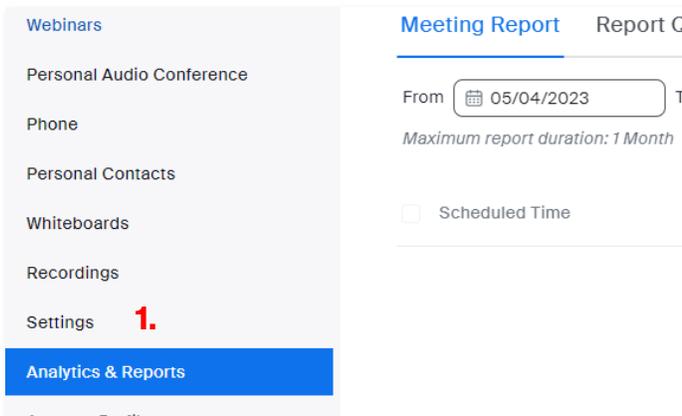
3. Once everyone has responded, click end poll



You don't need to share or save the results here because you'll be able to access them in your Zoom Account later.

## Downloading Poll Results

1. Log in to your Zoom account through a browser. Click Analytics & Reports from the left hand menu.

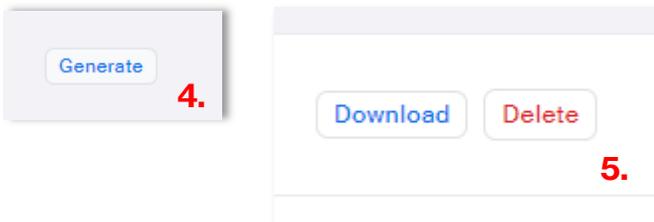


2. Click Usage Reports from the top tabs and then select Meeting.

3. Use the date field to search for the appropriate meeting (this only shows one month at a time), select Poll Report from the dropdown. Click the blue search button.



4. find the meeting and click the Generate button to the right.



5. Finally click the download button next to the meeting and a CSV will download to your computer.