Adding Polls to myUEN

- 1. Go to your Personal Page.
- 2. Create a new page for polls by clicking "Add Page" Then type "Polls" and remember to "Save"



4. Choose "Polls Manager" under the Gadgets tab.

Add Content	×					
Search content (searches as you type).						
💻 About Me						
💻 Blogs						
💻 Gadgets						
Calendar 📃	Add					
Dictionary	Add					
Educator Search	Add					
Loan Calculator	Add					
Password Generator	Add					
Polls Manager	Add					
RSS	Add					
Stocks	Add					
Unit Converter	Add					
Weather	Add					
📕 Messages 🛛 🖪						
📕 My Stuff 🛛 🗳						
🖶 Wimba 🚦						

5. On the Polls Manager click "Add Question"



6. You will begin by giving your poll a short title. This is how you will find your poll on your public page.

Question				«
Title			>	
Description				
Expiration Date	March 💙 29 🗸 2012 🗸		er Expire	
Choices	a. b.	Add	Choice	
Save Cance	2			

7. In the Description box type your question.

	Questi	tion	« Baci	
	Title			
\langle	Descriptio	on	>	
	Expiration	n Date March 28 2012 1 1 2017 Pitting Pitting Mever Expire		
	Choices	a. Add Choice		
	Save C	Cancel		

8. If you only want your poll to be answered for a certain amount of time you can choose an expiration date. After that date, the poll will still be there but you won't be able to answer it anymore.

Question		« Back
Title		
Description		
Expiration Date	e March ♥ 29 ♥ 2012 ♥ 1 ♥ :37 ♥ PM ♥ ♥Never Expire	
Choices	a. b. Add Choice	
Save Cancel	el	

9. Then type in the choices. You can add more choices by clicking "Add Choices" and you can delete them if you need to. You must have at least 2 choices on each poll.

	Question		
	Title		
	Description		
	Expiration Date	March 29 2012 1 37 PM V Never Expire	
<	Choices	a. b. Add Choice	
	Save Cancel		

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10. Remember to click "Save."

	Question										« Back
	Title										
	Description								A		
	Expiration Date	March	29	2012	v 1 v	:37 💌 PM	Never Ex	pire			
	Choices	a. b.					Add Cho	ice			
11.	Save Cancel Go to your	Public	: Page.								
	a Edit N	lame a	nd Log	jin 🖪] Edit my	Public P	age 🔬 H	Help	🗐 Sign Out		
	_	O A	dd Pa	ge Con	tent 🔳	Edit Pa	ge Layout	2 I	Edit Page Look		
								_	📑 Add Page		
12.	Click on the	e page	where	e you w	ant to pu	it the po	II.				
	UNIVERSITY OF UTAH	fichelle Re ttp://my.uen. nreed@grani 'review my P	ed org/79299 iteschools.org Public Page	3	Editing	g Public Pa	ige		Edit Name and Login	🤁 Personal Page 🔞 t 📊 Edit Page Layout	Help 🛃 Sign Out Z Edit Page Look
	Home Kind	ergarten	3rd/4th	5th/6th	Honor Guard	Teachers	Language Arts	Math	Science History Holi	days CyberCorps	
	Fast Finishers										

13. Click on "Add Page Content"

8	Edit Name	and Login	Edit	my I	Public Pag	e 🔞	Help	🧾 Sign Out
	\bigcirc	Add Page	Content		Edit Page	Layout	2	Edit Page Look
								🔒 Add Page

14. Choose "Polls" under the Gadget tab.

	^
earch content (searches as you	type).
About Me	•
Blogs	
Gadgets	
Calendar	Add
Dictionary	Add
Educator Search	Add
Loan Calculator	Add
Password Generator	Add
Tells	Add
RSS	Add
Stocks	Add
Unit Converter	Add
Weather	Add
Messages	
My Stuff	
Wimba	•
	📊 Polls

- 15. Click on the edit button.
- 16. Use the drop down menu to choose the question that you want (you are looking for the title not the question)

ng Polls	
Hint: Use the Polls M	lanager portlet, which is available on y
Question	×
Save	

17. Click "Save" and "Close"

