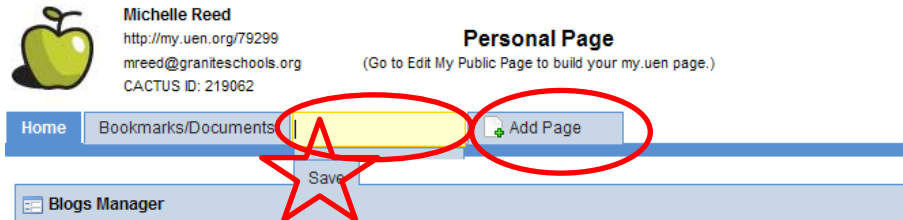
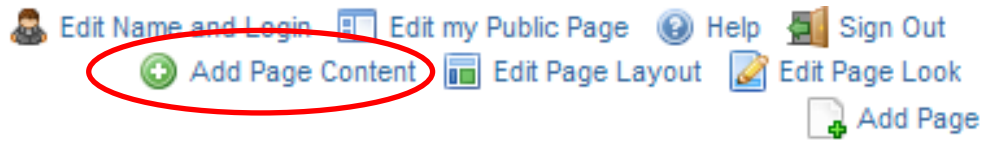


Adding Polls to myUEN

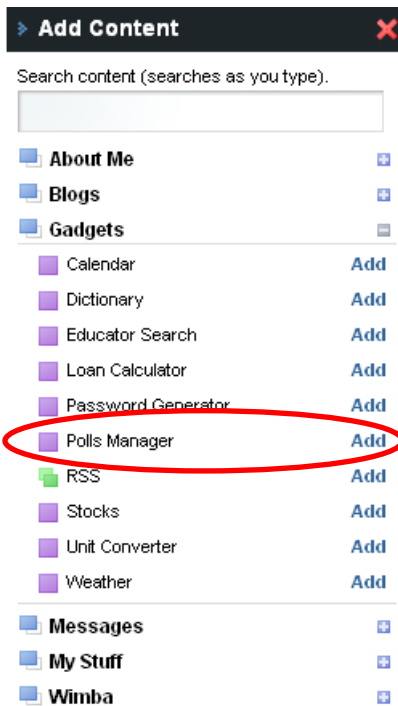
1. Go to your Personal Page.
2. Create a new page for polls by clicking "Add Page" Then type "Polls" and remember to "Save"



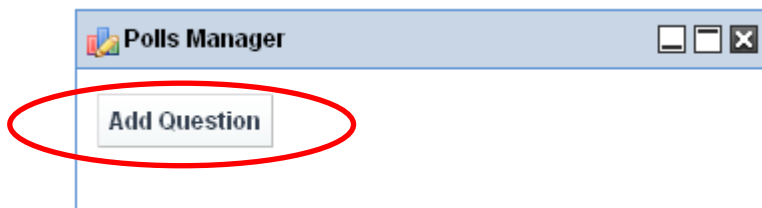
3. Click "Add Page Content"



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



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 < Back

Title

Description

Expiration Date March 29 2012 1 :37 PM Never Expire

Choices a.
b. Add Choice

Save Cancel

7. In the Description box type your question.

Question < Back

Title

Description

Expiration Date March 29 2012 1 :37 PM Never Expire

Choices a.
b. Add Choice

Save 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 March 29 2012 1 :37 PM Never Expire

Choices a.
b. Add Choice

Save Cancel

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 < Back

Title

Description

Expiration Date March 29 2012 1 :37 PM Never Expire

Choices

a.

b. Add Choice

Save Cancel

10. Remember to click “Save.”

Question < Back

Title

Description

Expiration Date March 29 2012 1 :37 PM Never Expire

Choices

a.

b. Add Choice

Save Cancel

11. Go to your Public Page.

[Edit Name and Login](#) [Edit my Public Page](#) [Help](#) [Sign Out](#)

[Add Page Content](#) [Edit Page Layout](#) [Edit Page Look](#)

[Add Page](#)

12. Click on the page where you want to put the poll.

Michelle Reed
http://my.uen.org/79299
mreed@graniteschools.org
[Preview my Public Page](#)

Editing Public Page

[Edit Name and Login](#) [Personal Page](#) [Help](#) [Sign Out](#)

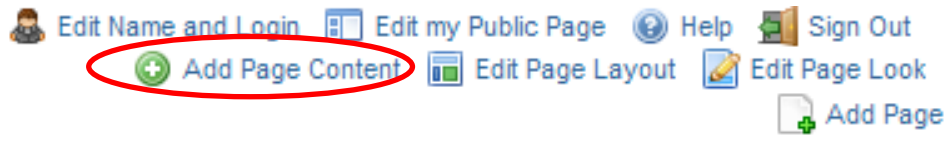
[Add Page Content](#) [Edit Page Layout](#) [Edit Page Look](#)

[Add Page](#)

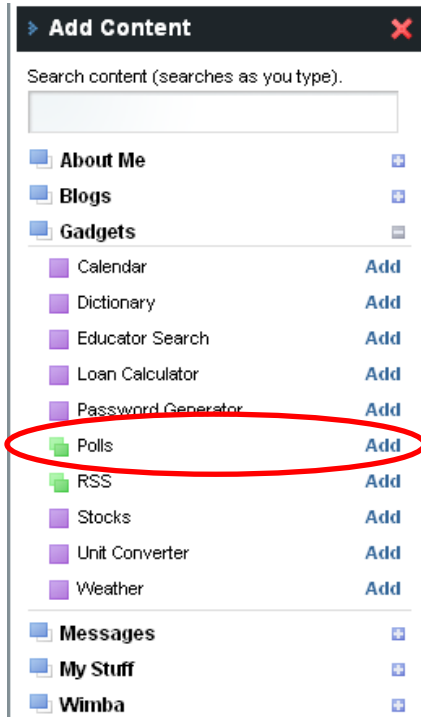
[Home](#) [Kindergarten](#) [3rd/4th](#) [5th/6th](#) [Honor Guard](#) [Teachers](#) [Language Arts](#) [Math](#) [Science](#) [History](#) [Holidays](#) [CyberCorps](#)

[Fast Finishers](#)

13. Click on "Add Page Content"

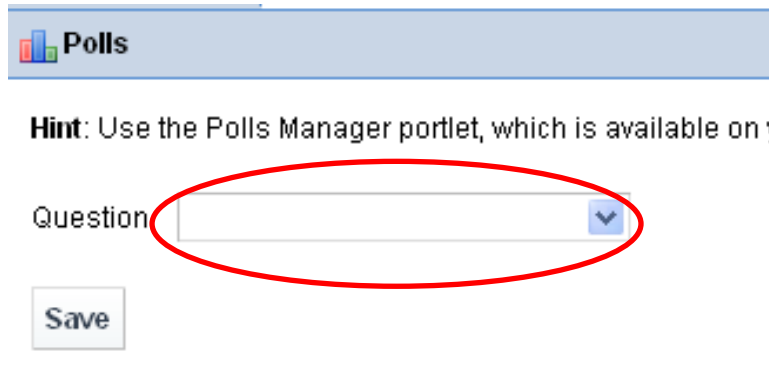


14. Choose "Polls" under the Gadget tab.




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)



17. Click "Save" and "Close"

 Polls  Close

Hint: Use the Polls Manager portlet, which is available on your Personal my.uen page, to create and edit a poll.

Question 

