OPT Poll Creator/Instructor
Quick Guide
Create Polls

To CREATE your own OPT polls, login with your BOL then select “Create A Poll” on the menu.

Please note that creating passwords are OPTIONAL and does not need to be used.

Add Points to Polls

When creating new polls, check the boxes for Restrict Poll to Logged In Users and Assign Points box.

Please note that you can only assign points to question types: True/False, Single and Multiple Choice.

Managing Your Polls in OPT @ onlinepoll.ucla.edu
Edit Polls

From the Dashboard, scroll down to Unpublished Polls then select the Edit button of the poll that you want to edit.

Select Edit

Make your edits, then select Submit

Activate Polls

From the Dashboard, scroll down to Unpublished Polls then select Open button of the poll that you want to activate.

Select Edit

Decide on showing or hiding results from participants

Confirm the action by selecting OK

Create Quick Polls

From Manage Classes or from Manage Groups, click on Quick Poll.

Select Quick Poll

Manage the created poll by clicking either Show Results or Clone Poll
Assign TA

From Manage Classes, look for the class you would like to share with the TA.

Please note that students need to log in to OPT first in order to be listed in the class.

Search Polls

On the header, use the Search Polls... field to search for a poll.

Use search filters to shortlist the result.

View Result

Look for the poll then select Results.

Use the tabs to switch to different views and to export results.
OPT Poll Creator User Guide
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What’s New

The March 2020 release of the OPT fixes and enhancements includes the following:

- Archived polls can now be added to all class and group poll reports.
- Poll questions can now be marked as skippable or optional.

1. How do I access OPT?

   **Step 1:** Go to onlinepoll.ucla.edu.
   
   **Step 2:** Click Login button.

   **Step 3:** Enter your Bruin login credentials.
• Tap the “Login” button on top right corner then enter your Bruin Online login credentials.
2. How do I create polls?

   **Step 1:** Click “Create a Poll” button on the header.

   ![Dashboard Image]

   **Step 2:** Enter the required poll title. Decide on how the poll should be accessed by students or poll takers by selecting between “Password” and “Require login / restrict to course”.

   **Note:** “Require login / restrict to course” must be selected if you prefer the poll to have points/grades, accept single response per user only and/or to restrict the poll to a class or group. If latter was selected, a checklist of groups/classes will appear simply select the group/class allowed to access the poll.

   ![Create Poll Image]
Step 3: Click “Add Question”.

Step 4: Enter the question text in “Write new question here” text box then select the question type from the drop down list.

Note: Click “Optional” box if you do not require answer to the question.

Notes:

If the question type you selected is Multiple Choice or Multiple Response, click “Add Option” to add a choice response. Enter the choice response in the “Add answer option here” text box.
• To delete a question, click the red X button.
• To delete a choice response, click the red – button.
• To re-arrange the questions, mouse over the re-order icon under the question then drag and drop to the desired location.
• If you set the poll to “Assign Points”, fill in True/False, Answer, and Points fields showing below the question box (if it’s True or False question) and below each choice response (if multiple choice or multiple response question).

Step 5: Click “Submit” at the bottom of the form when you are done.
Step 6: Once submitted you have the option to edit, clone, open or delete the created poll.

Note: Submitted poll will not be available to students/poll takers until you open it. When opening the poll you have the option to either hide or show the poll results to your students/poll takers.
• Tap the 3 bar menu icon then select “Create a Poll”. Define the poll and the questions then click “Submit” when done. The submitted poll can be edited, cloned, opened or deleted. When opening the poll you have to option to either show or hide the poll results to your students/poll takers.
3. How do I add OPT class polls to CCLE?

**Step 1:** Log in to CCLE and open your class. Go to the page where you want to add OPT class polls then click “Turn editing on” button.

**Step 2:** Click “Add an activity or resource” button.
Step 3: Select “Apps” then click “Add” button.

Step 4: Select “OPT Online Polls” from the apps list then click “Add” button.
Step 5: Click “Turn editing off” then click “OPT Online Polls”.

Step 6: Take note of the name of the class showing on CCLE then click “Create a poll” button.

Step 7: Fill in the poll details and make sure that you assign the poll to the class by selecting “Require login/restrict to course” and the class name that appears on CCLE.
Step 8: Click “Submit” button after adding all your questions.

Step 9: Click “Open” button then choose to either show the poll results to your students or hide them. (Note: You can still see the class poll results regardless of your selection.)

Step 10: Click “OK” button from the confirmation popup.
Step 11: Instruct your students to click OPT Online Polls on CCLE to access your class polls. Students will see all of your class polls listed under “My Polls” list.

4. How do I link OPT graded class poll into CCLE gradebook?

Note: The following steps are needed in order for the class poll points from OPT to be integrated with the CCLE's gradebook. This would require individual adding of class polls as an external tool. OPT also offers a downloadable CSV files of all class polls with points, see “How do I view the Class/Group poll participation and detailed poll responses report?” on page 30.

Step 1: Log in to CCLE and open your class. Go to the page where you added OPT Online Polls and click it.

Step 2: Take note of the name of the class showing on CCLE then click “Create a poll” button.
Step 3: Fill in the poll details and make sure that you assign the poll to the class by selecting “Require login/restrict to course” and the class name that appears on CCLE. Select “Assign Points” and “Do not allow multiple responses” (if you want your students to only submit their answers once).

Step 4: After adding all your questions and their points, click “Calculate Total Points” button and take note of the “Max possible points” value. Then click “Submit” button.
Step 5: Click “Open” button then choose to either show the poll results to your students or hide them. You can still see the class poll results regardless of your selection. Take note of the “LTI Launch URL” value.

Sample OPT graded class poll

Status: Unpublished  
Questions: 1  
Responses: 0  
Access: Group Required ( "Romantic Writers") ( Not Anonymous | Limited to One Response )  
LTI Launch URL: https://onlinepoll.ucla.edu/polls/4250

Step 6: Click “OK” button from the confirmation popup.
Step 7: Go back to “ccle.ucla.edu” then go to the class page where you want to add the OPT graded class poll. Click “Turn editing on” and then click “Add an activity or resource”. Select “External tool” from the list then click “Add” button.

The external tool activity module enables students to interact with learning resources and activities on other websites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.

To create an external tool activity, a tool provider which supports LTI (Learning Tools Interoperability) is required. A teacher can create an external tool activity or make use of a tool configured by the site administrator.

External tool activities differ from URL resources in a few ways:

- External tools are context aware i.e. they have access to information about the user who launched the tool, such as institution, course and name
- External tools support reading, updating, and deleting grades associated with the activity instance
- External tool configurations create a trust relationship between your site and the tool provider, allowing secure communication between them
Step 8: Enter the OPT graded class poll title in the Activity name box and the “LTI Launch URL” value from “Step 5” in the “Launch/cartridge URL” box. (Note: Make sure that there’s no white space after the poll ID)

Step 9: Click Show more… then enter “demo” in Consumer key box and “secret” in Shared secret box.
Step 10: Click Grade to expand the form then enter the Max possible points of your poll (from Step 4) to the Maximum grade box of the external tool.

Step 11: Click “Save and return to course” button.

5. How do I manage my polls?

On “Dashboard” page, click “Manage” button or the poll name to manage your created polls.

A. Managing “Open” Polls – You can select from actions below:

1. Answering the poll;
2. Viewing the poll responses;
3. Showing or hiding poll results (if current state of the poll result is hidden, “show” will appear as an option otherwise “hide” will appear);
4. Cloning the poll;
5. Closing the poll; and
6. Deleting the poll.

B. Managing “Unpublished” Polls – You can select from actions below:

1. Editing the poll;
2. Cloning the poll responses;
3. Opening the poll (see opening poll options); and
4. Deleting the poll.

B.1. Opening poll options – Once you click the “Open” button, you will have the option to either show or hide the results to poll takers/responders. The poll result will always be visible to you as the creator of the poll, this controls the view for the poll takers/responders.
C. Managing “Closed” Polls – You can select from the actions below:

1. Viewing the poll responses;
2. Showing or hiding poll results (if current state of the poll result is hidden, “show” will appear as an option otherwise “hide” will appear);
3. Cloning the poll;
4. Archiving the closed poll; and
5. Deleting the poll.

D. Managing “Archived” Polls – You can select from the actions below:
1. Viewing the poll responses;
2. Hiding or showing poll results (if current state of the poll result is hidden, “show” will appear as an option otherwise “hide” will appear);
3. Cloning the poll;
4. Deleting the poll.

Mobile View

- On dashboard page, tap the poll name or “Manage” button. You will see action buttons under the poll information, simply tap the button you would like to do.
6. How do I view and export the poll results?

Step 1: Look for the poll on your dashboard then click “Results” button.

Note: If the poll does not appear on your dashboard, use the search tool on the upper right corner of the header. Then Click “Poll Responses” button.

Step 2: Tab through Values, Pie, Bar, Word Cloud, and Word Cloud Data Report to see the visualization tools.

Step 3: Click “List” to see when your students/poll takers submitted their responses. Names will not appear if the poll was set to “Anonymous”.
Step 4: Click “Export” to download the results to a csv file.
Look for the poll on your dashboard and tap “Results” button. If the poll does not appear on your dashboard use the search tool on the header. Once found click “Poll Responses” button. Tap through the tab (Values/Pie/Bar) to view the result visualization. Tap ‘Export’ to download the result locally.
7. How do I manage my Classes and Groups?

Step 1: Click “Manage Classes” and “Manage Groups” on the header.

Step 2: You will have the option to edit existing group(s), hide old classes/groups on the app, create a new private group, and restore hidden classes/groups (by clicking “Show All Classes” and “Show All Groups”).

- Inviting people to a group – Click the invite link button to copy the group enrollment URL then paste it to your e-mail and send to all group members.
• Editing an existing private group – Change the group name in the “Name” text box. Delete an existing member by clicking “x” icon. Add a new member by clicking “Add User” then enter the /poll taker’s email address used on their OPT account. Click “Submit” when you are done.

• Creating a new private group – Enter the group name and add the poll taker’s email address used on their OPT account. For each new member, click “Add User” button. Click “x” icon to delete added member. Click “Submit” button when you are done.

• Restoring hidden classes/groups – Click the “Restore” button of the class/group.
• Tap the 3 bar menu icon on the upper right corner then select “Manage Classes” or “Manage Groups”. Each group/class will show action buttons Edit, Hide, Assign TA, Create New Group, Quick Poll and Show All Groups/Classes (for restoring hidden group/class). Simply tap the button you would like to do. Classes are synched with the Registrar’s Office so you cannot edit this. Created private groups can be edited to change the group name, add or delete an existing member. Tap “Add User” to add new member and enter their email address associated with their OPT account or copy the group invite link. Tap “x” icon to remove an existing member. Tap “Submit” to save the changes.
8. How do I share my class polls to my TA?

Step 1: Click “Manage Classes” on the header.

Step 2: Click “Assign TA” button.

Step 3: Select the box of the TA then click “Assign Roles” button. (Note: the TA must have logged in to OPT to appear in the list)
9. How do I create quick polls for my class and/or group?

Step 1: To create quick polls for your classes and groups go to “Manage Classes” and “Manage Groups”.

Step 2: Click “Quick Poll” button of the class/group.

10. How do I view the Class/Group poll participation and detailed poll responses report?

Step 1: Click “Manage Classes” and “Manage Groups” on the header.

Step 2: Select from the list of available reports (see reports definition below) by clicking “Choose Report” dropdown list.

- Summary Report - This is the poll participation report. “0” value means the participant has not submitted their poll response(s) yet. “1” value means the participant has submitted their poll response(s) already.
- Detail Report – This is the full poll response report where you can see the participant’s responses to the poll.
- Summary Report with Points - This is the same as the regular Summary Report the only difference is that you will see the participant’s total points earned, if the poll has assigned points.
- Detail Report with Points - This is the same as the regular Detail Report the only difference is that you will see the participant’s total points earned, if the poll has assigned points.
Step 3: Click “Include archived polls” box if you need to add archived polls to the selected poll report, otherwise click the blue download button.