Polls Guide Table of Contents

Create Polls

Your site comes with a built-in online polling feature. You can create, maintain and remove polls. You can set the start date, end date and voting end date for the poll. Voting end dates can come prior to the display end date so that final results can be displayed for visitors without further voting taking place.

Create a Poll

- Select **Extras, Polls** from the SOCS Toolbar.

- Select **Edit Polls** for the section or sub-section where you wish to create a poll.

Polls	
Edit Polls	**Section or Page**
📝	Front Page
📝	Board Minutes
📝	Forms
📝	Elementary School
📝	Elementary|Announcements
📝	Elementary|Announcements: School Year Notes
📝	Legislative Blog
📝	Legislative Blog: Legislative, Blog
📝	High School

- Select the **Add Poll** button to create a new poll.

Edit Polls

Section: Elementary School

Edit Poll	Poll Topic	Start Date	End Date
There are currently no polls.			

[Add Poll] [Finish]

- Type the poll question into the text field **Poll Topic** and select **Add Choices**.

Add Poll

Basic Information

Section: Elementary School
Poll Topic: What is your favorite color?

Choices

1. *No choices have been entered.*

Add Choices

- Select the **Add Choice** button to add each new poll choice.

Edit Choices

Poll Topic: What is your favorite color?

Choices

No choices have been entered for the poll.

Add Choice   Back to Poll

- Type in the choice in the field labeled **Choice Text**.

- You can also enter a URL in the **Choice URL** field to link to web sites, specific web pages, or images.

- Select **Add Choice** button to complete the addition of this choice.

Add Choice

Choice Text: red

Choice URL: (Example: http://socsdemo.fes.org/)
(optional)   http://www.colors.com

Cancel   Add Choice

- When you have all choices, you can **Reorder Choices** or select **Back to Poll**.

- In the Vote Options area, set the **Start** and **End** dates for the poll to display. By default the poll is set to start on the current date, and expire the following day.

- Set the **Vote End** date.

  Note: You can set the Vote End date prior to the poll End Date. By doing this, voting ends but final poll results display.

- Select **Yes** or **No** for the **Require Vote to See Results** option.

  *Note: If you select **Yes**, the visitor cannot see the results until they vote. If you select **No**, a small link will appear in the poll allowing visitors to view the current poll results before voting.*

- Select the **Add Poll** button at the bottom of the page.

  Note: You can come back and edit this poll (reword the topic, add/delete/edit choices, change the dates and move the poll to another section) at any time prior to the expiration date.

Edit a Poll

- Select **Edit Poll** in the Section/Page you wish.
- Select **Update Poll** to record your changes.