

- 1. To create a survey prior to a Zoom meeting, login to your Zoom account at wilmu.zoom.us using your Wilmington University credentials.
- Select "Meetings" and select your upcoming meeting to add a survey. If your meeting has not been created yet click "Schedule a New Meeting" and follow through the steps to create a new meeting.

		REQUEST A	DEMO 1.888.799.0125 RESOURCES - SUPPORT
	S & PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING HOST A MEETING -
Profile Meetings	Meetings Upcoming Previous	Personal Room Meeting Templates	Recently Deleted Get Training
Webinars Recordings	Start Time to End T	ime	Schedule a Meeting
Settings	Today		
Account Profile	03:00 PM - 04:00 PM	Zoom Advanced (Polling, Quizzes & Breakout	
Reports		Meeting ID:	
	Wed, Jan 12		2
Zoom Learning Center	12:00 PM - 01:00 PM	Zoom Advanced	
Attend Live Training		Meeting ID:	
Video Tutorials			

After selecting your scheduled meeting, scroll down to the bottom and select "Survey" to
preschedule a survey for this session. From the Survey screen, click "Create a new survey" to
create a new survey for your meeting.

Start Edit Delete Save as Template	Want a webinar instead of a meeting? Convert this Meeting to a Webinar
Polls/Quizzes Survey	
+ <u>Create new survey</u> + Use a 3rd party survey	

questions.

have any questions based on what was learned in this class meeting?	Single Choice
○ Yes	 Single Choice
○ No	Multiple Choice
+ Add choice	③ Rating Scale
T NO CHOICE	 Long Answer
Required Show as dropdown	
NOT LIKELY EXTREMELY LIKELY	
3. Please share any questions you might have from this week's session. If	you do not have any
3. Please share any questions you might have from this week's session. If questions, please mark N/A (Long Answer) *	you do not have any
3. Please share any questions you might have from this week's session. If questions, please mark N/A (Long Answer) * Long answer (200 words)	you do not have any
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5. To allow participants to answer questions anonymously, select the ellipses button and check the box "Allow participants to answer questions anonymously".



6. Click "Save" when all questions have been added. After the survey has been saved, you have the option to preview, edit, or delete the content.

Polls Survey Live Streaming	
The survey includes 3 questions (Non-anonymous) Survey Options = Edit	Preview 🖉 <u>Edit</u> Delete
Show in the browser when the meeting ends	

7. After creating the survey for the Zoom Meeting, the survey will automatically be deployed to participants when exiting the meeting.

ZOOM 1.888.799.9666 S	ALES PLANS	JOIN A MEETING	HOST A MEETING 👻	SIGN IN	SIGN UP, IT'S FREE
	Thank you for attending the meetir	ng			
	Please take a moment to fill out the survey below.				
	1. Do you have any questions based on what was learned in this class meeting?	*			
	○ Yes				
	○ No				
	2. How comfortable do you feel with the material that was covered in class today	? *			
	0 1 2 3 4 5				
	Not likely Extremely Likely				
	3. Please share any questions you might have from this week's session. If you do	not have any quest	ions,		
	please mark N/A *				
	Pursubmitting Lannos to the Deinery Statement and Terms of Semico and chars my answer with the	a mosting bost			
	By submitting, Lagree to the Privacy statement and Terms of Service and share my answers with the	ie meeung nost.			
	Submit * Required	🏖 Who can see you	ır responses?		

8. To retrieve survey results from Zoom after the meeting has ended, navigate to wilmu.zoom.us and log into your account with your WilmU credentials. From the main menu, select "Reports" then "Usage Reports". From the menu, select "Survey Report" and select the time range to include the meeting. After locating the meeting, select "Generate" to generate the report.

Report Type C Registration Report Poll Report Survey Report Search by time range + From: 11/12/2021 Search Maximum report duration: 1 Month Jack	
Total: 99 > Scheduled Time Start Time Topic Meeting ID	-

9. From the Report Queue, select "Download" to download a CSV file of the survey results.