Brief overview of Zoom registration and polling

Setting up registration:

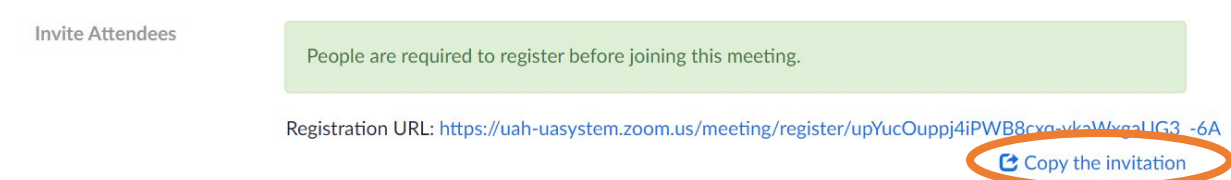A Zoom meeting that requires registration provides you some additional options such as:

1. View registrants before the meeting
2. Automatically or manually approve registrations
3. Have the system automatically send out meeting connection details after registration
4. After the meeting, download registration reports after meeting with registrant names and email addresses

To enable registration, <u>after</u> scheduling a meeting, visit the Zoom web portal at uah-uasystem.zoom.us (or inside your Canvas course) and edit the details for that meeting. Then, check the Registration check box.

Registration	☑ Required

Them, invite your participants by copying the invite URL and emailing it to guests.

Invite Attendees

People are required to register before joining this meeting.

Registration URL: https://uah-uasystem.zoom.us/meeting/register/upYucOuppj4iPWB8cxg-xkaWxgaUG3_-6A

C Copy the invitation

[View the Zoom guide on meeting registrations here.](#)

Polling participants in a Zoom meeting:

A Zoom meeting poll provides some interactivity with participants. Poll results can be displayed to the participants during the meeting, and downloaded as a report after the meeting is concluded.

To set up polling:

1. First, schedule a meeting. Then log into the web portal at uah-uasystem.zoom.us and click on your scheduled meeting.
2. Scroll to the bottom to find the "Poll" option, then click "Add" to begin creating the poll. Click "Save" after each question created.
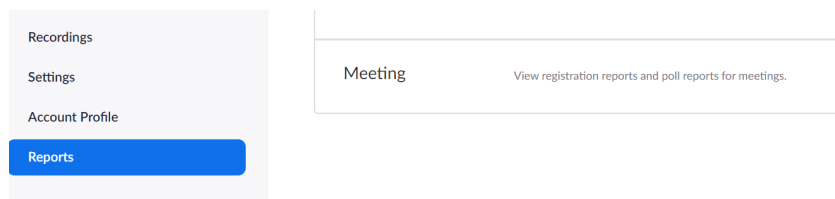3. Add additional poll questions by clicking "+ Add a Question"

[View the Zoom guide on creating a poll here.](#)

To launch a poll during a meeting, click "Polling" in the menu bar and select the poll you would like to launch. Then click "Launch Poll".

[View the Zoom guide on launching a poll here.](#)

Downloading registration and polling results:

1. Sign into the Zoom web portal at uah-uasystem.zoom.us then navigate to Reports > Meeting

2. Select   the report type and date range to display relevant reports, then click "Generate"

3. Zoom will redirect you to the Report Queues tab where you can download the report as a CSV file

View the Zoom guide on registration and polling reports here.

Example poll results report:

	A	B	C	D	E
1	#	User Name	User Email	Submitted Date/Time	
2	1	Christy Stanley	Cfs0002@uah.edu	4/10/2020 8:35	What is your summer schedule pre
3	2	Harley Hollingsworth	hjh0002@uah.edu	4/10/2020 8:34	What is your summer schedule pre
4	3	Mary McManus	mfm0003@uah.edu	4/10/2020 8:35	What is your summer schedule pre
5	4	Tess Olten	tess.olten@uah.edu	4/10/2020 8:35	What is your summer schedule pre
6	5	Michelle Greene	michelle.greene@uah.edu	4/10/2020 8:34	What is your summer schedule pre
7	6	Christy Stanley	Cfs0002@uah.edu	4/10/2020 8:32	What is your favorite part about th
8	7	Harley Hollingsworth	hjh0002@uah.edu	4/10/2020 8:32	What is your favorite part about th
9	8	Clifton Bell	crb0048@uah.edu	4/10/2020 8:33	What is your favorite part about th