

Brief overview of Zoom registration and polling

Setting up registration:

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

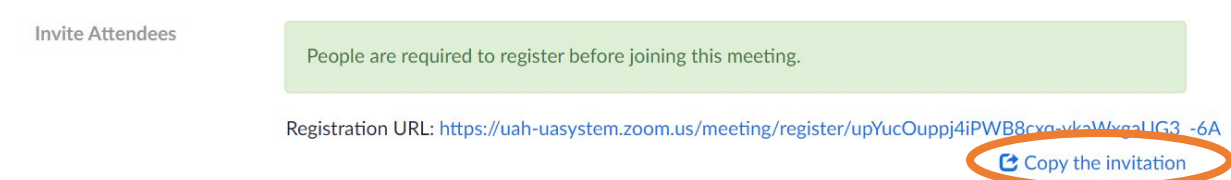
1. View registrants before the meeting
2. Automatically or manually approve registrations
3. Have the system automatically send out meeting connection details after registration
4. After the meeting, download registration reports after meeting with registrant names and email addresses

To enable registration, after 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.



The screenshot shows a section of the Zoom web portal interface. On the left, there is a vertical sidebar with the word 'Registration' highlighted. To the right of this sidebar, there is a checkbox labeled 'Required' which is checked, indicating that registration is required for the meeting.

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



The screenshot shows the 'Invite Attendees' section of the Zoom web portal. A green message box states: 'People are required to register before joining this meeting.' Below this, the 'Registration URL' is displayed as: <https://uah-uasystem.zoom.us/meeting/register/upYucOupj4iPWB8cxq-ykaWxgalIG3--6A>. At the bottom right, there is a button with a copy icon and the text 'Copy the invitation', which is circled in orange.

[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”

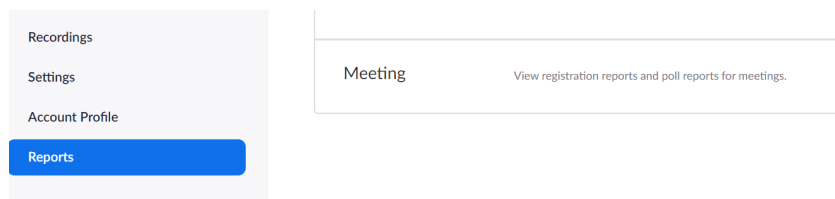
[View the Zoom guide on creating a poll here.](#)

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"

Meeting Report

Report Queue

Report Type

☒ Registration Report ☐ Poll Report

Search by time range ▼

From: 04/09/2020

To: 04/10/2020

Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	04/10/2020 04:00:00 PM	IS 691 Group Project Meeting - Phase C	720-911-868	Generate
<input type="checkbox"/>	04/10/2020 08:30:00 AM	ETL Morning catch up with registration	820-202-370	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.oltten@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