

Description: The TRACS Poll tool allows you to create polls for your class and display the results.

Key Concepts:

Add Poll Tool

Create a New Poll

Edit an Existing Poll

View Poll Results

Delete a Poll

Add Poll Tool:

- Step 1:** Click [\[Site Info\]](#).
- Step 2:** Click [\[Edit Tools\]](#).
- Step 3:** Choose Polls.
- Step 4:** Click [\[Continue\]](#) and then click [\[Finish\]](#).

Create a New Poll:

- Step 1:** To create a new poll, click [\[Add\]](#).
- Step 2:** In the question field, type your question.
- Step 3:** Add any additional instructions you may need or want to add.
- Step 4:** Select an opening and closing date for the poll. The opening date is the date when the poll will be available to take, and the closing date is the date when the poll closes and will no longer be available.
- Step 5:** In the limits field, choose the minimum and maximum number of answer options that a participant can select.
- Step 6:** Choose when results of the poll will be available to participants.
- Step 7:** Click [\[Save and add options\]](#).
- Step 8:** Add answers options that site participants will be able to choose from.
- Step 9:** Click [\[Save and add options\]](#) to add more options, or click [\[Save\]](#) to save your changes.
- Step 10:** Click [\[Save\]](#) to save the poll and make it available. If you have chosen a date that will occur in the future, the poll will not be available until that date.

Editing a Poll:

Step 1: Click **[Edit]** underneath the poll you wish to revise. You can revise the question, opening and closing dates, options, limits, and when results will be visible.

Step 2: Once you are finished editing the poll click **[Save]** to save your changes or click **[Cancel]** to exit the poll without making any changes.

Viewing Poll Results:

Step 1: Click **[Results]** next to the poll you wish to view.

Step 2: View the results per option you added with the total number of votes per option or as a percentage view.

Step 3: Click **[Back]** to return to the poll.

Delete a Poll:

Step 1: Under the Remove column, select the checkbox next the poll you want to delete.

Step 2: Click **[Update]** to delete the poll.

For questions, contact ETC Support at 245.5566.

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.