



How To Use Polls

What is this feature?

The **Polls** function on MyBC allows you to gather information or a decision on a topic without having to tally the responses yourself. You can ask a question and give options for members to choose from, and it automatically tabulates the responses for you. Different from a MyBC Form, Polls let you gather instant feedback on a specific question. You can find this feature in the dropdown menu under the **More** tab.

How to Use the Polls Function-

Ask your members a question, see the response.

- Useful as a quick survey if you have 1 or 2 questions. If you are collecting more information or want to collect greater data from responses, use the **Forms Tab** on MyBC.
- **Create a Poll:**
 - Start with the question you would like to ask your organization. Example: What color should our organization's shirts be this year?
 - Enter in the response options. Example: Green, Blue, and Orange would each be an option.
 - **Settings:**
 - **Poll Options:** decide if any of these options are right for the question you are asking.
 - **Allow Voting:** Decide if you have a specific time table for this question, or something that members can answer all year around.
 - **Publish Settings:** If you want your member to see it, select Publish. If you are creating it but want to wait to release or remove it after you've gotten enough responses, select Unpublished.
 - **Who can see this:** This will determine who can see your poll.
 - **Public + Website:** Visible to anyone. Use only for large scale information.
 - **Boston College:** Visible to anyone within the Boston College community on MyBC
 - **(Your Org) @ BC:** Visible to your organization members homepages. They must have joined your portal on MyBC to see forum.
 - **Selected Groups:** This will make your poll visible only to selected groups of your organization's portal, such as your officers or your freshmen class representatives.

Why to use the Polls Function-

Collect instant feedback about a quick topic.

- Gather information without having to count and collect the responses yourself.
- Trying to figure out if you should have your event in one location or another, what color your organization's shirts should be, or which speaker you should bring to campus, polls make it easy to instantly ask and see what you organization wants to do.