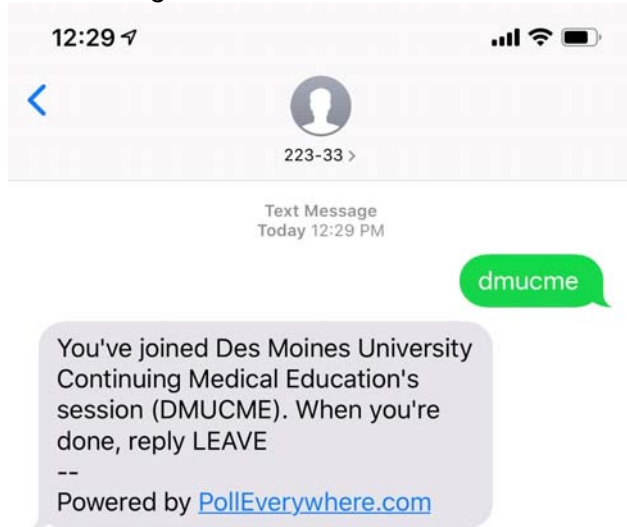


WELCOME TO POLL EVERYWHERE!

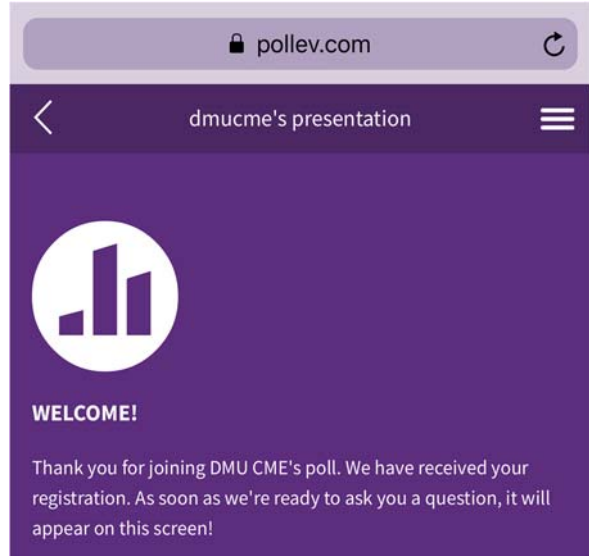
Thank you for incorporating an audience response system (ARS) into your presentation! Feedback from participants indicates that ARS helps to make the activity more engaging and memorable.

Des Moines University (DMU) utilizes Poll Everywhere; and this web-based platform is very easy for us to format into your presentation. Participants utilize their own devices (e.g. smart phone, laptop, tablet, etc.) to respond to your question(s) via text message or an internet browser. Instructions to respond are provided on the polling slides. Here is what it looks like to a participant when they join your session.

Text Message:



Internet Browser:



INSTRUCTIONS FOR SPEAKERS: Create your PowerPoint as usual. Insert each question that you would like to ask as its own slide. You can include as many questions as you would like, one question per slide. Place the questions throughout your presentation as you would like them to appear while you are speaking.

DMU will replace the questions you write with the formatted Poll Everywhere slides. For reference, a sample of how the question(s) should be inserted into your presentation appears to the left below; and the formatted polling slide appears on the right. If the question has a correct answer, indicate it with an asterisk.

You submit:

Halloween occurs in which month?

- April
- May
- August
- *October

We update to:

Halloween occurs in which month?

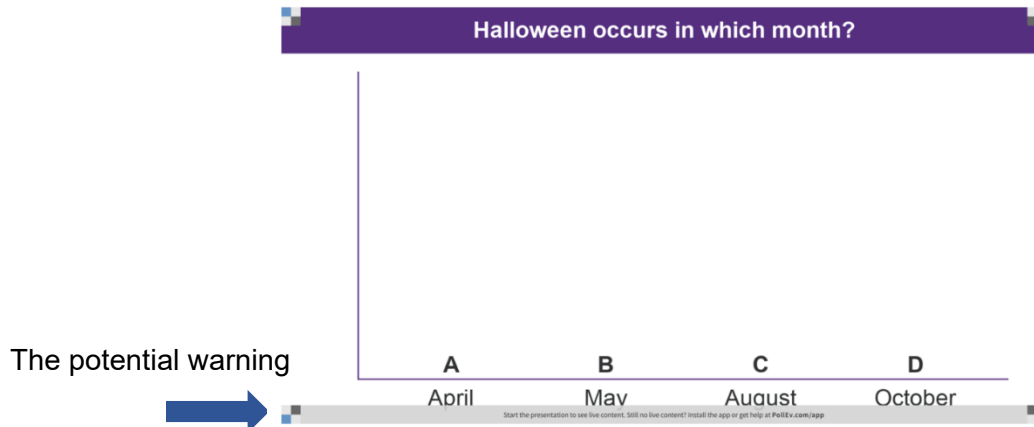
Respond at PollEv.com/dmucme

Text **DMUCME** to **22333** once to join, then **A, B, C, or D**

April	A
May	B
August	C
October	D

Send your final PowerPoint file to cme@dmu.edu at least three (3) business days prior to your presentation. DMU will format the questions within our web-based Poll Everywhere portal and will insert the formatted slides into your PowerPoint file. Once inserted into the PowerPoint file, polling questions will automatically activate when you advance to a polling slide.

DMU will send you a formatted version of your presentation for your records and will have the file on-site for you the day of the presentation. Please note: if you do not have Poll Everywhere installed on your device, or if you are not in presentation mode when viewing your formatted slides, your polling questions will look like the image below and may contain a warning regarding the ability to see live content. Rest assured, this is normal and you will be able to see the live content when you enter presentation mode.



The most common question type is multiple choice; however, we encourage you to be creative in the type of questions you ask. Other options include ranking, open-ended, word clouds, clickable images, and more.

GUIDELINES & BEST PRACTICES: Here are a few guidelines and best practices for incorporating ARS into your presentation:

- Instructions to respond will be provided to the participants. If the activity is being broadcast, online attendees will also be able to participate!
- Only one (1) question can be displayed per slide.
- Questions do NOT need to have a correct answer. If they do, indicate it with an “*”.
- By default, points will not be “awarded” for correct answers (responses will be anonymous). If you feel that a competition-style audience engagement is highly beneficial to your presentation, please contact cme@dmu.edu to discuss this option.
- Ranking, clickable-image, and competition-style questions do NOT allow audience response via text message. Users must participate via pollev.com/dmucme, which is also accessible on mobile devices.
- Think carefully about whether you want to ask open-ended questions. Responses are NOT moderated. However, open-ended questions can be very useful; if you do want to use an open-ended question, we ask that you remind the audience that only professional responses are expected.
- If you plan to administer a pre- and post-test, it is recommended to use the same questions for both so that the responses can be tracked and measured.
- ARS isn’t just for testing knowledge! It can also be used for gathering data, getting to know the audience, evaluating the presentation, and more. Be creative!

INSTRUCTIONS SUMMARY:

1. Create your PowerPoint as usual and type only one (1) question per slide. Questions should be placed where you would like them to be asked within your presentation.
2. Send file to cme@dmu.edu at least three (3) business days before the presentation.
3. DMU CME will format the questions into Poll Everywhere.

If you have any questions, please do not hesitate to contact us at 515-271-1596 or cme@dmu.edu. We look forward to helping you create a memorable and engaging presentation!