jPoll – for staff

What is jPoll?

jPoll is the Griffith-developed online mobile polling solution for staff and students. It is similar to other Students Response Systems (like Clickers) but uses the students’ on web enabled device, typically a mobile phone. jPoll allows instructors to pose multiple choice questions in class and get immediate responses from students. Using this tool allows students to offer their opinion, rate the value of something, or indicate the level of agreement or disagreement, anonymously. It allows instructors to gain insight into students understanding during class.

1. Instructors present multiple-choice questions (verbally or with presentation software) in class
2. Students answer the questions on their device
3. The system instantly collects and tabulates the results, which instructors can view, save, and (if they wish) display for the entire class to see.

Why use Mobile Polling?

- Elicit student participation and engagement to prompt deeper thinking about a particular question or problem.
- Monitor students’ understanding of course content in real time, in order to identify and address areas of confusion and adjust the pace of the course appropriately.
- Provide students with instant feedback on their comprehension to help them monitor their own understanding.
- Spark discussion among students as they compare, justify, and (perhaps) modify their answers.

How to use Mobile Polling in-class

- A physics instructor checks students’ comprehension of the material by posing questions at several points in every lecture, and asking students to click in their answers. The system immediately displays a graphic representation of students’ answers to the instructor, who uses it to determine whether he should slow down, repeat information, clarify a concept, provide an alternative example, pick up the pace, etc.

- An engineering instructor delivers a mini-lecture and then poses a conceptual question. She quickly scans the display of students’ answers and if she notices that a number of students are answering incorrectly, she asks them to discuss their answers with the classmate sitting next to them. Then students are given the chance to modify their answers based on what they have discussed. After students have clicked in their final answers, the instructor displays the results, and discusses them with the entire class.
Other Ideas:

- Use the first question as a “soft” question to get a feel for how many students will be participating. E.g. “How is your day?”
- Ask questions about content you’re about to cover, to give you a feel for how much time you need to spend on it.
- Ask questions about content you’ve just covered in the lecture, to make sure everyone understands it before you move on to something new.
- List some major topics and ask what the most difficult item was or the one thing they feel least confident about.
- Have students write questions for you to ask, and e-mail them to you in advance to use during class. (good as a group activity, with different groups assigned to do this each week.)
- Poll your students about a current topic and have them respond on an “agree/disagree” scale Pose a scenario with alternatives to choose from (e.g., predict what will happen next) or have them vote for the “best plan of action” from among several possible solutions. This works well with demonstrations or lab-type experiments.

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Setting up your questions

*If this is your first use of jPoll, by logging into the jSuite administration system an account will be automatically created for you.*


Select the *jPoll* icon.

*Note: For information on jTool (to embed reflection or report questions in Learning@Griffith), please contact your Blended Learning Advisor.*

### jPoll Administration interface

On entering jPoll Administration, you will arrive on the Polling Sets page.

- Folders are created for different courses and classes (e.g. “1234ABC” or “4567EFG Lab induction”).
- Within folders, Polling Sets are created to allow you to group questions into a common category or theme (e.g. “Week 1” or “Personal Protective Equipment”).
Creating a Polling Set

Before you can create your questions you must first create a Polling Set.

Select the “NEW” tab at the bottom of the Polling Sets list.

1. Select the **Folder Name** the Polling Set will sit in. This is typically the Course Code or Name. If your folder is not there you can select “Create a New Folder”

2. Give the Polling Set a **Title**, this should relate to all of the questions that will be asked, for instance “Module 1”, “Week 1” or “Lecture 1”.

3. Include some **Instructions** for the polling set (this will be visible to students)

4. Select the **Group Owners** of the Polling set – can be useful if you have multiple instructors (see the BLA for more info on creating group owners)

5. **Enable** the Polling Set – this makes it available to add/view questions. If disabled students will get a “Polling Set Disabled” message if they attempt to access this set.

6. **Login Required** – select if you would like anonymous responses, or require students to login via Griffith Single Sign on to allow you to record responses against students

7. Select **SAVE** (save button will become visible when you have filled out the form)

Once your Polling Set is created you will be see various options next to it.
Copying a Polling Set

If you already have Polling Sets, you can create a copy to use in a different course or offering (e.g. reuse the same Polling set from Semester 1 for Semester 2)

Select the “COPY SET” tab at the bottom of the Polling Sets

1. Select the Polling Set you wish to copy
2. Select the Folder you wish to copy into
3. Enter a new Title for the copied set
4. Select COPY (copy button will become clickable when you have completed the three steps)

Note: The copied Polling Set will include all question and answer text that you have entered – but not the previous student responses.
Adding Questions

With your Polling Set selected click on “NEW QUESTION” from the right hand panel

1. Select the question type:
   • Multiple Select: Student can select more than one response
   • Multiple Choice: Students must select only one response
   • True/False: Students select True or False
   • Yes/No: Students select Yes or No
   • Short Answer: Students can write a short response

2. Hit NEXT in the top right hand corner

3. For all question types except Short Answer: Enter the Question text and various options:
   a) Student Review Results
      Yes: Students will see the responses from the class
      No: Students will get a “Responses are hidden” message
   b) Result Type
      Results will be seen by students as either a Bar Graph, Pie Chart or Numerical Table format
   c) Question Enabled
      Yes: Students will be able to click on the question and answer it as soon as they enter the Polling Set
      No: Question will be visible but greyed out, students will not be able to answer the question until the instructor makes it enabled.
   d) Question Visible
      Yes: Question will be visible to students
      No: Question will not visible at all to the student

4. For Yes/No or True/False questions: select SAVE at the bottom of the window
   For Multiple Choice or Multiple Select question: click NEXT in the top right hand corner

5. Provide various answers and labels. Labels should be short versions of the answer that can fit onto the graph/pie chart, this may be as simple as A, B, C, D

6. Click the plus (+) icon to add more answer options (maximum of 6)

7. Select SAVE in the bottom right hand corner
For Short Answer questions:

3. Enter the Question text and various options:
   
   a) **Student Review Answer**
      
      - Yes: Students will see the Short Answer responses from the class
      - No: Students will get a "Responses are hidden" message
   
   b) **Question Enabled**

      - Yes: Students will be able to click on the question and answer it as soon as they enter the Polling Set
      - No: Question will be visible but greyed out, students will not be able to answer the question until the instructor makes it enabled.
   
   c) **Question Visible**

      - Yes: Question will be visible to students
      - No: Question will not visible at all to the student

8. Select **SAVE** in the bottom right hand corner

Once your question is created you will see various editing options next to it.
Copying Questions

You can copy a question from one Polling Set to another.

Select the “COPY QUESTION” tab at the bottom of the Questions list

1. Select the Polling Set you wish to copy
2. Select the Folder you wish to copy into
3. Select COPY (copy button will become clickable when you have completed the first two steps)

Note: The copied question will include the question and answer text that you have entered – but not the previous student responses.

Duplicating Questions

You can duplicate a question within a Polling Set – handy for questions that have the same answers to choose from.

Simply click on the Duplicate icon against the question in your list.

A duplicate copy will be created immediately.

You can then edit the question as required.

Re-ordering Questions

You can copy a question from one Polling Set to another.

Select the “RE-ORDER QUESTION” tab at the bottom of the Questions list

1. Click on the Question you wish to re-order
2. Drag and drop the question in to the order that you prefer
3. Select SAVE in the bottom right hand corner
**Sharing and presenting**

**Creating the Link for students**

Once you have created all of your questions and have them in the correct order you can share the poll set or individual questions with your students.

Select “LINK WIZARD” from the bottom of the right hand panel.

From here you can choose to **Display question in Page** or in **Mobile Devices**

- **Display Questions in Page** is used if you want to embed the poll into Learning@Griffith or other web pages (contact your BLA for more info on this feature).
- **Mobile Devices** will give you a link for students to use on their mobile phones and other devices (e.g. laptops or tablets) in class.

Select **NEXT**.

For **Mobile Devices** you will be given the web address that students will need to go to – **this address does not change, it is only the access that will be different, students should bookmark this address to their device (see jPoll: Student Guide)**

![Image of Link Wizard](image)

To deploy the Polling set on a mobile device:

**Step 1:**
Direct students to this URL:

```
http://app.griffith.edu.au/poll
```

**Step 2:**
Students can access the Polling set using the following code:

```
2541
```

**Do your students have questions?**

Give your students the following student instructions PDF to help them understand and navigate through the mobile interface of jPoll.

![Download Student Instructions](image)

The access code is the most important information. You will need to provide this to students when you want them to enter the question set.
Using the Presentation View

During class you may want to view the results and share with the class. To make things simpler use the presentation view.

1. Log into: https://app.secure.griffith.edu.au/journal/admin/
2. Select the appropriate Polling Set for the class you are in
3. Select PRESENTATION VIEW (top right hand corner)

4. Before you start you should decide whether you want to view the results after all students have answered or progressively as they come in.

Option 1: Wait until the students have finished answering.

5. Ensure that responses are hidden (eye icon at the bottom left should be closed)

6. Enable the questions you want students to be able to answer (you can just click on the tick/cross to change instantly)

7. Select the question you want students to answer
8. Wait until the Total Respondents reaches your target (this will refresh every 5 seconds)

<table>
<thead>
<tr>
<th>Label</th>
<th>Answer</th>
<th>%</th>
<th>#</th>
<th>AV Confidence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Click on SHOW RESULTS

Now students can see the graph or answers provided.

You can then move on to the next question.

Option 2: Show results progressively.

5. Ensure that responses are visible (eye icon at the bottom should be open)

6. Enable the questions you want students to be able to answer (you can just click on the tick/cross to change instantly)

7. Select the question you want students to answer – this will display the results to the students immediately.

You can manually refresh the results by clicking on the REFRESH button. You can then move on to the next question.
Viewing Responses and Reports

Question Responses

You can quickly view the responses to individual questions. Simply click on the View Results icon against the question in your list.

For all question types except Short Answer, this will open a widow to display the response for this question in pie chart or bar graph form.

A summary table is also displayed, showing the response options, the number of students who have selected each answer, and the Average score for the Confidence Scale.

For Short Answer questions, this will open a widow to all the responses from students, and their names if you have selected to “require login’ for this Polling Set and their confidence level for this question.

Note: The Confidence Scale is a feature that allows students to nominate their confidence in their answer to the Question on a scale of 1-10. This data is helpful in determining which topics may need to be covered in more detail or a different way to help students feel confident about their learning.

For Short Answer questions, this will open a widow to all the responses from students, and their names if you have selected to “require login’ for this Polling Set and their confidence level for this question.

Note: The Student Names and Confidence Scale is not displayed on the “Presentation View” when you are sharing the results with students.

On the Question Results page, you save the results to your computer by clicking on “EXPORT” at the bottom.

You can clear all previous responses for a question. Simply click on the Clear Results icon against the question in your list.
Polling Set Responses

You can quickly export the responses for all questions in a Polling Set

Simply click on the Export Set icon against the relevant Polling Set

If you have required student to Login for this Polling Set, you will be able to find all the responses from specific students to check their understanding and confidence based on your questions.

Reports dashboard

To view all your Polling Sets, you can use the Reports tab

Click on “REPORTS” tab at the top of jPoll Administration page

By clicking on the folders and Polling Sets, you can see a summary table of the number of:

- Users
- Responses
- Questions
- The creation date and
- Last response date.

You can quickly export the responses for all questions in a Polling Set

Simply click on the Export Set icon against the relevant Polling Set

You can clear data for Polling Sets from this page.

Simply click on the Clear Results icon against the relevant Polling Set

Note: Once data is cleared, it cannot be recovered.