

## Webex – Slido – Creating a Slido and Poll

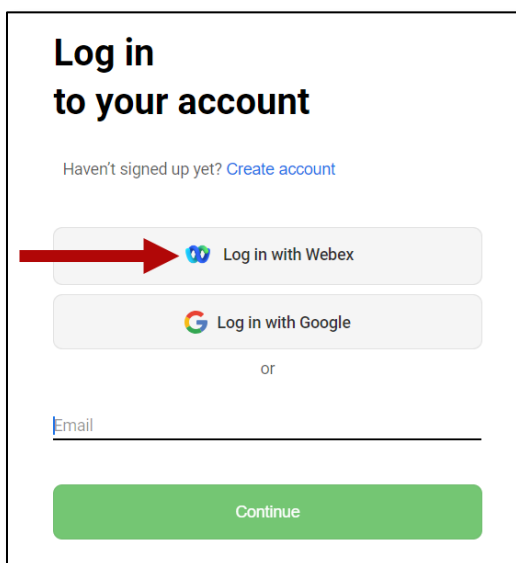
Slido is an easy-to-use Q&A and polling platform for meetings and events. It can be used in Webex, as well as outside of Webex to allow moderators to engage with participants using live polls and quizzes. Slido also provides the opportunity to crowdsource top questions to drive meaningful questions. This handout explains how to create a slido outside of Webex.

### Accessing Slido

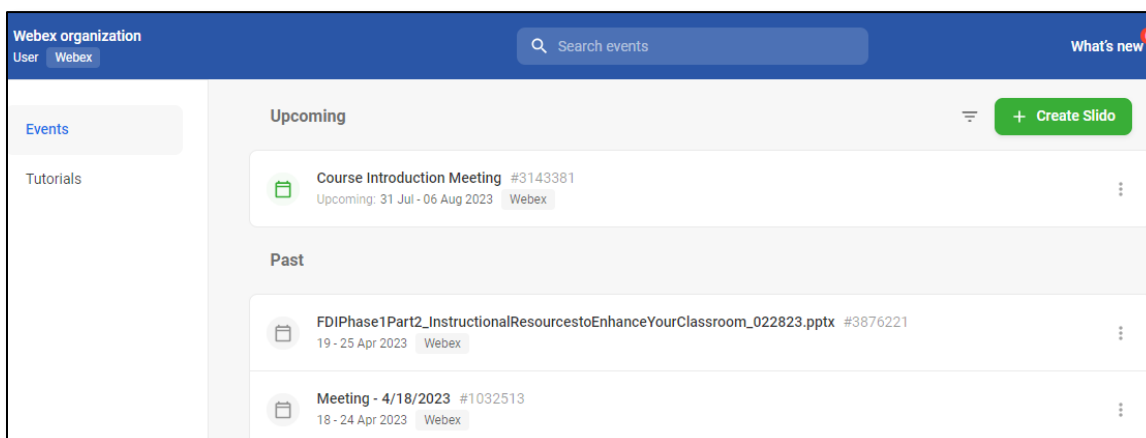
1. Go to <https://www.slido.com>.
2. Select **Login** in the top-right corner.



3. On the login page, select **Login with Webex**.

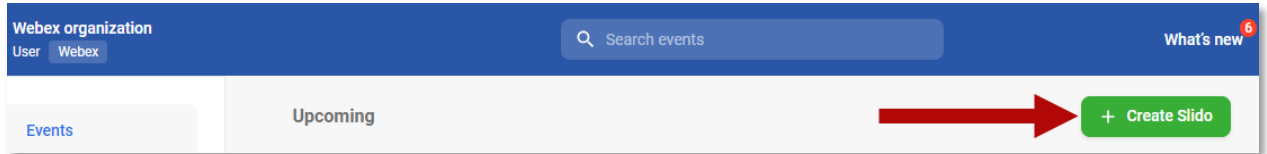


4. Enter your Webex email address (this is the same as your college email address).
5. The Slido page will appear.



## Create a Slido

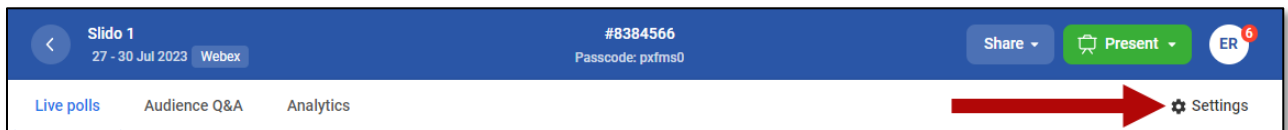
1. After logging into slido.com, select the **Create Slido** button in the top-right corner.



2. Enter the dates for when you want to use the Slido and give it a name.
3. Select **Create Slido**.

A screenshot of the 'When do you want to use this Slido?' form. The form has two input fields for 'Start date' and 'End date', both with calendar icons. The 'Start date' field is set to 'July 27, 2023' and the 'End date' field is set to 'July 30, 2023'. Below these fields is a text input field labeled 'Give your Slido a name' with the placeholder text 'Slido name'. At the bottom right of the form are two buttons: 'Cancel' and 'Create Slido'.

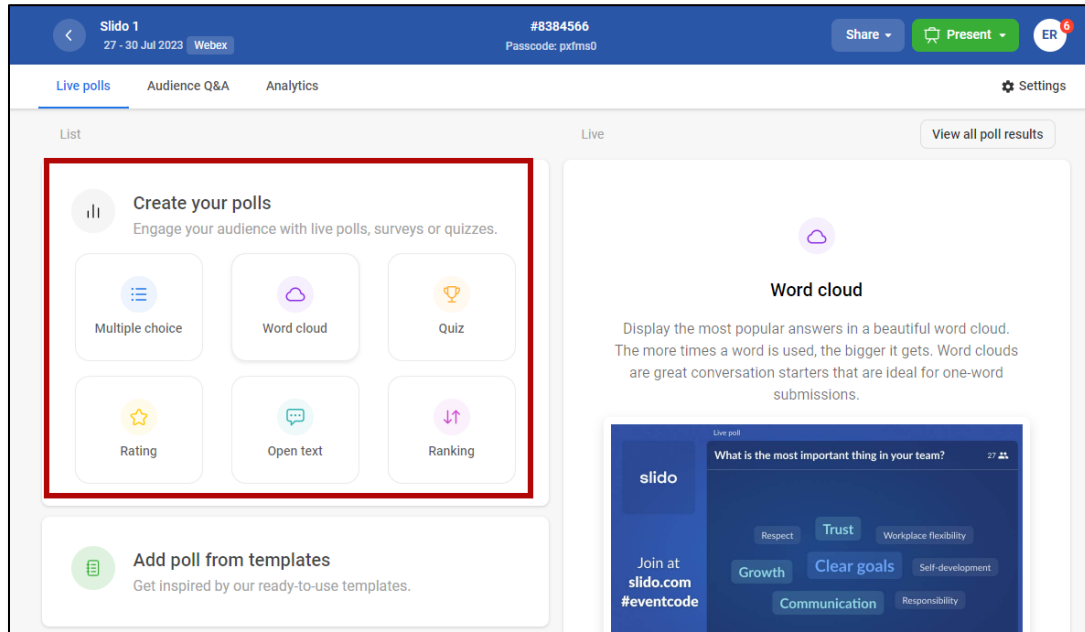
4. If you would like to modify your Slido event, go to event **Settings** by selecting the gear icon in the top right corner.



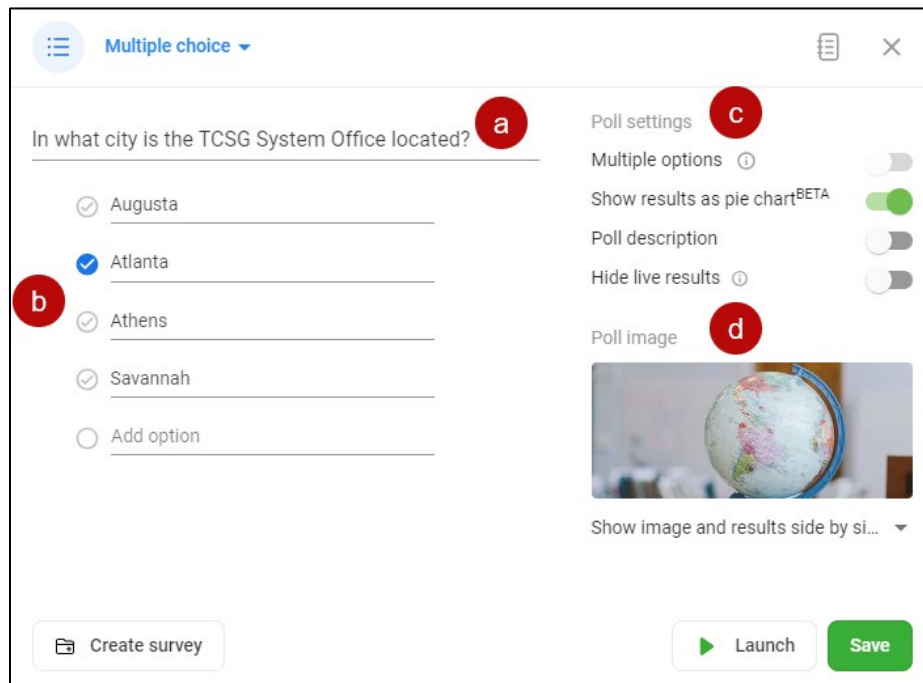
5. Some of the things you can do are:
  - a. Change the event name and event code.
  - b. Invite collaborators.
  - c. Pick the time zone.
  - d. Set the language for participants.
  - e. Adjust privacy settings.
  - f. Enable additional options for polls and Q&A
6. After making any changes, select **Save**.

## Create a Poll

1. Once the Slido is created, select **Create poll**.
2. Choose the type of poll you want to create. I will be using multiple choice for this example. **Note:** Hover over the poll types to get details about a specific poll.

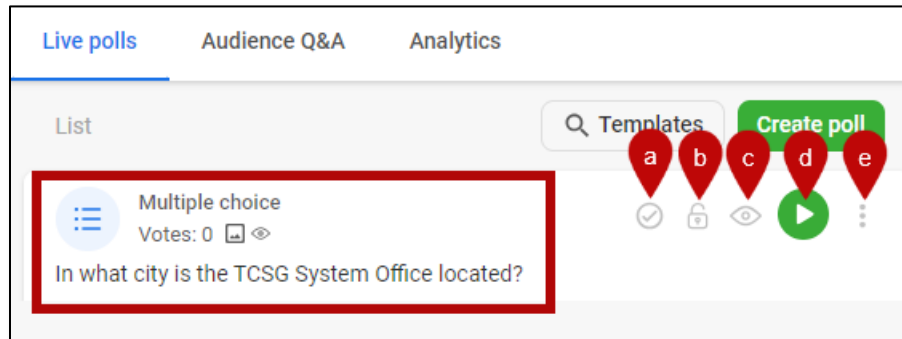


3. Enter the question details. For a multiple-choice poll, enter the following:
  - a. The question you would like to ask (Poll questions can contain up to 256 characters.)
  - b. Answer options (Select the checkbox to choose the correct answer.)
  - c. Enable the poll settings that should be enabled.
  - d. Insert an Image



4. If you would like to add more questions, select **Create survey** at the bottom.
5. Select **Save**.

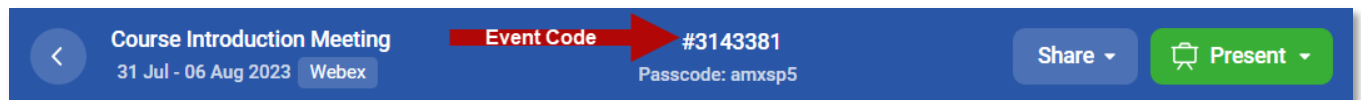
6. The poll will appear in the list. From here you can determine if you want to enable some additional options.
- a. **Show correct answer** – Shows the correct answer after everyone has submitted their answer.
  - b. **Lock voting** – When voting is locked, participants cannot vote.
  - c. **Hide results** – Doesn't show the poll results to participants.
  - d. **Activate poll** – Polls **must** be activated before participants can complete them.
  - e. **Additional options** (three dots) – View additional options to do things like, edit the poll, view poll results, reset the poll and merge polls.



7. If you have additional poll questions you would like to add, repeat steps 1-5.
8. Before the event or meeting starts, we recommend testing the Slido to get the same experience as the participants. **Note:** Using a second device such as a smartphone may be the best way to test.

**NOTE:** Participants join a poll by going to [www.slido.com](https://www.slido.com) and using the #eventcode, QR code or an event link. They'll also need to enter the passcode and their name.

You can find the #eventcode and Passcode at the top of the screen.



Select the **Share** button for the *event link* and the *QR code*.

