

Testing and Releasing APOLLO Polls

In this tutorial you will learn to test and release polls in APOLLO.

This tutorial covers:

1. Previewing polls
2. Releasing polls (for respondents to start providing responses)
3. Resetting polls

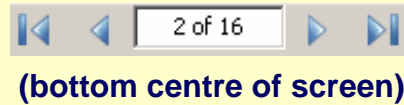
This tutorial may take **up to 10 minutes** to complete.

This tutorial assumes you have already completed the tutorials **Getting Started in APOLLO** and **Setting Poll Attributes**.

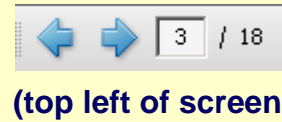
All APOLLO tutorials are available from <http://apollo.anu.edu.au/> (or close this window to return to the list of tutorials).

Navigation options in this tutorial

Moving between slides



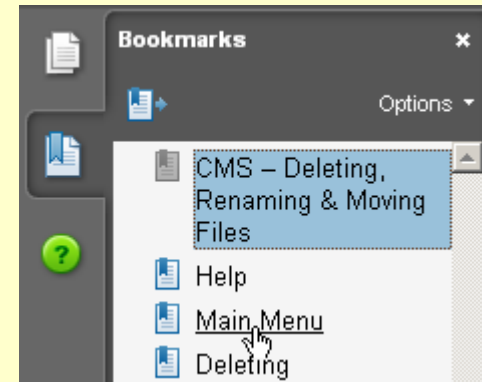
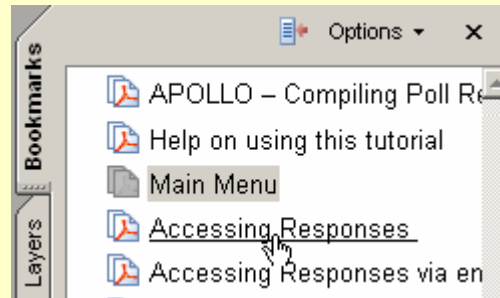
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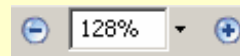
or

Page Down, Page Up, Home, End
(on your keyboard)

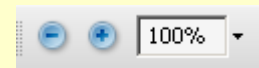
Viewing all slides or jumping to particular slides



Zooming slides in and out



or



Learning more



or



(to do a simulation or exercise)

(to watch a video or demonstration)

Exiting (and returning to the list of tutorials)



(top right of screen)

Main Menu

The main topics in this tutorial are:

1. Testing Polls (5 slides and an exercise)
2. Releasing Polls (2 slides)

The header bar (above) will highlight the section you are currently viewing.

Select **Bookmarks** (left) to see links to all topics in this tutorial.

Review

In the tutorial **Getting Started in APOLLO** you learned:

1. You can log into ANUBIS (<http://anubis.anu.edu.au/>) using your University ID and your HORUS/OLAMS password.
2. You can create polls using **APOLLO>Polls>Area>Create**
3. There are various poll types for different purposes (Ballot, Exam, Form, Survey)

In the tutorial **Setting Poll Attributes** you learned:

1. To edit polls via APOLLO>Polls>Area>Edit
2. To set basic Poll properties (such as the title, start date etc.) via the General and Messages Tabs
3. Using **Reset** will delete ALL responses received so far
4. Create Answer Groups before creating Questions
5. Answer Groups are reusable
6. Optional Tabs (Login, Reporting, Exams and Forms) may not appear in all polls

Testing Polls

Testing a Poll

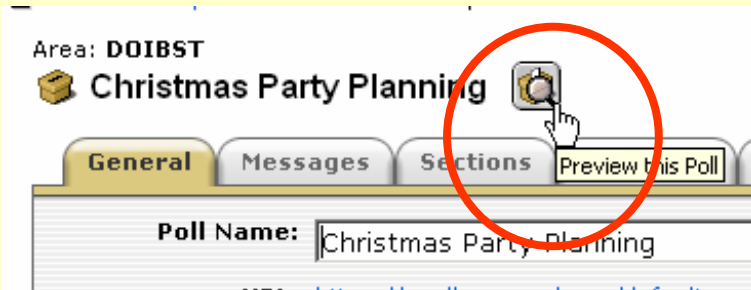
There are 2 ways to test your poll:

1. Use the Poll Preview option
2. Release the Poll and submit a response yourself

In most cases the Poll Preview (1) will suffice, but sometimes you might want to test the whole process including logging in and submitting your response. The only way to do this is to complete the poll yourself (2).

Testing a Poll using Preview

To preview the poll just use the **Preview** button at the top of the Edit screen or on the Polls screen.



Polls

Select Area:

*	Name	Type	Start	End	Action
	Car colour preferences	Ballot	7/12/2006 12:00:00 PM	1/02/2007 12:00:00 PM	
	Christmas Party Planning	Survey - restricted	15/12/2006 12:00:00 PM	27/12/2006 12:00:00 PM	
	Feedback	Form - open	1/11/2006 12:00:00 PM	1/12/2007 12:00:00 PM	
	Feedback copy	Form - restricted	30/12/2006 2:40:51 PM	30/01/2007 2:40:51 PM	

When in Preview mode you can complete the questions and then pretend to submit your response using the **Test** button.

Testing in this way allows you to try out all the questions and make sure the compulsory questions are working.

Disadvantages

Your response won't be saved anywhere and you won't see any of the messages that normally appear before, after and during the poll (the text you entered on the Messages tab). You will not be able to test any Login settings you might have created.

Area: **DOIBST**

Christmas Party Planning

1 2

Section 1. Personal Details (Questions marked * are mandatory)

Please tell us about yourself

Q1.* What college do you work for?

if

Other

Testing a Poll by Releasing

You can release the poll and test it by submitting a response yourself (or by getting a user to enter a response for you). To do this:

1. Edit the poll and go to the **General** tab
2. Change the start date to the current date and time and **Save**
3. Select the link in the **URL** field to launch the poll
4. Complete/test the poll

Testing in this way allows you to try out the whole experience (messages, login, questions etc.) and gives you a response in the Reports/Exports view to show you what Responses will look like (See the **Compiling Poll Results** module for more information).

Disadvantages

If you want to make further changes to the poll you need to Reset the poll start date to a date or time in the future (which will also delete your test response/s) because changes cannot be made to polls that are currently open.

If you do not Reset the poll start date you will have a 'dummy' response in the reports view that you may want to get rid of so that it doesn't get added to the 'real' responses you get later. You can either use Reset to remove the response anyway (and just enter the same start date again) or delete the response directly from the Reports/Exports option (see the **Compiling Poll Results** module for more information on deleting responses).

Let Me Try – Testing a Poll

Let's practice testing your poll.

In this exercise you will:

1. Preview a poll
2. Release and test a poll
3. Reset a poll

Click the Let Me Try button below to get started.



Releasing Polls

Releasing a Poll

Once you are happy with the poll you can release it to respondents. To do this:

1. Delete any test responses if needed (using Reset* and re-entering the start and end dates is the easiest way to do this)

2. Double-check the start date of the poll and change it if necessary (use Reset if this field is not editable)

3. Give the URL to participants (via email or some other means)

The screenshot shows the APOLLO poll management interface. At the top, there is a 'Reset' button. Below it, the 'Last Modified (by):' field shows '13/12/2006 11:09:04 AM (04031391)'. The 'Start Date-Time:' field is '30/11/2006 12:00 PM'. The 'End Date-Time:' field is '27/12/2006 12:00 PM'. Below these fields is the 'Contact Name:' field. At the bottom, there are tabs for 'General', 'Messages', 'Sections', 'Questions', and 'Answers'. The 'General' tab is selected, showing the 'Poll Name: Christmas Party Planning' and the 'URL: <https://apollo.anu.edu.au/default.asp?pid=1898>'.

Then you just have to wait for responses to come in. To learn more about this complete the **Compiling Poll Results** module at <http://apollo.anu.edu.au/>

*If you don't want to Reset your poll you could delete the responses directly. You will need to do the **Compiling Poll Results** module to learn how.

The End

You have finished the Testing & Releasing Polls tutorial.

In this tutorial you learned:

1. How to test a poll via preview
2. How to test a poll via release
3. How to reset a poll
4. How to release a poll

Next you need to do the **Compiling Poll Results** tutorial.

Close this tutorial to return to the list of tutorials (close this window by selecting the X in the top right of the screen).