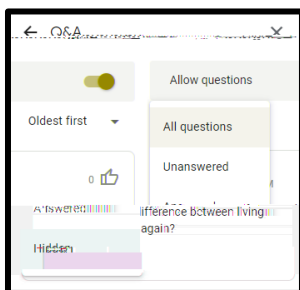




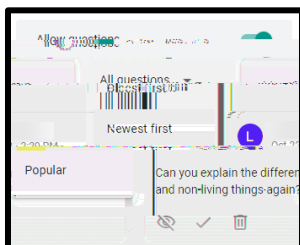
Google Meet Engagement Tools

Google Meet Engagement Tools

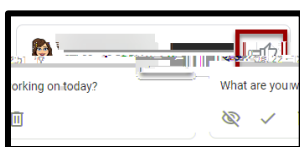


Note: Participants can only filter by all questions or question they asked.

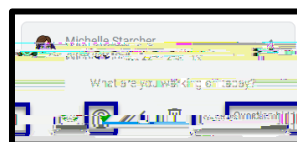
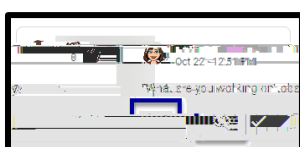
4. To sort questions, click the Down arrow next to Oldest first and select an option: Oldest first, Newest first, and Popular.



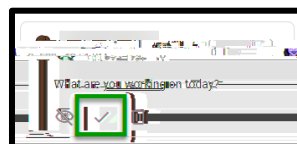
5. Click the Upvote icon to upvote a question and move it up in the list.



6. Click the Eye icon to hide the question. When the eye is crossed out that means the question is visible. When it is not crossed out, that means the question is hidden. A message appears to tell you the question is hidden.



7. Click Answered icon to mark a question answered. This lets participants know the question has been answered.



8. To delete a question, click the Delete icon next to the question.

View a Questions Report

The first time you use Q&A or Polls, Meetings Reports folder is automatically generated in your Google Drive. After a meeting, a Questions report is added to the host's Google Drive. The report includes any questions asked, hidden, or deleted along with the names of participants.

1. Open the Meeting Reports folder in Google Drive.
2. Click the folder for the Meet.
3. Click the file you want to open. Q&A and Polls will have their own file. Hover over the file to see the full name and determine

Google Meet Engagement Tools

if it is the report for Polling Results or Questions.



Conduct Polls in Google Meet

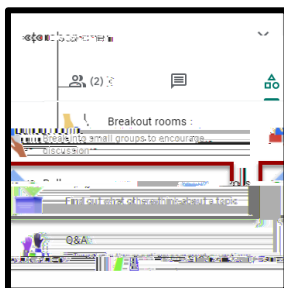
As a meeting host, you can create polls for participants to vote on.

Create a Poll

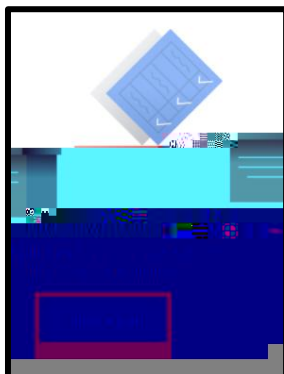
1. Click Activities.



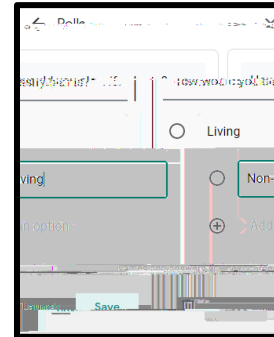
2. Click Polls.



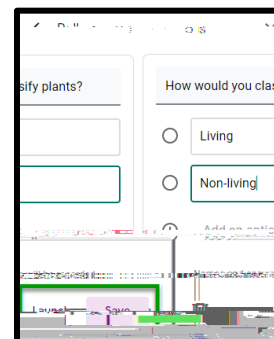
3. Click Start a poll.



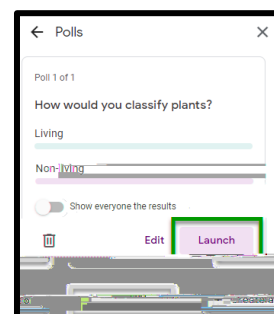
4. Enter a question and add options for the poll.



5. Choose one:
 - a. Click Launch to post your poll.
 - b. Click Save to save your poll to launch it later. Polls you save remain listed under Polls.



Note: Arrive early to create Poll questions before students arrive. Click Create a poll to add additional poll questions. You can launch the poll questions as needed during your meeting.



Google Meet Engagement Tools

Moderate a Poll

1. Click Activities in the top-right corner.
2. Click Polls.
3. To allow participants to see poll results, click the Switch next to “Show everyone the results”.
4. Click End the poll to close the poll and show all responses. Participants can still view the poll.
5. Click Delete to permanently delete a poll from your list of polls. No one can view deleted polls.

View a Poll Report

The first time you use Q&A or Polls, Meetings Reports folder is automatically generated in your Google Drive. After a meeting, a Poll report is generated.