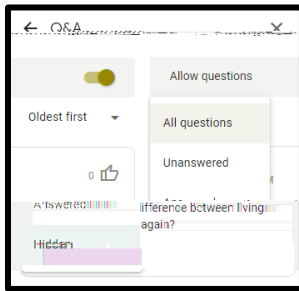


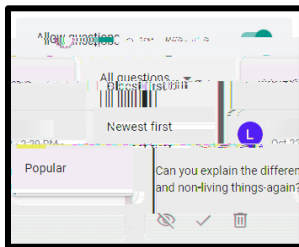
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Note: Participants can only filter by all questions or question they asked.

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



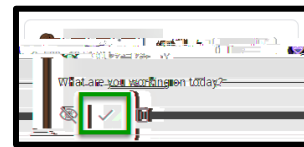
- Click the **Upvote icon** to upvote a question and move it up in the list.



- 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.



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



- 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.

- Open the **Meeting Reports folder** in Google Drive.
- Click the **folder** for the Meet.
- 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

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if it is the report for Polling Results or Questions.



Conduct Polls in Google Meet

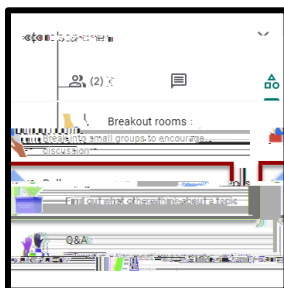
As a meeting host, you can create polls for participants to vote on.

Create a Poll

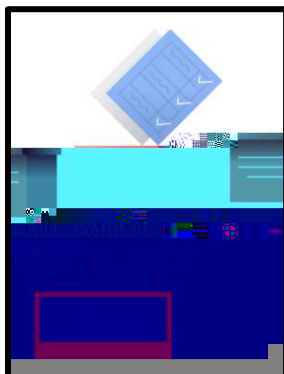
1. Click **Activities**.



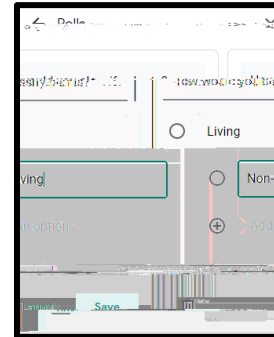
2. Click **Polls**.



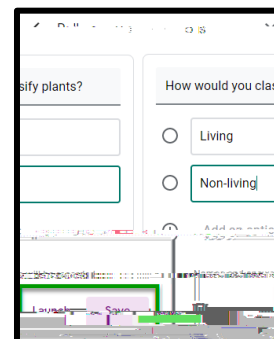
3. Click **Start a poll**.



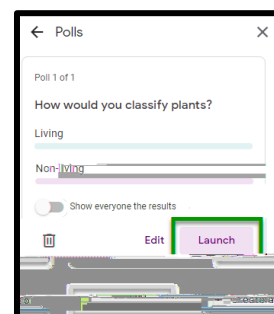
4. Enter a **question** and add **options** for the poll.



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.





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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. The report is named: **Report Qq0.0000092 C**