CLOUDVOTE WEB APP TUTORIAL

Presenter Tips

MERIDIA
INTERACTIVE SOLUTIONS

CLOUDVOTE ACCOUNT

Log Into Your Account

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CloudVOTE Account

- As a Presenter/Operator, log into your CloudVOTE account here:

my.cloudvote.com

- Other shortcuts:
  - mycloudvote.com (direct alternative to above URL)
  - cloudvote.com/account (Presenter/Operator login)
  - cloudvote.com/join (Participant/Attendee login)

CloudVOTE

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Import Content

CloudVOTE Templates are blank, reusable 'shells' with mixed content. Create your training/presentation content in PowerPoint. You can include static content slides, as well as question slides.

After importing the PowerPoint (PPTX) file to CloudVOTE, it becomes a read-only Template. If you have a CloudVOTE "Master" account, the Template can be used by you, or anyone you assigned the Template to.

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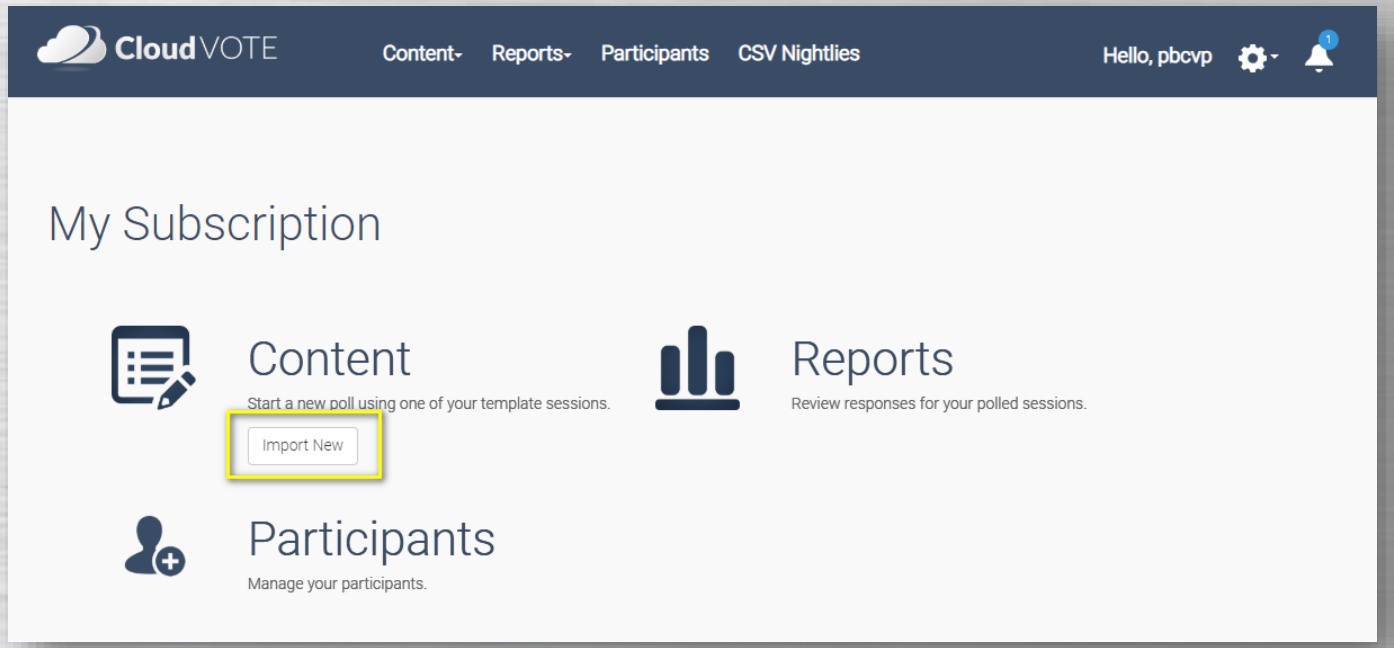
Import Content

Import your first presentation by clicking on the Import button on the CloudVOTE Dashboard.

Alternatively, go to the top Content page and use the Import button there.



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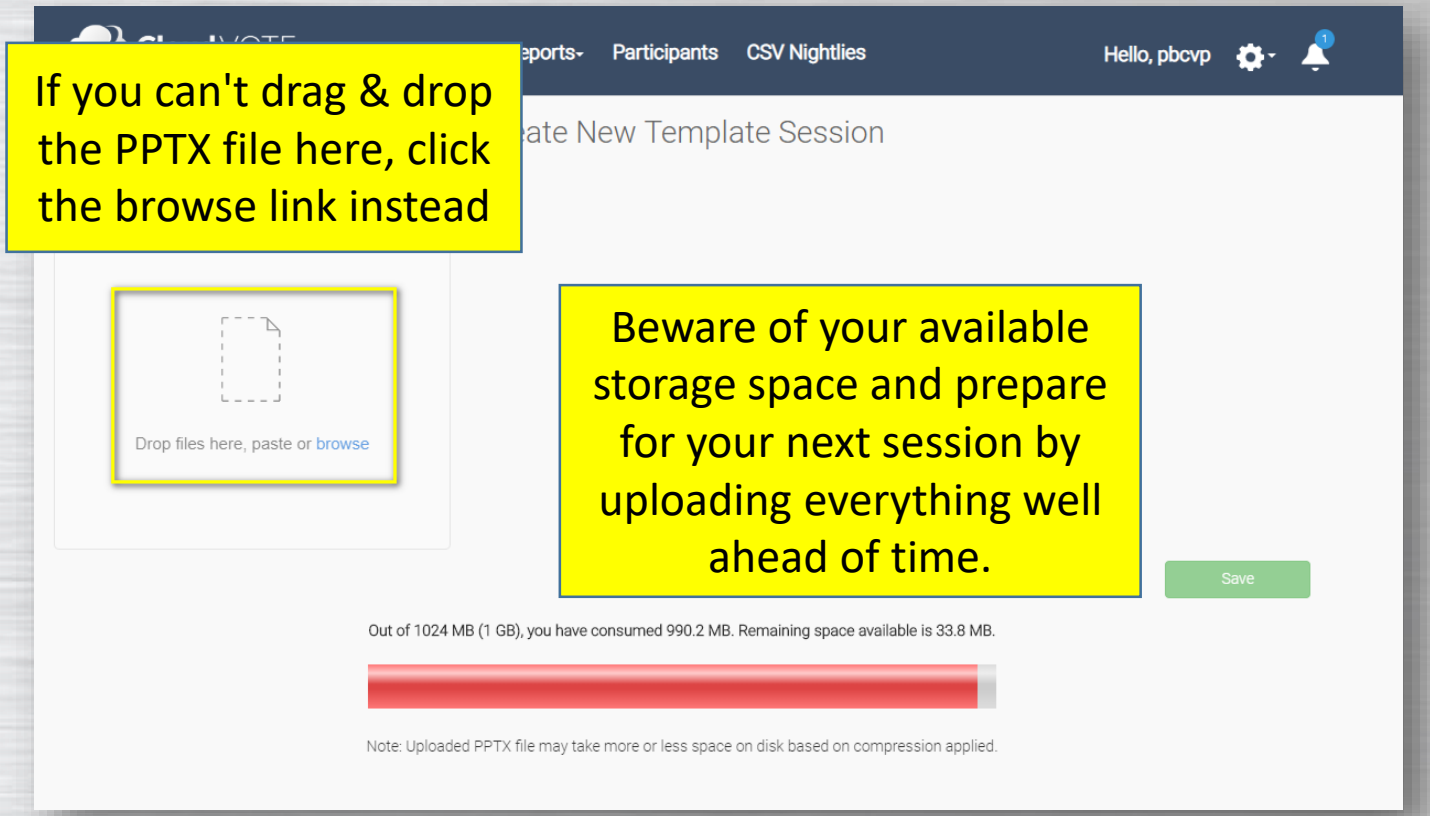
Import Content

On the next page, use the browse link to find the PPTX file you're going to upload, or drag & drop the file to the 'drop zone'.

You can upload multiple files at once.



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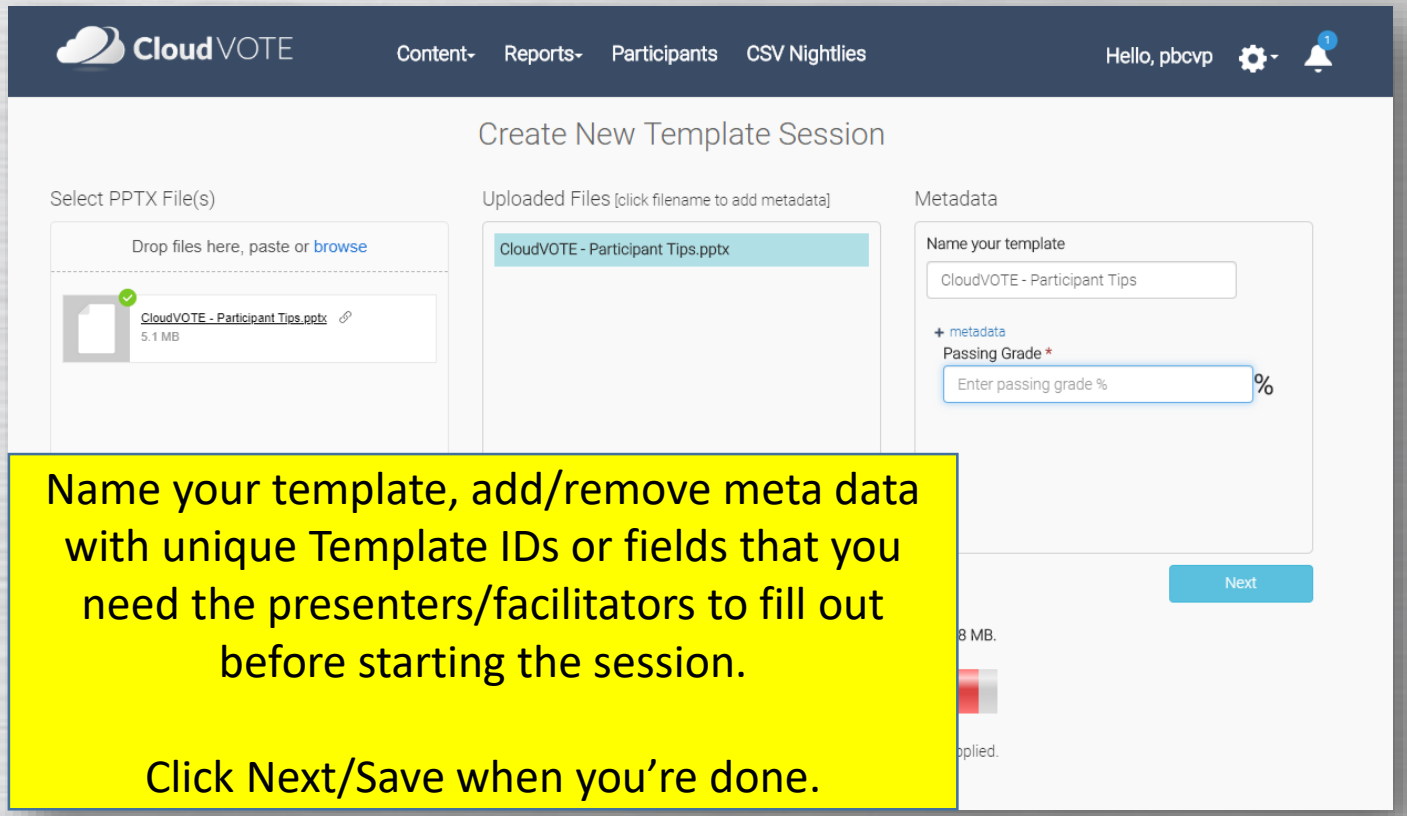
Import Content

In the next few steps, you will upload the PPTX file, (re)name your Template and specify any meta data that you need the Template to carry over into the exported reports (e.g. for import to your LMS).



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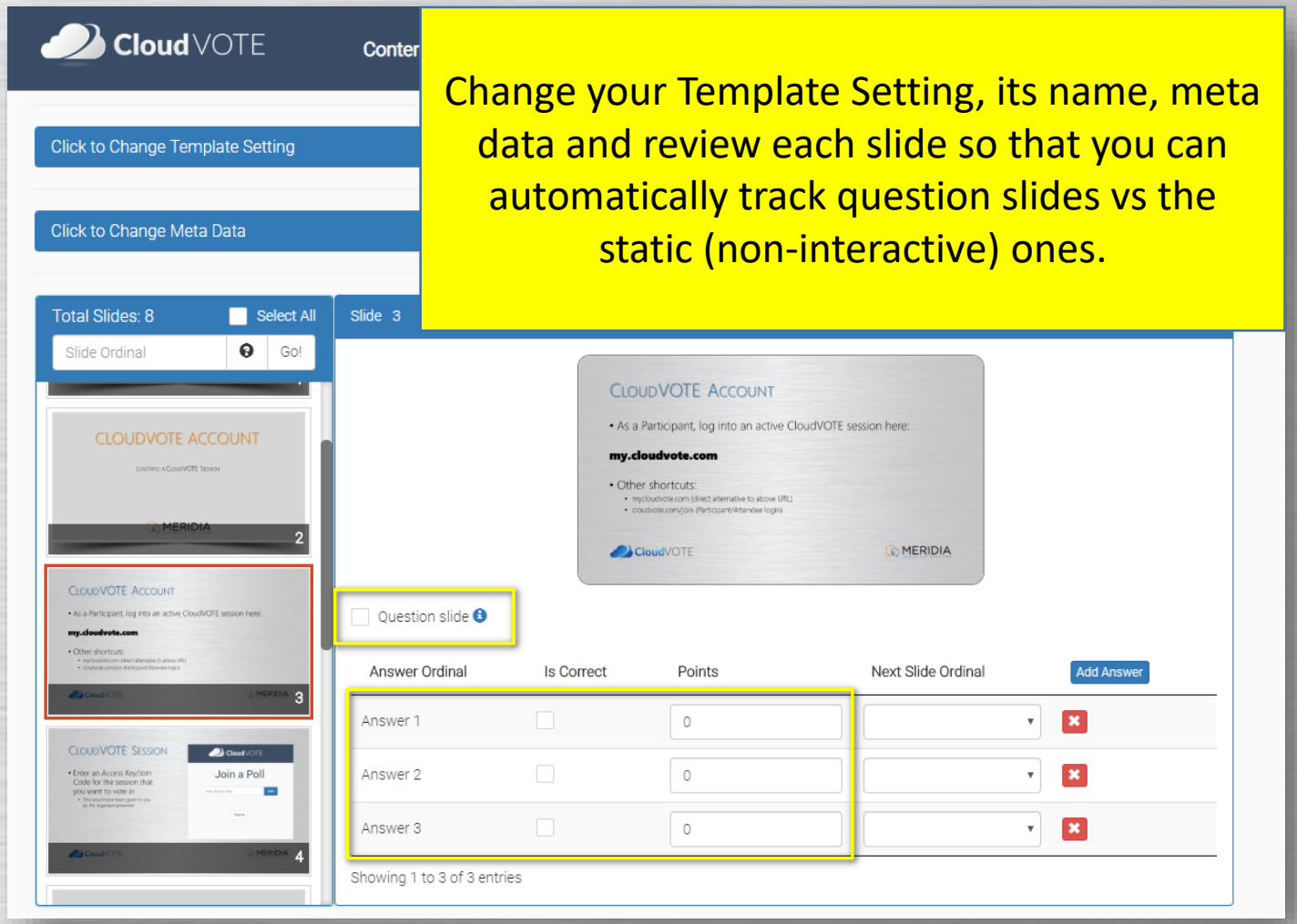
Import Content

In the final step, you will be asked to review your slides. It's advisable that you do that, even though CloudVOTE can detect the Title & Content slide layout and make it into a question automatically.



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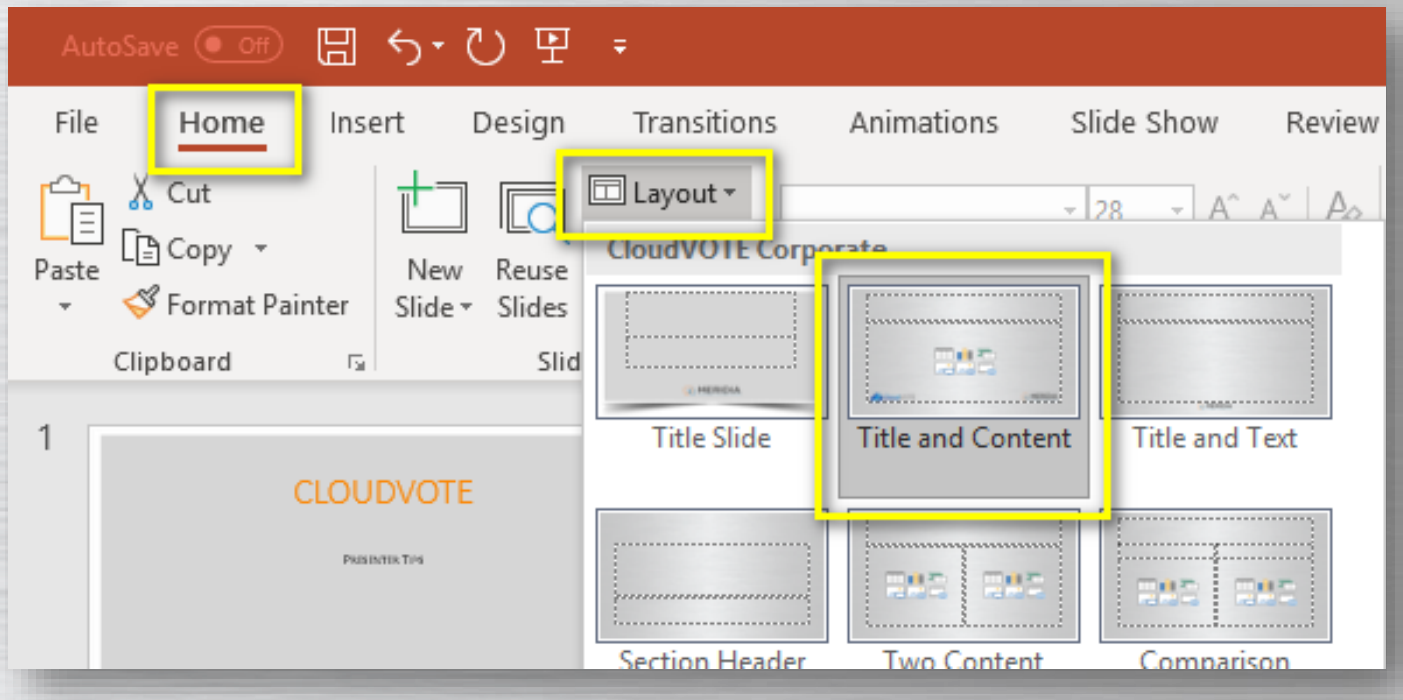
FORMATTING TIPS

Formatting Your Question Slides in PowerPoint

How to Format Question Slides

- Use a "Title and Content" slide layout
  - When this layout is used, CloudVOTE will attempt to auto-detect the number of answer based on the number of bullets used on the slide
  - It will also attempt 'read' the question and answer text and use it in reports



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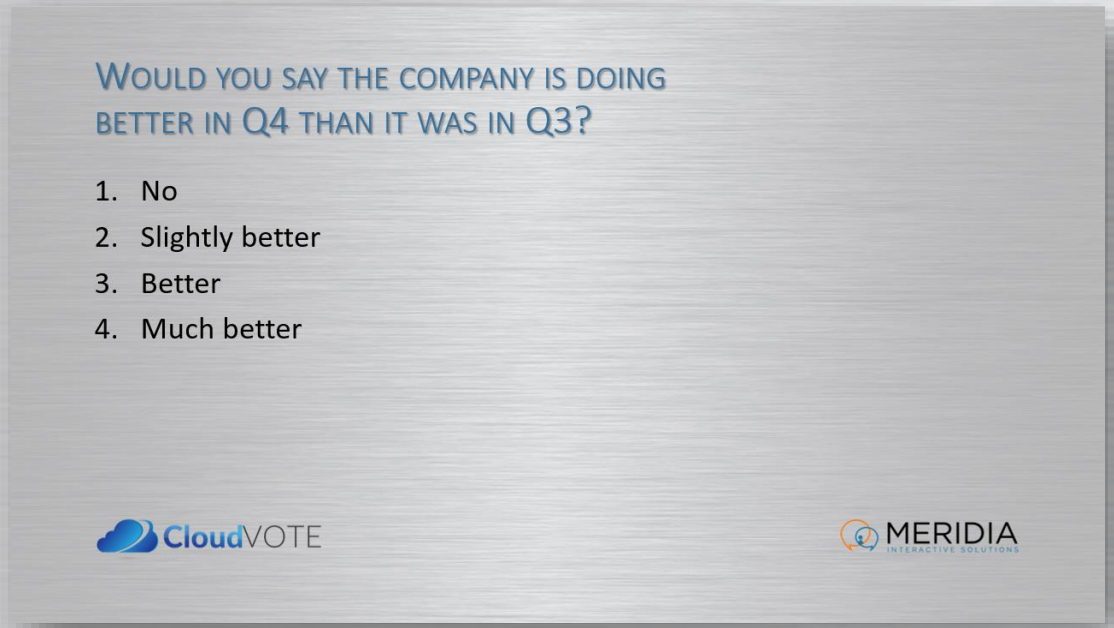
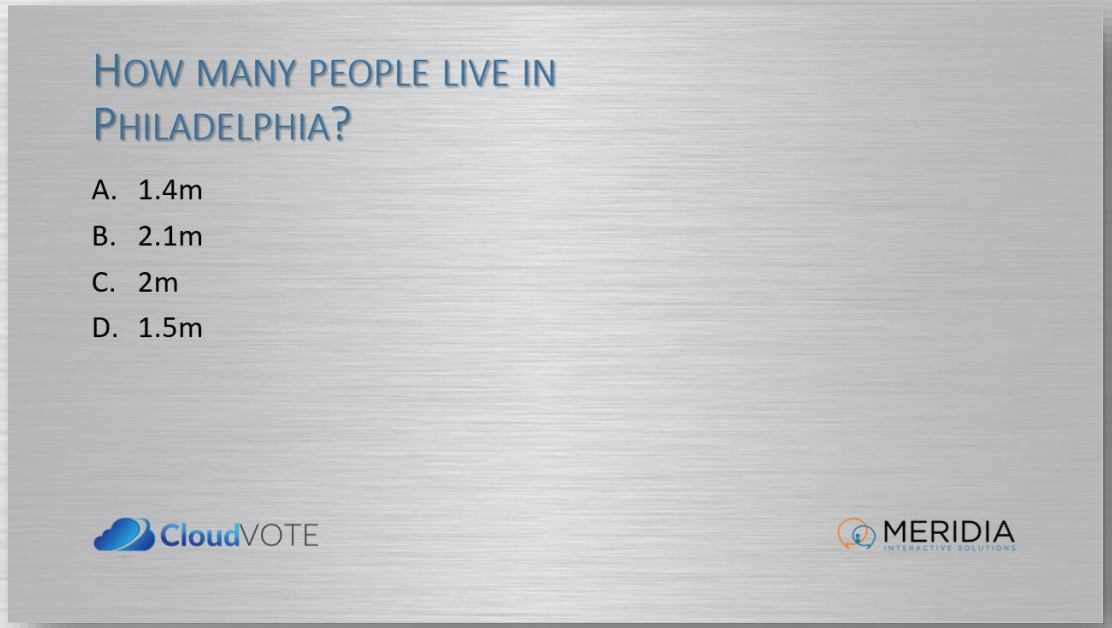
How to Format Question Slides

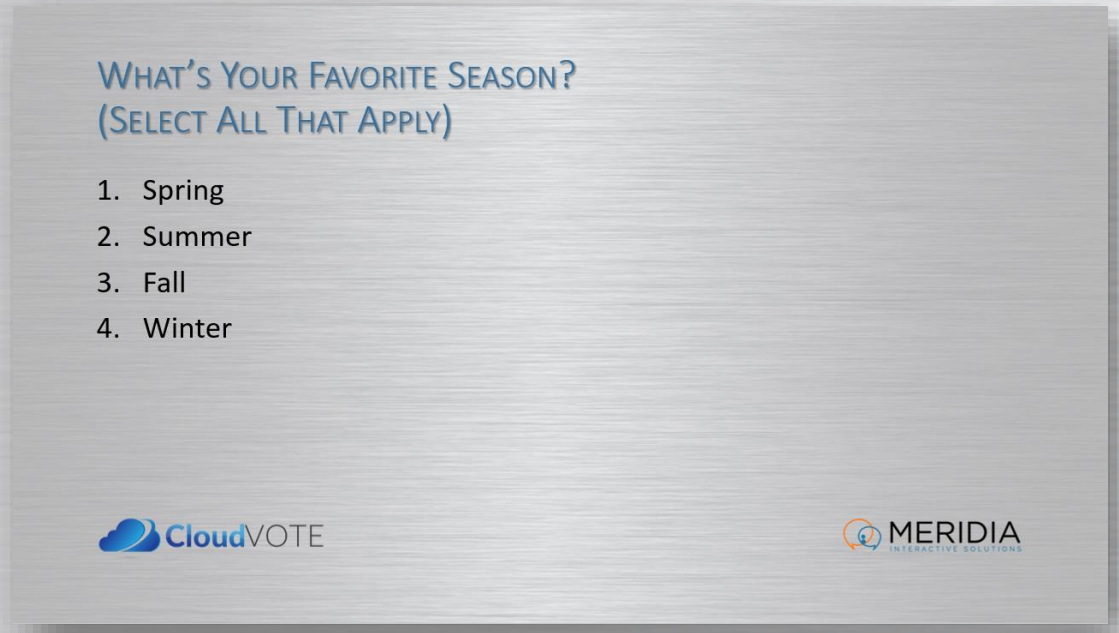
- Format your bullets/answers in either 1, 2, 3, or A, B, C style
  - If your answer choices are numbers, it's best to use the A, B, C style

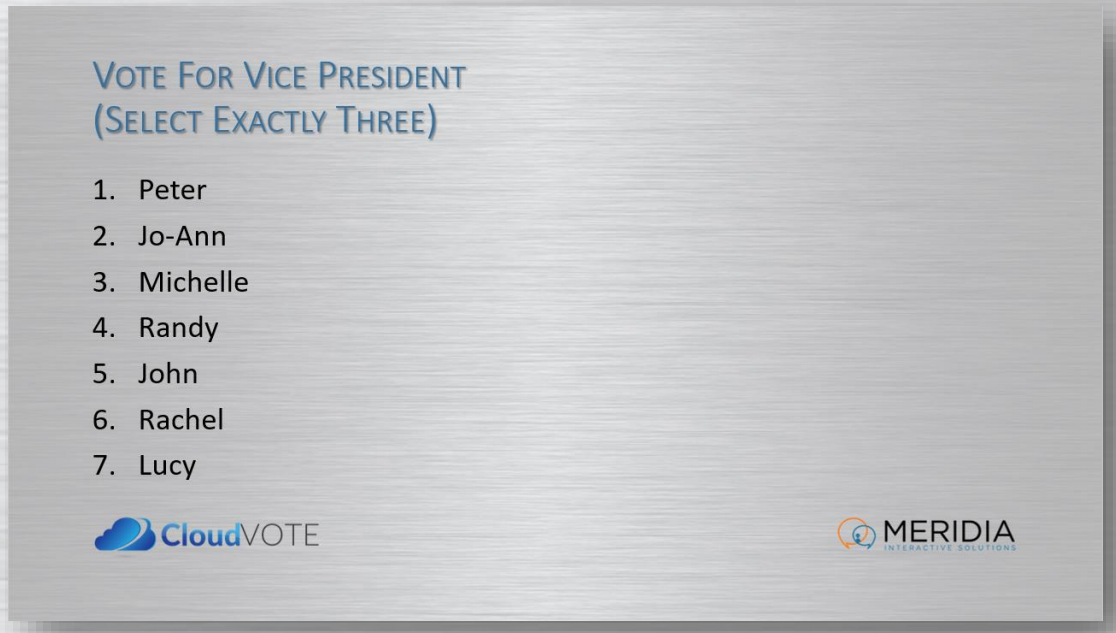




How to Format Question Slides

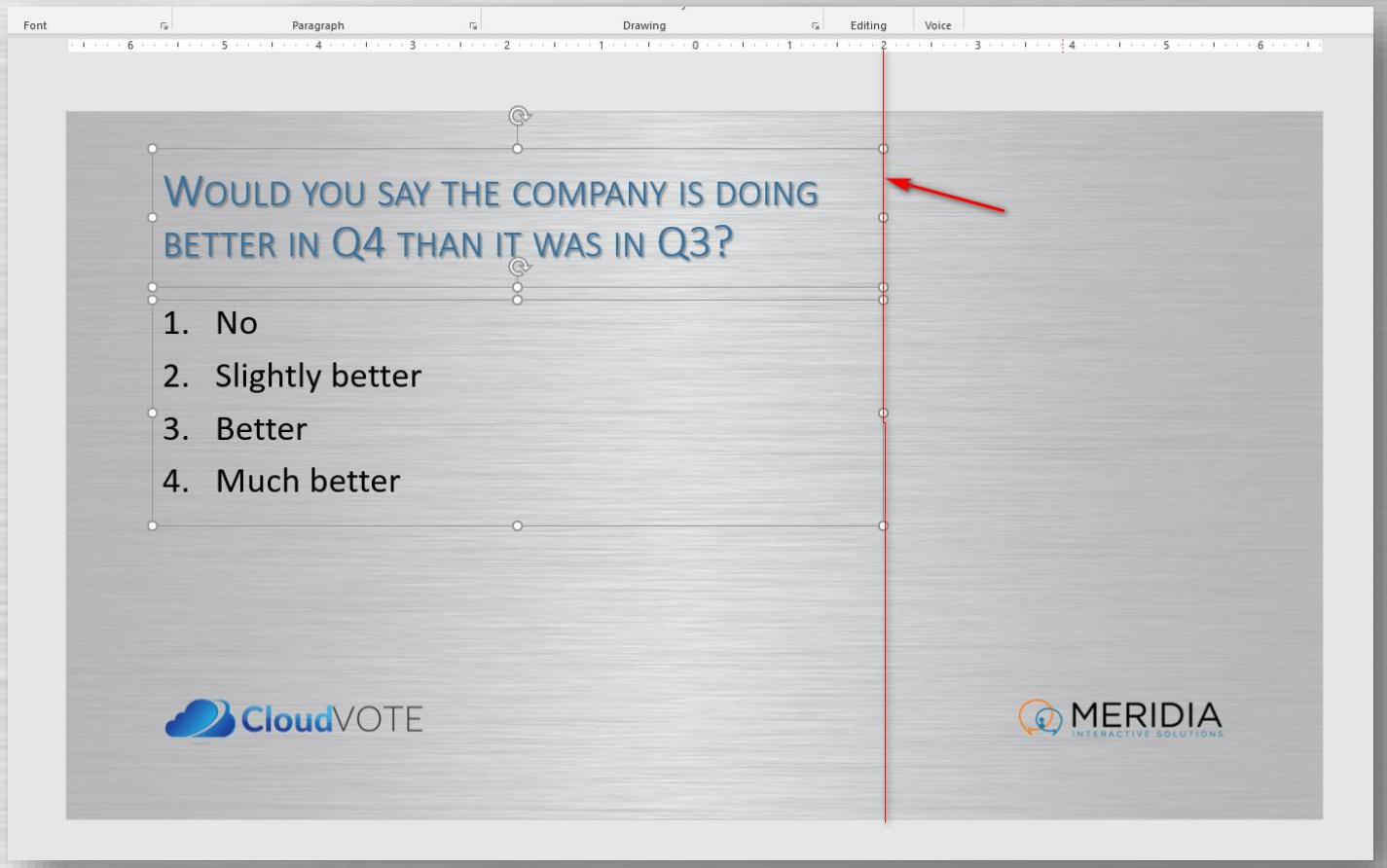
- Be specific in how you state the question, so that the audience knows exactly how to vote
  - If it's a multi-vote question such as "Select all that apply", make sure you state that in the question text





How to Format Question Slides

- When building a question slide for CloudVOTE, you may want to format the Question and Answer text boxes so that they are not covered by the voting results (chart) overlay.
- On a standard, 16:9 (wide) slide, you should not have any text past the 2" mark to the right of the "0" mark in the middle.



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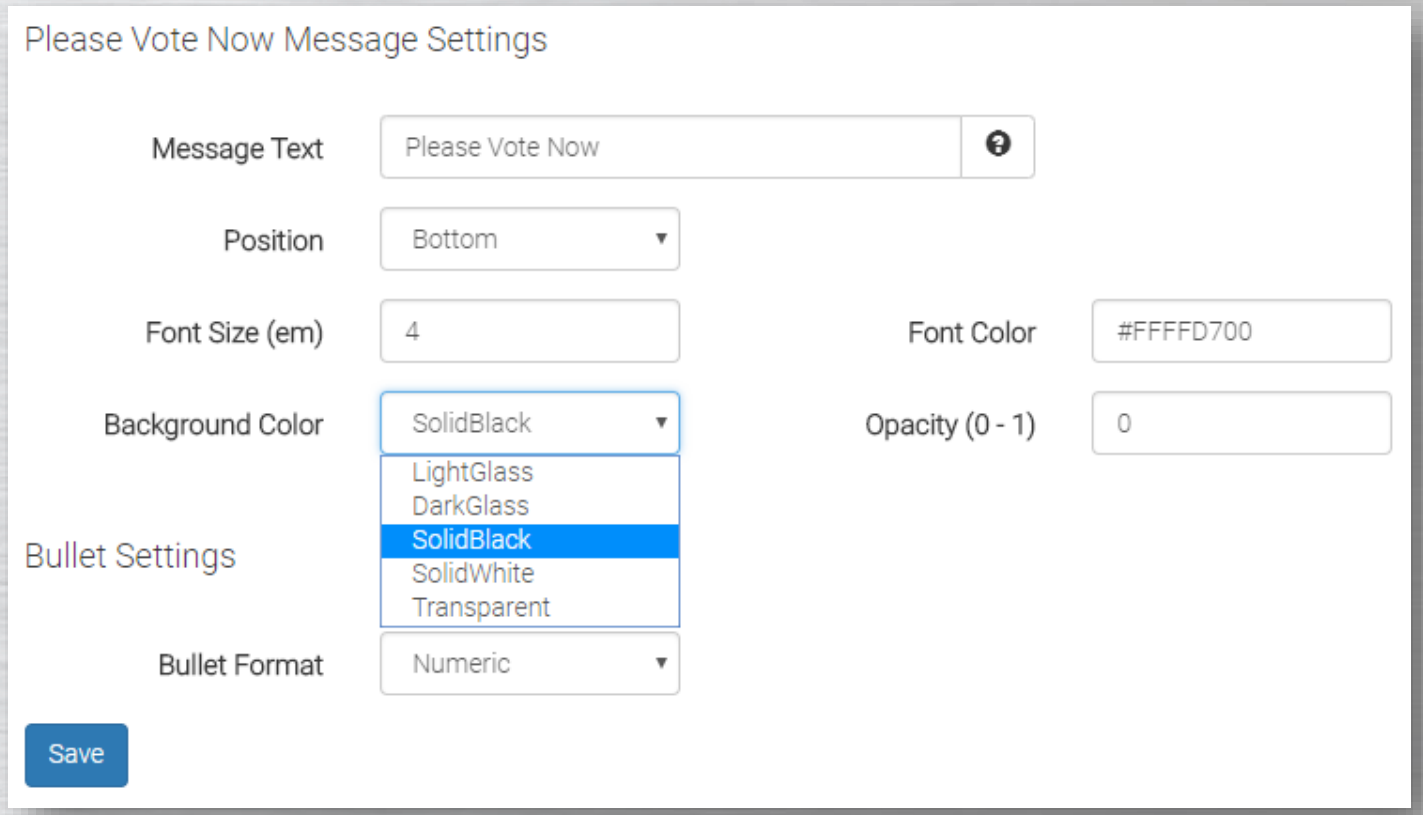
How to Format Question Slides

- Don't want to be limited by the width of the text? No worries, you will see the entire content on the slide before being partially covered by the chart when you close polling.
- As well, you can change the overlay 'sidebar' transparency to "light glass" or "transparent" and never worry about a dark overlay on top of your content again.



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FORMATTING TIPS

Configuring Your Template and Slides in CloudVOTE (Web App)

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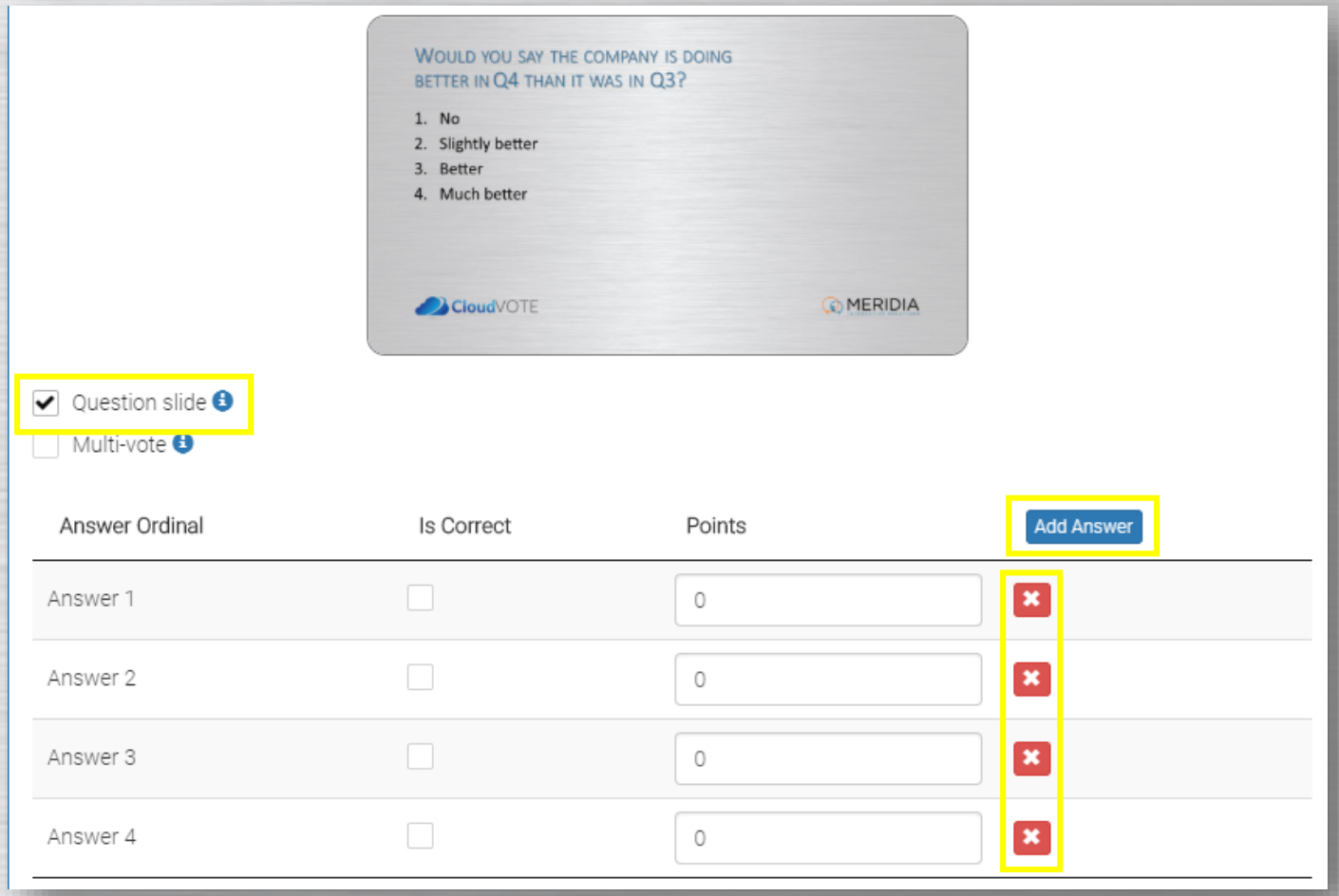
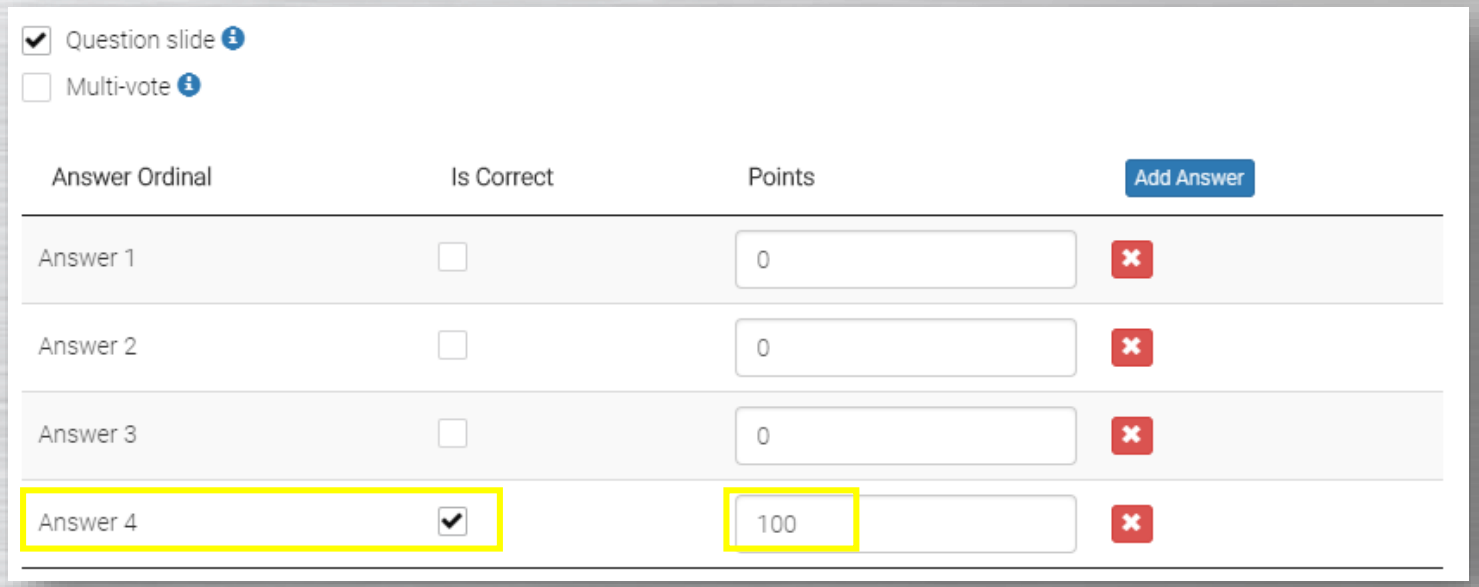
Configure Single-Vote Slides in CloudVOTE

- Mark slides as "Question" to automatically open polling by simply navigating forward
- Add or remove answers if CloudVOTE didn't auto-detect them correctly to match the number of voting buttons to the number of 'bullets'



Configure Single-Vote Slides in CloudVOTE

- Select a correct answer to track pass/fail rate
- Assign points to report on the total scores (and winners) in the post-event reports
- Users can change their answers if polling is open. Only the last vote counts.



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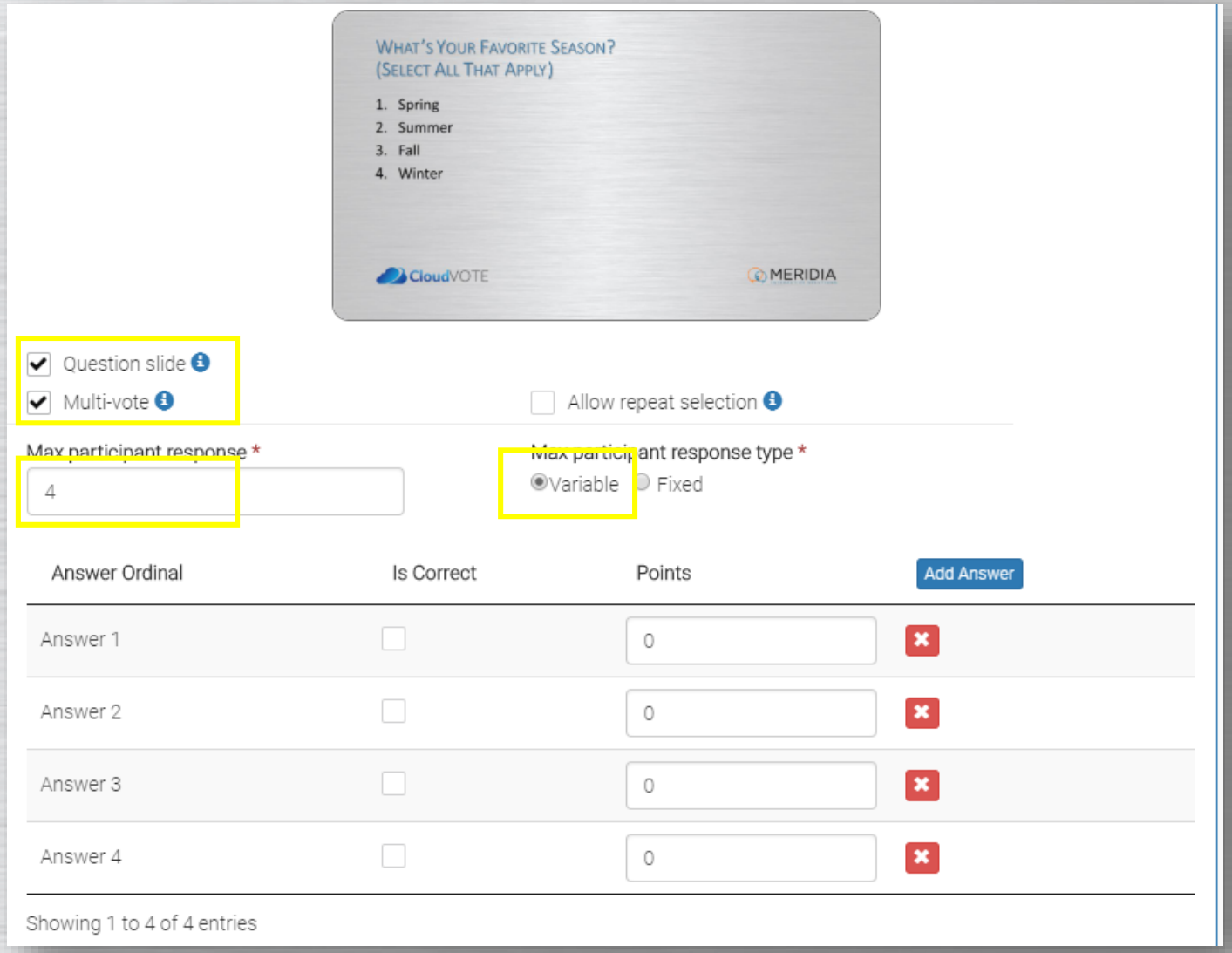
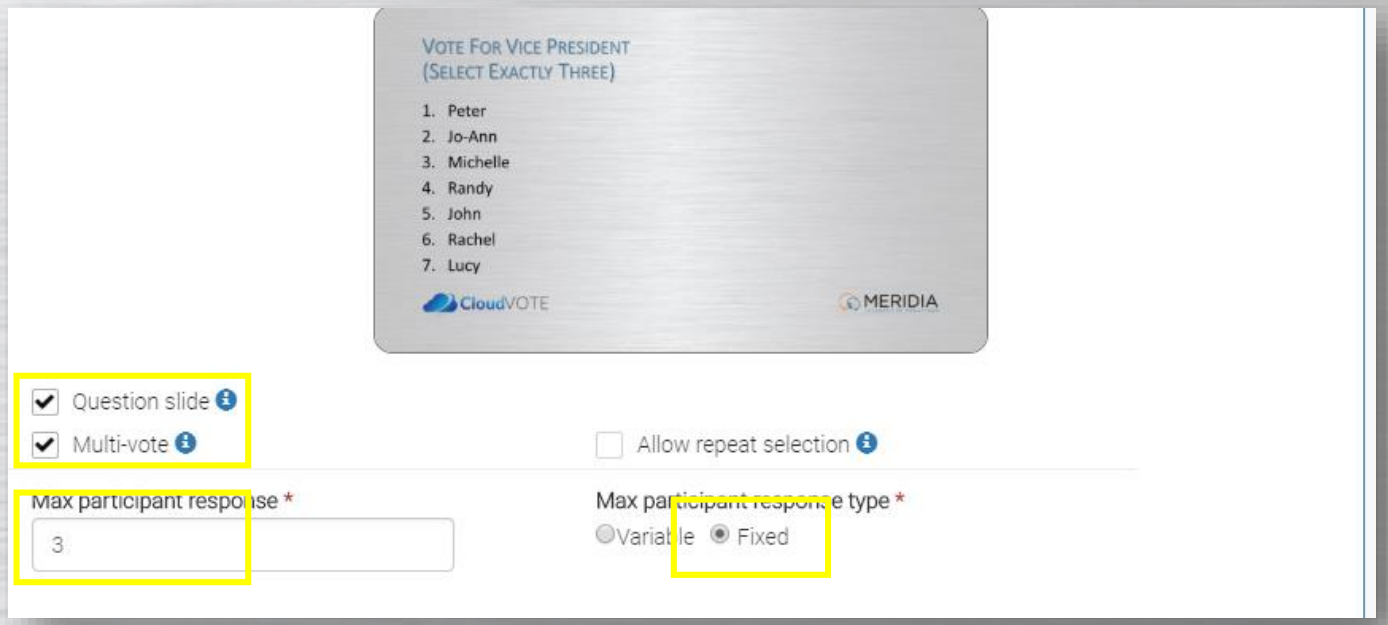
Configure Multi-Vote Slides in CloudVOTE

- Check the 'multi-vote' option to allow multiple votes to be recorded from each attendee
- Select the number of maximum votes allowed
- Select 'Variable' response type if you want to use "Select all that apply" or "Select up to…X" question



Configure Multi-Vote Slides in CloudVOTE

- Select 'Fixed' response type if you need each attendee to only vote X times – not more, not less
- They can still change their answer before the poll closes



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SAMPLE SINGLE-VOTE QUESTIONS

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Would you say the company is doing better in Q4 than it was in Q3?

1. No
2. Slightly better
3. Better
4. Much better

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How many people live in Philadelphia?

A. 1.4m
B. 2.1m
C. 2m
D. 1.5m

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SAMPLE MULTI-VOTE QUESTIONS

What's Your Favorite Season? (Select All That Apply)

1. Spring
2. Summer
3. Fall
4. Winter

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Vote For Vice President (Select Exactly Three)

1. Peter
2. Jo-Ann
3. Michelle
4. Randy
5. John
6. Rachel
7. Lucy

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