

Setting Poll Attributes in APOLLO

In this tutorial you will learn to set the properties for a poll created within APOLLO. This tutorial covers:

1. Editing Polls
2. Setting Basic Properties (General & Messages tabs)
3. Structuring Polls into Sections, Questions & Answers
4. Completing optional tabs (Login, Reporting, Exams, Forms)

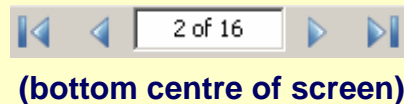
This tutorial may take up to 30 minutes to complete.

This tutorial assumes you have already completed the tutorial **Getting Started in APOLLO**.

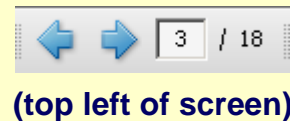
All APOLLO tutorials are available from <http://apollo.anu.edu.au/> (or close this window to return to the list of tutorials).

Navigation options in this tutorial

Moving between slides



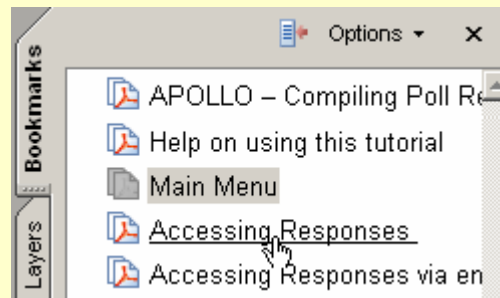
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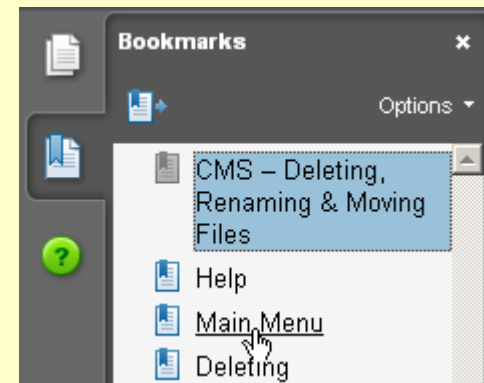
or

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

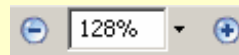
Viewing all slides
or jumping to
particular slides



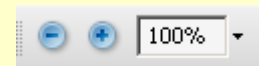
or



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. Review (1 slide)
2. Editing Polls (2 slides)
3. Basic Poll Properties (7 slides and an exercise)
4. Poll Sections (6 slides and an exercise)
5. Questions & Answers (16 slides and 2 exercises)
6. Optional Tabs (9 slides and an exercise)

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)
4. If a poll type is Restricted you can choose who logs in
5. If a poll type is Open you can not choose who logs in, but users must know the URL before they can complete the survey

Editing Polls

Editing Polls

Before you can set the poll attributes you need to locate and edit the poll:

1. Log into ANUBIS (<http://anubis.anu.edu.au/>)
2. Select **APOLLO>Polls**
3. Choose the Area your poll is stored in
4. Select the edit icon alongside the poll you want to update

Edit Icon

Deborah Cross
U4031391

Logout

Admin

Personal Details

HORUS

Membership Tools

Training

Parking

APOLLO

- Poll Areas
- Polls**
- Reports/Exports

ANUBIS » Apollo » Polls

Polls

Select Area: DOI Business Solutions Training

*	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	14/12/2006 10:00:00 AM	15/12/2006 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	

Once you edit the poll you will see a series of tabs. Red tabs are those that require more information before a poll can be released. We will learn how to update each tab in the following slides.



Basic Poll Properties

Basic Poll Properties such as the title, start date and introductory messages are set via the General and Messages Tabs.

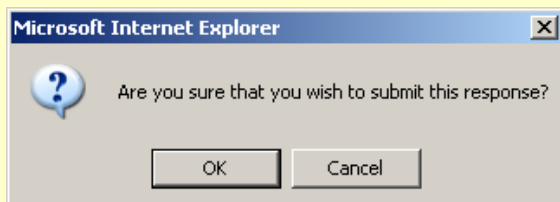
General Tab

The General Tab controls properties for the whole poll.

This is the web address people should go to for completing your poll

A multi-page poll shows each section on a new tab. See the later slides on Sections for more detail

If checked, confirm submit prompts the respondent before they submit their response:



General	Messages	Sections	Questions	Answers
Poll Name: Car colour preferences				
URL: https://apollo.anu.edu.au/default.asp?pid=1893				
Area: DOI Business Solutions Training				
Poll Type: Ballot				
Multi-page: <input type="checkbox"/>				
Confirm Submit: <input type="checkbox"/>				
Created: 30/11/2006 10:51:03 AM				
Last Modified (by): 30/11/2006 10:51:03 AM (U4031391)				
Start Date-Time: 07/12/2006 12:00 PM				
End Date-Time: 01/02/2007 12:00 PM				
Contact Name: Deborah Cross				
Contact Phone: 6125 5552				
Contact Email: cis@anu.edu.au				
Notify Email: deborah.cross@anu.edu.au				
Privacy Statement: Information provided in this poll is only used to identify responses. Your information is secure and will not be passed on to third parties.				
Show Privacy: <input checked="" type="checkbox"/> link to Statement on Poll pages <input type="checkbox"/> full Statement on Intro page				

General Tab - Dates

The **Start Date** shows when the poll will be open to receive responses.

The **End Date** shows when the poll is finished and people cannot submit responses.

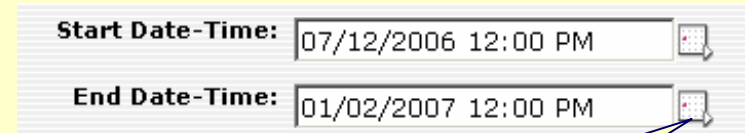
A WARNING about the Start Date:

Once the start date passes you can NOT edit most attributes of the poll without **Resetting** the start date to a date in the future.

Using **Reset** will **DELETE** any poll responses received so far. They are **NOT** recoverable.

If you need to make changes after the start date and do not want use **Reset** you could create a duplicate of the poll but then you have to get the new URL to respondents somehow.

You can extend the end date at any time via the General tab (you will not lose any responses).



Either type in the date and time or use the calendar icon to select a date.



Using Reset allows you to change the start date of the poll, but it also **DELETES** any responses received so far.

General Tab – Contacts

Name and Phone are used for administration – these do not appear on your poll for respondents to see

The contact email appears in the footer of the poll – respondents can click on it to email you

Contact Name:	Deborah Cross
Contact Phone:	6125 5552
Contact Email:	cis@anu.edu.au
Notify Email:	deborah.cross@anu.edu.au

If you would like to receive an email each time someone responds enter your email address in the Notify field. Leave it blank if you do not want notification emails.

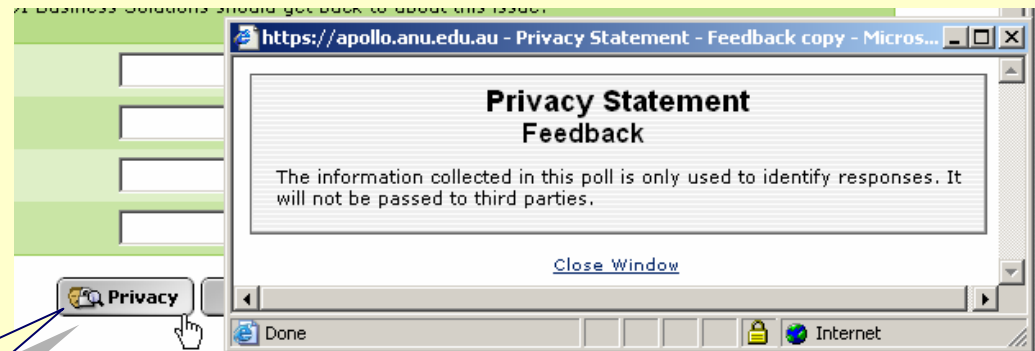
General Tab – Privacy

The privacy statement should explain why you are gathering the information and who will have access to the data collected.

Privacy Statement: Information provided in this poll is only used to identify responses. Your information is secure and will not be passed on to third parties.

Show Privacy: ☒ link to Statement on Poll pages
☐ full Statement on Intro page

You can show the statement as a link from all pages in the poll and/or on the first page of the poll



If you choose 'link to Statement...' a button will appear at the bottom of each screen in the poll that respondents can select to see the Privacy Statement in a pop up window.

Always select **Save** when you make changes to the General Tab. If you move to another Tab without Saving your changes will be lost.



Messages Tab

The Messages tab includes text to display on the front page of the poll before, during and after the poll and after a user submits a response.

By default, the messages include some strange characters:

@ @DescrShort = Poll type

@ @StartDate = Start date of the poll

@ @EndDate = End date of the poll

For example, the message: "This @ @DescrShort opens @ @StartDate, and will remain open until @ @EndDate."

Would appear on the front page as something like:
"This Exam opens Apr 18 2006 12:00PM, and will remain open until Apr 19 2006 12:00PM."

You can include HTML in the text to control the way it displays. Use the online help in APOLLO to find out about acceptable HTML codes.

The screenshot shows the 'Messages' tab in the APOLLO interface. It contains four text input fields, each with a callout box explaining its purpose:

- Pre-Poll Message:** This @ @DescrShort opens @ @StartDate, and will remain open until @ @EndDate. (Callout: Appears before the poll opens)
- Post-Poll Message:** This @ @DescrShort was open from @ @StartDate to @ @EndDate. (Callout: Appears after the poll closes)
- Introduction:** This @ @DescrShort closes @ @EndDate. (Callout: Appears during the poll period)
- Completion Message:** Thank you. (Callout: Appears when users submit their response)

A 'Save' button is located at the bottom right of the form.

Let Me Try – General and Messages Tabs

Let's practice completing the General and Messages Tabs.

In this exercise you will:

1. Edit an existing poll
2. Complete the general tab
3. Complete the messages tab

Click the Let Me Try button below to get started.



Poll Sections

Sections display as single or multiple pages

Polls have sections for grouping questions. Sections can appear all on the one page, or they can be divided into multiple pages (this page setting is on the General tab):

Questions marked * are mandatory.

Q1.* Category of this problem or issue

☐ Apollo

☐ Billboard

Q2.* Status of this problem or issue

☐ 1. Critical - all people are unable to work or access

☐ 2. High - some people are unable to work or access

☐ 3. Medium - work or access may be disrupted at some stage

☐ 4. Low - work can continue but the issue needs to be addressed

Q3.* Description of this problem or issue

Section 2. Contact Details (Questions marked * are mandatory)

Please enter the contacts details of the person that DOI Business Solutions should get back to about this issue.

Q4.* Name

Q5. University ID

Q6.* Email

Q7. Phone

Section 1 in a single page poll

Section 2 in a single page poll

Sections 1 and 2 in a multi-page poll

1 2

Section 1. Your Details

Please provide details about yourself in this section

Q1. Are you a staff member?

☐ Yes

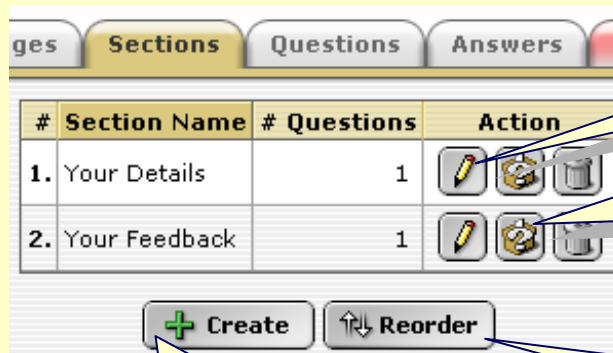
☐ No

<< Previous Next >>

Updating sections

You must have at least one section for your poll – if you have no need to group questions then just leave the section as 'default'.

Sections are listed on the **Sections** tab. If there are no questions within the sections the tab will appear Red. This will go away when you create some questions.



Select the edit button to change the properties of a section (see the next slide for details)

Select the question button to jump to the Question tab and display the Questions for that section.

Select **Create** to add a new section

Select **Reorder** to change the order sections appear in on the final poll

Section Properties

You can change the properties for a section:

Modify Section

Section Number: 1

Section Name: Your Details

Show Name: ☒

Section Text: Please provide details about yourself in this section

Colour Scheme: ANU (default)

Save Cancel

1 2

Section 1. Your Details

Please provide details about yourself in this section

Q1. Are you a staff member?

☐ Yes

☐ No

<< Previous Next >>

1 2

Please provide details about yourself in this section

Q1. Are you a staff member?

☐ Yes

☐ No

Previous Next >>

Selecting the **Default** colour scheme allows APOLLO to choose the colour for you based on ANU corporate style, or you can choose from one of the preset colours.

If the **Show Name** check box is deselected, the **Section Name** does not appear.

Previewing Sections

Area: DOIBS
D&A

Modify Section

Once a section is saved, you can preview how it will appear in a poll

Show Name: ☐

Section Text: Please provide details about yourself in this section

Colour Scheme: ANU (default)

Save Cancel

From the Preview you can...

Area: DOIBS
D&A

...Edit the poll...

1 2
...Edit Sections...

Please provide details about yourself in this section

Q1. Are you a staff member?

...Edit Questions...

<< Previous Next >>

Test << Back

...Edit the Section.

Let Me Try – Creating Sections

Let's practice creating sections within a poll.

In this exercise you will:

1. Edit an existing poll
2. Edit section properties
3. Create a new section
4. Preview a section

Click the Let Me Try button below to get started.



let me try

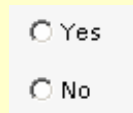
Questions & Answers

Questions and Answers

Before you create Questions and Answers it is important to understand how APOLLO structures these.

APOLLO contains **Questions** and **Answer Groups**.

1. A **Question** is the question you want to ask of the respondent, for example "Do you like red cars?"
2. An **Answer Group** is a **type** of answer that the respondent can use to answer a question, for example a Yes/No radio button.



☒ Yes

☐ No

So, in APOLLO to create a question you need both the question part (do you like red cars?) and the answer part (a radio button with values Yes and No).

Because of the way APOLLO is designed, you must create the answer group (a radio button with Yes and No values) before you build the question (do you like red cars?). You can not create a Question without having an Answer Group to attach to it.


For this reason, we will learn about Answer Groups first, even though the Question tab is next logically.

Building your Questions and Answer Groups is much easier if you have done a rough design of your survey on paper first (as suggested in the tutorial Getting Started in APOLLO).

Answer Groups – Types

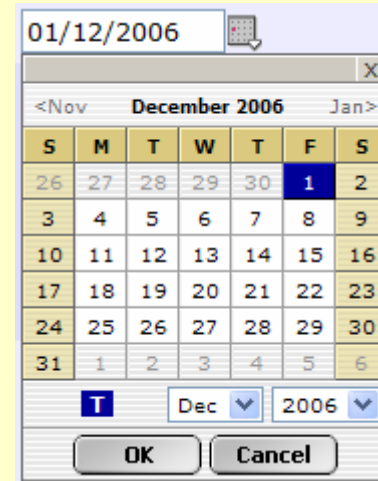
There are several **types** of answer groups:

Checkboxes allow people to choose one or more options



☒ Apollo
☐ Billboard
☒ Broken Link

Date Boxes provide a calendar select option



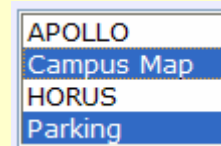
01/12/2006

<Nov December 2006 Jan>						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

T Dec 2006

OK Cancel

Multiple Select Lists provide a list where more than one option can be chosen (by holding down the CTRL key while selecting the options).



APOLLO
Campus Map
HORUS
Parking

Answer Groups – Types continued...

Number boxes only accept numbers, not text

Preference Lists allow respondents to enter a number alongside each option in the list to indicate their preference

3	Monday
1	Tuesday
2	Wednesday

Radio Buttons provide a list where the respondent can choose one option only (use these if your poll is an **exam**)

☐ 1. Critical - all people
☒ 2. High - some people
☐ 3. Medium - work on
☐ 4. Low - work can o

Select Lists provide a drop down list where the respondent can choose one option only (use these if your poll is an **exam**)

College of Arts and Social Sciences

College of Asia and the Pacific

College of Business and Economics

College of Engineering and Computer Science

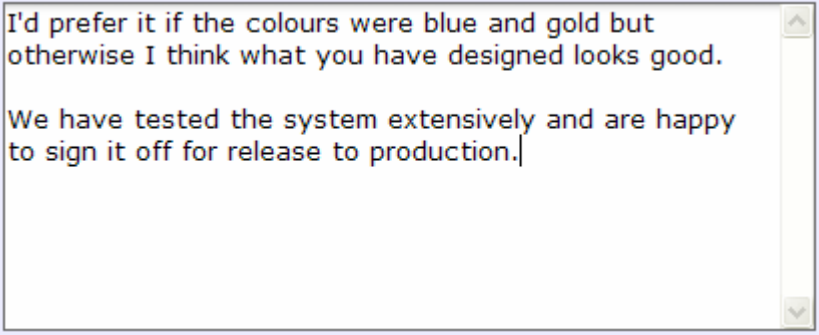
College of Law

College of Medicine and Health Sciences

College of Science

Answer Groups –Types continued...


Text Areas provide a multi-line box where text can be entered



I'd prefer it if the colours were blue and gold but otherwise I think what you have designed looks good.

We have tested the system extensively and are happy to sign it off for release to production.

Text Boxes provide a single line for entering text



Smith, James

Answer Groups are Reusable

Answer Groups are **reusable** – each Answer Group can be used for one or more Questions.

For example, you create a radio button Answer Group with the values Yes and No and name the group Yes_No_Answer. You can now use Yes_No_Answer for every question that requires a Yes or No response. You do NOT have to build a new answer group for every question. You only have to build a new answer groups when you need a new type of response from people.

The diagram illustrates the reusability of answer groups. It features two questions side-by-side: "Question 1. Do you own a red car?" and "Question 2. Are you a staff member?". Each question has two radio button options: "Yes" and "No". A yellow callout box with a black border and a drop shadow is positioned between the two sets of options. Two lines originate from the top corners of this box and point towards the "Yes" radio button of each question. The text inside the box reads: "Both Questions use the same **Answer Group** Yes_No_Answers".

Question 1. Do you own a red car?

☐ Yes
☐ No

Question 2. Are you a staff member?

☐ Yes
☐ No

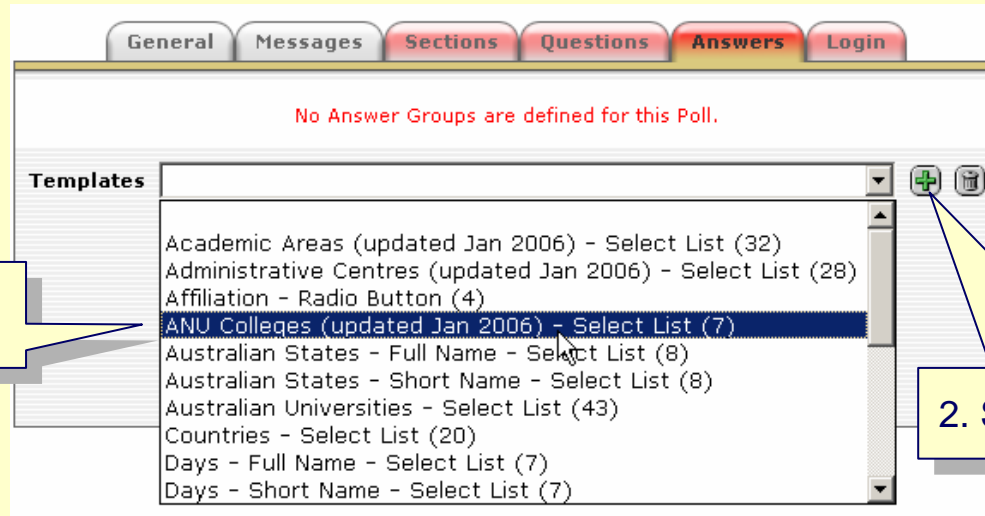
Both Questions use the same **Answer Group** Yes_No_Answers

Similarly, you can create a single text box answer group (eg. Short_Text_Box) and use it for all questions requiring short responses and a single text area answer group (eg. Long_Text_Area) for all long responses.

Understanding the reusable nature of Answer Groups will help you to build polls faster.

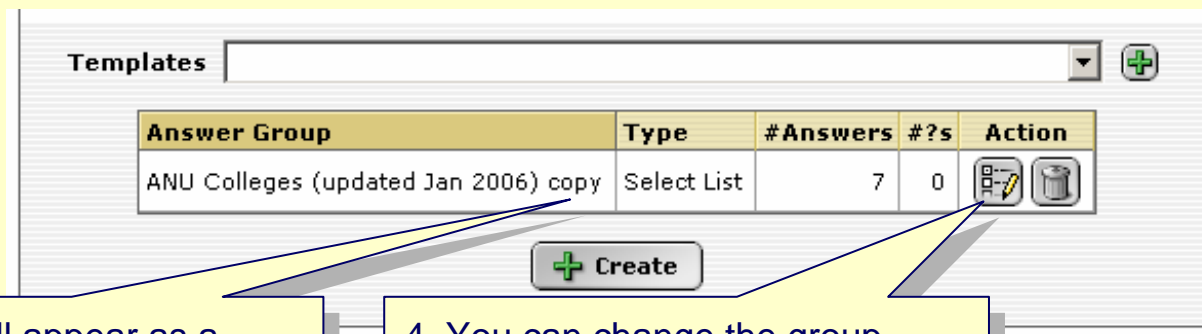
Answer Groups – Option 1 – Creating via templates

Answer Groups are defined on the Answers Tab. You can create answer groups by using prepared templates:



1. Select a templated answer group

2. Select the Add button



3. The group will appear as a 'copy' of the template

4. You can change the group using the edit button

Answer Groups – Option 2 – creating from scratch

Or you can create new groups from scratch:

1. Select **Create**

The screenshot shows the 'Answers' tab with a message: "No Answer Groups are defined for this Poll." Below this is a 'Templates' dropdown menu. A table lists existing answer groups, and a '+ Create' button is at the bottom. A callout from step 1 points to the '+ Create' button.

Answer Group	Type	#Answers	#?s	Action
Colleges (updated Jan 2006) copy	Select List	7	0	

2. Choose an answer type

The screenshot shows the 'Create New Answer Group' dialog box. The 'Answer Type' dropdown menu is open, displaying a list of options. A callout from step 2 points to the dropdown menu.

Create New Answer Group

Answer Type: ▼

- Check Box
- Date Box
- Multiple-select List
- Number Box
- Preference List
- Radio Button
- Select List
- Text Area
- Text Box

Answer Groups – creating from scratch continued...

3. Complete the **New Answer Group** form then **save**

The screenshot shows the 'Create New Answer Group' dialog box. It contains the following fields and callouts:

- Answer Type:** A dropdown menu set to 'Text Box'.
- Name:** A text field containing 'ShortTextBox'. A callout points to this field with the text: 'Give the answer group a name that gives you an idea what the group does'.
- Size:** A text field containing '20'. A callout points to this field with the text: 'Size is the width displayed on screen'.
- Maxlength:** A text field containing '40'. A callout points to this field with the text: 'Maxlength is the maximum number of characters that will be accepted in the field'.
- At the bottom are two buttons: 'Save' (with a floppy disk icon) and 'Cancel'.

This answer group is a text box called ShortTextBox that will appear as 20 characters wide within the poll but will accept an entry up to 40 characters long.

Notes:

- on a **multi-select list** Size is used to indicate how many characters wide the field will display, NOT how many options will appear in the list
- On a **preference list** Size is used to indicate the width of each box where respondents enter their preference (so if there are only 3 preferences, the width just needs to be 1)
- In a **text area** rows are used to indicate how many lines down and columns are used to indicate how many characters across.

Answer Groups – creating from scratch continued...

4. If your answer group is a Checkbox, Multi-Select List, Preference List, Radio Button or Select List add the list values to the Answer Table.

Optional

If desired, you can enter a list value such as “Other Please Specify” and nominate that answer in the **Other Answer** field above. This will give people a small text box to provide another answer in if none of the options on the list apply.

☒ Other (please specify)

Modify Answer Group

Name:

Answer Type (#Answers): Multiple-select List (5)

Other Answer:

Size:

Answers

Order	Answer	Action
0.	APOLLO	
1.	Campus Map	
2.	HORUS	
3.	Parking	
4.	Other (please specify)	
	<input type="text"/>	

Edits an existing answer

4.1. Type a value in

Reorder

4.2. Add it to the list

Let Me Try – Creating Answer Groups

Let's practice creating answer groups within a poll.

In this exercise you will:

1. Edit an existing poll
2. Add a templated answer group
3. Edit a templated answer group
4. Create a new answer group
5. Edit the new answer group

Click the Let Me Try button below to get started.



let me try

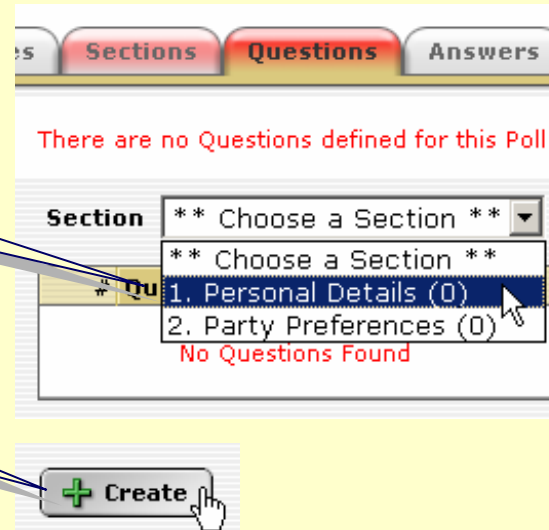
Questions

Once you have some answer groups you can start building questions.

1. Choose which section the question belongs in

2. Select **Create**

3. Complete the question form and save it



Questions – the question form

The screenshot shows the 'Create New Question' form with the following fields and callouts:

- Question:** A text box containing 'Where do you work?'. Callout: 'The actual question'.
- Answer Group:** A dropdown menu showing 'ANU Colleges - Select List (8)'. Callout: 'The answer group (answer the respondent can provide)'.
- Mandatory:** A checkbox that is checked. Callout: 'Whether or not the respondent has to complete the question'.
- Layout Style:** A group of radio buttons: 'Vertical', 'Horizontal' (selected), 'Horizontal - 2 lines', 'Horizontal - columns with headings', and 'Horizontal - columns without headings'. Callout: 'How the question should be laid out'.
- Comments Box:** A checkbox that is unchecked. Callout: 'Provides an additional option for respondents to enter text'.
- Text Before:** A text box. Callout: 'Text Before and After give you the option of providing more information before or after the question'.
- Text After:** A text box. Callout: 'Text Before and After give you the option of providing more information before or after the question'.
- Randomize:** A checkbox that is unchecked. Callout: 'Selecting randomize will change the order of answers for each respondent.'
- Buttons:** 'Save' and 'Cancel' buttons. Callout: 'Always Save every change you make'.

Questions within Exams

If your poll is an exam, and you would like APOLLO to do the marking for you, you must tell APOLLO which response is correct for each poll. To turn the marking feature on:

1. Go to the exam tab and select the **Show Results** box then **Save***.

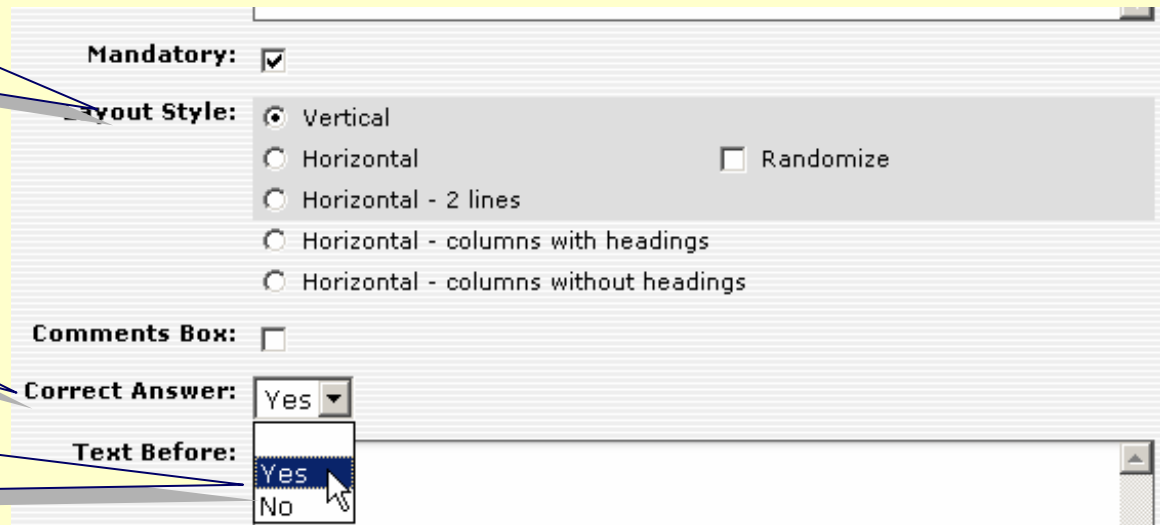


General Messages Sections Questions Answers Reporting **Exams**

Show Results: ☒

Show Marked Exam: ☐

2. Go back to the **Questions** tab and create or edit a question.



Mandatory: ☒

Layout Style:

- ☒ Vertical
- ☐ Horizontal
- ☐ Horizontal - 2 lines
- ☐ Horizontal - columns with headings
- ☐ Horizontal - columns without headings

Randomize: ☐

Comments Box: ☐

Correct Answer: Yes

Text Before: Yes

3. A new field (**Correct Answer**) will now be available for each question.

4. Choose the correct answer, then **Save** the question.

* The exam tab and its options are covered in more detail towards the end of this tutorial.

Questions – preview and layout

Christmas Party Planning

Modify Question Preview this Question.

Question successfully created.

Answer Group: ANU Colleges - Select List (8)

Question 1: Where do you work?

Once a question is saved you can preview it and play with the layout

Poll edit returns you to the general tab.

Edit returns you to the Question form.

You can choose a layout style to preview it

Once you are happy with the layout select Save

Area: DOIBST

Christmas Party Planning

Question Preview

Layout Style: Vertical
Vertical
Horizontal
Horizontal - 2 lines

Q1.* Where do you work?

Other

Save Cancel

Let Me Try – Creating Questions

Let's practice creating questions within a poll.

In this exercise you will:

1. Create a new question
2. Preview a question
3. Change question layout
4. Preview a poll

Click the Let Me Try button below to get started.



let me try

Optional Tabs

The tabs described in this section may not appear in your polls. Their appearance depends on the poll type you selected when the poll was first created. The tabs are Login, Reporting, Exams and Forms.

Login Tab

If you have built a **Restricted** poll there will be a login tab for you to control who can log in to complete the survey.

There are two main ways to control logins. You can use existing user accounts with University IDs (ANU LDAP Authentication) or you can build your own accounts (APOLLO Basic Authentication).

When you use **existing accounts (LDAP)** respondents will be able to log in with their University ID and the OLAMS/HORUS/ISIS password. You can specify individuals or groups such as all employees as allowable respondents. LDAP is the most common authentication choice.

When you build **your own accounts (APOLLO Basic)** you will have to define login IDs and passwords yourself. This option is useful if your respondents do not have University IDs but you still want them to log in to complete the poll.

Login Tab – Option A – Existing Accounts


1. Complete the Authentication Section.

- Set the Authentication Type to LDAP.
- Check the multiple response box if you want to allow people to submit more than one response.
- Select **Save**

Authentication

Authentication Type: ANU LDAP Authentication

Allow Multiple Responses: ☐


 Save

2. Select User Sets

- Choose particular groups of users from the Available User Sets field then select + to add them
- Grant or Deny access using the **Allow** column.
- Select **Save**

Authorisation

User Sets

Set Name	Allow	Enabled	Action
Employee	Yes	<input checked="" type="checkbox"/>	



Available User Sets: ~Authenticated Users 






 Save

3. Select Individuals

- Use **Create** to specify individuals one at a time OR
- Use **Import** if you have a long list of individuals to add
- Select **Save**

Individual Users

ID	Name	Allow	Expires	Action
U4031391	Deborah Cross	Yes		 

 Save  Delete  Import  Create  Email

Note: you can specify both Individuals and User Sets or either on its own.

Login Tab – Option B – Creating Accounts

1. Move to the **Basic Authentication** menu item

Deborah Cross
U4031391
[Logout](#)

- Admin
- Personal Details
- HORUS
- National Institutes
- Training
- Parking
- APOLLO**
 - Poll Areas
 - Polls
 - Reports/Exports
 - Basic Authentication**

ANUBIS >> Apollo >> Basic Authentication

Basic Authentication

Select Area: DOI Business Solutions Training

Name	Login	Password	Action
Fred	898989	abc123	
Michelle	h76iu8	abc123	

Export **Import** **Create**

2. Create your accounts using **Import** or **Create**

3. Edit your poll (choose the **Polls** menu item) and move to the login tab

Login Tab – Option B – Creating Accounts (continued)

4. Select **APOLLO Basic Authentication** and **Save**


5. Select from the created accounts then choose **+** to add individuals (or use import if you have a list).

6. **Save**

Authentication


Authentication Type: APOLLO Basic Authentication


Allow Multiple Responses: ☐

 Save


Authorisation


User Sets

Set Name	Allow	Enabled	Action
Available User Sets: ~Authenticated Users			

 Save


Individual Users

ID	Name	Allow	Expires	Action
8589	Fred	Yes		

Available Logins: Michelle 

 Save

 Delete

 Import

Let Me Try – Login Tab

Let's practice setting respondent access permissions.

In this exercise you will:

1. Edit a poll
2. Select authentication settings

Click the Let Me Try button below to get started.











Reporting Tab

The Reporting Tab is about choosing how responses will be displayed to you when they come in. By default responses are sorted in a table by Date of response and by Key or User ID.

The reporting tab allows you to specify three more questions to be used for displaying and sorting. Each column heading can be clicked on to sort the report in that order.

You do not have to specify any reporting options if you do not want to use this feature.

4 records found. Page 1 of 1.

Key	▲ Date	1. What is your name?	2. What Uni are you with?	Action
294	9/05/2002	Dave	The Australian National University	 
295	9/05/2002	Robin		 
296	9/05/2002	Matthew	Bond University	 
297	9/05/2002	Adrian	Northern Territory University	 

To specify sorting:

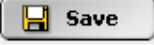
1. Select a question in each of the Primary, Secondary and Tertiary fields.
2. Click on the **Save** button.

General Messages Sections Questions Answers Login **Reporting**

Primary Sorting Question: 1. What college do you work for? ▼

Secondary Sorting Question: ▼

Tertiary Sorting Question: ▼

 Save

Note: There is no Let Me Try exercise for the Reporting Tab

Exams Tab

If your poll is of the type Exam, you can choose to have the respondent assessed by APOLLO at the time of the exam (as long as all your answer groups are radio buttons and/or select lists)

The screenshot shows the 'Exams' tab in the APOLLO interface. It contains several settings for exam configuration. Callouts from the left point to specific fields:

- Tell the respondent their score** points to the **Show Results:** checkbox.
- Tell the respondent which answers were correct and incorrect** points to the **Show Marked Exam:** checkbox.
- What percentage of responses must be correct to pass the exam** points to the **Pass Mark:** input field.
- Message to show if respondent passes** points to the **Pass Message:** text area.
- Message to show if respondent fails** points to the **Fail Message:** text area.
- Save your changes when finished** points to the **Save** button.

The form fields are as follows:




- Show Results:** ☒
- Show Marked Exam:** ☒
- Pass Mark:** 65 %
- Pass Message:** Congratulations, you have successfully passed Colour Analysis 101.
- Fail Message:** I'm sorry you have not passed Colour Analysis 101. Please contact Fred Nerk for further information
- Save** button

Note: There is no Let Me Try exercise for the Exams Tab

Forms Tab

If your poll is of the type Form, you can choose to have people emailed at certain stages of form processing. On the forms tab you can define each processing stage and an email address that should be notified when that stage occurs.

The screenshot shows the 'Forms' tab in the APOLLO interface. At the top, there are navigation tabs: 'Messages', 'Sections', 'Questions', 'Answers', 'Reporting', and 'Forms'. Below these is a 'Form Status List' table with the following data:

Order	Status Description	Notify Email	Action
0.	Submitted by User	Poll Notify Email used.	
1.	Reviewed and approved	cis@anu.edu.au	 
2.	Action completed	doibs@anu.edu.au	

Below the table is a 'Reorder' button with a double-headed arrow icon.


Provide a description of the stage

Enter the email address to be notified

Click + to add the stage to the list

When you process the responses to your poll you can choose the stages you have defined on the forms tab to have the notification email sent automatically.

Change Status to:

1. Reviewed and approved (cis@anu.edu.au)	
1. Reviewed and approved (cis@anu.edu.au)	
2. Action completed (doibs@anu.edu.au)	

Note: There is no Let Me Try exercise for the Forms Tab, but within the Compiling Poll Results tutorial there is a Viewing Responses exercise that covers how to process forms.

The End

You have finished the Setting Poll Attributes tutorial.

In this tutorial you learned:

1. How to edit a poll
2. How to change poll properties using the General and Messages tabs
3. How to structure a poll into sections
4. How to build Questions and Answers
5. How to use Optional tabs (Login, Reporting, Exams, Forms).

Next you need to do the **Testing and Releasing Polls** 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).