



Quick Reference Guide

Google Meet Engagement Tools

Overview

Google Meet includes features to help you connect and engage with students including polls and Q&A.

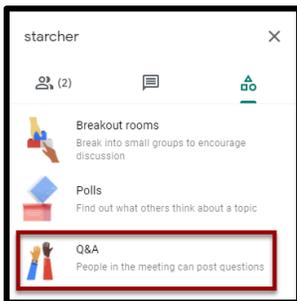
Turn on Q&A

Anyone in a meeting can ask questions. The questions show until they are deleted or hidden. After a meeting, the Meet host gets a detailed report of all the questions.

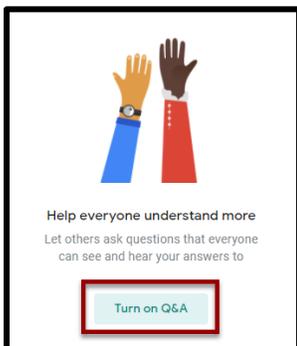
1. Inside Meet, click **Activities** in the top-right corner.



2. Click **Q&A**.



3. Turn on **Q&A**.



Ask a Question

When you ask a question, participants might get a notification in the meeting.

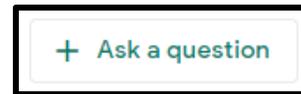
1. Inside Meet, click **Activities**.



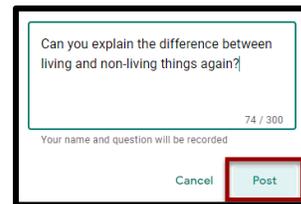
2. Click **Q&A**.



3. Click **Ask a question** in the lower-right corner.



4. Enter your question and click **Post**.



Note: Participants can answer questions verbally in the meeting or add their reply in the meeting chat.

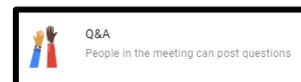
View and Manage Questions

The host can filter questions, mark questions answered, and hide questions.

1. Click **Activities**.



2. Click **Q&A**.

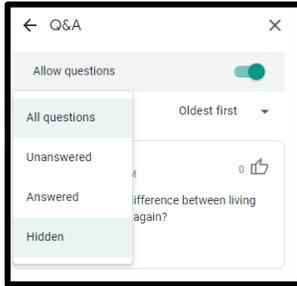


3. To filter questions, click the **Down arrow** next to all questions and select an option: **All questions, Unanswered questions, or Hidden questions.**



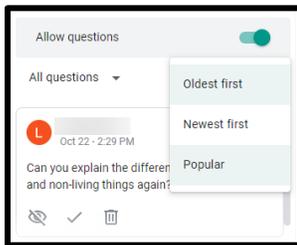
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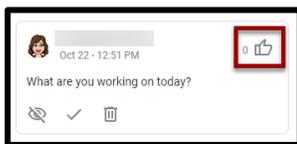


Note: Participants can only filter by all questions or question they asked.

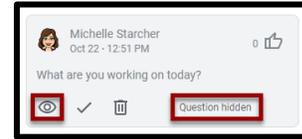
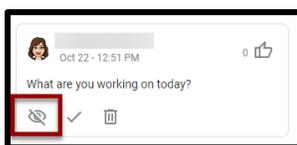
- To sort questions, click the **Down arrow** next to Oldest first and select an option: **Oldest first, Newest first, and Popular.**



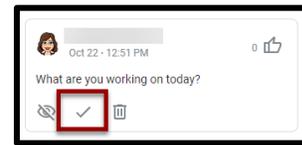
- Click the **Upvote icon** to upvote a question and move it up in the list.



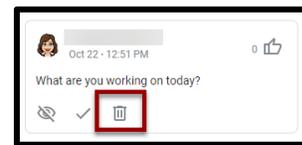
- Click the **Eye icon** to hide the question. When the eye is crossed out that means the question is visible. When it is not crossed out, that means the question is hidden. A message appears to tell you the question is hidden.



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



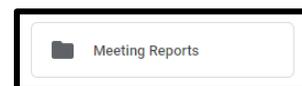
- To delete a question, click the **Delete icon** next to the question.



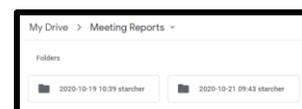
View a Questions Report

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.



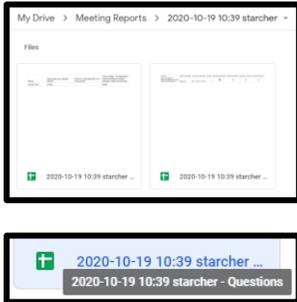
- Click the **file** you want to open. Q&A and Polls will have their own file. Hover over the file to see the full name and determine



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if it is the report for Polling Results or Questions.



Conduct Polls in Google Meet

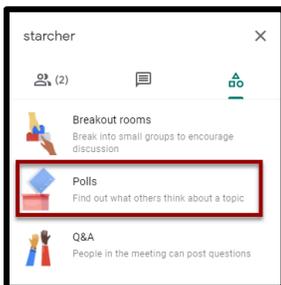
As a meeting host, you can create polls for participants to vote on.

Create a Poll

1. Click **Activities**.



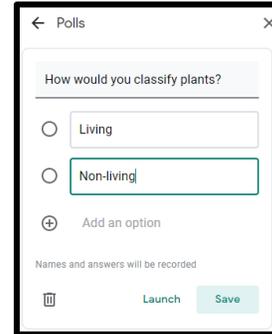
2. Click **Polls**.



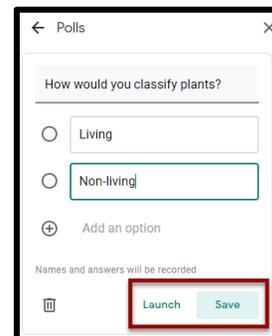
3. Click **Start a poll**.



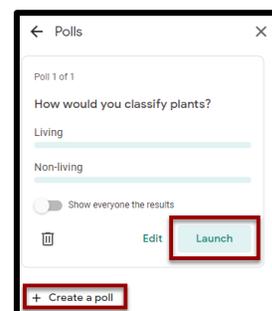
4. Enter a **question** and add **options** for the poll.



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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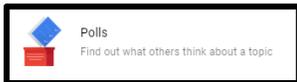
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Moderate a Poll

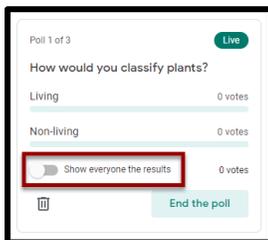
1. Click **Activities** in the top-right corner.



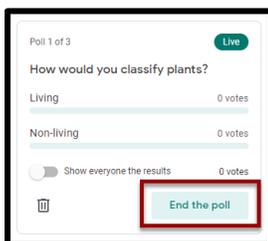
2. Click **Polls**.



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.



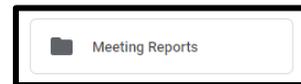
5. Click **Delete** to permanently delete a poll from your list of polls. No one can view deleted polls.



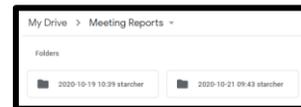
View a Poll Report

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 added to the host's Google Drive. The report includes any poll questions along with the names and answers 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 if it is the report for Polling Results or Questions.

