

# CNAS Instructional Technology Support Newsletter

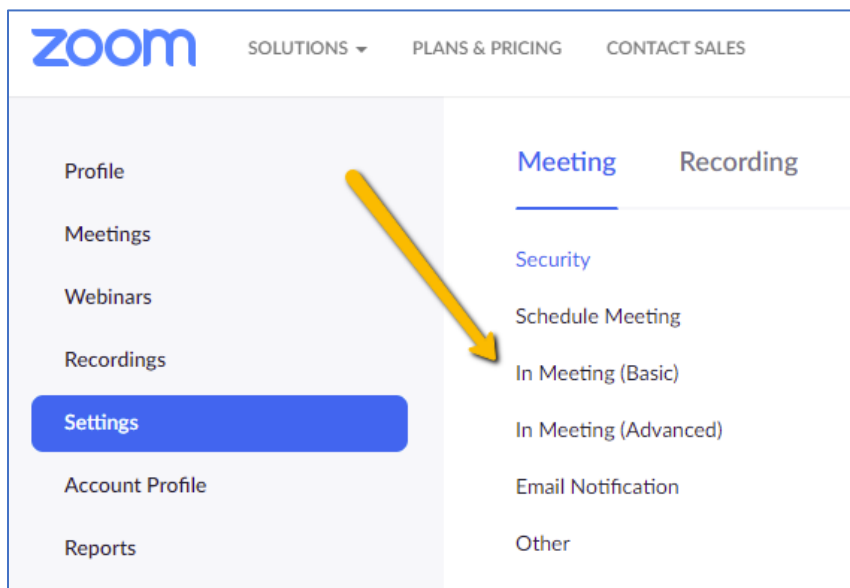
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## **Attention VPN users!**

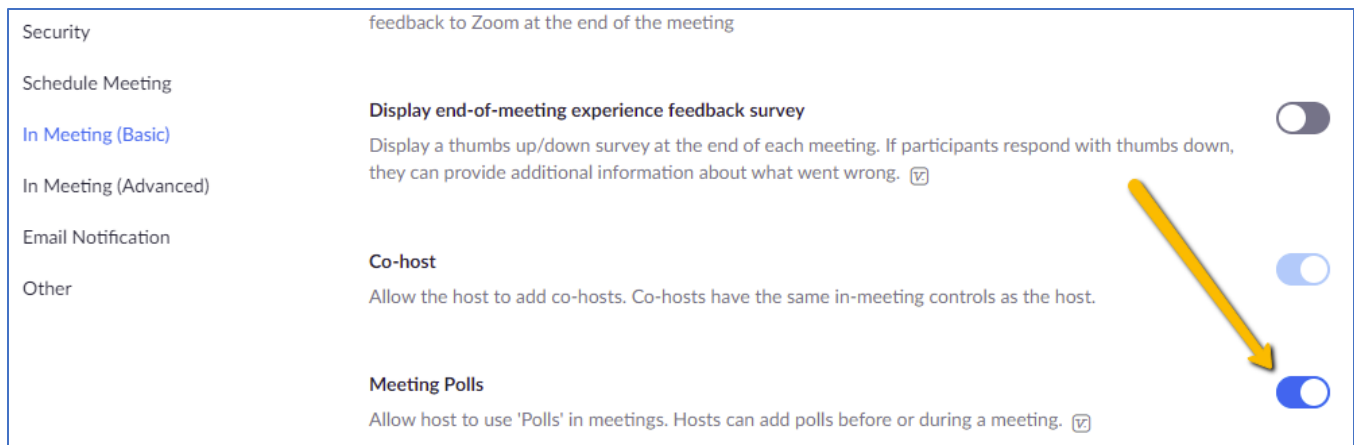
The PASSPORT.missouristate.edu URL for connecting to the MSU VPN will be retired on February 16, 2021. From now on all users will connect to VPN.missouristate.edu. If you are still connecting to the PASSPORT server, you will need to change the settings to use VPN.missouristate.edu. Early next week Computer Services will send an email to VPN users with instructions to change to the correct server. Most of you are already using the correct server. Computer Services has promised to us tech support people a list of those users that have used PASSPORT recently so we can help users that are still connecting to the PASSPORT server. If you are a VPN user and don't hear anything next week you should be good to continue as you have been regarding VPN use. There is a knowledge base article at the Client Portal that explains the change and how to move from PASSPORT to VPN. You can read [Article - Passport VPN to New VPN Transition Guide for Windows](#) by clicking the link.

## **Zoom polls, Part 2**

This newsletter continues the Zoom Polling topic from last week with how to create polls. Meeting polls are turned on by default but if you would like to verify they are enabled for your account, login to the Zoom web portal at [Video Conferencing, Web Conferencing, Online Meetings, Screen Sharing - Zoom](#). Once logged in select Settings on the left then "In Meeting (Basic)".



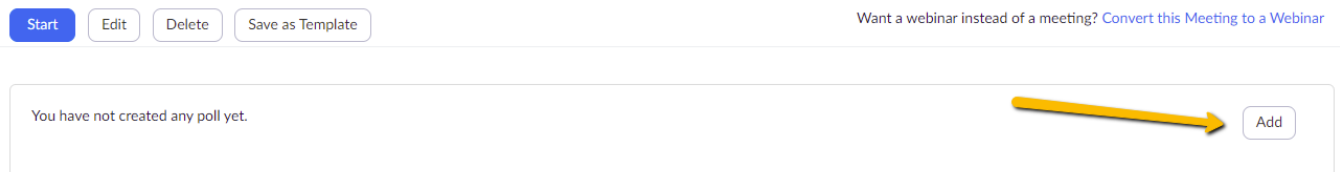
Scroll down to "Meeting Polls" and ensure the feature is turned on.



Now you can add a poll to a meeting. I recommend using the web portal.

Adding poll questions using the web portal

1. Sign into the Zoom web portal (<https://missouristate.zoom.us/>).
2. Go to the Meetings page and click on a scheduled meeting. If you do not have a scheduled meeting you will have to create one.
3. Scroll to the bottom and click the Add button to create a poll.



4. Enter a title for the Poll.
5. (Optional) Check the box for Anonymous responses. If you do not need to see who is providing which answers then you may want to receive anonymous answers. If you are using this as a quiz where you award points, then you do not want to use anonymous results. A future newsletter will explain how to download the poll responses.
6. Type your question into the large box under the title.
7. Next choose whether you want to allow respondents to be able to select only one of the answers or multiple answers.
8. Type in up to 10 answers to your question.
9. If you want more questions, click the "Add a Question" link and repeat steps 6-8 above.
10. When you have the questions, answers, and settings you want click the Save button.

If you are using a recurring meeting to match your class meetings for the entire semester, the poll(s) will be available to all occurrences of the meeting. You will not have to recreate polls for each session. If you created a separate meeting for each class session, then you will have to create a poll for each meeting.

In future newsletters I will explain how to launch a poll and download results from the poll(s).