

# CLOUDVOTE WEB APP TUTORIAL

PRESENTER TIPS



# CLOUDVOTE ACCOUNT

LOG INTO YOUR ACCOUNT



# CLOUDVOTE ACCOUNT

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

**[my.cloudvote.com](https://my.cloudvote.com)**

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



# 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.

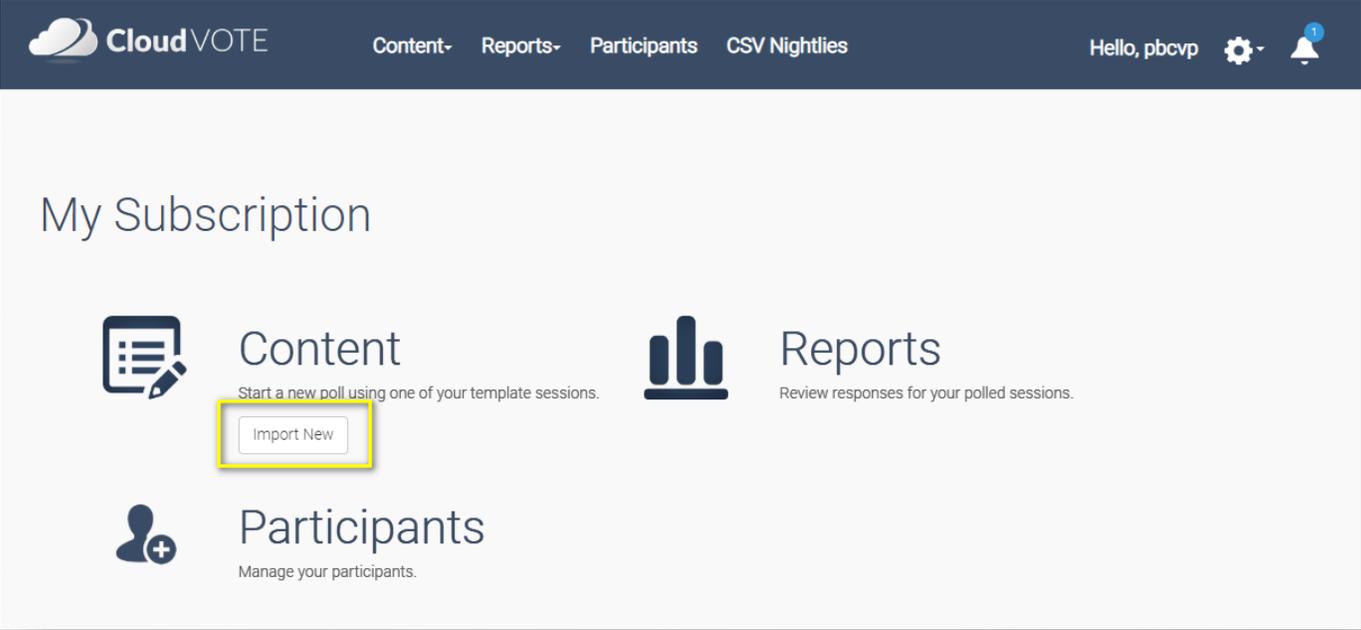
After importing the PowerPoint (PPTX) file to CloudVOTE, it becomes a read-only Template. If you have a CloudVOTE "Master" account, the Template can be used by you, or anyone you assigned the Template to.



# 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.



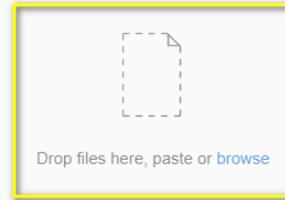
The screenshot shows the CloudVOTE dashboard interface. At the top, there is a dark blue navigation bar with the CloudVOTE logo on the left and navigation links for 'Content', 'Reports', 'Participants', and 'CSV Nightlies' in the center. On the right side of the navigation bar, it says 'Hello, pbcvp' followed by a gear icon for settings and a bell icon for notifications. Below the navigation bar, the main content area is titled 'My Subscription'. It features three main sections: 'Content' with a document icon and a sub-description 'Start a new poll using one of your template sessions.', 'Reports' with a bar chart icon and a sub-description 'Review responses for your polled sessions.', and 'Participants' with a person icon and a sub-description 'Manage your participants.'. In the 'Content' section, there is a white button labeled 'Import New' which is highlighted with a yellow rectangular border.

# 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.

If you can't drag & drop the PPTX file here, click the browse link instead



Beware of your available storage space and prepare for your next session by uploading everything well ahead of time.

Save

Out of 1024 MB (1 GB), you have consumed 990.2 MB. Remaining space available is 33.8 MB.



Note: Uploaded PPTX file may take more or less space on disk based on compression applied.

# 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).

**Name your template, add/remove meta data with unique Template IDs or fields that you need the presenters/facilitators to fill out before starting the session.**

**Click Next/Save when you're done.**

# 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.

The screenshot displays the CloudVOTE interface during a slide review process. At the top, there are buttons for "Click to Change Template Setting" and "Click to Change Meta Data". Below these, a summary shows "Total Slides: 8" and "Slide 3" is selected. A list of slide thumbnails is visible on the left, with slide 3 highlighted. The main content area shows the details of slide 3, which is titled "CLOUDVOTE ACCOUNT" and contains text about logging into a session. A yellow box highlights a checkbox labeled "Question slide" with an information icon. Below this, a table lists three answer entries, each with a checkbox for "Is Correct", a "Points" field set to 0, and a "Next Slide Ordinal" dropdown menu. A yellow box highlights the first three rows of this table. At the bottom of the table, it says "Showing 1 to 3 of 3 entries".

Change your Template Setting, its name, meta data and review each slide so that you can automatically track question slides vs the static (non-interactive) ones.

| Answer Ordinal | Is Correct               | Points | Next Slide Ordinal   | Add Answer                       |
|----------------|--------------------------|--------|----------------------|----------------------------------|
| Answer 1       | <input type="checkbox"/> | 0      | <input type="text"/> | <input type="button" value="✖"/> |
| Answer 2       | <input type="checkbox"/> | 0      | <input type="text"/> | <input type="button" value="✖"/> |
| Answer 3       | <input type="checkbox"/> | 0      | <input type="text"/> | <input type="button" value="✖"/> |

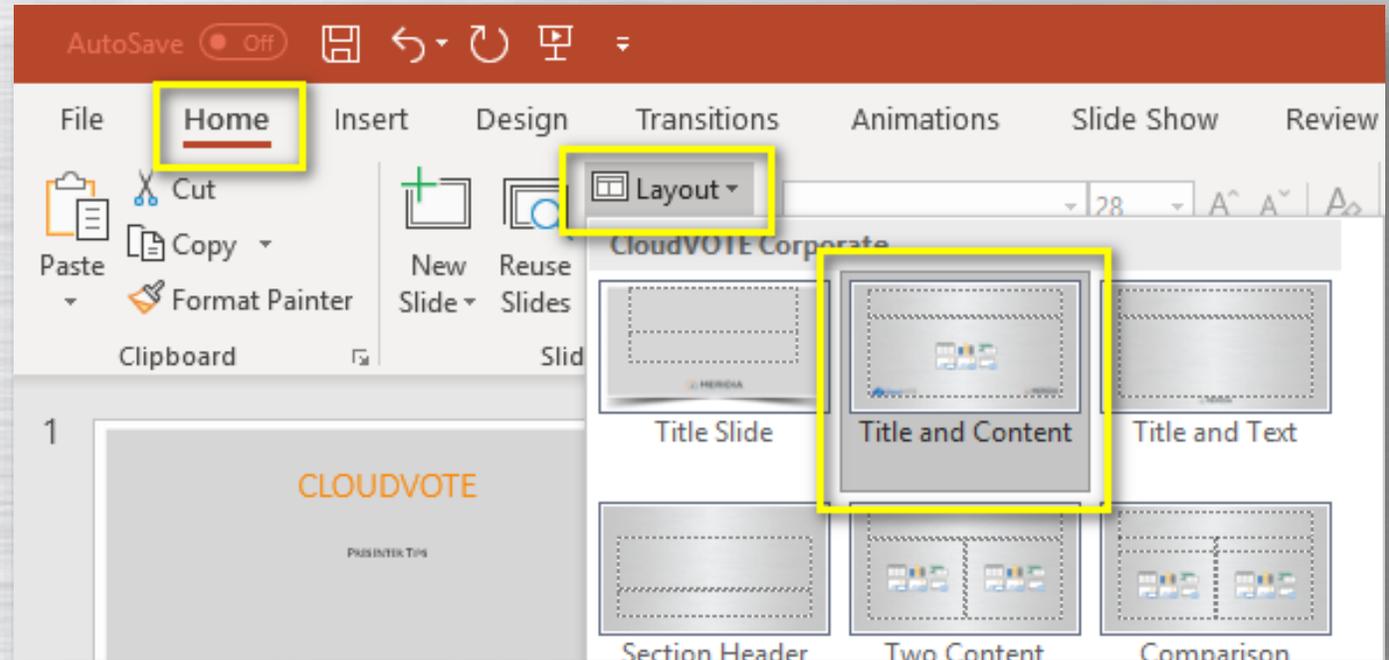
# FORMATTING TIPS

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

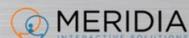


# HOW TO FORMAT QUESTION SLIDES

- 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

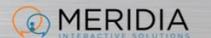
WOULD YOU SAY THE COMPANY IS DOING  
BETTER IN Q4 THAN IT WAS IN Q3?

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



HOW MANY PEOPLE LIVE IN  
PHILADELPHIA?

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



# 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

## WHAT'S YOUR FAVORITE SEASON? (SELECT ALL THAT APPLY)

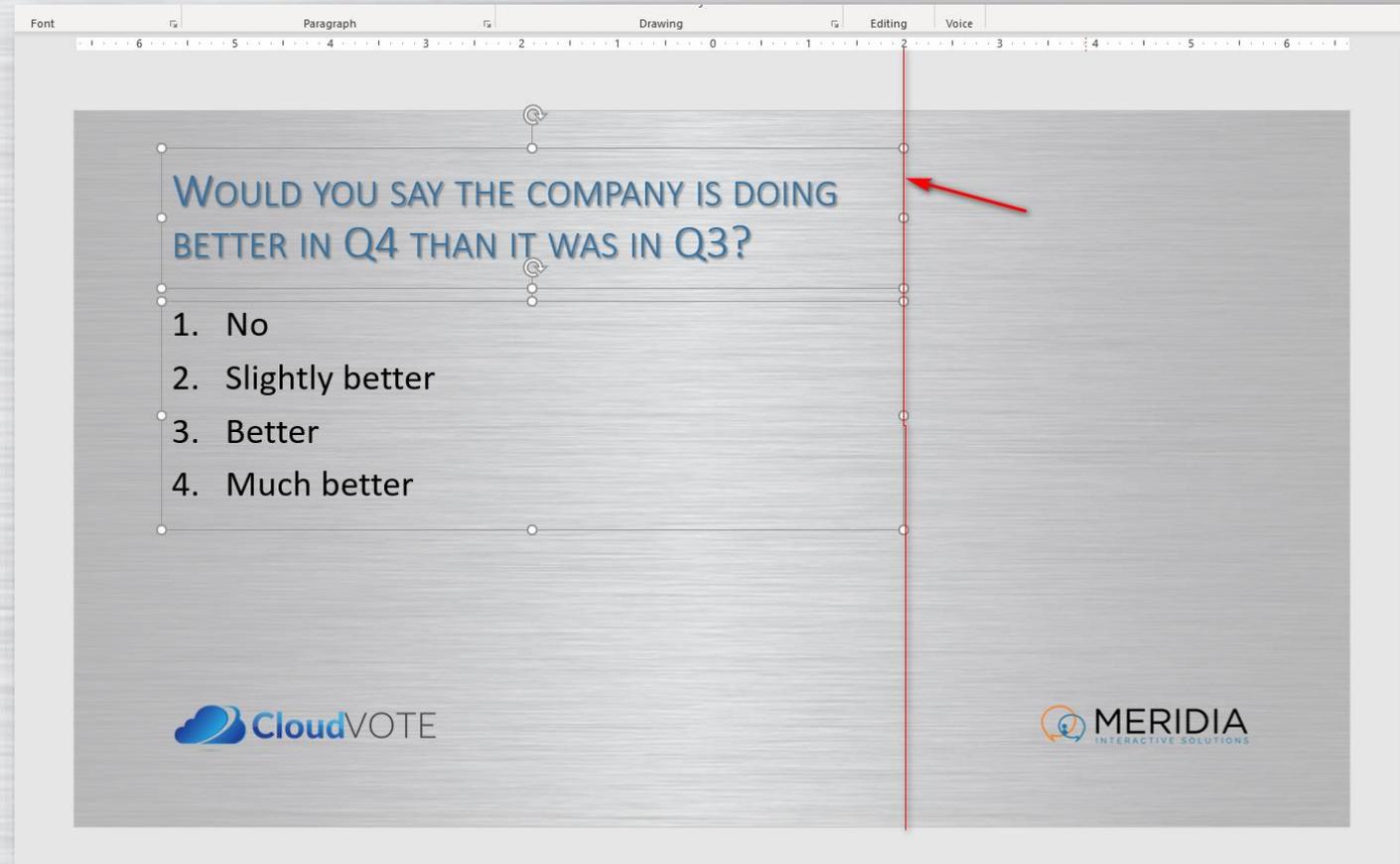
1. Spring
2. Summer
3. Fall
4. Winter

## VOTE FOR VICE PRESIDENT (SELECT EXACTLY THREE)

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

# 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.



# 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.

Please Vote Now Message Settings

|                  |  |   |
|------------------|--|---|
| Message Text     | <input type="text" value="Please Vote Now"/> | <input type="button" value="?"/>                  |
| Position         | <input type="text" value="Bottom"/>          |   |
| Font Size (em)   | <input type="text" value="4"/>               | Font Color <input type="text" value="#FFFFD700"/> |
| Background Color | <input type="text" value="SolidBlack"/>      | Opacity (0 - 1) <input type="text" value="0"/>    |
| Bullet Settings  |  |   |
| Bullet Format    | <input type="text" value="Numeric"/>         |   |

# FORMATTING TIPS

CONFIGURING YOUR TEMPLATE AND SLIDES IN CLOUDVOTE (WEB APP)



# 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'



The screenshot shows a configuration interface for a single-vote slide. At the top, a preview of the slide is shown with the question: "WOULD YOU SAY THE COMPANY IS DOING BETTER IN Q4 THAN IT WAS IN Q3?" and four answer options: 1. No, 2. Slightly better, 3. Better, 4. Much better. Below the preview, there are two checkboxes: "Question slide" (checked) and "Multi-vote" (unchecked). Below these is a table with four columns: "Answer Ordinal", "Is Correct", "Points", and "Add Answer". The table has four rows, one for each answer option. The "Add Answer" button is highlighted with a yellow box. The "Is Correct" column has checkboxes, and the "Points" column has input boxes with the value "0". The "Add Answer" column has red 'X' icons, which are also highlighted with a yellow box.

| Answer Ordinal | Is Correct               | Points | Add Answer                       |
|----------------|--------------------------|--------|----------------------------------|
| Answer 1       | <input type="checkbox"/> | 0      | <input type="button" value="X"/> |
| Answer 2       | <input type="checkbox"/> | 0      | <input type="button" value="X"/> |
| Answer 3       | <input type="checkbox"/> | 0      | <input type="button" value="X"/> |
| Answer 4       | <input type="checkbox"/> | 0      | <input type="button" value="X"/> |

# 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.

Question slide ⓘ  
 Multi-vote ⓘ

| Answer Ordinal | Is Correct                          | Points                           | <a href="#">Add Answer</a>       |
|----------------|-------------------------------------|----------------------------------|----------------------------------|
| Answer 1       | <input type="checkbox"/>            | <input type="text" value="0"/>   | <input type="button" value="✕"/> |
| Answer 2       | <input type="checkbox"/>            | <input type="text" value="0"/>   | <input type="button" value="✕"/> |
| Answer 3       | <input type="checkbox"/>            | <input type="text" value="0"/>   | <input type="button" value="✕"/> |
| Answer 4       | <input checked="" type="checkbox"/> | <input type="text" value="100"/> | <input type="button" value="✕"/> |

# 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



The screenshot shows the configuration interface for a question slide in CloudVOTE. At the top, a preview of the question slide is displayed: "WHAT'S YOUR FAVORITE SEASON? (SELECT ALL THAT APPLY)" with four options: 1. Spring, 2. Summer, 3. Fall, and 4. Winter. Below the preview, the configuration options are as follows:

- Question slide ⓘ
- Multi-vote ⓘ
- Allow repeat selection ⓘ
- Max participant response \*:
- Max participant response type \*:  Variable  Fixed

Below these options is a table for configuring the answers:

| Answer Ordinal | Is Correct               | Points                         |                                     |
|----------------|--------------------------|--------------------------------|-------------------------------------|
| Answer 1       | <input type="checkbox"/> | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| Answer 2       | <input type="checkbox"/> | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| Answer 3       | <input type="checkbox"/> | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| Answer 4       | <input type="checkbox"/> | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |

At the bottom right of the table is an "Add Answer" button. At the bottom of the interface, it says "Showing 1 to 4 of 4 entries".

# 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

VOTE FOR VICE PRESIDENT  
(SELECT EXACTLY THREE)

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

CloudVOTE MERIDIA

Question slide ⓘ

Multi-vote ⓘ

Allow repeat selection ⓘ

Max participant response \*

3

Max participant response type \*

Variable  Fixed

# SAMPLE SINGLE-VOTE QUESTIONS



# 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

# HOW MANY PEOPLE LIVE IN PHILADELPHIA?

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

# SAMPLE MULTI-VOTE QUESTIONS



# WHAT'S YOUR FAVORITE SEASON? (SELECT ALL THAT APPLY)

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

# VOTE FOR VICE PRESIDENT (SELECT EXACTLY THREE)

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

