Kentico Content Management System (CMS)

Using Polls

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I. Introduction

Polls can be used to gage what your audience (students, faculty, the public, etc...) thinks. You can create your own poll with your own questions and answers. You can easily put up polls or take down polls from your webpage at any time. Webpage users click on your answer choices and submit their votes right on the webpage. Kentico automatically tallies these votes as an absolute total count or as a percentage of the total votes.

II. Login to Kentico CMS Desk

Note: Only Users who have explicitly received permission can access Kentico

- Type https://www.gc.cuny.edu/cmsdesk (no www is needed) in either Internet Explorer or Firefox browser.
- Log in using your gc\username and password (what you use to login to computers) (Fig. 1)

Once you successfully login, the Kentico CMS Welcome page appears in your browser (Fig. 3).

To Access the Desktop (with pages) simply click on the Pages icon in the welcome screen or click on the flower icon in the upper left corner 🌸. This will open the tool bar and from here you can also access the Pages (Fig. 3).

After click on Pages you will see the Desktop (Fig. 4)

If you are unable to login, please contact the IT Services at (212) 817-7300 or via e-mail at itservices@gc.cuny.edu.

To log out, please close the browser to end your session.
III. Polls

1. Creating a Poll

To create a poll, start by going to the polls page. This can be done by clicking on the applications button, this will open up the menu on the left, from here select Polls under the Content Management heading.

![Fig. 6 Toolbar button](image)

Once you have clicked on the Poll button, you will be brought to the polls page. The Polls page is where you are going to create your poll questions. The poll won’t appear on your webpage until you select it and apply the Poll widget to your webpage.

The first thing we have to do is create the Poll question and answers. In the Polls page, we start by clicking the ‘New poll’ button.

![Fig. 7 New poll button](image)

We will now be taken to the new poll, within it we will be creating the skeleton of our poll

![Fig. 8 Blank poll](image)

- **Display Name**: Name to identify your poll
- **Title**: The name that will appear on the Poll widget on your webpage
- **Question**: will appear on the poll widget
b) Creating Answers

After typing the general info click on the Save button. Next you will need to create answers to the poll. To do this click on the Answers column you will now see on the left.

![Fig. 9 New Answer button](image)

Type in the answer text field, then click save. To make more answers repeat by clicking on the new answer button.

![Fig. 11 New Answer](image)

![Fig. 10 Editing answers](image)

c) View Poll

To view what your poll will look like on the webpage click on the View button on the right. You can view the poll preview anytime.

![Fig. 12 Poll preview](image)

To view the poll you just created and other polls that have been created, click on the back arrow button in the top left.

![Fig. 13 List of polls](image)
2. **Adding a Poll Widget**

   a) **Open widget menu**

   None of these polls will appear until you add a widget to your webpage. To add a Poll widget to your webpage, go to the webpage where you want to add the poll. Click on the select button, this will open up the widget options. Click on Add new widget.

   ![Inserting widget](image)

   **Fig. 14 Inserting widget**

   This will open up the widget selection widget. Type poll in the search menu and select the item named Poll (Fig. 14).

   ![Poll widget selection](image)

   **Fig. 15 Poll widget selection**

   b) **Widget properties**

   This will open up a Poll widget, where you can select properties.

   ![Poll widget](image)

   **Fig. 16 Poll widget**

   **Poll Name**: Select the poll you want to appear on the webpage

   **Show Graph**: Display a bar graph under each answer representing votes

   **Count Type**: (choose from) Absolute, Percentage, None

   **Show Results After Vote**: if you would like to see how the community voted

   **Check if User Voted**: allows users to vote once
c) View your poll

After filling out the poll widget information you will now see a poll on your website.

![Poll Widget in action](image)

Fig. 17 Poll Widget in action

Site visitors can take the poll right on the webpage by clicking one of the answers and then clicking the ‘Vote’ button.

To get the results from your poll, go to the Polls page, edit your poll by clicking the Pencil, and go to the Answers row. There, you can see how many people voted for each answer.
IV. How to Get Help

If you do not find answers to your questions in the Kentico documentation, please contact the IT Services or view Kentico resources page.

**Phone:** (212) 817-7300  
**Email:** ITservices@gc.cuny.edu

Walk-up desk no longer available