**Getting Started in APOLLO**

In this tutorial you will learn to create a poll using APOLLO. This tutorial covers:
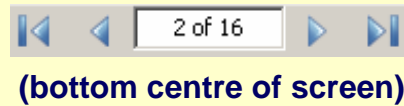
1. Logging in and getting access to APOLLO

2. Creating and Duplicating Polls

3. Poll Types

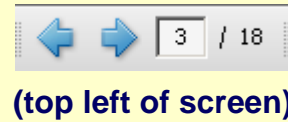This tutorial may take up to 10 minutes to complete.

All APOLLO tutorials are available from http://apollo.anu.edu.au/

Start

## Navigation options in this tutorial

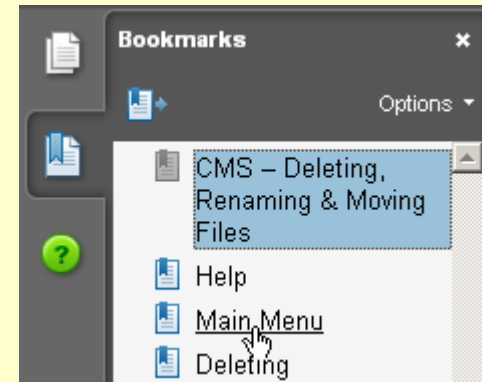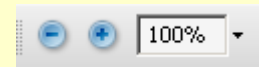| | | | |
|---|---|---|---|
| Moving between slides | **2 of 16** (bottom centre of screen) | or | **3 / 18** (top left of screen) | or | Page Down, Page Up, Home, End **(on your keyboard)** |

Viewing all slides or jumping to particular slides

| | | |
|---|---|---|
| Bookmarks / Layers: Options × — APOLLO – Compiling Poll Re / Help on using this tutorial / Main Menu / Accessing Responses / Accessing Responses via en | or | Bookmarks × — Options ▾ — CMS – Deleting, Renaming & Moving Files / Help / Main Menu / Deleting |
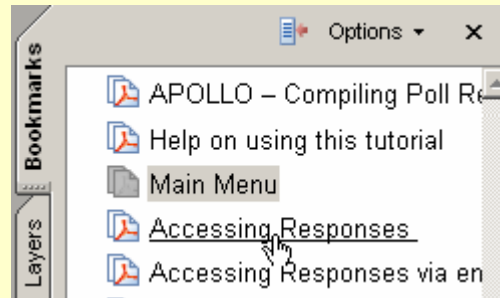
Zooming slides in and out

128%  or  100%
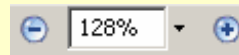
Learning more

✋ let me try   or   🎥 show me

(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 sections in this tutorial are:

1. Using APOLLO (2 slides)
2. APOLLO Access (3 slides)
3. Creating Polls (7 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.

**Using APOLLO** (**A**NU **POLL**ing **O**nline)

## Using APOLLO – READ THIS BEFORE YOU START!

APOLLO is a tool you can use to build polls (surveys, ballots, exams and forms) that your respondents can fill in online (over the web). The typical steps followed are:

1. Design your poll

   APOLLO is a tool for building polls, but it does **not** help design them.  Before you start you should know who you want to survey, what questions you want to ask and what type of answer choices you will give them (whether it be multiple choice, written response etc.).  It can be helpful to draw up a rough survey on paper so that you have a plan to work to when using APOLLO.

2. Log into APOLLO and build your poll

3. Test the poll and make any changes needed

4. Release the poll and let people know they can start completing it

5. Retrieve the responses from APOLLO (collate responses)

**Note:** This training only covers how to use APOLLO.  It does not cover theories for designing polls or for statistical analysis.
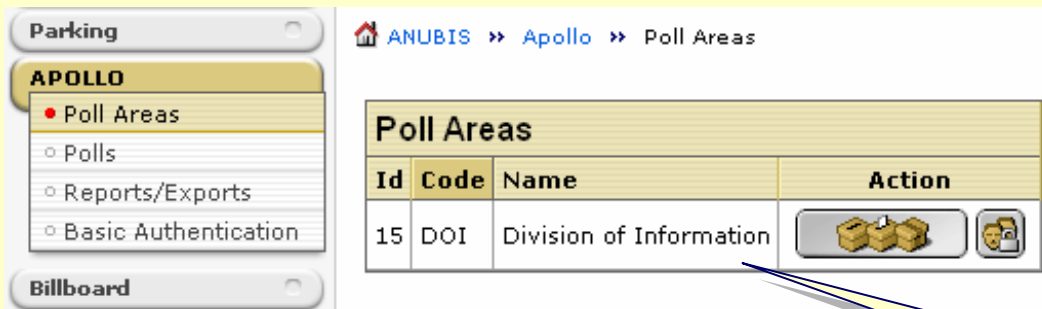
## APOLLO Access

## Checking Your APOLLO Access

Polls are grouped by **Areas** (such as Division of Information or RSSS).

When people are given access to build polls and collate responses in APOLLO they are given access to a particular **Area**. This gives the person access to **ALL polls** within that Area.

First, check whether you already have access to an APOLLO area:

1. Log into ANUBIS (http://anubis.anu.edu.au/) using your University ID and your HORUS/OLAMS password.
2. APOLLO will only appear on the menu **if you have access** to build polls or collate responses.
3. Choose the APOLLO option, then Poll Areas. The Areas you have access to will be listed.



This person has access to polls in the Division of Information area.

## Requesting Access and Areas

If APOLLO does not appear on the menu you do not have access and will need to apply for it.  All areas have owners.  If you know who the owner is in your area ask them to add you.

If you do not know who the owner is:

1. Log a DOI Help Desk job (http://doihelpdesk.anu.edu.au)
2. Select the **Topic** ANU Websites>APOLLO
3. Describe the purpose of your poll and the ANU area that you work in (this helps support to match you to the relevant area)
4. Submit the job.  A support person will let you know when your access has been granted.  If the area you belong to is not obvious the support person will give you some options first.


If you want to have a new area created:

1. Log a DOI Help Desk job (http://doihelpdesk.anu.edu.au)
2. Select the **Topic** ANU Websites>APOLLO
3. Explain that you already have access but would like a new area created.  Describe the purpose of your poll and the ANU area that you work in.
4. Submit the job.  A support person will let you know when the area has been created and your access granted.


**Note:** you can still complete this training if you do not yet have APOLLO access

# Creating Polls

## Creating a Poll

First we will learn how to create a poll with some basic attributes like poll type and title.  In later tutorials you will learn how to set the more detailed attributes of that poll (such as the questions and who can respond).

1. Log into ANUBIS (http://anubis.anu.edu.au/) using your University ID and your HORUS/OLAMS password.
2. Select APOLLO from the menu
3. Select **Polls**
4. Select the Area you wish to build the poll in.
5. Select the **Create** button (bottom of the screen)
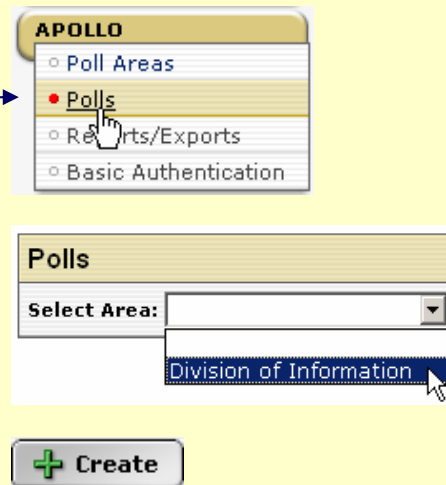
**Copy or New?**

When **Creating** you need to decide whether to **Copy** (Duplicate) an existing poll or build a **New** poll from scratch.

Complete this section to copy an **existing** poll.  You will be able to edit your copy of the poll after it is created.  Copying an existing poll can save time if you know there is already a poll with similar questions and answers to the one you want to create.

Either

**Duplicate Existing Poll**

Select a Poll: Central Records Questionnaire

Select a Poll Type: Survey – restricted

Duplicate    Cancel

Or

**Create New Poll**

Select a Poll Type: Ballot

Poll Name:

Contact Name:

Start Date/Time:

End Date/Time:

Save    Cancel

Complete this section if you want to make a **new** poll.

Do **NOT** complete both sections! Choose a **single** option.
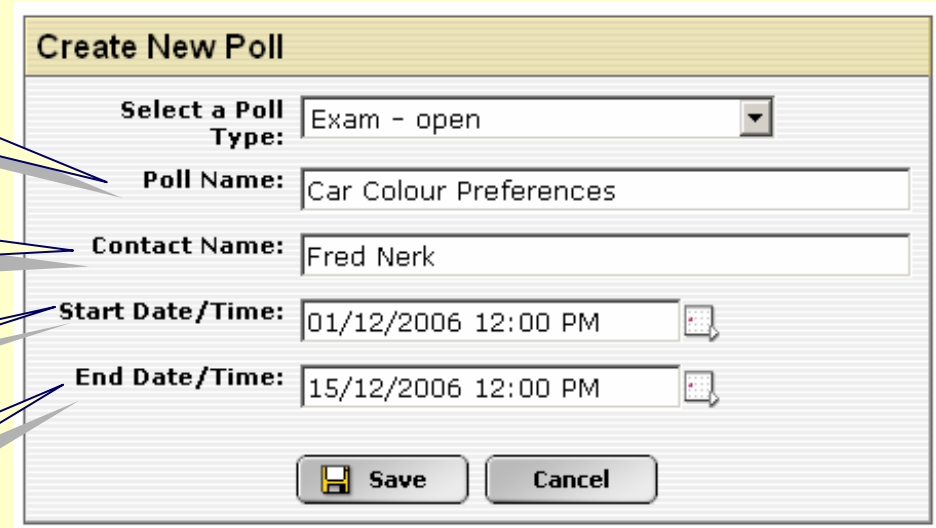
## New Poll Basic Attributes

If you create a **New** poll from scratch there are some basic attributes you must provide.  These can be changed later by editing the poll attributes (covered in a later tutorial).

A name for the poll – appears as a heading at the top of the page when people are completing your poll

The person responsible for the poll (this is used for admin purposes only and is not shown to poll respondents)

Date and time people can start completing the poll

Date and time the poll closes and will not accept any more responses

**Create New Poll**

| Select a Poll Type: | Exam - open |
| Poll Name: | Car Colour Preferences |
| Contact Name: | Fred Nerk |
| Start Date/Time: | 01/12/2006 12:00 PM |
| End Date/Time: | 15/12/2006 12:00 PM |

Save     Cancel

## Selecting a Poll Type

The type of poll you choose is important for determining who can respond to your poll and how it will run. You can NOT change the poll type once a poll is created (you have to create a new one or duplicate instead) so choose carefully.

There are 4 types of poll:

**Ballots** – useful for vote counts and opinion polls

**Exams** – you can specify what the correct answer is to a question and let APOLLO do the marking for you.  Marking only works if the answers are radio buttons and select lists (not written response).

**Forms** – You can define stages of processing.  Once a poll response is completed the person processing the response can select which stage has been completed. Notifications can be set up (optional) to email a particular address when each stage is selected.

**Surveys** – Used for general surveys with all sorts of responses.  The most common Poll type used in APOLLO.

## Selecting a Poll Type continued…

Each Poll Type has additional settings that control access and grouping of responses:
- Restricted: respondents must log in
- Open: respondents do not log in

| | Ballot | Exam – Open | Exam – Restricted | Form – Open | Form – Restricted | Survey – Open | Survey – Restricted | Survey – Restricted Anonymous |
|---|---|---|---|---|---|---|---|---|
| Can you choose who logs in to complete the poll? | Yes | No* | Yes | No* | Yes | No* | Yes | Yes |
| Can you view an individual's responses? | No# | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Can you tell who individuals are? | No | No^ | Yes | No^ | Yes | No^ | Yes | No^ |

* You cannot choose who logs in, but people can only complete the poll if you give them the URL

# You only get a count of responses against each question (eg. Yes=20 votes, No=3 votes) but cannot tell who made which response (eg. who voted Yes or No)

^ You cannot tell who respondents were because they did not log in, but you could include a question in your poll that identifies the respondent (eg. What is your name?)
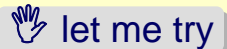
**Let Me Try – Creating A Poll**

Let's practice creating polls.

In this exercise you will:

1. Log into APOLLO
2. Create a Duplicate Poll
3. Create a New Poll
4. Choose relevant Poll types

**Click the Let Me Try button below to get started.**

🖐 let me try

**The End**

You have finished the Getting Started tutorial.

In this tutorial you learned:

1. How to access APOLLO (or apply for access)
2. How to create and duplicate polls
3. How to choose a relevant poll type

Next you need to do the **Setting Poll Attributes** 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).