

# How to Setup a Doodle Poll

## Doodle Polls for Scheduling Meetings

It's important to use a poll to gather when students are able to meet for your SPI sessions.

1. Go to [www.doodle.com](http://www.doodle.com)

The screenshot shows the Doodle website homepage. At the top left is the Doodle logo. At the top right are links for Features, Pricing, Sign up, and Log in. The main heading is "Doodle simplifies scheduling" with the subtext "The scheduling tool you'll actually use. Find a date for a meeting 2x faster!". Below this is a blue button labeled "Schedule an event" with an orange arrow pointing to it from the word "Free" and a black arrow pointing to it from the text "or View example". Below the button is a preview of the Doodle scheduling interface, which shows a calendar for August 8, 2017, with time slots at 9:00, 11:00, 2:00, 4:00, and 8:00. The interface lists names Tom, Paula, and Chris, with checkboxes indicating their availability for each time slot.

	9:00	11:00	2:00	4:00	8:00
Tom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paula	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Click on Schedule an Event.

STEP 1 OF 3

## What's the occasion?

Title

📍 Add location OPTIONAL

Note

Continue

- Fill in the **Title**, **Location** can be To Be Decided (TBD), and then add a note so that students understand that while you're polling for the first full week of classes the poll represents a regular week during the semester.

STEP 2 OF 3

## What are the options?

Month
Week

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SAME TIMES FOR ALL DATES (6)

10:00 AM - 11:00 PM ✕

+ Add more times

Need different times for each day?

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🕒
America/New York
i

EDT \* GMT-4:00

<
Settings
Continue

- Set the dates for a **Sunday** to **Friday** and make sure that the times set for the days already consider times you're available and then click **Continue**.

- Fill in your name and email address, use your Stetson student email, and click **Finish**.

STEP 3 OF 3

### Tell your participants who you are

Name

Email

< Finish

- You will be sent two emails from Doodle – one to forward on to Participants so they can fill in the doodle poll, and one to Administer the poll so you can delete it when you are done. Additionally, you can use the template below to send to your students.

Invite participants via...

Link Email

Everyone with the link can vote – no account required.

<https://doodle.com/poll/ip6aiv7ma82282fb> Copy

## Biology 141 - 01 SPI sessions

by Matt Example • seconds ago

This one week will represent a standard week during the semester.

All times displayed in America/New York • EDT \* GMT-4:00

Only you can see all votes and comments.

Table Calendar

	Aug 6 SUN	Aug 7 MON	Aug 8 TUE	Aug 9 WED	Aug 10 THU	Aug 11 FRI
	10:00 AM – 11:00 PM	10:00 AM – 11:00 PM	10:00 AM – 11:00 PM	10:00 AM – 11:00 PM	10:00 AM – 11:00 PM	10:00 AM – 11:00 PM
Be the first to participate!	0	0	0	0	0	0
Matt Example	✓	✓	✓	✓	✓	✓

6 Done

## LOOKING AT RESULTS

Consider the following...

- You may get a lot of respondents saying they are available on Friday, they probably won't be.
- Early morning and afternoon sessions tend to have lower attendance than early evening.
- If you can stagger your sessions, sometimes having both on Monday/Wednesday will work sometimes you may want to consider Monday/Tuesday if there is a 50/50 split for availability between MW and TR.

Greetings!

My name is, **[insert name]**, and I am your Stetson Peer Instructor (SPI) for **[insert class info]** this upcoming semester. I am excited to be working with you and look forward to getting to know each of you better as well! In order to schedule SPI sessions please take a few moments to fill out the doodle poll linked below so that I can make an informed decision about when the most students can meet. While the dates for this poll may be **[insert dates setup on poll]**, please consider this to be a standard school week and provide as much availability as possible. I will be ending the poll **[insert end day and time]** and letting you all know the times and locations for the first SPI session by **[insert day and time for announcement]**. If you have any questions please don't hesitate to let me know and have a wonderful day!

**[insert Doodle poll link]**

Go Hatters!

**[insert email signature]**