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)

2. Click on Schedule an Event.

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Doodle simplifies scheduling

The scheduling tool you’ll actually use. Find a date for a meeting 2x faster!

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Free

Schedule an event

or View example
3. 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.

4. 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**.
5. Fill in your name and email address, use your Stetson student email, and click Finish.

![Image of a form with fields for name and email address]

6. 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.

![Image of a template with a table for Biology 141 - 01 SPI sessions]

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]