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*This document complements 1 other component available through the Instructional Technology Lab at UNB.  
They include: (1) a simple online example of Doodle in use at <http://doodle.com/poll/vrrhx8mzss25fev4>  
(2) A video of how to create a Doodle Poll for a class presentation signup sheet*

## 1 INTRODUCING DOODLE

Doodle is an online scheduling tool that simplifies finding a time to meet with multiple people. First you suggest dates and times for participants to choose from, and then Doodle creates a polling calendar that can be sent to participants for feedback. As each participant selects the dates and times from the polling calendar that he or she is free, Doodle aggregates the responses and tells you which option works best for everyone.

Doodle can also be used as a signup sheet where only one person can register for a specific time slot. This may be useful for scheduling students' in-class presentations.

### In-class Presentations

Poll initiated by Professor | 1 | 0 | less than a minute ago

Where: [Head Hall 131](#)

Sign-up for a presentation time.

Table view 

This is a limited poll

Every option can be chosen by maximum 1 participant(s).

		October 2014											
		Mon 13		Wed 15		Fri 17		Mon 20		Wed 22		Fri 24	
		9:30 AM - 9:55 AM	10:00 AM - 10:25 AM	9:30 AM - 9:55 AM	10:00 AM - 10:25 AM	9:30 AM - 9:55 AM	10:00 AM - 10:25 AM	9:30 AM - 9:55 AM	10:00 AM - 10:25 AM	9:30 AM - 9:55 AM	10:00 AM - 10:25 AM	9:30 AM - 9:55 AM	10:00 AM - 10:25 AM
1 participant													
	John Doe					✓							
	Your name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>						
		0 (of 1)	0 (of 1)	0 (of 1)	0 (of 1)	1 (of 1) *	0 (of 1)						

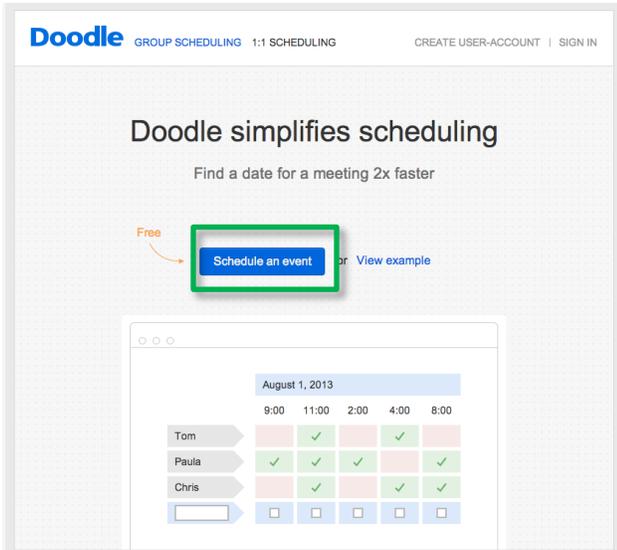
## 2 ACCESS TO DOODLE

You can access Doodle at: [www.doodle.com](http://www.doodle.com). There are both free and premium versions, and a user account is optional for the free version. You are required to provide your email address when you create a poll if you do not have an account. Everything done in this guide will be done with the free version.

## 3 STEP-BY-STEP EXAMPLE

In this example you will create a Doodle poll that acts as a sign-up sheet for presentations. Only one person will be able to sign up for each presentation time. Go to [www.doodle.com](http://www.doodle.com) to begin.

## 1A. Create a Doodle Poll: Click the Schedule an Event button



1B. Enter a title for the event, your name and your email address. You can also optionally include a location and a description for the event.

## Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

The screenshot shows the "Schedule an event" form. It has a blue header with a "1 25" badge. The form fields are: "Title" (In-class Presentations), "Location (optional)" (Head Hall 131), "Description (optional)" (Sign-up for a presentation time. (480)), "Your name" (Professor), and "E-mail address" (itstudent00@gmail.com). Below the email field is a note: "You will receive the link to administer your poll at the address. This will NOT automatically open any user-account." At the bottom are "Back" and "Next" buttons.

1C. Click 

2A. Select the days you want students to choose from for their presentations, by clicking on the calendar. In this example, I have selected 4 dates. Each of which are highlighted in green.

**Date proposals**  
 Select multiple dates or [date ranges](#). What's new?

Selected dates:

- Mon, 11/20/17
- Wed, 11/22/17
- Fri, 11/24/17
- Mon, 11/27/17

Click directly on the dates on the calendar to include them in your poll.

Each date you select on the calendar appears in this list.

You can click the trash icon  or click a date on the calendar to remove it as an option.

2B. Click [Next](#).

3A. Enter the time options. I want to offer two timeslots per day of 25 minutes each. The first will start at 9:30am. Enter the information as seen below.

**Schedule an event**

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

**Time proposals**  
 Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.  
 Enable time-zone support ▼

	Time 1	Time 2	Time 3
Mon, 11/20/17	9:30 AM – 9:55 AM	10:00 AM – 10:25 AM	
Wed, 11/22/17			
Fri, 11/24/17			
Mon, 11/27/17			

Add further time slots  
 Copy and paste first row

You can add more time options in this column, if necessary.

If you require more than 3 time slots, you can click Add further time slots.

3B. Click Copy and paste first row, as seen below. This will automatically copy the time options from the first row to all the rows.

## Time proposals

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

[Enable time-zone support](#) ▾

	Time 1	Time 2	Time 3
Mon, 11/20/17	9:30 AM – 9:55 AM	10:00 AM – 10:25 AM	
Wed, 11/22/17	9:30 AM – 9:55 AM	10:00 AM – 10:25 AM	
Fri, 11/24/17	9:30 AM – 9:55 AM	10:00 AM – 10:25 AM	
Mon, 11/27/17	9:30 AM – 9:55 AM	10:00 AM – 10:25 AM	

[Add further time slots](#)

[Copy and paste first row](#)

[Back](#)

[Next](#)

3C. Click

[Next](#)

**4A. Setup the poll to only allow 2 presenters per day (1 in each time slot). Click Settings.**

### Schedule an event

1. General ▸ 2. Time proposals ▸ 3. **Settings** ▸ 4. Invite

**Basic Poll**  
For a basic poll you can just skip this step, otherwise choose from the settings below.

[Back](#) [Next](#)

**Settings** ▾ (optional)  
Yes-No-Ifneededbe, Hidden poll, Limits and Extra fields

A basic poll would be appropriate for setting up a meeting and trying to find 1 time that works for all participants.

4B. In settings, check Participant can only choose one option. Check Limit the number of participants per option.

**Basic Poll**  
For a basic poll you can just skip this step, otherwise choose from the settings below.

Back Next

**Settings** ▲ (optional)  
Yes-No-Ifneedbe, Hidden poll, Limits and Extra fields

- Yes-No-Ifneedbe poll**  
Additional ifneedbe answer for busy participants.
- Hidden poll**  
Confidential participation: Only you can see the answers.
- Participant can only choose one option**  
By default all options are selectable. This settings limits the choice to one option per participant.
- Limit the number of participants per option**  
Poll as registration form: As soon as the indicated limit has been reached, the respective option is no longer available.  
1 Participants

Back Next

In this scenario, only 1 student is presenting per time slot, so leave the value as 1.

4C. There are 2 Next buttons on the page. Click the Next button below the Settings option.

**Basic Poll**  
For a basic poll you can just skip this step, otherwise choose from the settings below.

Back Next

**Settings** ▲ (optional)  
Yes-No-Ifneedbe, Hidden poll, Limits and Extra fields

- Yes-No-Ifneedbe poll**  
Additional ifneedbe answer for busy participants.
- Hidden poll**  
Confidential participation: Only you can see the answers.
- Participant can only choose one option**  
By default all options are selectable. This settings limits the choice to one option per participant.
- Limit the number of participants per option**  
Poll as registration form: As soon as the indicated limit has been reached, the respective option is no longer available.  
1 Participants

Back Next

5A. **Sharing settings.** Choose Everyone with a link can participate. Click Finish.

Sharing settings

Decide who can participate in your poll.

- Everyone with a link can participate ?
- Only invited people can participate ?

Invite participants (optional)

Type the e-mail addresses here:

0 / 20

[Add a personal message](#)

[Preview the e-mail](#)

Back **Finish**

Contacts

- Google
- Office365
- Outlook.com

Invite people faster by connecting your address book.

This method is not recommended, as you are providing your students' email addresses to Doodle, and you can't control what they do with that information.

5B. A Confirmation Screen (as seen below) indicating that you have created a poll will appear. You will also receive 2 emails to the email address you provided in step 1. One will be a link to the poll that you will email to your students, and the other will be a link to Administer the poll.

## Doodle

Thanks, Professor,

Your poll has been created.

The following two links have been sent to itlstudent00@gmail.com in one e-mail each.

[If you do not receive the e-mails ...](#)

Participation link

Send this link to anyone you wish to invite.

<http://doodle.com/poll/vrrhx8mzss25fev4>

Invite by e-mail Share Tweet

Administration link

Access this link to change, close or delete this poll.

This is the link you will share with your participants.

A link will appear here to allow you to administer the poll (edit dates and times, print or close the poll.)

5C. Open your email account. Find the link to your poll. Copy and paste it to a new email message addressed to your entire class, and ask them to select the date that they would like to present. Alternatively, you could provide students with the link through your D2L course.

5D. Students will need to click on the link and will find a page that looks like the image below. They will need to fill out their name and select a time that they would like to do their presentation.

**In-class Presentations**  
Poll initiated by Professor | 1 | 0 | less than a minute ago  
Where: [Head Hall 131](#)  
Sign up for your presentation time.

Table view

**This is a limited poll**  
Every option can be chosen by maximum 1 participant(s).

Show all 8 options

1 participant

	November 2017 Mon 20		Wed 22	Fri 24	November 2017 Mon 27
9:30 AM – 9:55 AM					
10:00 AM – 10:25 AM				✓	
10:00 AM – 10:25 AM					
	0 (of 1)	0 (of 1)	0 (of 1)	1 (of 1)	0 (of 1)

Cannot make it Save

Clicking the accordion will expand the page and show all date and times available.

## 4 QUICK TIPS

Use these setting options to tailor your poll to your specific needs.

- 1. Basic Poll:** Schedule a meeting with a mutually agreeable time. Participants can select all the suggested times that they are available.
- 2. Yes-No-If Need Be:** Useful for scheduling busy participants, and getting more information about a participant's flexibility.
- 3. Hidden Poll:** Only the creator of the poll can see the selections. Keeps selections confidential.
- 4. Participant Can Only Choose One Option:** Can be used in conjunction with below option for registering for an event on a first come, first served basis.
- 5. Limit the number of participants per option:** Good for registering a limited number of participants to an event, on a first come, first served basis.

Administering your course:

Find the email sent from Doodle and click the **Administer poll** button. The page below will display. You will have options to invite more participants, edit, delete, print or close the poll.

### In-class Presentations

[Edit your poll](#) | 1 | 0 | 21 minutes ago

Where: [Head Hall 131](#)

Sign-up for a presentation time.

**Table view** Administration

#### Participation link

<http://doodle.com/xguaxnbs3y7z7av>

#### Poll

- [Close](#)
- [Edit](#)
- [Notifications](#)
- [History](#)
- [Create a duplicate](#)
- [Delete](#)

#### Participants

- [Invite participants](#)
- [Contact invitees](#)
- [Delete all participants](#)
- [Delete all comments](#)

#### Print/Export

- [Print View](#)
- [Export poll to Excel](#)
- [Export poll to PDF](#)