

Notes on Using Double Click Democracy for Ballots/Voting with a Template

Templates are used as a starting place for creating ballots for mock presidential, midterm and general elections. The main administrator of the program (in this case, Bonnie or someone from the League) creates the templates based on sample ballots and/or with suggestions/input from teachers.

When you get ready to make the ballot for your class in a mock presidential, midterm and/or general election, you'll use/choose the correct template for your ballot and then delete items or add items to the template.

Before students vote in a mock presidential, midterm or general election it's a good idea to give you and your students experience with voting in a classroom or grade level vote, survey, or poll.

Creating ballots that use a template (it's a good idea to have a handwritten draft of your ballot ready before going to the computer):

Log in to <https://dcdonline.org/Admin/Users/SignIn> using your school email address as your name and the password is: (email Bonnie if you forgot)

Click on the **Ballots icon**.

Click on **Add a Ballot**.

Name: type in the name of the ballot. Be as specific as you can and note that this name will appear at the top of the ballot the students will see. Samples: Sequim Middle School Midterm Ballot 2018, Haller Gr. 5 Family Survey Oct 2018, Ms. Smith's Homework Option Survey Sept. 2018, SHS Homecoming Royalty 2018, Greywolf School Recess Equipment Survey 2018, Crescent School Garden Plant Choices March 2017 The name should include the teacher/grade/school, a brief description of the ballot purpose and a date/year.

Affiliate field: should say Kids Voting Clallam County, WA.

Ballot Template: choose the appropriate template (i.e., Midterm 2018 master template).

Ballot Header: choose LWVCLA Kids Voting.

Status field: leave it **active**--will tally the votes (**demo** is for when you want to do a test/demo and the results won't be tallied, **disabled** keeps the ballot for your reference/history if you want to keep it).

The next fields will set the time your ballot can be voted on. Set the fields for **Start Date, End Date, Daily Start Time and Daily End Time**—note that the times are for Mountain Standard Time. **Check the boxes for the day/days of the week** your ballot will be available; uncheck the others.

Enable Unlock Code: set it to **No** (that setting means that students need their ID number to vote—more on generating those coming up).

Ballot Result Report Reporting Settings section:

Public View of Results: **unchecked** at this time (this would be if you wanted to generate a link to your results that could be available on a your website).

Hide Results Until: set a date.

Until Time field: set a time (remember it's Mountain Standard Time).

School Report Users Allowed to Access Ballot Report drop down menu choose the school(s) who can view your results through DCD. Suggested that you click all schools for presidential, midterm and general elections for comparison.

Ballot Result Import Settings: only used if you will be using paper ballots and transferring that data for generating reports.

Click on blue add ballot button: the ballot items (all listed at the bottom of the screen) will now be preceded by a check box.

Uncheck all items you DO NOT want on your ballot. (Note: for this ballot, there are two versions of the initiatives and some propositions—the original text and a easier/simplified version xxxxx E.)

Click on the blue **Update Ballot Button**.

Click on the blue **Preview Ballot Button**.

Revise as necessary.

At the top of the page there is now a **Ballot Link**. This is the url for student voting.

Generating Student Voter Ids (do this for every ballot you create)

Click on the **Voters Icon**.

Click on the **Generate Voter Ids tab**.

Affiliate: Kids Voting Clallam County WA.

Ballot drop down: find your ballot.

School drop down: find your school.

Grade drop down: find your grade.

Number: type in how many ids you'll need.

Click on the **blue Generate button**.

Click on the **Manage Voter Ids tab**.

Click on the **Excel or PDF file**, print out Ids for your students, cut them apart.

On Voting Day click on the **Ballot Link** (opens in a new window) or type in the link. Students type in their **ID number** and click on **Sign In**, make their ballot choices, click the **Confirm** button, review their selections and click on **Go Back** or **Vote**. Click on **Back to Home** and the screen is ready for the next student.

Creating ballots (no template) Use this for classroom ballots, surveys, ASB voting, etc. (It's a good idea to have a handwritten draft of your ballot ready before going to the computer.)

Log in to <https://dcdonline.org/Admin/Users/SignIn> using your school email address as your name and the password is: (email Bonnie if you forgot)

Click on the **Ballots icon**.

Click on **Add a Ballot**.

Name: type in the name of the ballot. Be as specific as you can and note that this name will appear at the top of the ballot the students will see. Samples: Sequim Middle School Midterm Ballot 2018, Haller Gr. 5 Family Survey Oct 2018, Ms. Smith's Homework Option Survey Sept. 2018, SHS Homecoming Royalty 2018, Greywolf School Recess Equipment Survey 2018, Crescent School Garden Plant Choices March 2017 The name should include the teacher/grade/school, a brief description of the ballot purpose and a date/year.

Affiliate field: should say Kids Voting Clallam County, WA.

Ballot Template: don't select anything leave it as "select ballot template".

Ballot Header: choose LWVCLA Kids Voting.

Status field: leave it **active**--will tally the votes (**demo** is for when you want to do a test/demo and the results won't be tallied, **disabled** keeps the ballot for your reference/history if you want to keep it).

The next fields will set the time your ballot can be voted on. Set the fields for **Start Date, End Date, Daily Start Time and Daily End Time**—note that the times are for Mountain Standard Time. **Check the boxes for the day/days of the week** your ballot will be available; uncheck the others.

Enable Unlock Code: set it to **No** (that setting means that students need their ID number to vote—more on generating those coming up).

Ballot Result Report Reporting Settings section:

Public View of Results: unchecked at this time (this would be if you wanted to generate a link to your results that would be available on a website).

Hide Results Until: set a date.

Until Time field: set a time (remember it's Mountain Standard Time).

School Report Users Allowed to Access Ballot Report drop down menu choose the school(s) who can view your results through DCD. Suggested that you click all schools for presidential, midterm and general elections for comparison.

Ballot Result Import Settings: only used if you will be using paper ballots and transferring that data for generating reports.

Click on blue add ballot button:

Under **Ballot Items**, click on the green + add new ballot item.

In the pop up box, **Title:** put what's being voted on: category (Student Council Rep, Class President, Homecoming King) or the question being voted on (What's your favorite food? How many people live with you? What's your birthday month?)

Choose the **item type** from the dropdown menu. There are three choices:

Use **Candidate** any time you want to include a photo, not just of a candidate/person, but also a logo choice, a food, a book cover, etc.).

Use **Amendment** when you need to type a longer text or question with only a yes/no answer.

Use **General** for questions or items with no picture.

Max Selections: sets how many choices can be selected. Usually leave at one, but could be changed for a ballot item like choose your top two favorite foods.

Layout: set to one or two columns.

Leave **Voting Restrictions** blank for now.

Click on **Add Ballot Item** (note: this just sets up the item, not the choices for the item, that comes next....).

The item you just created is added in a blue band with four options to the right:

Show Details: expands the item.

Add general item: adds the choices.

Edit: edits the blue band text to the left.

Delete: deletes the item.

Repeat this process for each question/category on your ballot which will add more blue bands.



Now you're ready to create the choices for each ballot item. Click on **Add General Item**. **Name:** type in a choice (name of candidate, answer to question, etc.). If you're using the candidate item choice, you'll be able to import a picture by clicking on **Change** and uploading a photo. Click on the **add general item button** when you finish with that choice/item.

Click on the **Add General Item button** and do the same thing for all the choices for that category/question.

Click on **add ballot item** and repeat the process for each thing on your ballot.

Click on the blue **Update Ballot Button**.

Click on the blue **Preview Ballot Button** to see what your ballot looks like.

Revise as necessary.

At the top of the page there is now a **Ballot Link**. This is the url for student voting.

Generating Student Voter Ids (do this for every ballot you create)

Click on the **Voters Icon**.

Click on the **Generate Voter Ids tab**.

Affiliate: Kids Voting Clallam County WA.

Ballot drop down: find your ballot.

School drop down: find your school.

Grade drop down: find your grade.

Number: type in how many ids you'll need.

Click on the **blue Generate button**.

Click on the **Manage Voter Ids tab**.

Click on the **Excel or PDF file**, print out Ids for your students.

On Voting Day click on the **Ballot Link** (opens in a new window) or type in the link. Students type in their **ID number** and click on **Sign In**, make their ballot choices, click the **Confirm** button, review their selections and click on **Go Back** or **Vote**. Click on **Back to Home** and the screen is ready for the next student.