

## Instructions for students in the syllabus:

Registering your phone or other smart device:

1. Click on the link distributed to you by your instructor (example: [www.pollev.com/overholtm](http://www.pollev.com/overholtm))
2. Certify your email address and phone number (if participating via SMS texting).
3. Create a password.

**Nota bene:** To access Poll Everywhere's Student Guide, click [here](#) or to access "The student's guide to getting started with Poll Everywhere" click [here](#).

Using your device in class:

1. Login soon after arriving to class.
2. Join my session: [www.pollev.com/overholtm](http://www.pollev.com/overholtm) (example)

## Instructions for faculty before class:

1. Make sure you have created a group for each class in which you are using Poll Ev.
2. Create a link for your course that will allow the students to self-register outside of class.
3. Distribute the link in at least these three ways:
  - a. Email the link to students (ideally before the first day of class).
  - b. Post the link on OAKS as an Announcement.
  - c. Provide a hyperlink in the draft of your syllabus that you post in OAKS.
4. Check regularly to see who has registered their devices in Participants > Groups > [your course] until all have registered.

## Instructions for faculty at the beginning of class:

1. Arrive 5-10' before class.
2. Open your PowerPoint/Google Slides presentation or polls on the Poll Everywhere website.
3. Make sure the settings for each poll are as you want them. (example: that answers are set to appear after the timer or after you close the poll)

## Instructions for faculty after class:

1. (One time) Make sure that you have [imported your course roster](#) from OAKS into Poll Everywhere.
2. [Export grades](#) into OAKS (i.e., Brightspace) regularly.

# Clickers Best Practices

These are suggestions for being flexible and resilient with clicker technology:

1. Use clickers often enough to allow for X number of dropped grades (if you are going to grade student responses). Because technology involves many variables, simple problems can discourage its use. Thus, it's essential to provide an "out" for those times when a student's smart device doesn't function properly, the wireless system is malfunctioning, etc.
2. Begin using the clickers in the first week but do not begin integrating grades until an established date that you communicate with the students (ca. during week 3). This will allow the students the time to get signed up, you the time to get kinks worked out of the system, and everyone the time needed to adjust to the technology in this particular space.
3. "Chunk" your lesson plan. "Chunking" refers to the practice of 10'-15' of instruction followed by a clicker question. For a 50' lecture, you may want to create a clicker question for every 4-7 lecture slides. An important advantage of chunking your lectures and classroom experience is that students feel more inclined to remain engaged with the material.
4. Use clickers as performance and participation metrics but NOT as attendance trackers. Focusing on effective participation is much more profitable than checking attendance. If students are participating, they are present; however, it is possible for students to be present and not participate.

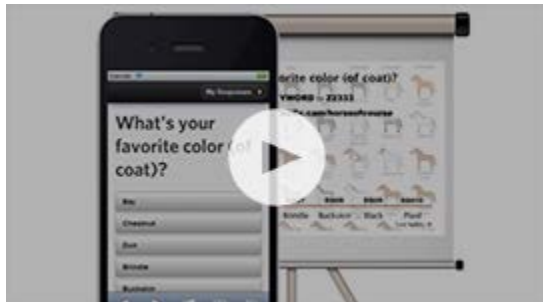
## Presenting in a slideshow

You can display a poll directly from PowerPoint by embedding your poll as a slide, to seamlessly present with your other PowerPoint slides.

To embed your polls in PowerPoint, you must install the PollEv Presenter app. In addition, the computer displaying the presentation must be connected to the internet in order for the polls to be displayed.

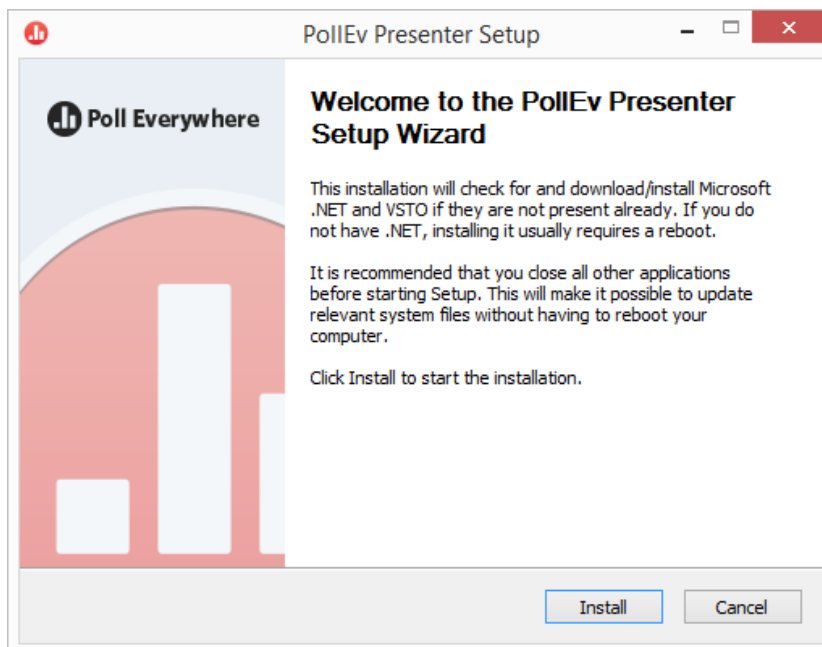
## PowerPoint for Windows

The Poll Everywhere add-in is compatible with Windows XP or newer, with PowerPoint 2007 with Service Pack 3 and newer.



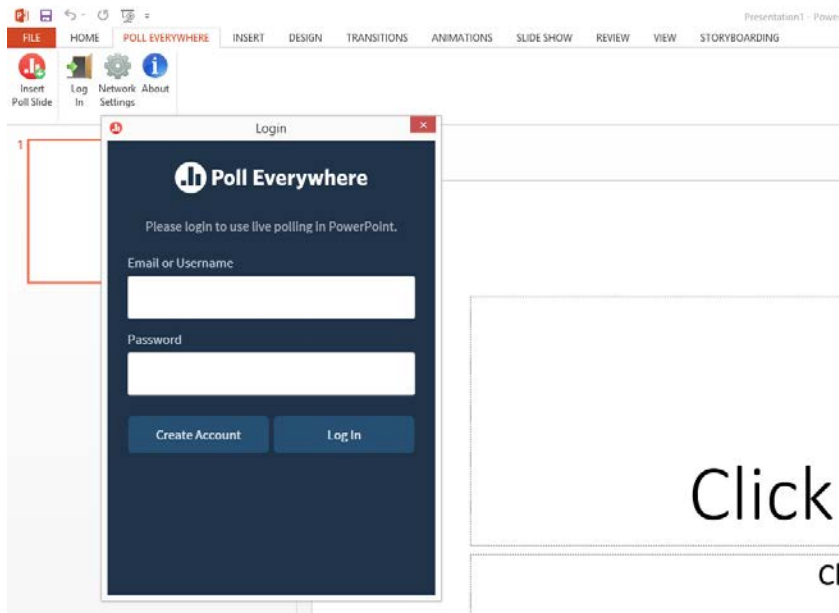
**Step 1.** Download the [PollEv Presenter App](#)

**Step 2.** Install the app.

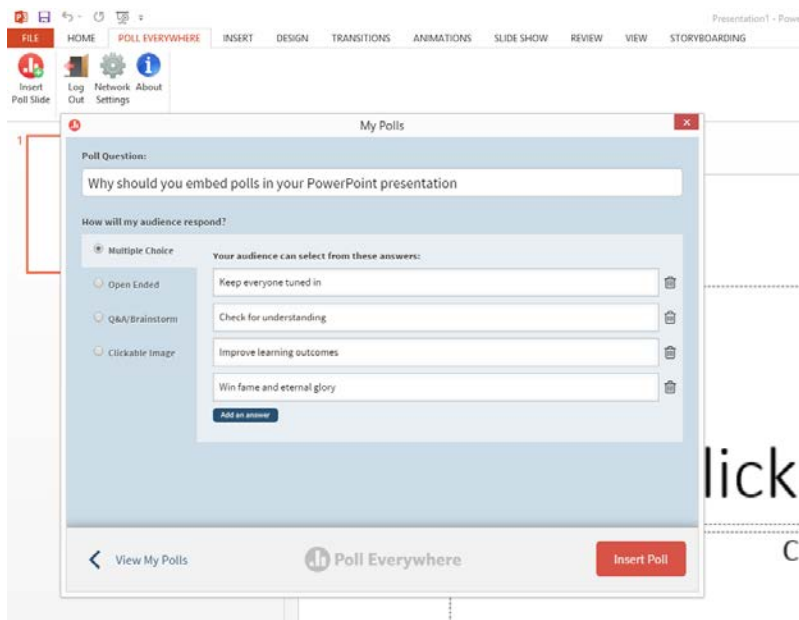


**Step 3.** Open or restart PowerPoint, and locate the Poll Everywhere ribbon at the top.

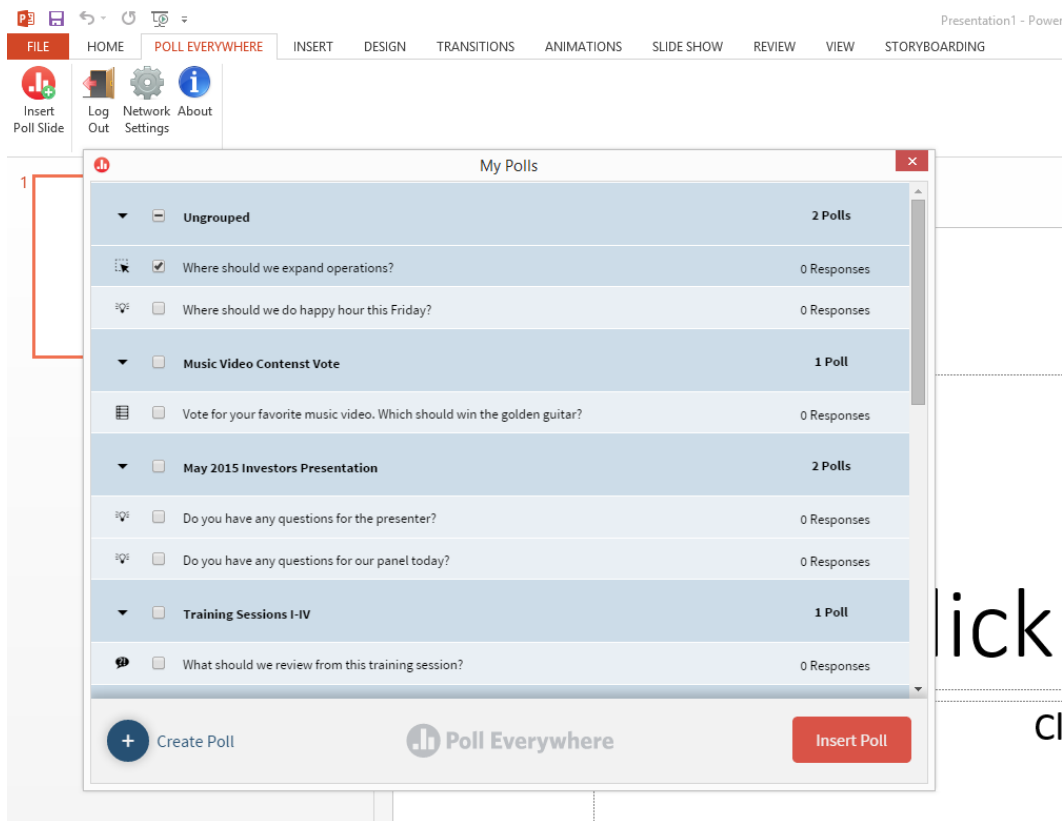
**Step 4.** Log into your Poll Everywhere account via the Poll Everywhere ribbon in PowerPoint.



**Step 5.** Using the ribbon, create a new poll for your presentation.



**Step 6.** Using the ribbon, insert any polls you have created into your presentation.



**Step 7.** Start presenting. (You must be in slideshow mode to see the polls.)

You can move poll slides to different points in your presentation by copying and pasting the entire poll slide thumbnail to the correct spot in your outline, or by simply dragging and dropping the slide.

Some systems may not allow access to downloaded plug-ins. If you are using Powerpoint 2007, you must install Microsoft Office Suite Service Pack 3. Please email us at [support@polleverywhere.com](mailto:support@polleverywhere.com) if you have any trouble.

## PowerPoint and Keynote for Mac

PollEv Presenter is currently compatible with Microsoft PowerPoint 2011 or higher for Mac and Keynote 6.5 or higher. We recommend Apple OS X 10.11 (El Capitan) or newer.

**Step 1.** Download [PollEv Presenter App for Mac](#)

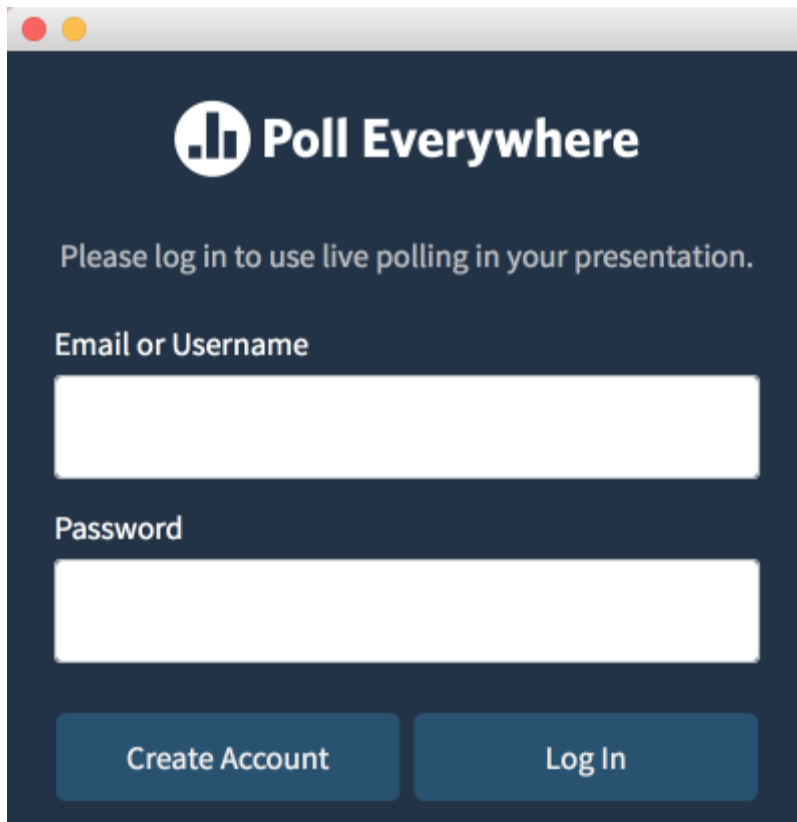
**Step 2.** Install PollEv Presenter Add-in for Mac by dragging the file to your Applications folder.



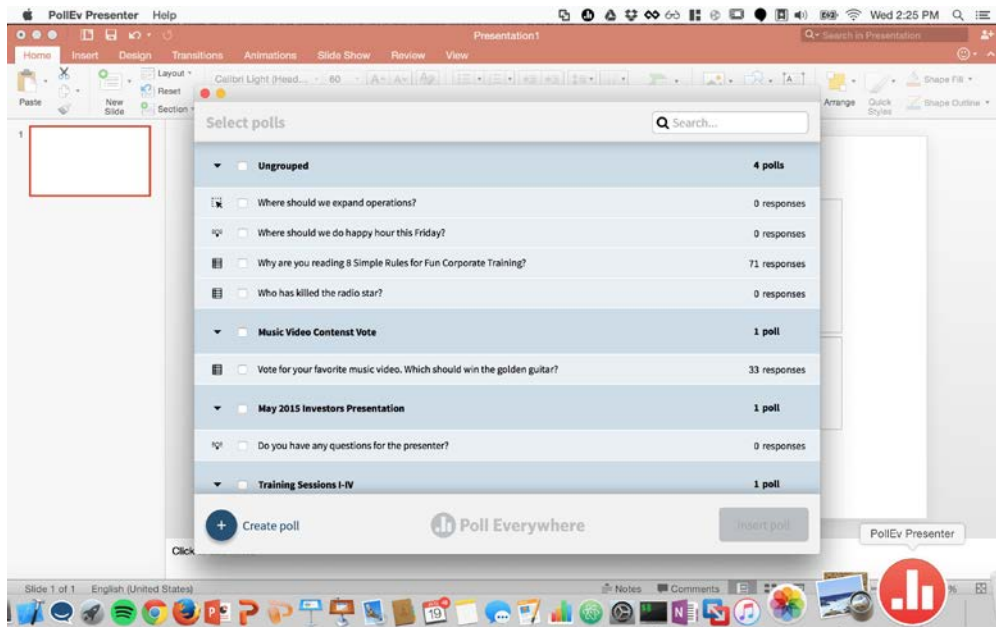
**Step 3.** Open PollEv Presenter Add-in from your applications folder. It should appear on your Dock when running



**Step 4.** In the Poll Everywhere Add-in, enter your login information.



**Step 5.** Insert your polls directly into your open PowerPoint or Keynote. Or create a new poll using the add-in



**Step 6.** Start Slide Show mode to see your polls load directly in your presentation.

Make sure the PollEv Presenter application is installed and running before presenting. The application can only display the polls when you are in Slide Show mode, and the app is running. This will be shown by the Poll Everywhere icon in your dock along the bottom of your screen and on your taskbar at the top. Click on it to run the app.

Poll slides can be created or inserted into an existing presentation. You can also download a group of poll slides and build a PowerPoint presentation around them. Poll slide thumbnails can be dragged between slides or into other presentations, just like any normal PowerPoint or Keynote slide. Resizing the grey placeholder image will indicate where a poll should load on screen.

Poll slides will appear with a screenshot of the poll as a placeholder image. This screenshot does not automatically update and may not reflect the most recent changes to your poll. The live poll will only load and display when they are in Slide Show mode. The poll will not display or receive responses until you have successfully installed and logged into the PollEv Presenter Add-in, and the slide is in full screen, or presentation mode. Whichever poll question is displayed in Slide Show mode will be automatically activated and receive results as long as you are logged into the PollEv Presenter Add-in.

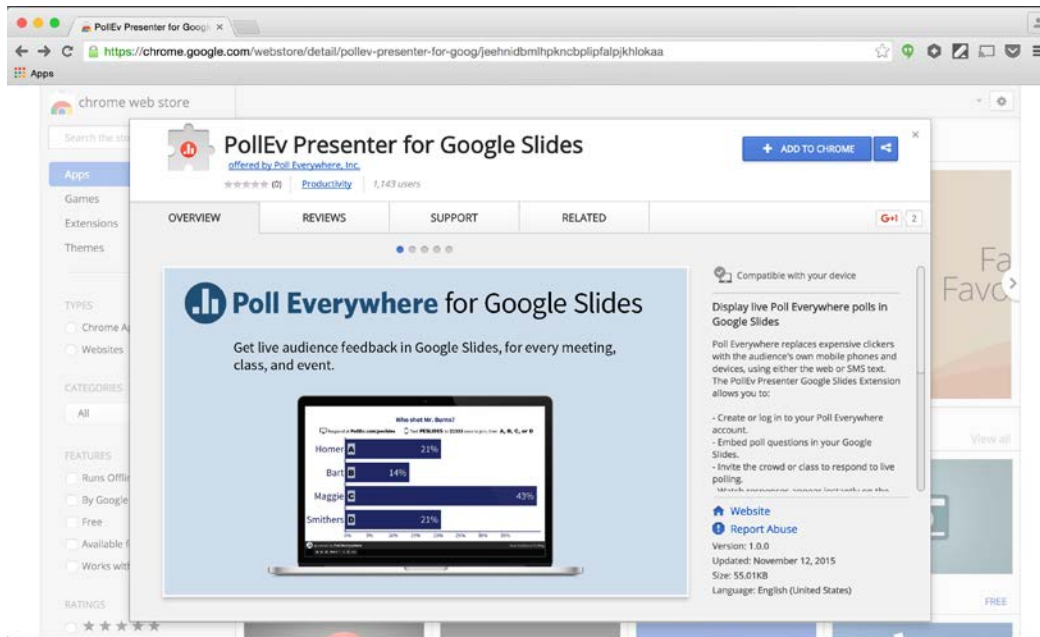
Please email us at [support@polleverywhere.com](mailto:support@polleverywhere.com) if you have any trouble.



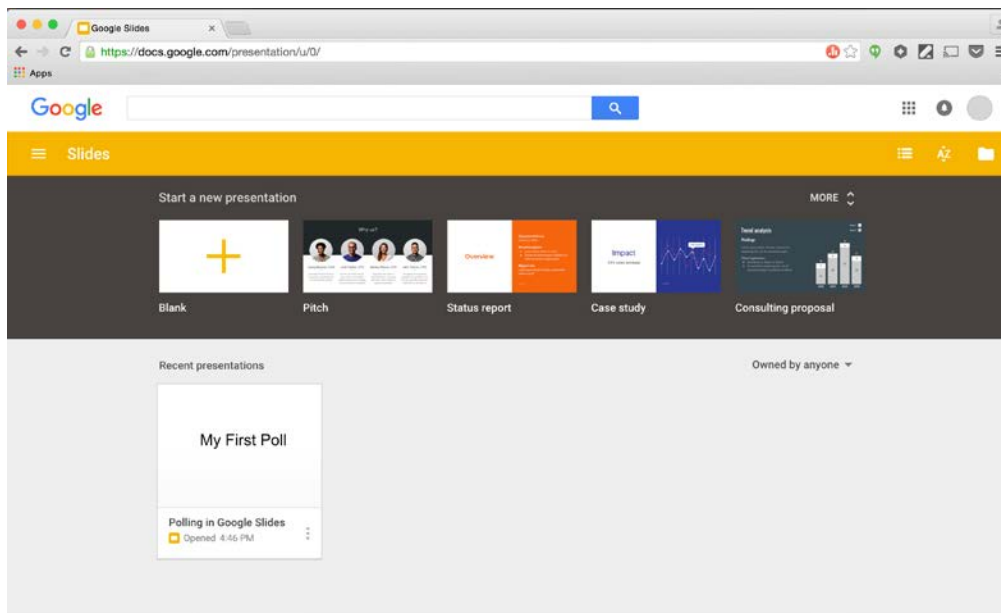
## [Google Slides in Chrome web browser](#)

Google Slides users can reap the benefits of integrated, live polling with the PollEv Presenter Google Slides Extension.

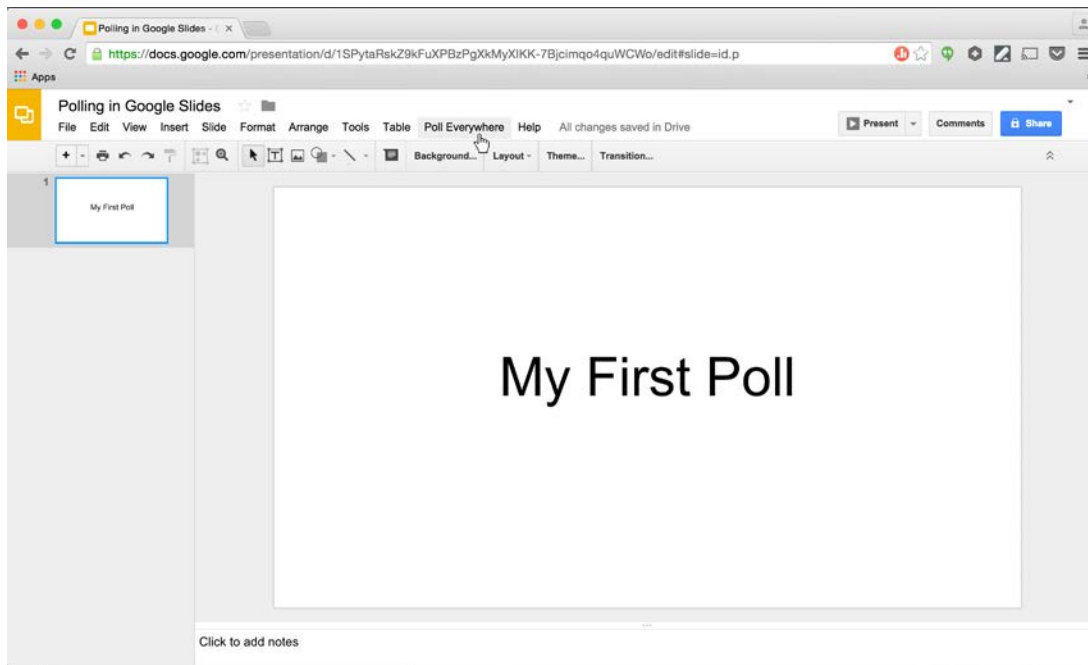
**Step 1.** Navigate to [PollEv Presenter for Google Slides](#) in the [Chrome Web Store](#) and add the extension to Chrome.



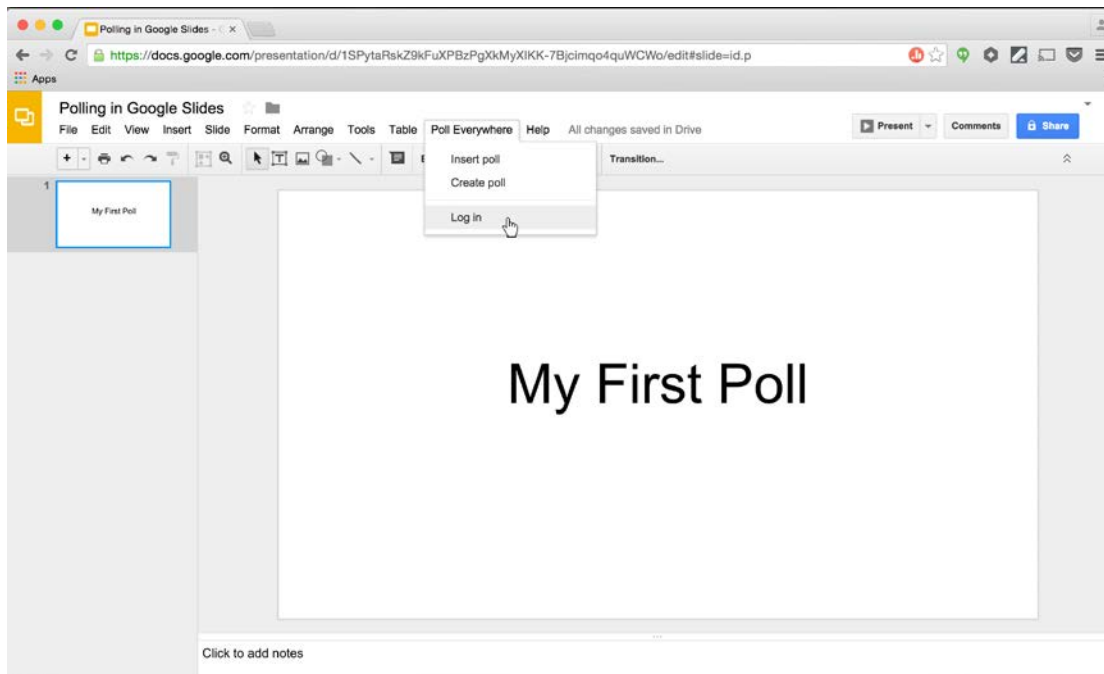
**Step 2.** Open a new Google Slides presentation.



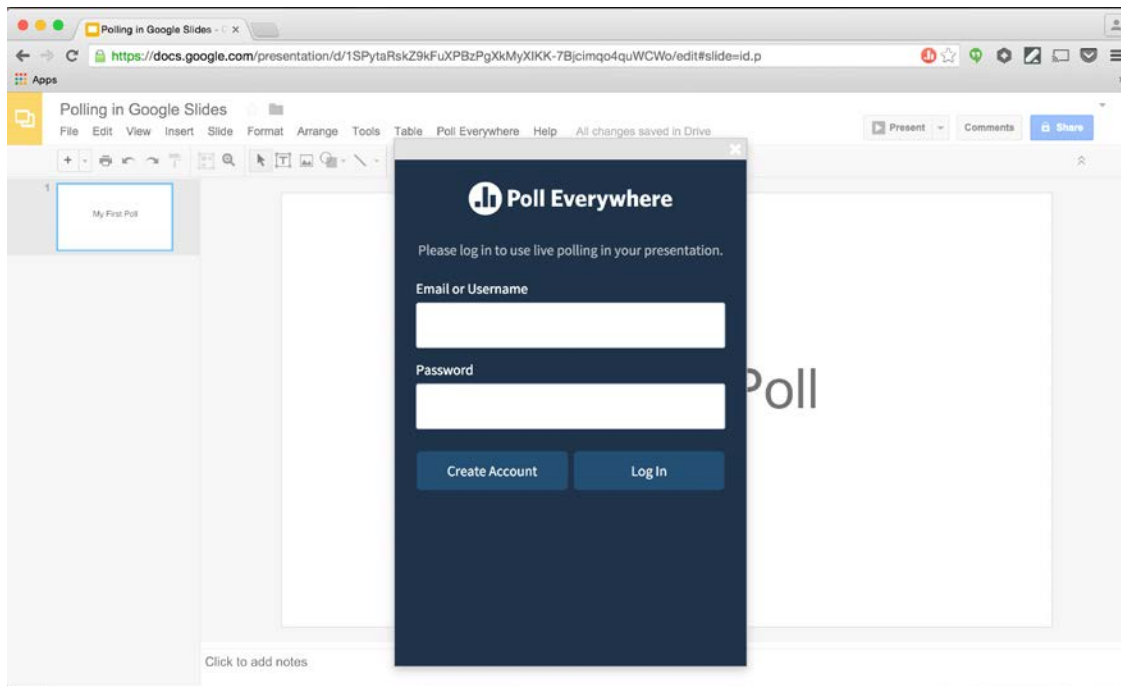
**Step 3.** Click on the Poll Everywhere tab at the top right.



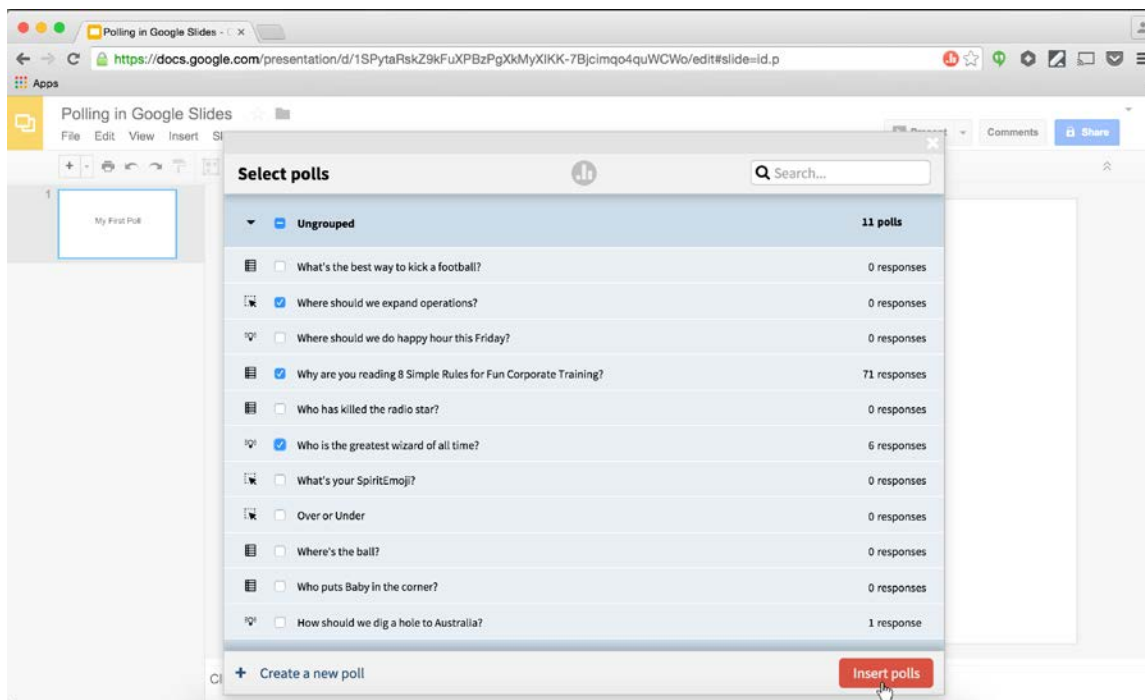
**Step 4.** Select login from the Poll Everywhere menu.



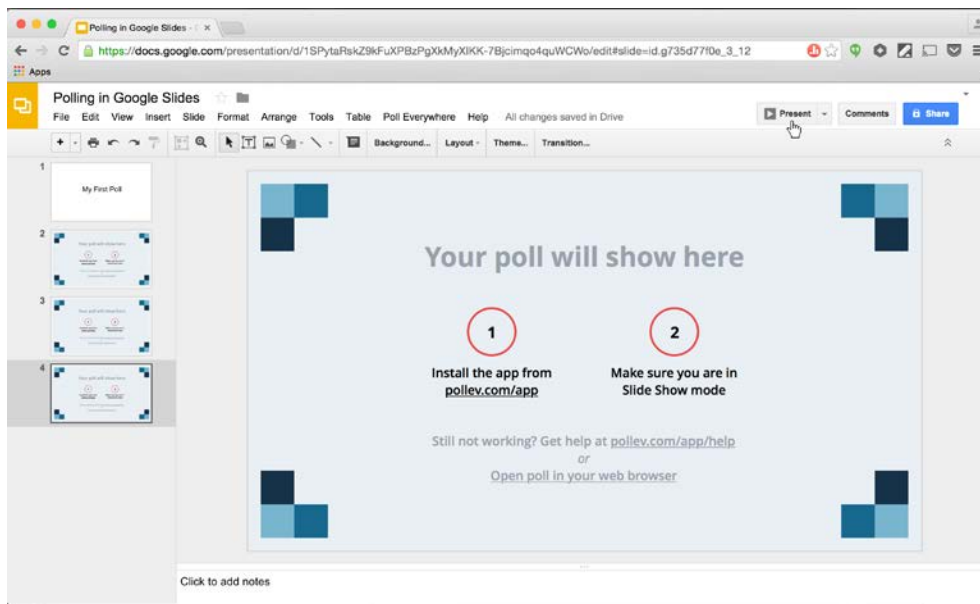
**Step 5.** Log in or sign up for a new account.



**Step 6.** Select the polls you want to insert and click "Insert polls" or create a new poll by clicking "Create poll".



**Step 7.** Present your Google Slides deck to see your polls load directly in your presentation.



Make sure the Chrome Extension is installed on the computer you will use to present. The polls can only display within a Chrome web browser that has the PollEv Presenter Google Slides Extension installed and enabled. This will be shown by the Poll Everywhere icon in the address bar on any Google Slides page.

The extension can only display and activate your polls when

1. You are in Presentation mode.
2. You are logged in within the PollEv Presenter Google Slides Extension.

Poll slides can be created or inserted into an existing presentation. You can also download a group of poll slides and build a Google Slides presentation around them.

Poll slide thumbnails can be dragged between slides or into other Google Slides presentations, just like any normal slide. Moving the placeholder image will not move the poll. You must move the entire poll slide into place.

Poll slides will appear with a screenshot of the poll as a placeholder image. This screenshot does not automatically update and may not reflect the most recent changes to your poll. The live poll will only load and display when they are in Slide Show mode. The poll will not display or receive responses until you have successfully installed and logged into the PollEv Presenter Google Slides Extension, and the slide is in full screen, or Presentation mode. Whichever poll question is displayed in Slide Show mode will be automatically activated and receive results as long as you are logged into the extension.

Note that you cannot open a pre-made PowerPoint or Keynote file that has poll slides in it within Google Slides, using our extension. You must insert poll slides using the PolleEv Google Slides Extension, instead.

Please email us at [support@polleverywhere.com](mailto:support@polleverywhere.com) if you have any trouble.

# Remote control for PollEv for Windows PowerPoint

PowerPoint clickers untether you from the computer, allowing you the freedom to roam about the stage, interact with your audience, and add the dynamic flair to your presentation. What they don't do is provide the tools to manage the activity. The Poll Everywhere mobile app **Remote control** feature gives you all of that.

*Helpful tip: The remote only works with the Poll Everywhere for Windows app.*

## Connecting the remote control to your presentation

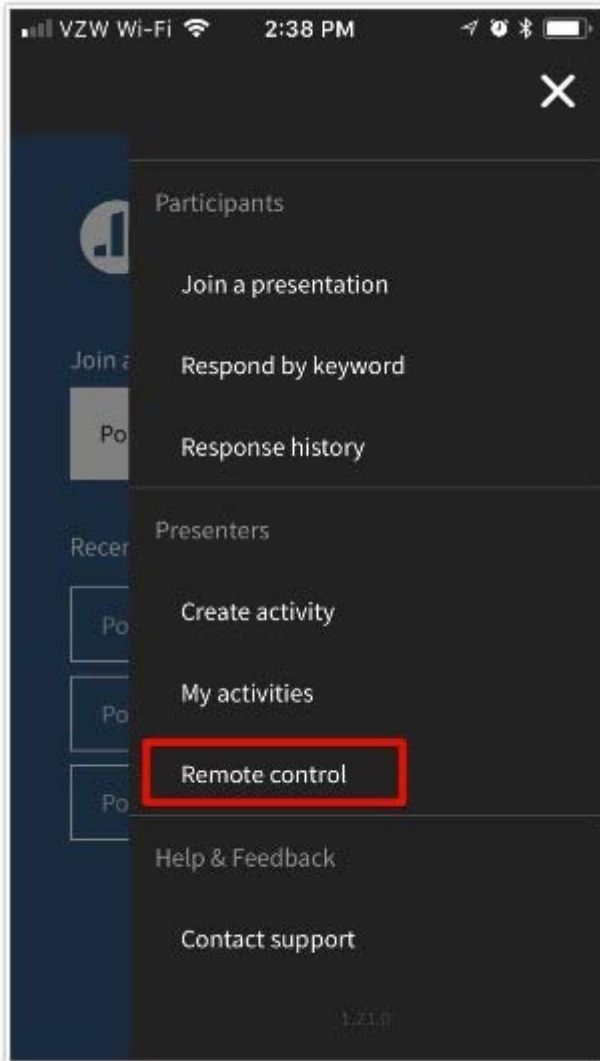
**Step 1:** Connect the presentation computer and your mobile device to the same network.

**Step 2:** Log into your account on both devices.

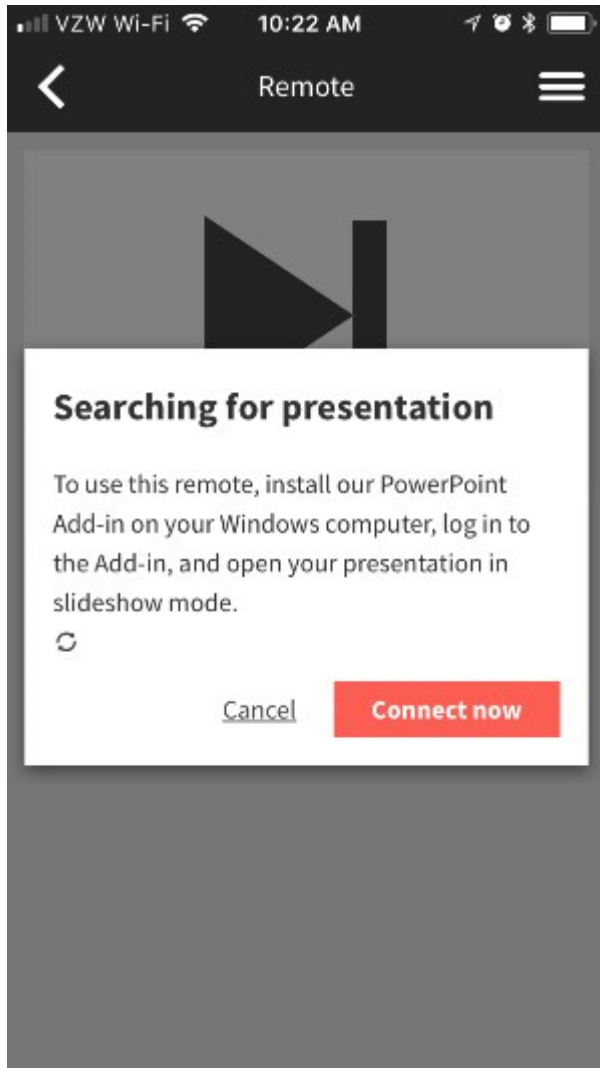
**Step 3:** In PowerPoint, switch to Presentation mode to begin your presentation. You can do this three different ways:

- Press the F5 key on your keyboard.
- Select the Start From Beginning command on the Quick Access toolbar.
- Click the Play Slide Show command at the bottom of the PowerPoint window.

**Step 4:** Open the mobile app, tap menu, then select **Remote control**.



**Helpful tip:** You may see the **Searching for presentation** windows while the mobile app searches for and connects to your presentation.

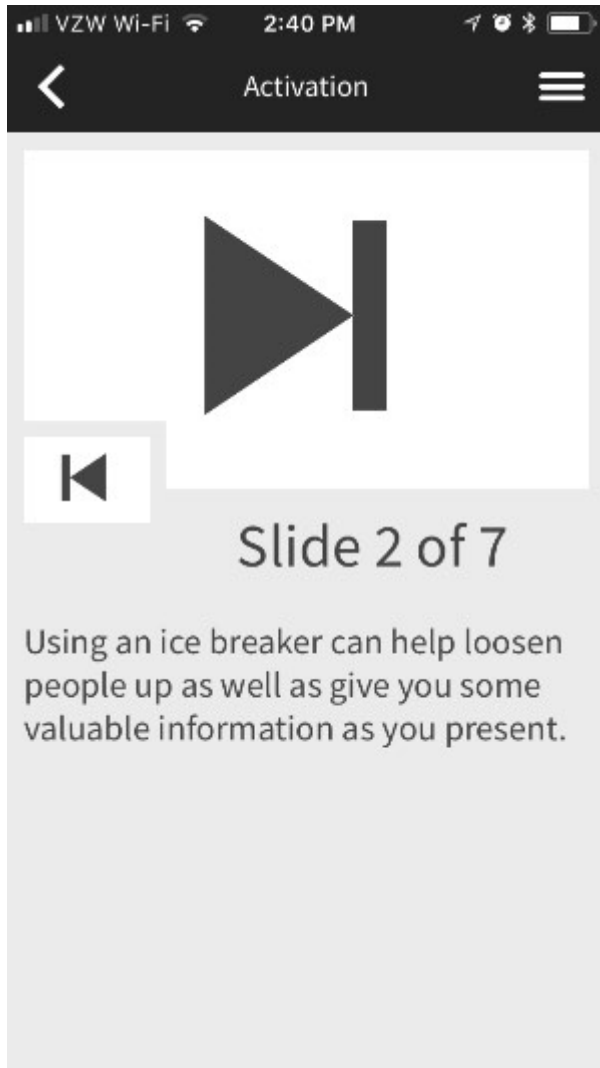


If that screen doesn't go away it means the app can't find your presentation. Double check the presentation computer and your mobile device are on the same network, that you are logged into your account on both devices, and that you are in presentation mode.

## [Controlling your presentation](#)

The forward and back buttons, conveniently enough, allow you to navigate through your slide deck. Your presenter notes also appear on the screen giving you handy reference during your presentation.





When you come to an activity in your presentation, the screen provides a tool bar at the bottom allowing you to control the interaction. You can lock and unlock activities, decide whether or not to show the results on the response page, etc.



Slide 7 of 7

How are you feeling about the basics?



Lock



Deactivate



Hide



Correct

# Syllabus instructions

Create your free Poll Everywhere account online using your College of Charleston email account at the Google Play or Apple Store. You will then be able to

- sign into the mobile app to record your attendance and participation;
- respond quickly to Poll Everywhere activities with the mobile app (Presenter usernames are recorded for repeat sessions);
- see a complete list of your past responses to Poll Everywhere activities within the mobile app; and
- check correctness on graded activities.

Why do you use a clicker in this course?

- To stay focused during class
- To check your understanding of various learning concepts
- To learn from peers when we discuss answers to clicker questions.
- To be more clear about what you understand and don't understand
- To get immediate feedback
- To better prepare for each class
- To better prepare for exams

Grades for clickers (10% of the grade) **Example**

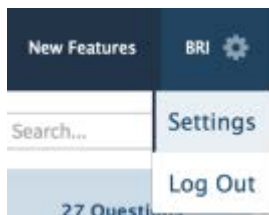
- Clicker questions are based on the reading assignment and your ability to apply, analyze, or assess information in class.
- You receive full credit for each correct answer; half-credit for attempting.

# Weighted grading

In weighted grading, certain types of activities count more than others. You can decide that certain questions are harder than others and therefore should be worth more. If you have a paid account, you can enable the "Weighted grading" feature on the Features lab page. It is still in the beta test phase, but is available with any paid plan.

## [Activate weighted grading](#)

**Step 1.** Log in to your account, click the gear icon at the top right of the page, then click Settings from the drop down menu.



**Step 2.** Click the Features lab link on the left.

**Step 3.** Scroll down the page to find the section titled Weighted grading and select the Enabled radio button. Then click the Apply lab settings button at the bottom of the page.

### **Weighted Grading**

You have a specific way you want to grade your polls? Look no further! You can now assign a point value to any multiple choice poll answer or clickable image region. The point value can lie between -999.99 to 999.99 and can have up to two decimal points of precision.

Feel free to continue using "Mark as correct" as you have before. How you determine what points an answer gets is entirely up to you - it will only be reflected in your gradebook reports.

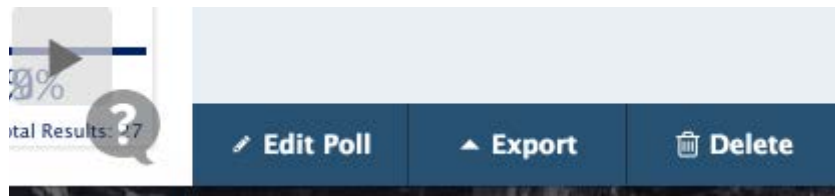
**Apply lab settings** or **cancel changes**

Once you've activated this feature, you'll be able to assign a point value to any multiple choice poll answer or clickable image region. The point value can lie between -999.99 and 999.99, and can have up to two decimal points of precision.

## [Assign a point value](#)

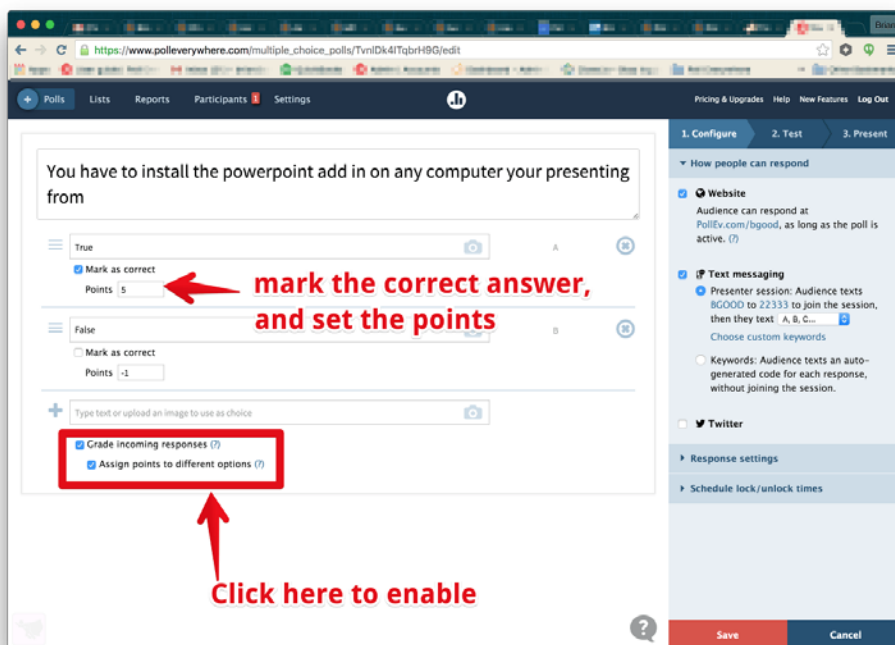
**Step 1.** Create or select a multiple choice poll.

**Step 2.** Click the Edit icon at the bottom right of the page.



**Step 3.** Select the "Assign points to different options" checkbox beneath your answer options.

**Step 4.** Select the checkbox next to the correct answer(s), type in the allotted points, and save your poll.



These point values will now be applied to any responses and will be displayed on the Gradebook Report. They will also be calculated in the report's CSV file download.