

Intro to Poll Everywhere: Use and Features

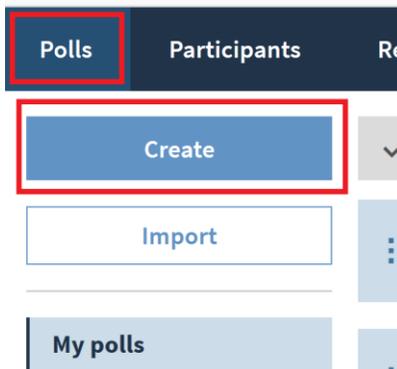
Poll Everywhere is Web-based software that allows instructors to display polls, surveys, or quizzes to their students, collect responses, and display them instantly. No special "clicker" or other device is needed; students can respond via laptop or mobile phone. This document presents a step-by-step guide to creating and presenting polls in Poll Everywhere and describes some of the features that the software offers.

Creating a Poll

- a) Navigate in your Web browser to the Poll Everywhere website at polleverywhere.com.
- b) Click **Log in** at the top right of your screen and enter your user name and password.



- c) Click **Polls**.
- d) To create a new poll question, click **Create**.

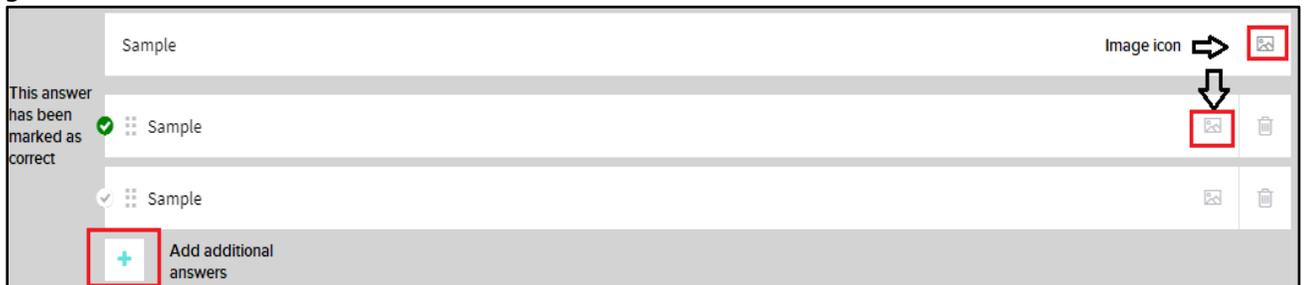


- e) You will be presented with a menu of question types. The main types are:
 - **Multiple choice:** Standard multiple-choice question
 - **Word cloud:** Creates a word cloud of responses
 - **Q&A:** Audience submits responses and can anonymously upvote or downvote others' responses (Web voting only)
 - **Clickable image:** Audience votes by clicking on an image the instructor supplies (Web voting only)
 - **Survey:** Use this option to create a self-paced survey with multiple questions for the audience to complete
 - **Open-ended:** Allows audience members to submit whatever they wish as a response
 - **Competitions:** Competitions is a multi-question activity type that brings out the students' competitive side. With each response, students earn points for correctness and speed. Between questions, a leaderboard shows the highest scores. Once all responses have been collected for the final question, the leaderboard announces the winner.

To see pre-made question templates, click **More**.



- f) The different question types have different settings. Here we are using multiple choice as an example.
- When you have selected a question type, enter the text of your question and the text of each of the answer choices.
 - You can add an image as a question or answer by clicking the image icon.
 - To add additional answers, click the blue plus sign.
 - To select one or more answers as correct, click the check mark next to the answer(s) to turn it green.



- g) When your poll question is complete, click the blue **Create** button at the lower right.

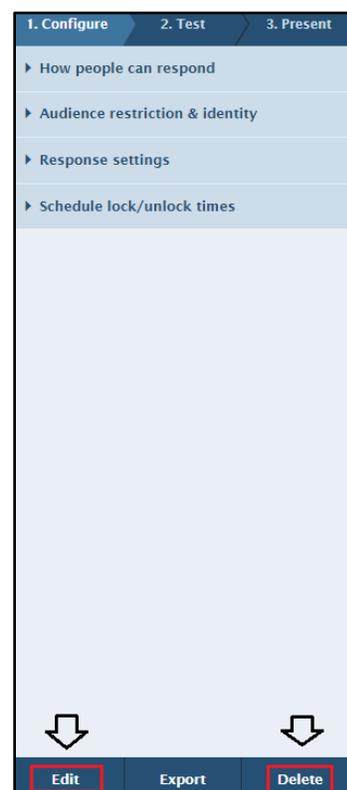


Tips:

- The default point value for questions with correct answers is one point per question.

Editing, Configuring, and Testing Poll Questions

After you have created a poll question, a blue menu will appear on the right-hand side of your screen. This menu allows you to **configure** and **test** your poll question before presenting it. In addition, the dark blue buttons at the bottom of the menu allow you to **edit** or **delete** your question.



Configuring Questions

To control when, how, and by whom responses may be given, use the **Configure** menu. Selecting this will give you a list of options.

- **How people can respond:** If *Website* is selected, students may respond from any WiFi-enabled device after logging into their accounts. If *Text Messaging* is selected, students may respond via text message after they have joined the session.



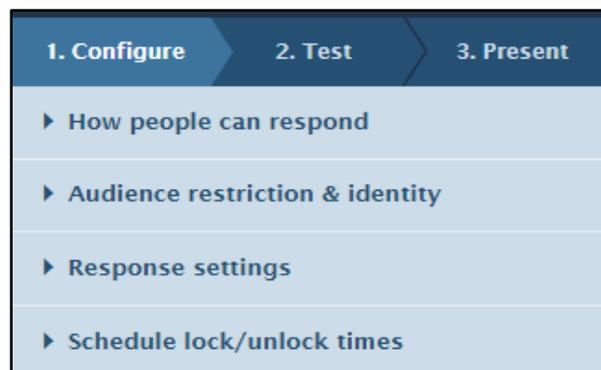
Note that some question types do not support text messaging.

- **Audience restriction and identity:** This option allows instructors to restrict the poll to registered participants or open it up to anyone in the world who wishes to respond. Instructors can also choose to identify respondents by screen name or make them anonymous.



Note that anonymous responses are not easy to recover. Only enable this for a poll if you do not need the students' identities.

- **Response settings:** This option allows instructors to select how many times each person may respond to a poll question and to control whether respondents may change their answers after submitting them.



- **Schedule lock/unlock times:** With this option, instructors may schedule a time at which to automatically lock/unlock the poll. This is a great feature to use for flipping classrooms and engaging students outside of the classroom.

Testing Questions

To test your poll question before presenting it publicly, select **Test** and then activate the poll (see **Presenting a Poll** below). You can then submit a mock response using the emulator on the side to determine whether the poll works the way you want it to.



Presenting a Poll

When you are ready to present your poll, log in, go to **Polls**, and click on the name of your poll question. The poll will then appear with a vertical menu of presentation icons at the upper right.

- | | |
|---|--|
| <p>1 Visual settings </p> <p>2 Activate </p> <p>3 Show responses </p> <p>4 Show correct </p> <p>5 Show regions </p> <p>6 Lock </p> <p>7 Clear responses </p> <p>8 Fullscreen </p> | <p>1) The Visual settings button allows you to change the visual settings of your poll.</p> <p>2) The Activate button activates the poll so that students can take it.</p> <p>3) The Show responses button shows student responses on the screen when selected.</p> <p>4) The Show correct button displays correct answers. This icon will only appear if you have marked one or more answers as correct.</p> <p>5) The Show regions button displays a count of the responses in a certain region. This icon will only appear in clickable image questions.</p> <p>6) The Lock button closes polling so that students can no longer submit responses.</p> <p>7) The Clear responses button clears all submitted answers.</p> <p>8) The Full screen button makes the current poll question full screen, which will automatically activate the poll.</p> |
|---|--|

To activate your poll and allow students to submit responses, select the **Activation** icon.



Note that only one poll question can be active at a time.



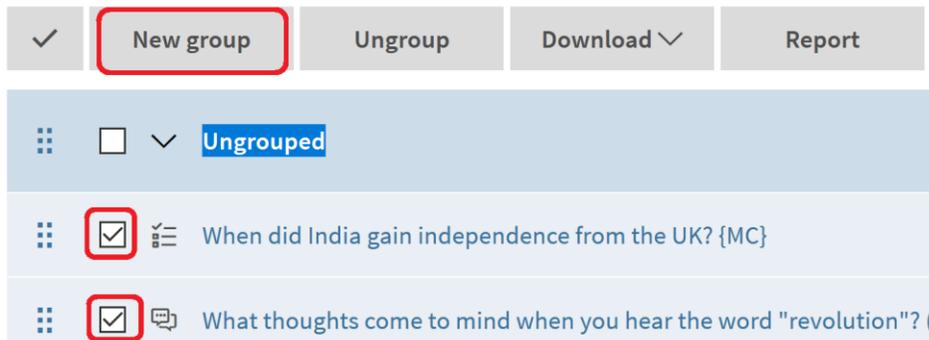
Tips:

- If you do not wish students to see others' responses while they are being submitted, make sure the **Show responses** icon is off before activating the poll.
- If you wish to discuss answers with the class and don't want student to change their answers, select the **Lock** icon when you have finished collecting responses and before discussing the results.

Groups

You may wish to create a group of poll questions to present together, e.g. for a specific course. To do this:

- Select "Polls".
- A list of your poll questions will appear. Check all poll questions you wish to group together.
- Click **New group**.



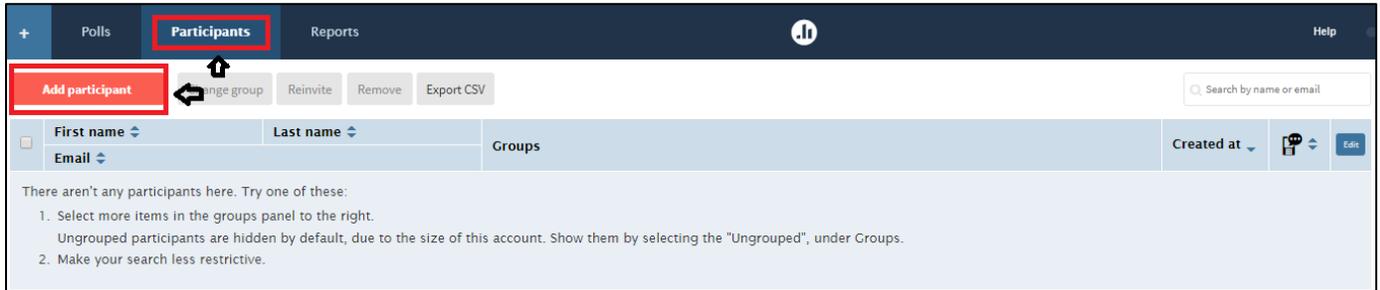
- A window will pop up and ask you to name a group.
- Click **Create group** when you are done.
- You can also delete, edit, move, and copy questions using the menu at the top.

Importing Students into Poll Everywhere from Canvas

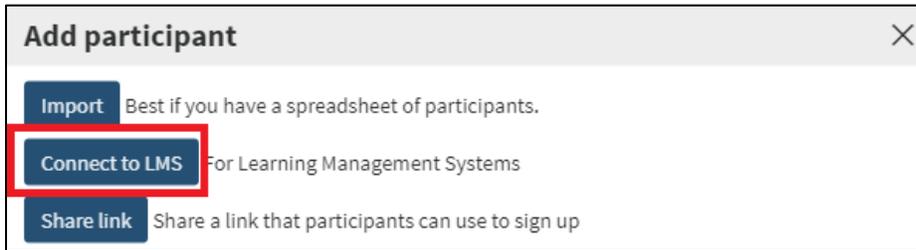
If you wish to use poll questions as graded assignments for your course, you will first need to import your student roster into Poll Everywhere from Canvas. To do this:

- Log into your Poll Everywhere account and click **Participants** in the top menu bar.

b) Click the **Add participant** button.



c) Select **Connect to LMS**.

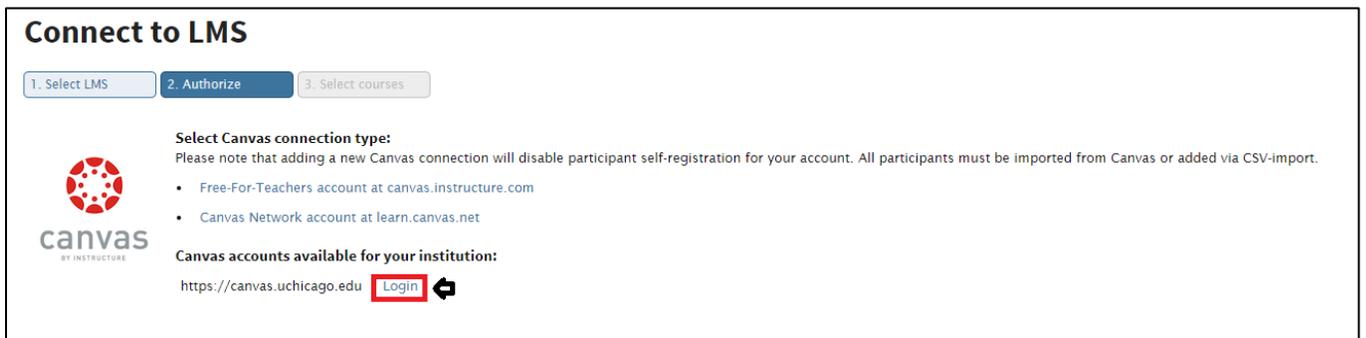


d) Select **Canvas**.



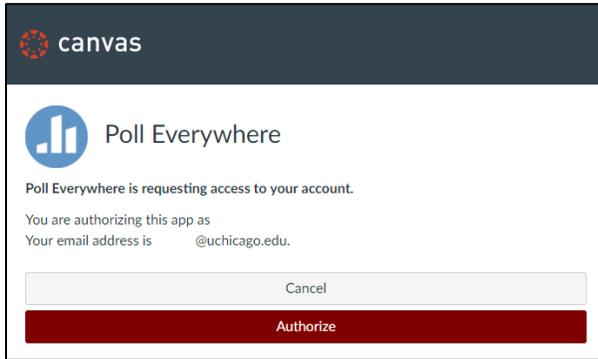
e) Click the **Login** link next to *canvas.uchicago.edu*. If you are not already logged into Canvas, you will now be prompted to do so.

 Note that you do not need to do this step every time.

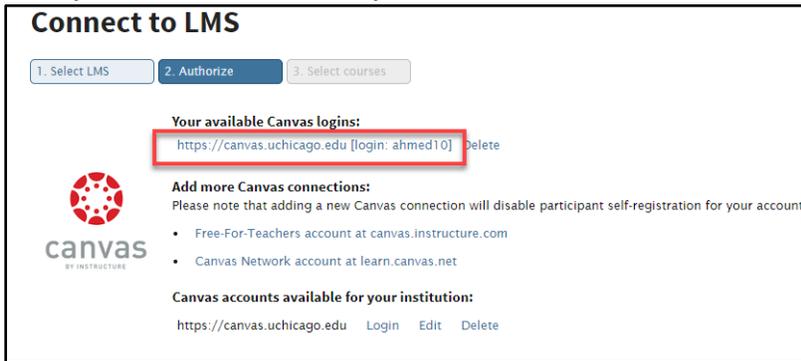


f) When prompted, select **Authorize**.

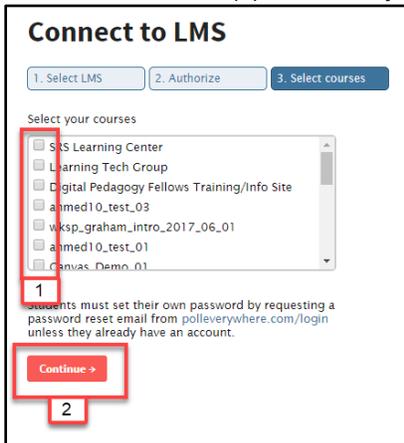
 Note that you do not need to do this step every time.



g) After you authorize Poll Everywhere, select the link beneath **Your available Canvas logins**.



h) Select the course(s) in which you want to use Poll Everywhere and then click **Continue**.



i) Click the **Got it!** button.



Note that Poll Everywhere does not automatically sync the roster. After students add or drop your course, you will need to sync the new Canvas roster to Poll Everywhere.



Tip: We recommend syncing your roster at the beginning of the quarter and then again after the first week, since many students add/ drop.

Reviewing Results and Importing Grades into Canvas

After you have imported your course roster, you can use poll questions as graded assignments and then import the results into the Canvas Gradebook for your course. To do this:

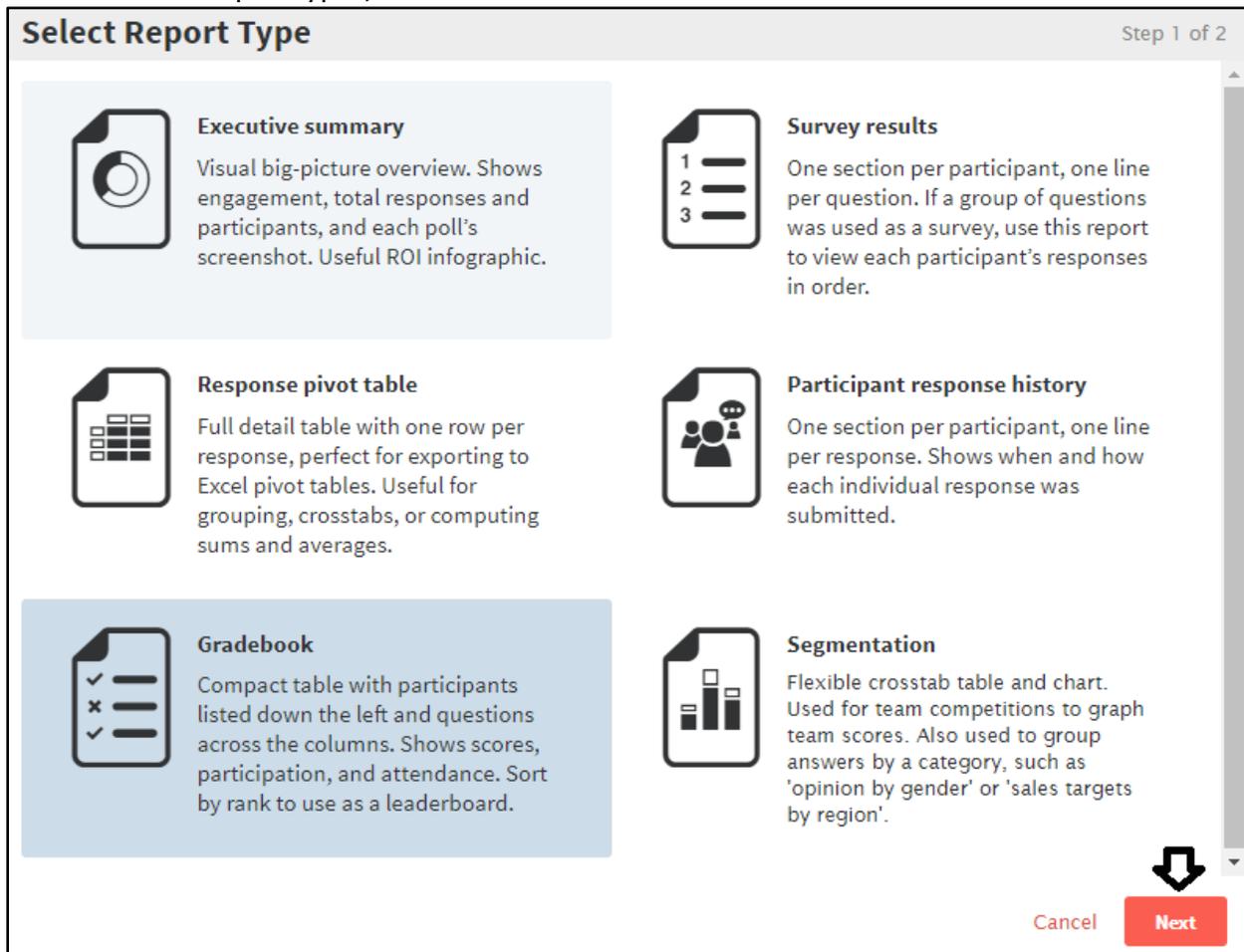
- a) Log in to your account and select **Reports** in the top menu bar.



- b) If you have not created a report before, you will be prompted to **Create a new report**. Otherwise, select **Create report** at the top.



- c) From the list of report types, select **Gradebook**.



- d) Select the Groups or individual questions whose results you wish to export to Canvas and click **Finish**.



- e) This will generate a report you can review. If you wish only to review it and do not want to import it into Canvas, you can simply click on **Polls** to go back to your poll screen.
- f) If you wish to download the report as a CSV and review it in Excel, you can click on **Download**.
- g) If you wish to use this report in the Canvas Gradebook, click **LMS Export** in the bottom right corner.



- h) In the popup window, select the Canvas course to which you wish to export the results from the drop-down menu.
- i) Also choose how you want to export the grades, either as percentages or points.
- j) Click **Next**.
- k) Once the export is complete, you can click **Close**.
- l) This will generate columns in the Gradebook and enter the points for the students.

Further Resources

- For detailed information on how to create and present polls, see the *Poll Everywhere Presenter Guide*.
- To learn all about features useful for classroom instructors, such as registering participants and grading polls, see the *Poll Everywhere Instructor Guide*.
- For answers to general questions, see the *Poll Everywhere FAQ*.