Before you begin

In order to use the Poll Everywhere LTI Advantage Canvas integration, it is recommended to first Publish the course and add a start and end date for the course term.

1. Ensure the course is Published using the button at the top right of the Course home screen.

2. Next, go to the course Settings and on the Course Details tab make sure the course has a start date in the past, and an end date that is in the future from when you intend to use the integration.
Connecting your course to Poll Everywhere

3. Click on the “Poll Everywhere” option in the Course Navigation menu. Then click on “Continue to polleverywhere.instructure.com.” This button will open a new tab to the Poll Everywhere LTI page for this course.

4. In the new tab, you may be asked to acknowledge you are launching Poll Everywhere through Canvas. Acknowledge the launch. On the next page, you will see a button to ‘Sync roster’ to import the students from your course into Poll Everywhere.

5. After you click this button, a page will inform you that the participant import is proceeding and you will see a “Go to Participants page” button. Click the button. Once on the participants page, you will be able to verify that the import took place because there will be a new group named after your course.
Troubleshooting

1. If a presenter is not logged into Poll Everywhere, they will be directed to do so via an error message:

2. If a presenter is logged in using the wrong email address, they will see an error message indicating they need to log in with the email address associated with the university enterprise account. In this case, the button will direct the presenter to the login screen to log in with the correct credentials.
3. If a user is logged in as a participant, they will see a message encouraging them to participate in a poll. This button will link the participant to the pollev.com response page, so they can enter their presenter’s username and participate:
Re-syncing your roster

You may want to re-sync the participant roster for your course after the initial connection. This may be necessary if students are dropped or added to your course in the LMS. Re-syncing will create Poll Everywhere participant profiles for new students and add them to your Poll Everywhere participant group, while removing dropped students from your participants group. The following section will show you how to re-sync the participants from within Poll Everywhere.

1. Navigate to the Participants page and click on the LMS Courses link.

2. From the LMS courses screen you will see all of the courses you have connected with the Poll Everywhere LTI Advantage integration. From here, you can sync your students by clicking the button on the right side of the table.

Exporting a Gradebook report

Once you have collected some activity results from students, you can export those results to Canvas. You can initiate this flow from the Canvas module, from the Poll Everywhere participants page, or from a Poll Everywhere report. Each report you export will create a single grade column in Canvas, regardless of the number of activities in the report. Poll Everywhere Gradebook reports can either be exported as a graded assessment or for participation.
If you are exporting a report starting with the Canvas module, click through the module you created in the ‘Connecting your course to Poll Everywhere’ section and jump to Step 3.

If you are starting from a specific Gradebook report in Poll Everywhere, jump to step 5.

1. Start on the Participants page and select the LMS Course link.

2. On the LMS Courses page, select the course for which you want to create a Gradebook.

3. From this page you can create a new Gradebook report, or choose a Gradebook that you have already created for this LMS course.

Note: You cannot edit the activities within a Gradebook report, but choosing a previously created report will allow you to update and re-export the results.
4. Adding a new Gradebook will put you into the report creation flow. In the side panel, select the Gradebook report and then the activities you wish to include in your report.

5. Review the Gradebook report, and click the Export button at the bottom right when you are ready to export the grades to Canvas.

**Note:** The name of your report will be the name assumed by the grade column in Canvas. You can rename your report by clicking on the ‘Rename’ link next to the title at the top of the report.
6. When you click the export button, you will see a popup that will either ask you to confirm the LMS course, or select the course to export the report to from a dropdown menu. Additionally, you will have the option to export the report as Grades or Participation. Make your selections, then click Next.

7. The following pop-up will now filter the report by the participants in your LMS Course and start the export. You should then see a message indicating that the export has completed and is processing in the background.
8. Once the export is complete, head back over to Canvas and click into your Grades center to verify that the new Gradebook column was created.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>My First Canvas E... Out of 100</th>
<th>Com 101</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdul Student</td>
<td>66.67</td>
<td>66.67%</td>
<td>66.67%</td>
</tr>
<tr>
<td>Agustina Student</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Aimee Student</td>
<td>100</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Alethia Student</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Anastacia Student</td>
<td>66.67</td>
<td>66.67%</td>
<td>66.67%</td>
</tr>
<tr>
<td>Angelo Student</td>
<td>100</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Antoine Student</td>
<td>100</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Aurora Student</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Benita Student</td>
<td>33.33</td>
<td>33.33%</td>
<td>33.33%</td>
</tr>
<tr>
<td>Adrienne \x20ED Midd...</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

9. **Please note**: If you change the name of the gradebook report in Poll Everywhere and re-export, it will update the name of the assignment in Canvas. Additionally, if you change the assignment name or grades in Canvas, it will revert back to the name and grades in Poll Everywhere when you re-export the report to Canvas. For this reason, we recommend not making changes to the Canvas gradebook after you export a gradebook report from Poll Everywhere.