Import Roster

**Step 1:** In your Blackboard course, click over to the Content section.

![Blackboard Content](image1.png)

**Step 2:** Expand the Build Content dropdown menu and find and select the Poll Everywhere tool.

![Blackboard Build Content](image2.png)
Step 3: In the next screen you will be able to name the tool and adjust the settings. Give it a name indicating it is a roster import link, and make it invisible to the students by selecting No next to ‘Permit users to view this content.’ When you are done, click Submit to be redirected back to the Course Content page.

Step 4: From the Course Content page, click on your new roster import link.
**Step 5:** The New Roster link will open up a new tab to Poll Everywhere. You will first see a page that will direct you to Continue to LMS to login. Click through to continue. The next page will present you with an ‘Import roster’ button. Click the button to initiate the roster import.

![Continue to LMS to login](image)

**Step 6:** Now click the Poll Everywhere tool to open the Poll Everywhere in a new tab. You will first see a screen to confirm you wish to make the LMS connection. Click though that screen, and you will land on the LMS course connection page. Select Sync roster.

![Discussion 1 SMPL101](image)

**Note:** The following screen will inform you that that roster sync is happening in the background. You can click the button to continue to the Participants page.
When this is done, a new Poll Everywhere profile will be created for each student who did not already have one. Students will automatically receive a notification email with a link to change their password. You can edit and manage the imported students at https://www.polleverywhere.com/participants.

You can now remove Poll Everywhere as an External Tool from your Blackboard course, or you can continue to use the Poll Everywhere link in Blackboard to perform LTI actions.

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 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.

You can initiate the resync from two places: either by launching the LTI connection from the module, or from the Poll Everywhere Participants page. To re-sync your participants from the module, follow the same steps you took in the previous section. The following section will show you how to re-sync the participants from within Poll Everywhere.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Sync roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications 101</td>
<td>August 20, 2021, 1:10:13 PM</td>
<td></td>
</tr>
<tr>
<td>Discussion 1 SMP101</td>
<td>August 25, 2021, 3:43:16 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Exporting a Gradebook report**

Once you have collected some activity results from students, you can export those results to Blackboard. You can initiate this flow from the Blackboard External Tool, from the Poll Everywhere participants page, or from a Poll Everywhere report. Each report you export will create a single grade column in Blackboard, 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 from the External Tool within Blackboard, click the link and jump to Step 3.*

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

**Step 1:** Start on the Participants page and select the LMS Course link.
**Step 2:** On the LMS Courses page, select the course for which you want to create a Gradebook by clicking on the course name link.

**Step 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.
Step 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.
Step 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.

Note: 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.
**Note:** 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.

**Step 6:** Once the export is complete, head back over to Blackboard and click into your Grade button to verify that the new Gradebook column was created.
Step 7: Back in Blackboard, you can now click over to the Grade Center to see the new grade column created by the export. Be aware that the data transfer of the gradebook export is not immediate. It may take up to a couple of minutes for grades to appear for all students.