

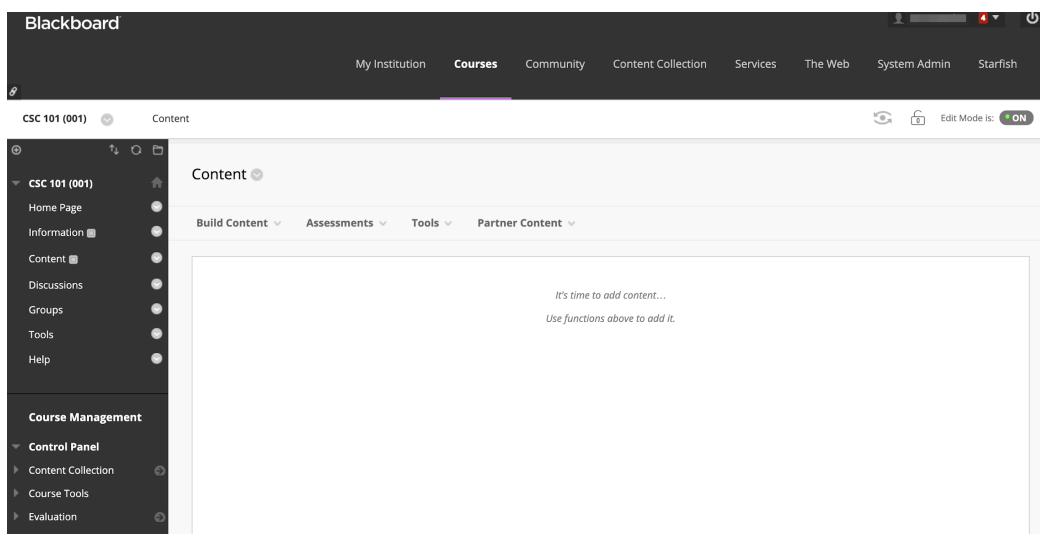


Poll Everywhere & Blackboard Learn LMS LTI 1.3/LTI Advantage integration guide for Blackboard educators

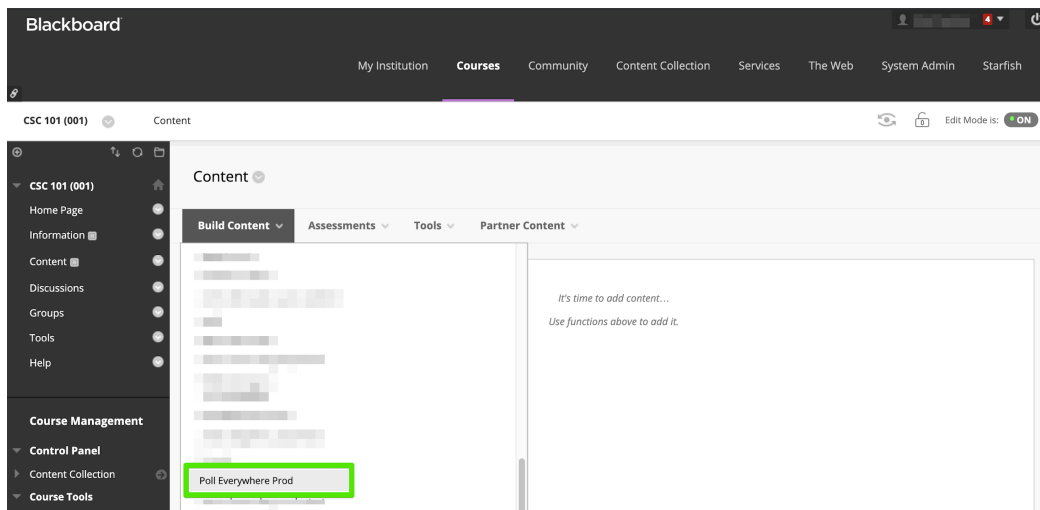
Version 2.0.0

Import Roster

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



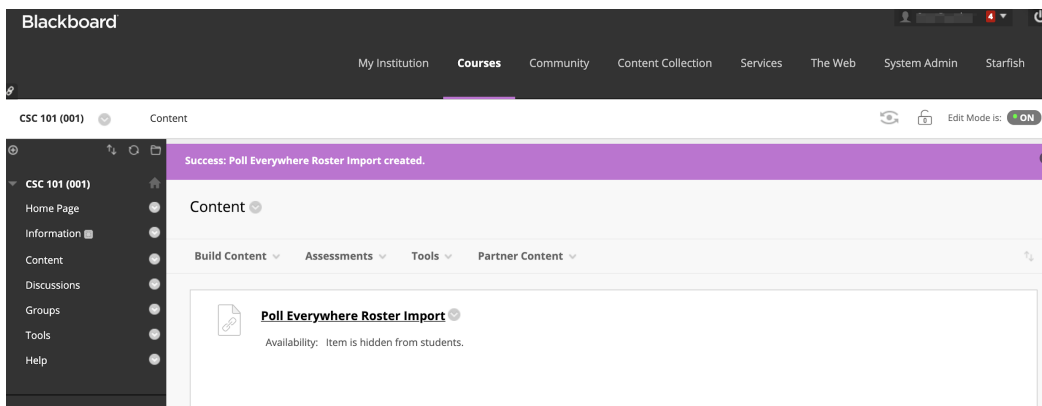
Step 2: Expand the Build Content dropdown menu and find and select the Poll Everywhere tool.



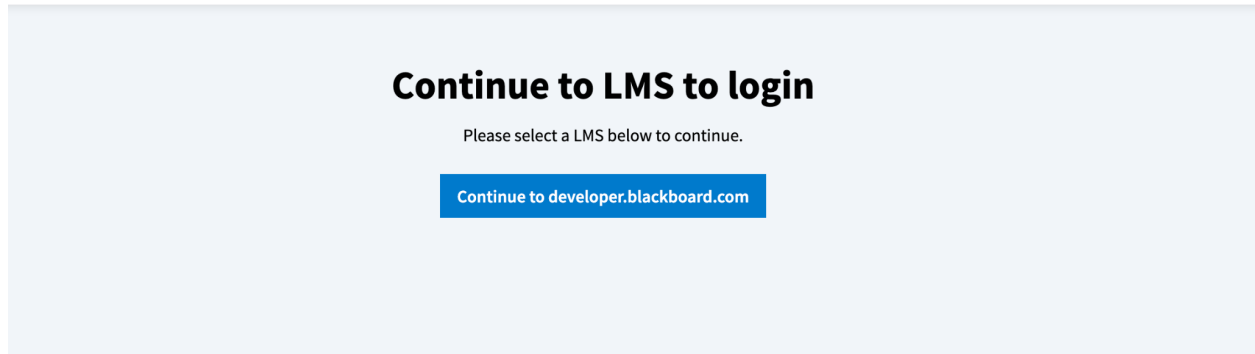
Step 3: In the next screen you will be able to name the tool and adjust the settings. Give it a name indicating it is a roster import link, and make it invisible to the students by selecting No next to 'Permit users to view this content.' When you are done, click Submit to be redirected back to the Course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

The screenshot shows the Blackboard tool creation interface. The 'Name' field is highlighted with a green box and contains the text 'Poll Everywhere Roster Import'. The 'Color of Name' is set to 'Black'. The 'Description' field is empty. The 'Attachments' section has two buttons: 'Browse My Computer' and 'Browse Content Collection'. The 'Grading' section has 'Enable Evaluation' set to 'No'. The 'Options' section has 'Permit Users to View this Content' set to 'No'. A 'Submit' button is visible at the bottom right.

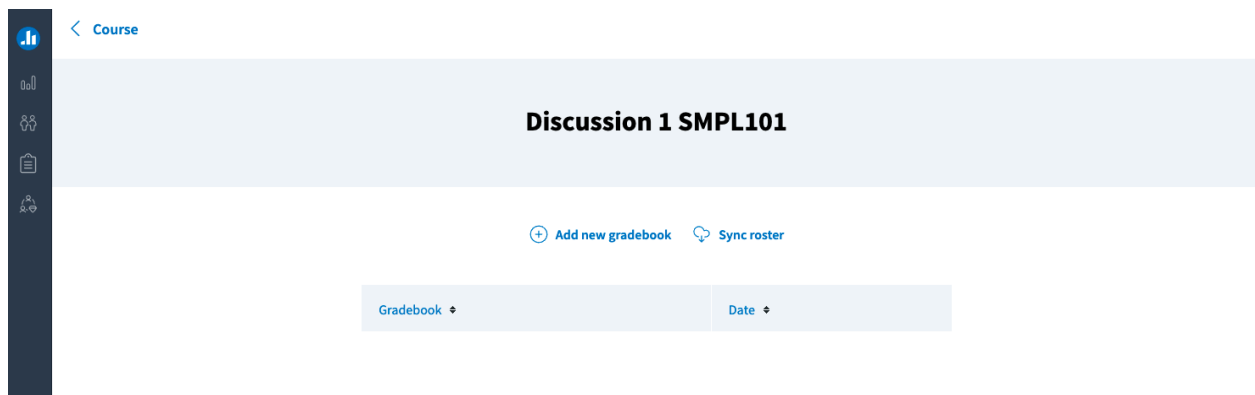
Step 4: From the Course Content page, click on your new roster import link.



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.



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 through that screen, and you will land on the LMS course connection page. Select Sync roster.



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.

Your roster is importing

Course: Calculus 101 - Section 1

Poll Everywhere is currently importing the roster you selected. Students will appear on your Participants page as soon as the import is completed. This may take up to a few minutes.

Reminder: To identify participants in a gradebook or report, set all of your activities to Registered participants only.

Learn more best practices at training.polleverywhere.com.

[Go to 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.

The screenshot shows the 'Participants' page in Poll Everywhere. On the left is a dark sidebar with icons for home, participants, groups, and settings. The main content area is titled 'Participants' and includes the text 'Manage the participants that respond to your activities.' Below this are several buttons: 'Add participants', 'Change group', 'Reinvite', 'Remove', 'Export CSV', and 'LMS Courses' (which is highlighted with a green border). To the right of these buttons is a search box labeled 'Search by name or email'. Below the buttons, there is a section titled 'To add or remove a user from a group, click the associated group circle.' with two bullet points: 'A filled-in circle indicates a user is in the group.' and 'An outline circle indicates a user is not in the group.' On the right side of the page, there is a 'Groups' panel with an 'Edit' link. It lists three groups: 'Communications 101' (with a blue circle), 'Discussion 1 SMPL101' (with a green circle), and 'Ungrouped' (with a grey circle). At the bottom of the groups panel is a 'New group' button.

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.

The screenshot shows the 'Participants' page with a sidebar on the left. The main content area is titled 'LMS Connections' and contains a table with two rows. Each row has a 'Name' column, a 'Date' column, and a 'Sync roster' button.

Name	Date	
Communications 101	August 20, 2021, 1:10:13 PM	Sync roster
Discussion 1 SMPL101	August 25, 2021, 3:43:16 PM	Sync roster

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.

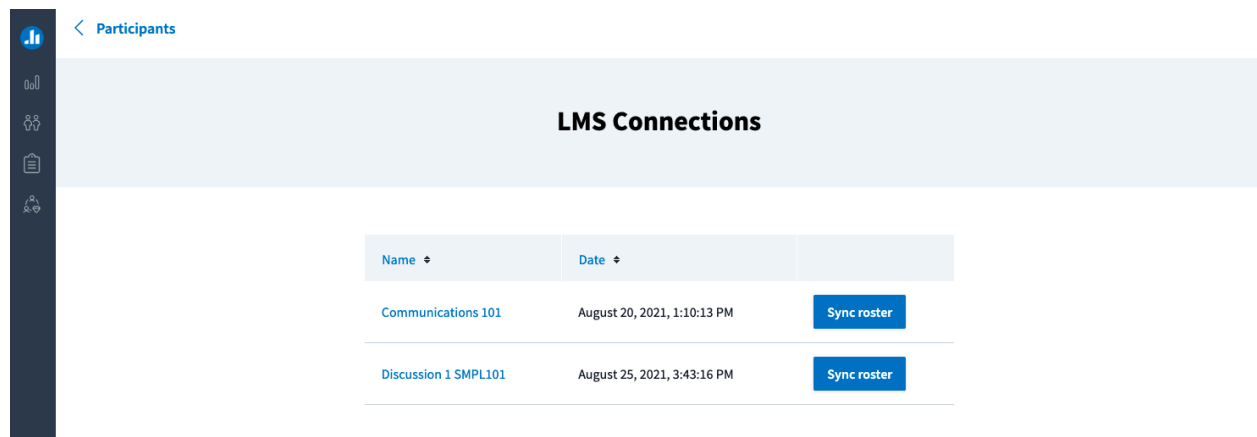
If you are exporting a report starting from the External Tool within Blackboard, click the link and jump to Step 3.

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.

The screenshot shows the 'Participants' page with a sidebar on the left. The main content area is titled 'Participants' and contains a row of buttons: 'Add participants', 'Change group', 'Reinvite', 'Remove', 'Export CSV', and 'LMS Courses' (highlighted with a green border). Below the buttons is a search box labeled 'Search by name or email'. To the right is a 'Groups' sidebar with a list of groups: 'Communications 101', 'Discussion 1 SMPL101', and 'Ungrouped'. There is also a 'New group' button.

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.

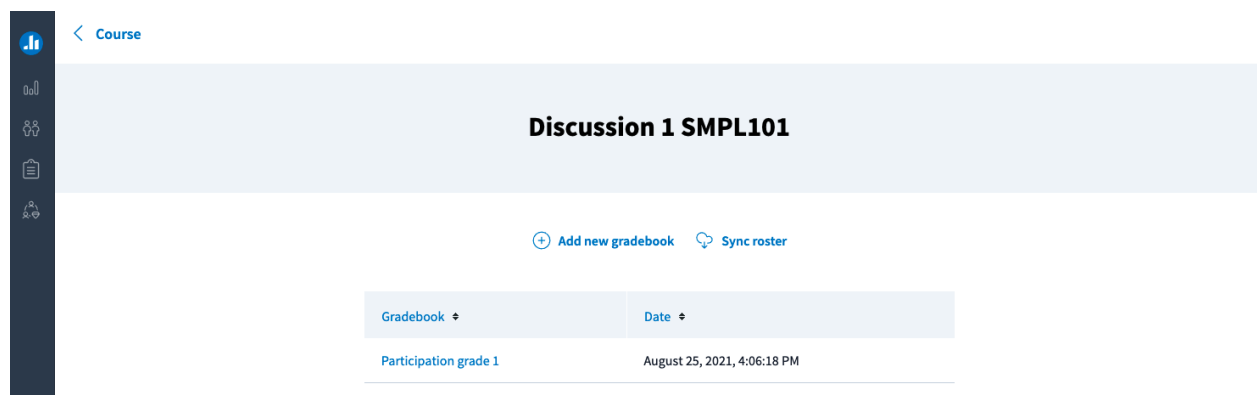


The screenshot shows a sidebar on the left with navigation icons. The main content area has a header with a back arrow and the text 'Participants'. Below this is a light blue banner with the title 'LMS Connections'. Underneath is a table with two columns: 'Name' and 'Date'. Each row in the table has a 'Sync roster' button to its right.

Name	Date	
Communications 101	August 20, 2021, 1:10:13 PM	Sync roster
Discussion 1 SMPL101	August 25, 2021, 3:43:16 PM	Sync roster

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.








The screenshot shows a sidebar on the left with navigation icons. The main content area has a header with a back arrow and the text 'Course'. Below this is a light blue banner with the title 'Discussion 1 SMPL101'. Underneath are two buttons: 'Add new gradebook' and 'Sync roster'. Below the buttons is a table with two columns: 'Gradebook' and 'Date'.

Gradebook	Date
Participation grade 1	August 25, 2021, 4:06:18 PM




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.

Gradebook report

-  **Executive summary**
Concise overview of all responses
-  **Audience response**
List of each participant and their responses
-  **Pivot table**
Excel-friendly table for calculations
-  **Participant response history**
Specific report for responses
-  **Gradebook**
Graded table with scores, participation

Gradebook report [reset](#)

Activities / Test LTI questions

- Name ▾
-  Is the sky blue?
-  Participation only question: How are you feeling ...
-  Test question

[Cancel](#) [Create report](#)

[Cancel](#) [Continue](#)

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.

Test LTI questions [Rename](#)
Current run (last updated Aug 25, 2021 5:12pm) [Update report](#)

Sort: Participation Legend

Name	Custom Report Identifier	Rank (?)	Grade (?)	Participation (?)	Polls
					1 2 3
Angele Student		1	100%	100%	✓ ✓ ●
0020 Student		3	100%	100%	✓ ✓ ●
Antoine Student		4	50%	100%	✓ ✗ ●
0021 Student		6	50%	100%	✗ ✓ ●
0022 Student		7	0%	100%	✗ ✗ ●
Aimee Student		8	0%	100%	✗ ✗ ●
Anastacia Student		2	100%	67%	✓ ✓ ●
Abdul Student		5	50%	67%	✗ ✓ ●
Benita Student		9	0%	33%	✗ ✗ ●
Average Grade			50%		44% 56% -
Average Participation				85%	78% 89% 89%

Gradebook [Change report type](#)

Activities 3

- Test question
- Is the sky blue?
- Participation only question: How are you feeling today?

Participants 9

Select run Current run

Download **Export** Print

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.

Export report

Exporting this report will automatically update it to include only the students from the imported course.

The report will be filtered to the Discussion 1 SMPL101 group.

Would you like to export grades or participation?

Grade

Participation

[Cancel](#) [Next](#)

Export report

Please select a connected LMS course for this report

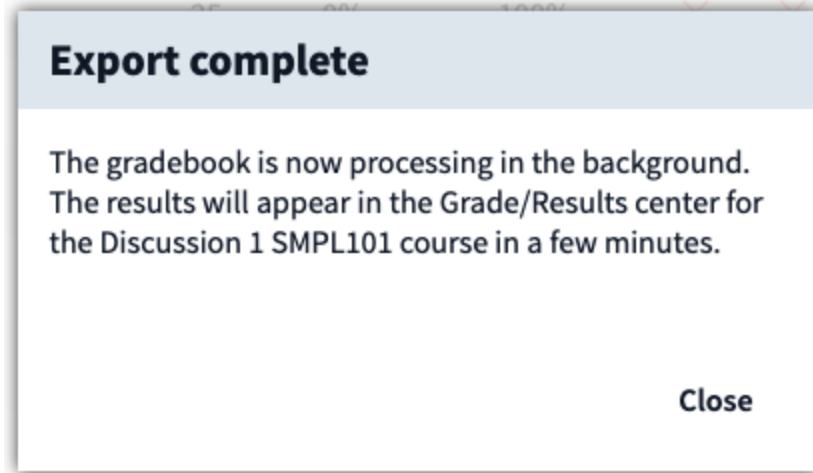
Would you like to export grades or participation?

Grade

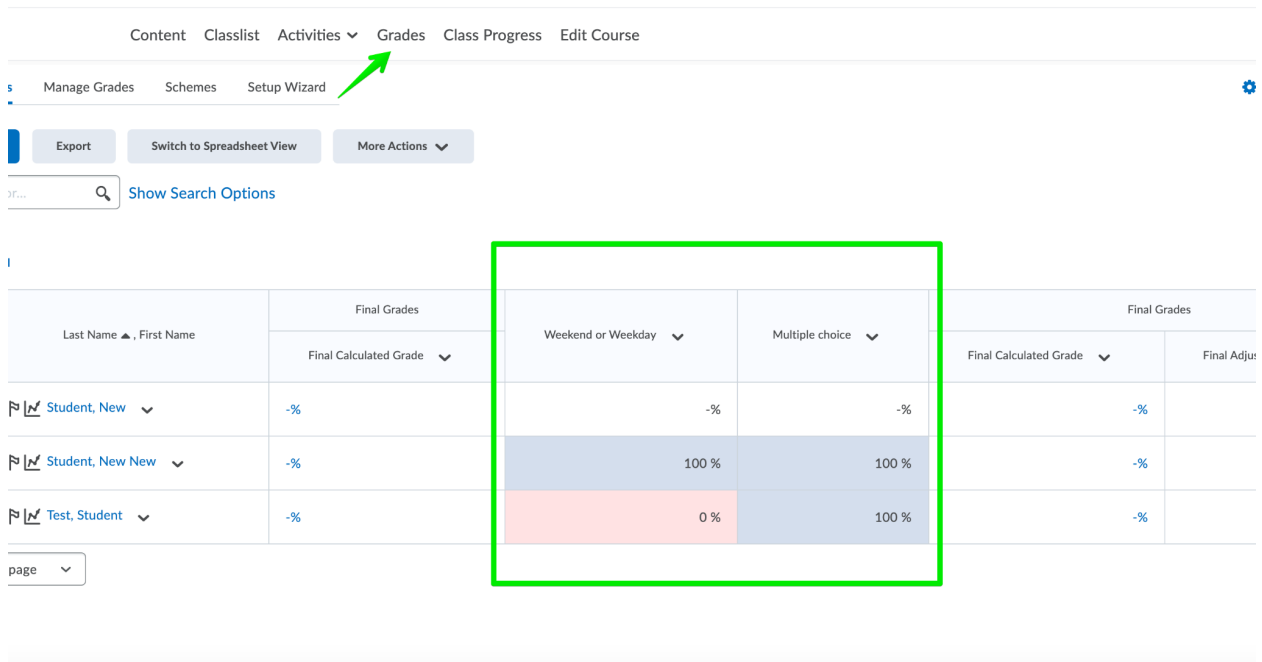
Participation

[Cancel](#) [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.



The screenshot shows the Blackboard Grade Center interface. At the top, there are navigation tabs: Content, Classlist, Activities, Grades, Class Progress, and Edit Course. Below these are sub-tabs: Manage Grades, Schemes, and Setup Wizard. A green arrow points to the 'Grades' tab. Below the sub-tabs are buttons for 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A search bar is visible with the text 'Show Search Options'. The main area displays a table with columns for 'Last Name, First Name', 'Final Grades', and 'Final Grades'. The 'Final Grades' column is highlighted with a green box. The table contains three rows of student data.

Last Name ▲, First Name	Final Grades		Final Grades		
	Final Calculated Grade ▼	Weekend or Weekday ▼	Multiple choice ▼	Final Calculated Grade ▼	Final Adjusted Grade
Student, New ▼	-%	-%	-%	-%	
Student, New New ▼	-%	100 %	100 %	-%	
Test, Student ▼	-%	0 %	100 %	-%	

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.

The screenshot shows the Blackboard Grade Center interface. At the top, there are buttons for 'Move To Top' and 'Email'. The 'Sort Columns By' is set to 'Layout Position' and the 'Order' is 'Ascending'. Below this is a 'Grade Information Bar'. The main table has the following columns: LAST NAME, FIRST NAME, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, TOTAL, TEST CORRECTNESS AND PARTICIPATION, PARTICIPATION, PARTICIPATION COLUMN, and TEST 2. The 'PARTICIPATION COLUMN' and 'TEST 2' columns are highlighted with a green border. The table contains 10 rows of student data, with the first row having a total grade of 300.00 and the others having 100.00 or 0.00. At the bottom, there is a 'Selected Rows: 0' indicator and another set of 'Move To Top' and 'Email' buttons, along with an 'Icon Legend' link.

<input type="checkbox"/>	LAST NAME	FIRST NAME	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL	TEST CORRECTNESS AND PARTICIPATION	PARTICIPATION	PARTICIPATION COLUMN	TEST 2
<input type="checkbox"/>	lastName	PE1	September 7, 2021	Available	--	300.00	100.00	100.00	0.00	100.00
<input type="checkbox"/>	lastName	PE10	September 7, 2021	Available	--	100.00	0.00	0.00	0.00	100.00
<input type="checkbox"/>	lastName	PE11	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE12	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE13	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE14	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE15	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE16	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE17	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	lastName	PE18	September 7, 2021	Available	--	0.00	0.00	0.00	0.00	0.00