



## Poll Everywhere & Brightspace LTI Advantage integration guide for Brightspace educators

Version 2.0.0

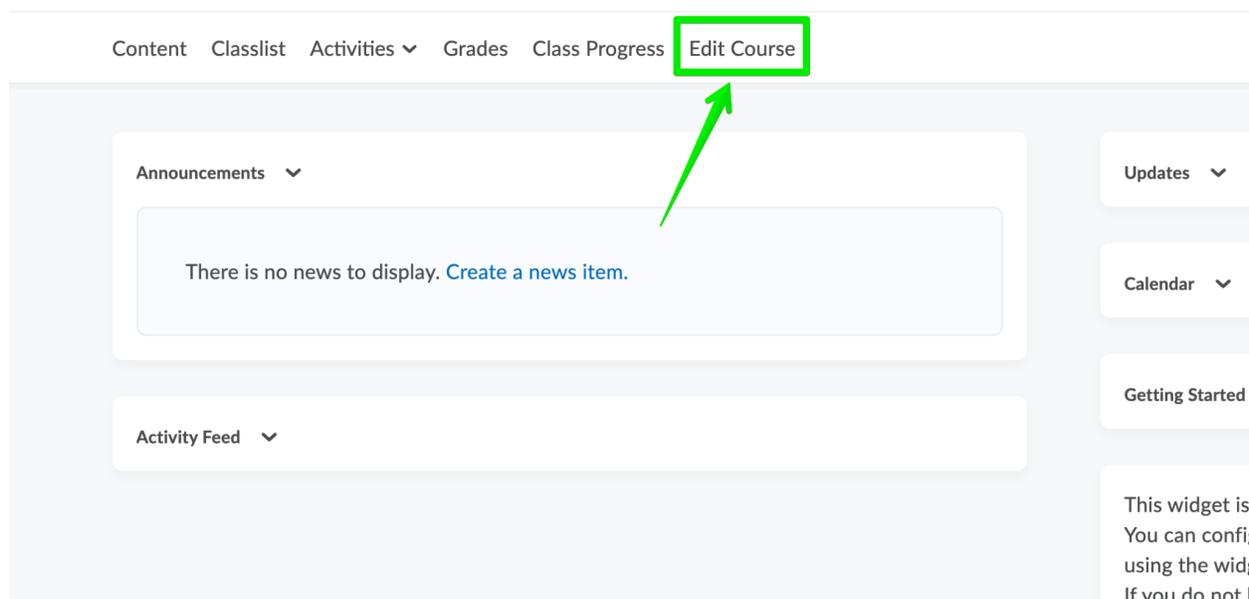
### Introduction

Instructors can import their course rosters from their school's Brightspace LMS into Poll Everywhere. This automatically registers each student as a Poll Everywhere participant. Registering students with Poll Everywhere allows educators to easily identify how students responded to their activities, and export Poll Everywhere gradebook reports as grade columns within Brightspace.

### Connecting your course to Poll Everywhere

**Step 1:** In Brightspace, navigate to the course you'd like to add the Poll Everywhere link.

**Step 2:** Click Edit Course in the course menu.



**Step 3:** Click External Learning Tools.

## Site Setup

 Course Offering Information

 Homepages

 Navigation & Themes

 Widgets

## Site Resources

 Book Management

 Calendar

 Content

 Course Builder

 Course Design Accelerator

 External Learning Tools

 Frequently Asked Questions

 Glossary

 Import / Export / Copy Components

 Instructional Design Wizard

 Learning Activity Library

 Links

 Manage Dates

 Manage Files

## Learner Management

 Attendance

 Class Progress

 Classlist

 Groups

**Step 4:** Under the LTI Advantage tab, click New Link.

Content Classlist Activities ▾ Grades Class Progress Edit Course

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LTI Advantage Manage External Learning Tool Links Manage Tool Providers

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 New Link

All Enabled Disabled

Link Name ▲	Deployment	Last Modified
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**Step 5:** Fill out the form with the following values:

- a. Deployment: Select the tool deployment previously created by a Brightspace Administrator.
- b. Name: Poll Everywhere
- c. Description: Any value

Deployment \*

→ PE [dropdown] ?

Name \*

→ Poll Everywhere

URL \*

https://www.polleverywhere.com/

Description

→ A link to Poll Everywhere

Substitution Parameters

[What are Substitution Parameters used for?](#)

**Step 6:** Click Save and Close to add the new LTI Advantage link.

**Step 7:** Click Content on the course menu.

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🏠 ... Calculus 101 - Section 1

→ **Content** Classlist Activities ▾ Grades Class Progress Edit Course

LTI Advantage Manage External Learning Tool Links Manage Tool Providers

**New Link**

All **Enabled** Disabled

Link Name ▲	Deployment
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**Step 8:** Under Content, create a new hidden unit called Poll Everywhere and Save.

The screenshot displays a course management interface with a top navigation bar containing 'Content', 'Classlist', 'Activities', 'Grades', 'Class Progress', and 'Edit Course'. Below this, a '+ New Unit' button is highlighted with a green box. To its right is a gear icon and a 'Hidden' toggle switch. A text input field contains the name 'Polleverywhere'. Below the input field is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List, Bulleted List, Link, Unlink, Table, and Font Family (Lato (Recom...)). At the bottom of the editor, there are 'Save' and 'Cancel' buttons, and a 'Hidden' toggle switch with a green arrow pointing to it.

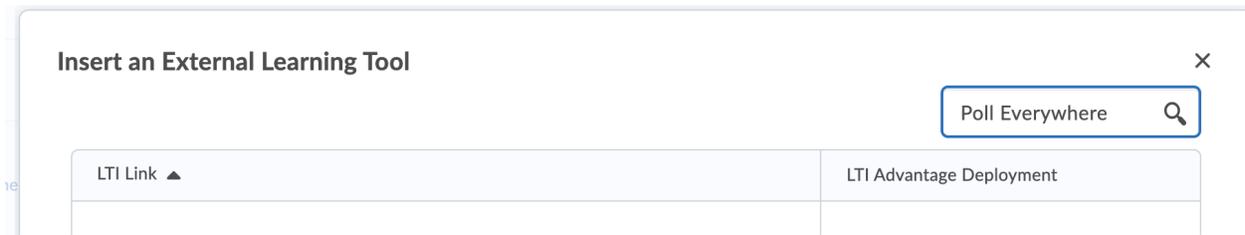
**Step 9:** Click Add Existing.

The screenshot shows a course editor interface. At the top, there are navigation tabs: Content, Classlist, Activities (with a dropdown arrow), Grades, Class Progress, and Edit Course. Below these, there is a toolbar with a '+ New Unit' button, a gear icon, a 'Hidden' toggle switch, and a blue 'Add Existing' button highlighted with a green box. To the right of the 'Add Existing' button are 'Create New' and a three-dot menu icon. On the left side, there is a sidebar with three unit cards. The bottom card is titled 'Polleverywhere' and is highlighted with a blue border. The main content area is titled 'Polleverywhere'.

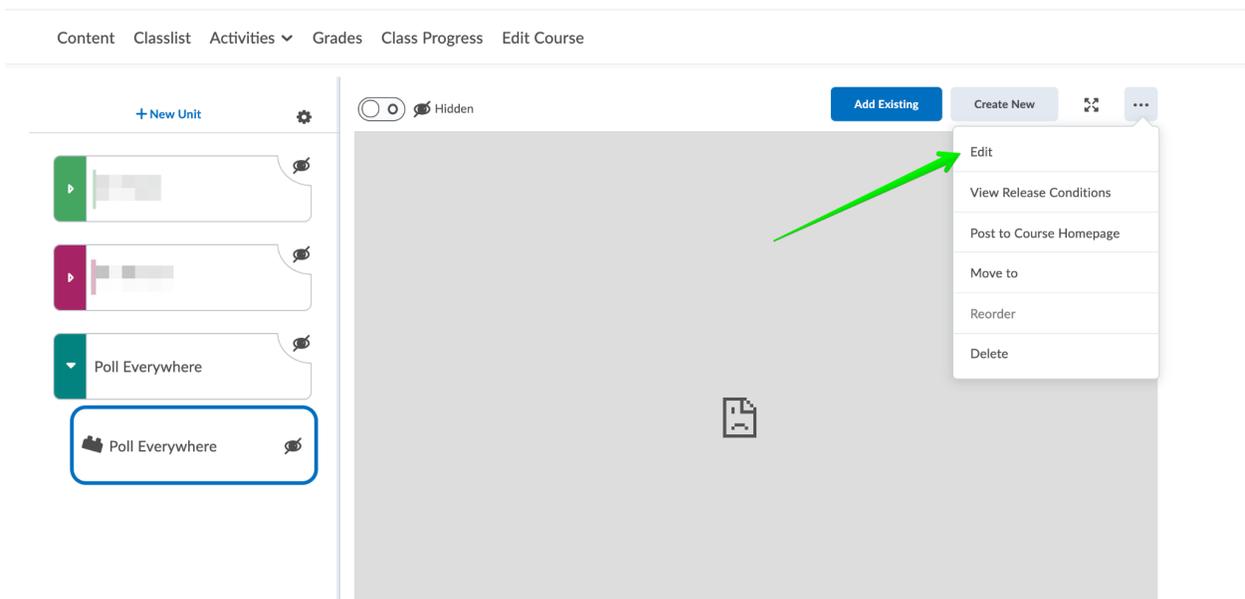
**Step 10:** Select External Tool Activity as the tool type.

The screenshot shows a selection screen titled 'What would you like to add?' under the breadcrumb 'Polleverywhere >'. There are two rows of tool icons. The first row includes Google Drive, OneDrive, Assignment, Discussion, Quiz, and Checkl. The second row includes External Tool Activity (highlighted with a green arrow), Cloud Lti Quiz Deep Link, Cloud Lti Embed Deep Link, Dev Embed Quiz Deep Link, and More. Below the icons is a dashed box containing a cloud icon with an upward arrow and the text 'Drag and drop or [browse](#)'.

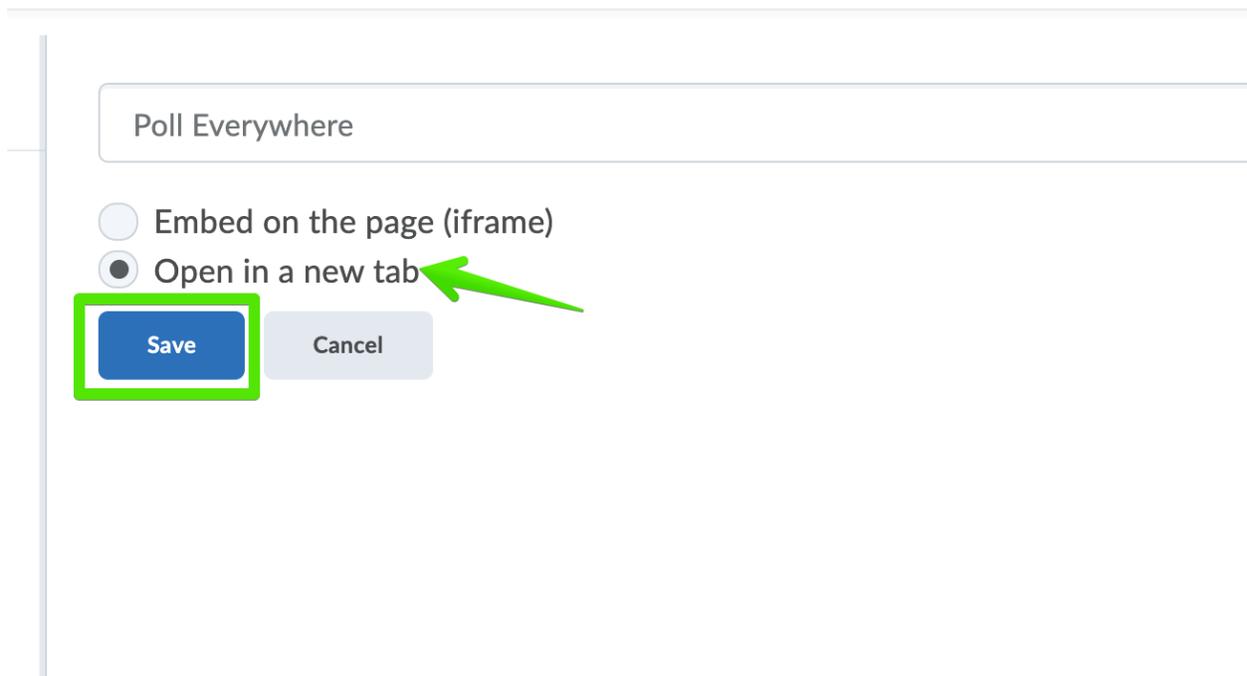
**Step 11:** In the popup, select Poll Everywhere.



**Step 12:** In the expanding menu, Edit the new tool.



**Step 13:** Select Open in a new tab, and Save.



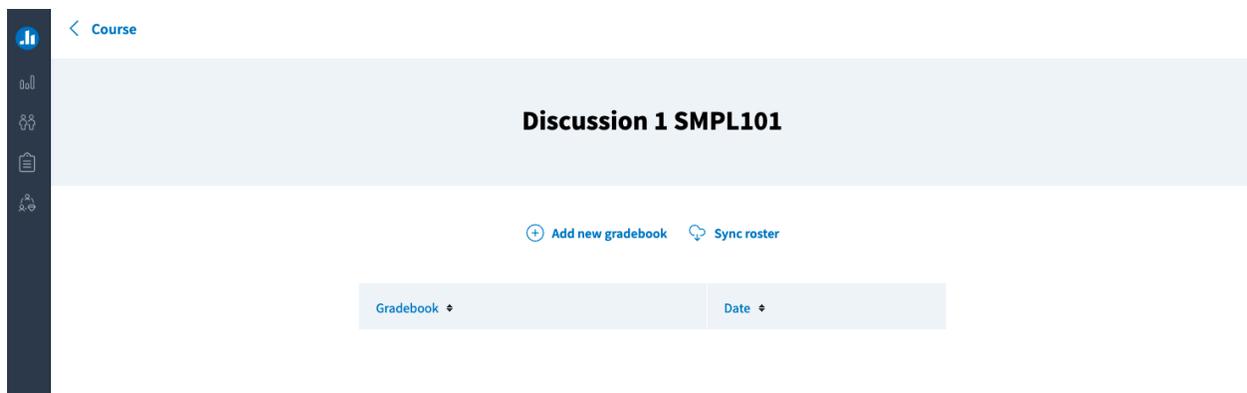
Poll Everywhere

Embed on the page (iframe)

Open in a new tab

Save Cancel

**Step 14:** 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.



< Course

**Discussion 1 SMPL101**

+ Add new gradebook Sync roster

Gradebook ▾ Date ▾

**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](https://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 Brightspace course, or you can continue to use the Poll Everywhere link in Brightspace 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 five buttons: 'Add participants', 'Change group', 'Reinvite', 'Remove', and 'Export CSV'. The 'LMS Courses' button 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 far right, 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). A 'New group' button is at the bottom of the groups panel.

**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 the following data:

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 Brightspace. You can initiate this flow from the Brightspace 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 Brightspace, 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 Brightspace, click the link and jump to Step 3.*

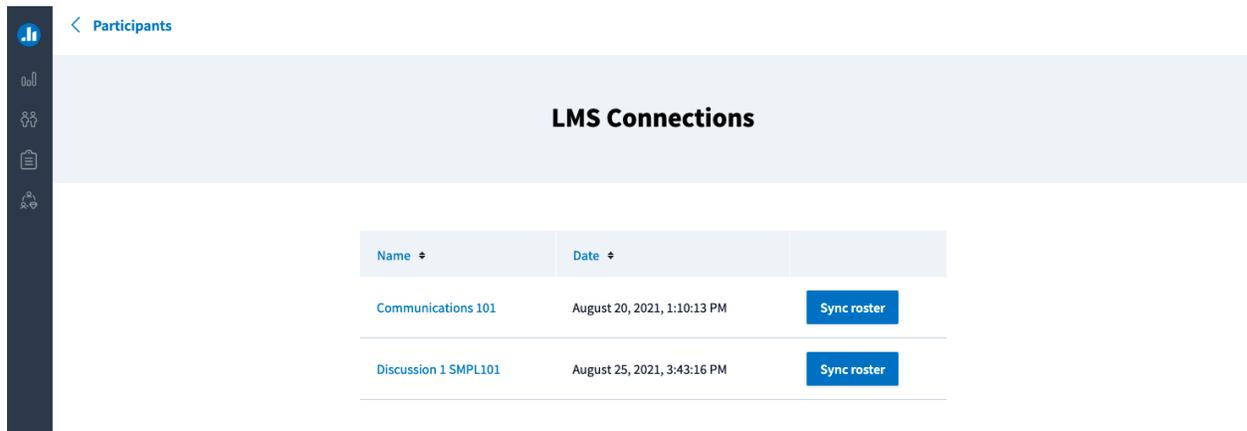
*If you are starting from a specific Gradebook report in Poll Everywhere, jump to Step 5.*

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

The screenshot shows the 'Participants' page with the following elements:

- Participants** header with the subtext: "Manage the participants that respond to your activities."
- Buttons: "Add participants", "Change group", "Reinvite", "Remove", "Export CSV", and "LMS Courses" (highlighted with a green border).
- Search box: "Search by name or email"
- Groups** sidebar with "Edit" link and list:
  - Communications 101 (filled circle)
  - Discussion 1 SMPL101 (filled circle)
  - Ungrouped (outline circle)
- "New group" button at the bottom of the sidebar.
- Instructions: "To add or remove a user from a group, click the associated group circle."
  - A filled-in circle indicates a user is in the group.
  - An outline circle indicates a user is not in the group.

**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.

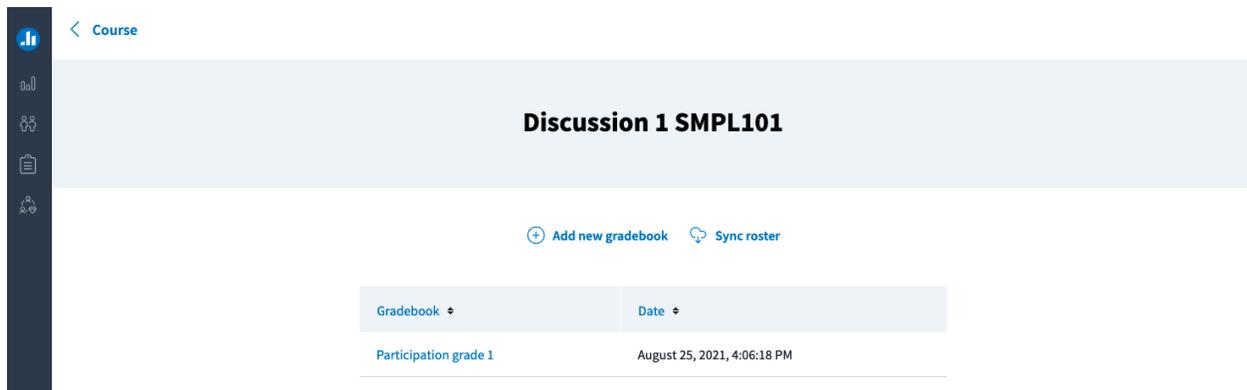


The screenshot shows a sidebar on the left with navigation icons. The main content area has a header with a back arrow and the text 'Participants'. Below this is a light blue banner with the title 'LMS Connections'. Underneath is a table with two columns: 'Name' and 'Date'. Each row in the table has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

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%	✗	✗	●
<b>Average Grade</b>			50%		44%	56%	-
<b>Average Participation</b>				85%	78%	89%	89%

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

Discussion 1 SMPL101 ▾

Would you like to export grades or participation?

Grade

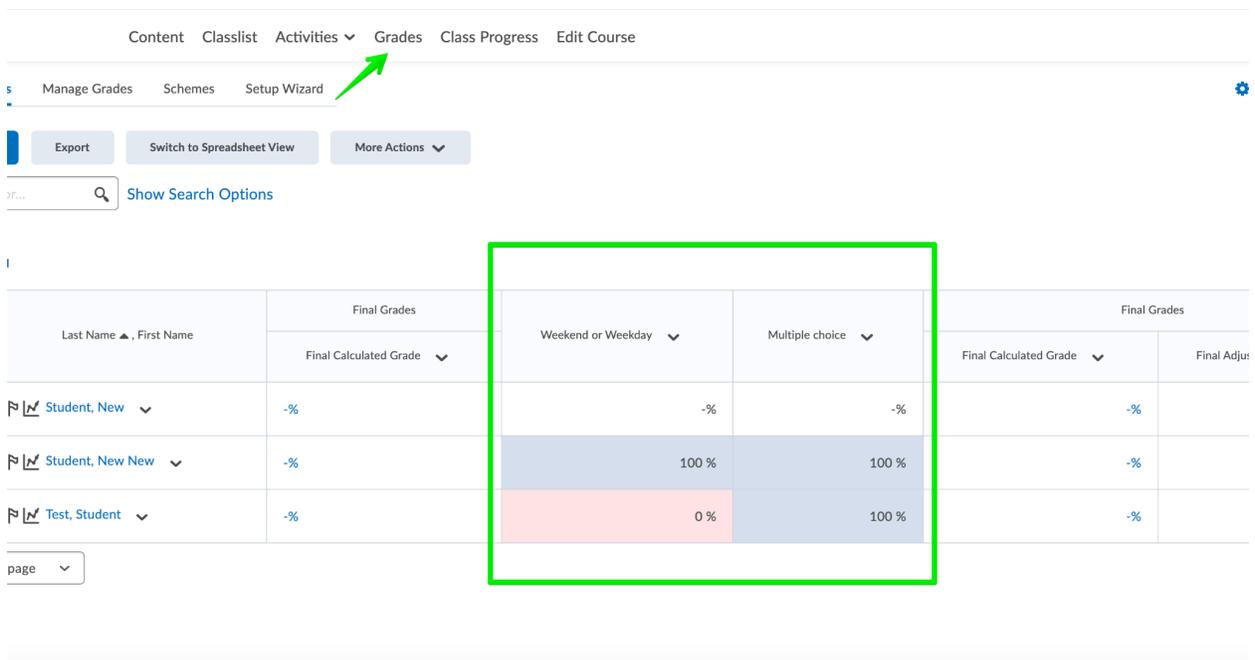
Participation

Cancel
Next

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.



Once the export is complete, head back over to Brightspace and click into your Grade button to verify that the new Gradebook column was created.



The screenshot shows the Brightspace interface with the 'Grades' menu item highlighted by a green arrow. Below the navigation bar, there are buttons for 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A search bar is also visible. The main content area displays a table with columns for 'Last Name, First Name', 'Final Grades', and 'Final Grades'. The 'Final Grades' column is further divided into 'Final Calculated Grade' and 'Final Adjusted Grade'. A green box highlights a section of the table containing three rows of 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 %	-%	