Introduction

Instructors can import their course rosters from their university’s Moodle 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 allows you to import those responses into Moodle via a Gradebook report. The following instructions will walk you through the process of importing students and exporting graded responses to Moodle.

Import students

Step 1: In Moodle, navigate to the course you would like to use with Poll Everywhere.

Step 2: Click the gear menu and select Turn editing on.
**Step 3:** In one section of your course home page click Add an activity or resource. Then select External tool and click Add.

The external tool activity module enables students to interact with learning resources and activities on other websites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.

To create an external tool activity, a tool provider which supports LTI (Learning Tools Interoperability) is required. A teacher can create an external tool activity or make use of a tool configured by the site administrator.

External tool activities differ from URL resources in a few ways:

- External tools are context aware i.e. they have access to information about the user who launched the tool, such as institution, course and name
- External tools support reading, updating, and deleting grades associated with the activity instance
- External tool configurations create a trust relationship between your site and the tool provider, allowing secure communication between them

More help
**Step 4:** Select Poll Everywhere as the Preconfigured tool. Under the Common module settings menu, ensure that the Availability is set to Hide from students. Finally, click Save and return to course.

**Step 5:** Click the gear icon again and then click Turn editing off.
Step 6: Click the Poll Everywhere tool in the course to open the Poll Everywhere tool. On the LMS Import/Export page, click the Import roster button and Poll Everywhere will import the student roster for the selected Moodle course.

![LMS Import / Export](image)

When this is done, a new Poll Everywhere account 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](https://www.polleverywhere.com/participants).
Export gradebook

Step 1: Click the Poll Everywhere link in the course to open the Poll Everywhere tool.

Step 2: On the Poll Everywhere page, click the Create Gradebook for export button.

Step 3: In the new modal, select the Poll Everywhere questions you want to add for the gradebook report, then click Finish at the bottom right to create your report.
Step 4: Once the report is created, select the Export button on the bottom right corner of the page.

This will export the Gradebook report to a Moodle gradebook column. It may take several minutes to complete this report depending on the number of responses and number of questions in the Gradebook report. When it's finished, the report will appear in Moodle's gradebook automatically.