Introduction
Instructors can import their course rosters from their school’s Sakai 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 Sakai.

Import students

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

Step 2: Click Site Info and select the Manage Tools tab.
**Step 3:** Under External Tools, check the Poll Everywhere tool. Then click Continue. On the following screen, click Finish.

![External Tools](image)

**Step 4:** Click the Site Info button again and select the Tool Order tab.

**Step 5:** Click the gear icon next to the Poll Everywhere tool, select Make Tool Invisible to Students from the drop down menu, then click the Save button.

**Tool Order**

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, click below, or use the keyboard to focus on the tool then use U or D keys.

![Tool Order](image)
**Step 6:** Click the Poll Everywhere tool in the course to open the Poll Everywhere. On the LMS Import/Export page, click the Import roster button and Poll Everywhere will import the student roster for the selected Sakai course.

![LMS Import / Export](image)

Course: Calculus 101 001 Summer 2019

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](https://www.polleverywhere.com/participants).
Export gradebook
The following instructions will walk you through the process of exporting graded responses to Sakai.

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 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 Sakai 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 Sakai's gradebook automatically.

The gradebook is now processing in the background. The results will appear in the Grade/Results center for the Calculus 101 001 Summer 2019 course in a few minutes.