

# Poll Everywhere

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

Version 2.0.0

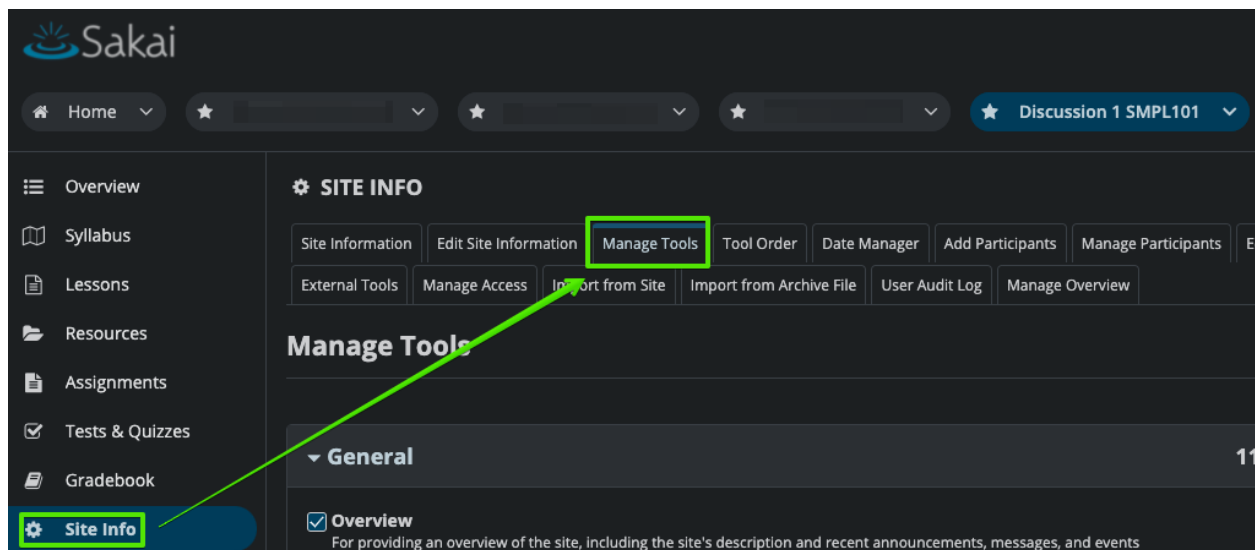
### Introduction

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.

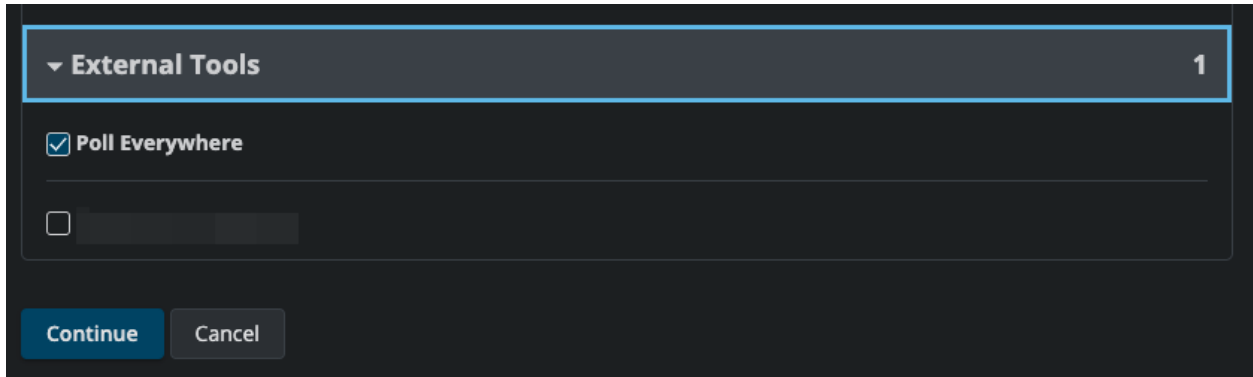
### Connecting your course to Poll Everywhere

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

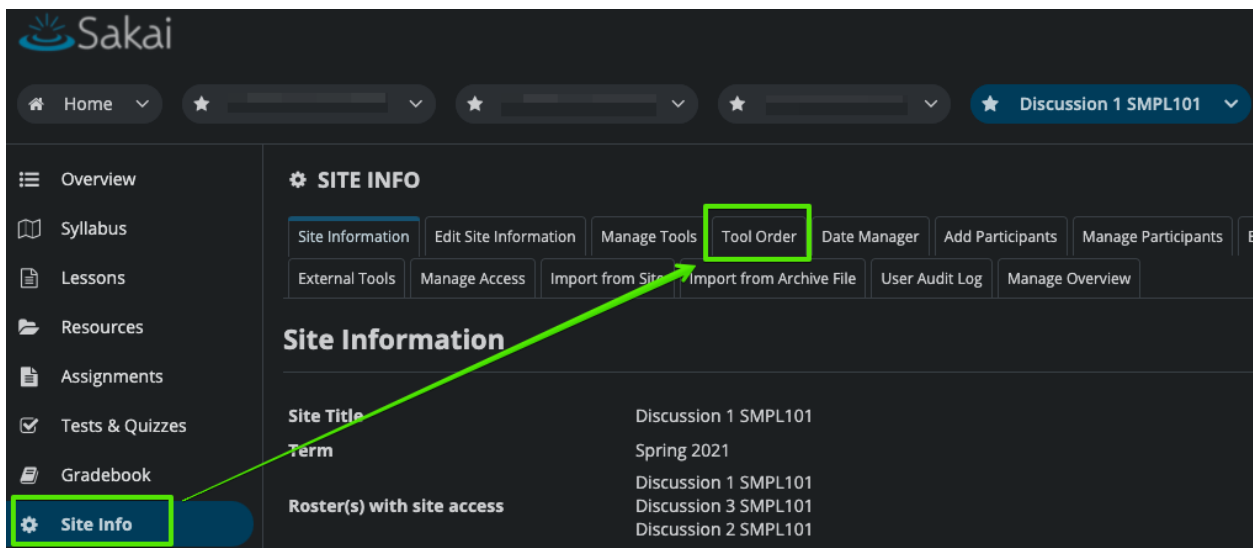
**Step 2:** Click Site Info from the left course navigation, and then select the Manage Tools tab.



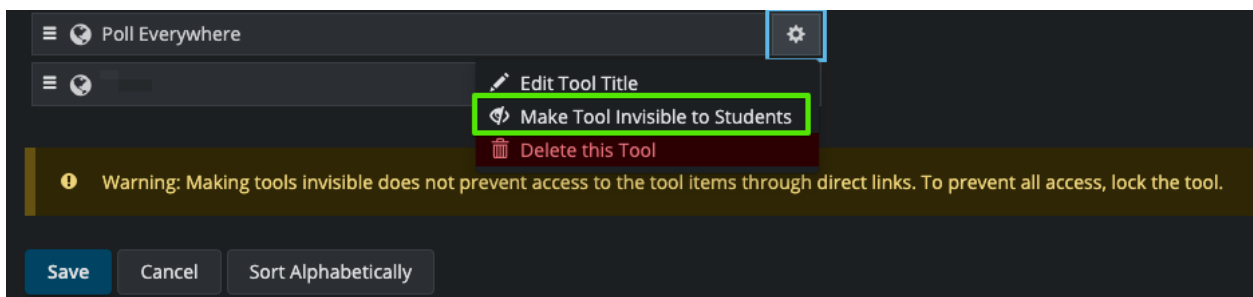
**Step 3:** Scroll to the bottom of the Manage tools page to the External Tools header. Expand the External Tools header and check the Poll Everywhere tool to enable it for this course. Click Continue, and then click Finish on the following screen to confirm adding the tool to your course.



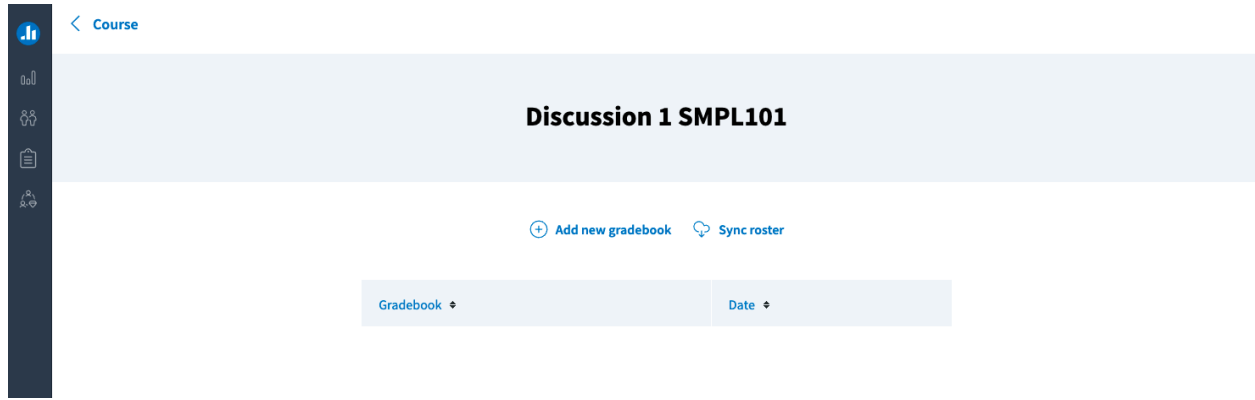
**Step 4:** Click the Site Info button again and select the Tool Order tab.



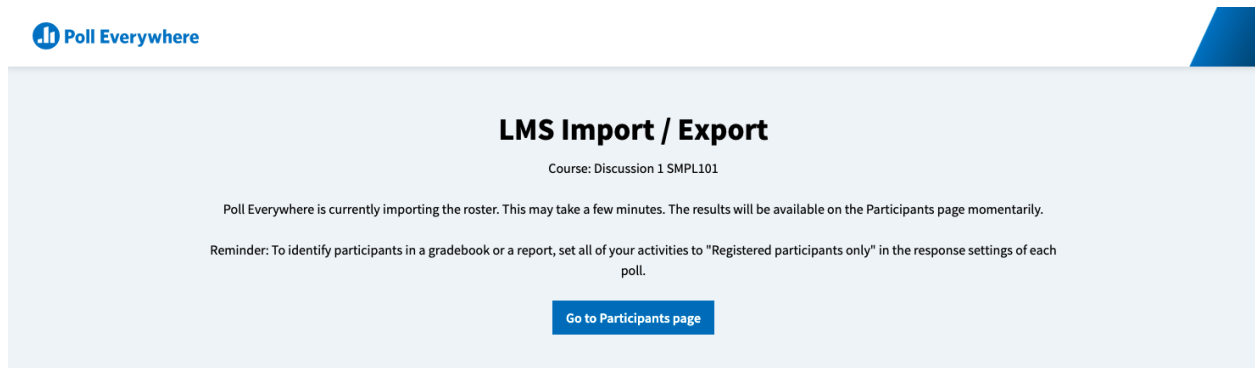
**Step 5:** In the Tool Order screen, click the gear icon next to the Poll Everywhere tool, select Make Tool Invisible to Students from the dropdown menu, then click the Save button.



**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.



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>.

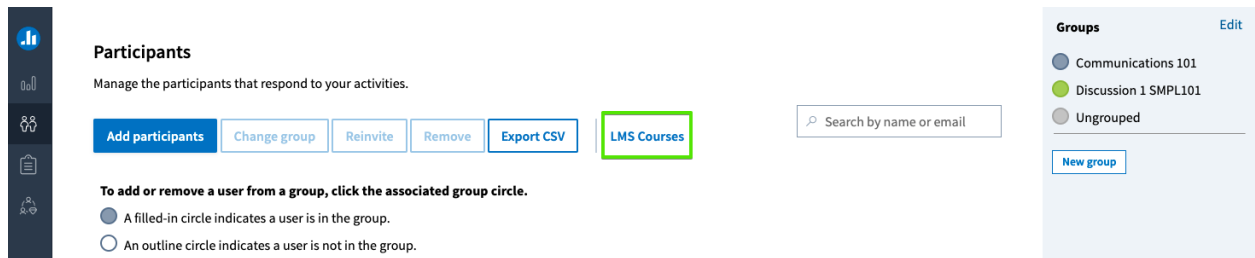
You can now remove Poll Everywhere as an External Tool from your Sakai course, or you can continue to use the Poll Everywhere link in Sakai to perform LTI actions.

## 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.

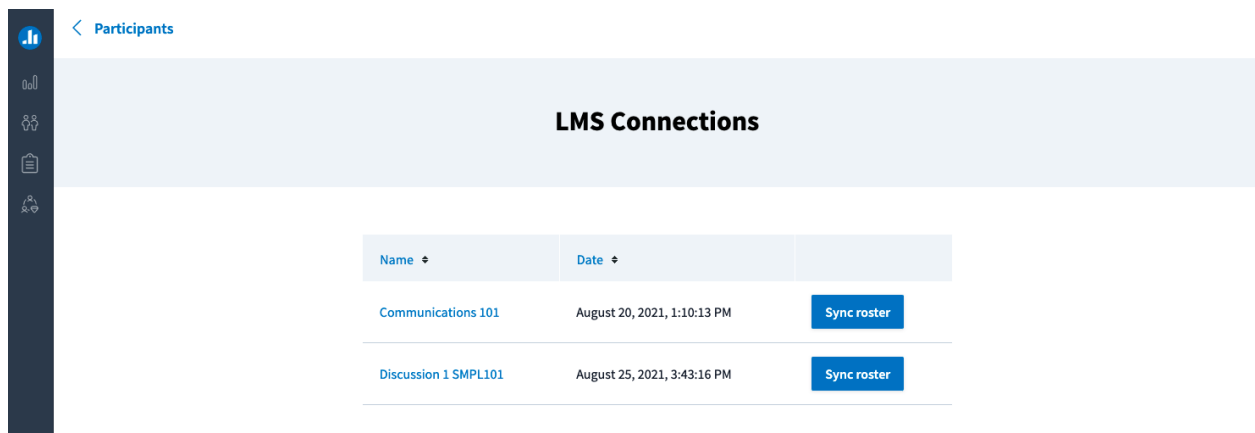
You can initiate the resync from two places: either by launching the LTI connection from the module, or from the Poll Everywhere Participants page. To re-sync your participants from the module, follow the same steps you took in the previous section. The following section will show you how to re-sync 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' management interface. On the left is a dark sidebar with navigation icons. The main area has a header 'Participants' and a sub-header 'Manage the participants that respond to your activities.' Below this are several buttons: 'Add participants', 'Change group', 'Reinvite', 'Remove', 'Export CSV', and 'LMS Courses' (highlighted with a green border). To the right is a search box labeled 'Search by name or email'. Below the buttons, there is a note: 'To add or remove a user from a group, click the associated group circle.' followed by 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 'Edit' text, listing 'Communications 101', 'Discussion 1 SMPL101', and 'Ungrouped', with a 'New group' button at the bottom.

**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 'LMS Connections' section. At the top left is a back arrow and the text 'Participants'. Below this is a large light blue header with the text 'LMS Connections'. Underneath is a table with two columns: 'Name' and 'Date'. The table contains two rows of data, each with a 'Sync roster' button on the 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

## Exporting a Gradebook report

Once you have collected some activity results from students, you can export those results to Sakai. You can initiate this flow from the Sakai 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 Sakai, 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 Sakai, 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.



**Participants**  
Manage the participants that respond to your activities.

[Add participants](#) [Change group](#) [Reinvite](#) [Remove](#) [Export CSV](#) [LMS Courses](#)

To add or remove a user from a group, click the associated group circle.

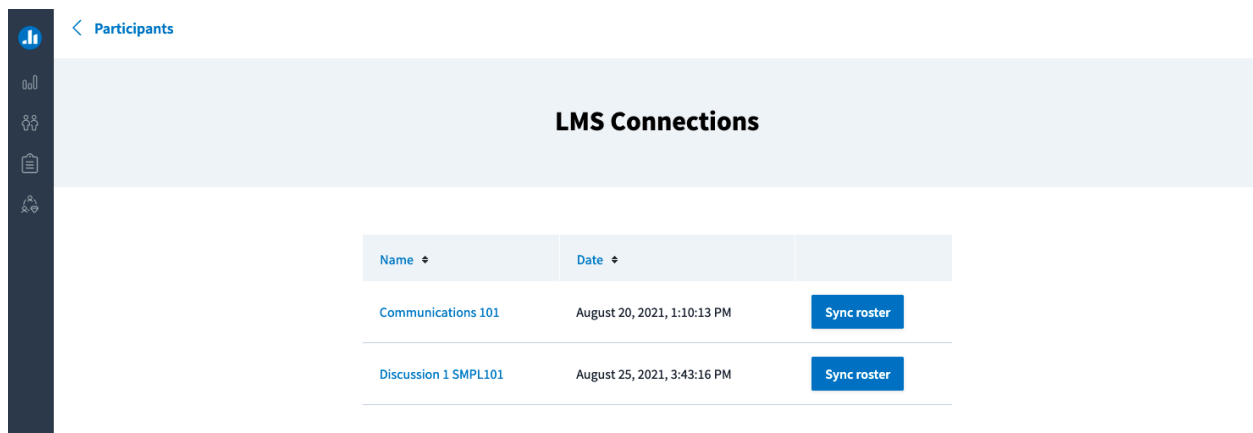
- A filled-in circle indicates a user is in the group.
- An outline circle indicates a user is not in the group.

**Groups** [Edit](#)

- Communications 101
- Discussion 1 SMPL101
- Ungrouped

[New 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.



[Participants](#)

### LMS Connections

Name	Date	
<a href="#">Communications 101</a>	August 20, 2021, 1:10:13 PM	<a href="#">Sync roster</a>
<a href="#">Discussion 1 SMPL101</a>	August 25, 2021, 3:43:16 PM	<a href="#">Sync roster</a>

**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.

< Course

### Discussion 1 SMPL101

[+ Add new gradebook](#) [Sync roster](#)

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

**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

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 Sakai and click into your Gradebook center to verify that the new Gradebook column was created.

The screenshot shows the Sakai Gradebook interface for the course 'Discussion 1 SMPL101'. The interface includes a sidebar with navigation options like Overview, Syllabus, Lessons, Resources, Assignments, Tests & Quizzes, Gradebook, Site Info, Roster, Statistics, News, Poll Everywhere, test, and Help. The main area displays a table with columns for Students, Sections, Course Grade, and Test LTI questions. The 'Test LTI questions' column is highlighted with a green box, showing a total of 100 points and a due date of '-'. The table lists 10 students with their respective scores in the 'Test LTI questions' column.

Students	Sections	Course Grade	Test LTI questions
Student_0018 (student0018)	Discussion 1 SMPL101	F (0%)	0
Student_0019 (student0019)	Discussion 1 SMPL101	F (0%)	0
Student_0020 (student0020)	Discussion 1 SMPL101	A+ (100%)	100
Student_0021 (student0021)	Discussion 1 SMPL101	F (50%)	50
Student_0022 (student0022)	Discussion 1 SMPL101	F (0%)	0
Student_0023 (student0023)	Discussion 1 SMPL101	F (0%)	0
Student_0024 (student0024)	Discussion 1 SMPL101	F (0%)	0
Student_0025 (student0025)	Discussion 1 SMPL101	F (0%)	0
Student_0026 (student0026)	Discussion 1 SMPL101	F (0%)	0
Student_0027 (student0027)	Discussion 1 SMPL101	F (0%)	0