

Blackboard LMS Integration Guide for Faculty

Follow these steps to finish configure your Poll Everywhere gradebook for integration with Blackboard.

Importing Students

1. **Log in** or create your Poll Everywhere account at www.polleverywhere.com
2. **Visit polleverywhere.com/participants**, find the button “Add participants” and “connect to LMS”. Select Blackboard and follow the instructions on the screen. Anytime you want to import participants or resync them, you can do so through polleverywhere.com/participants.
3. **Import students.** When you click on the tool, it will redirect you to a polleverywhere.com page where you can select and import your course rosters.

Connect to LMS

1. Select LMS

2. Authorize

3. Select Courses

Step 3: Select Courses

- Advanced Rhetoric
- Intro to Civilization

Default password *

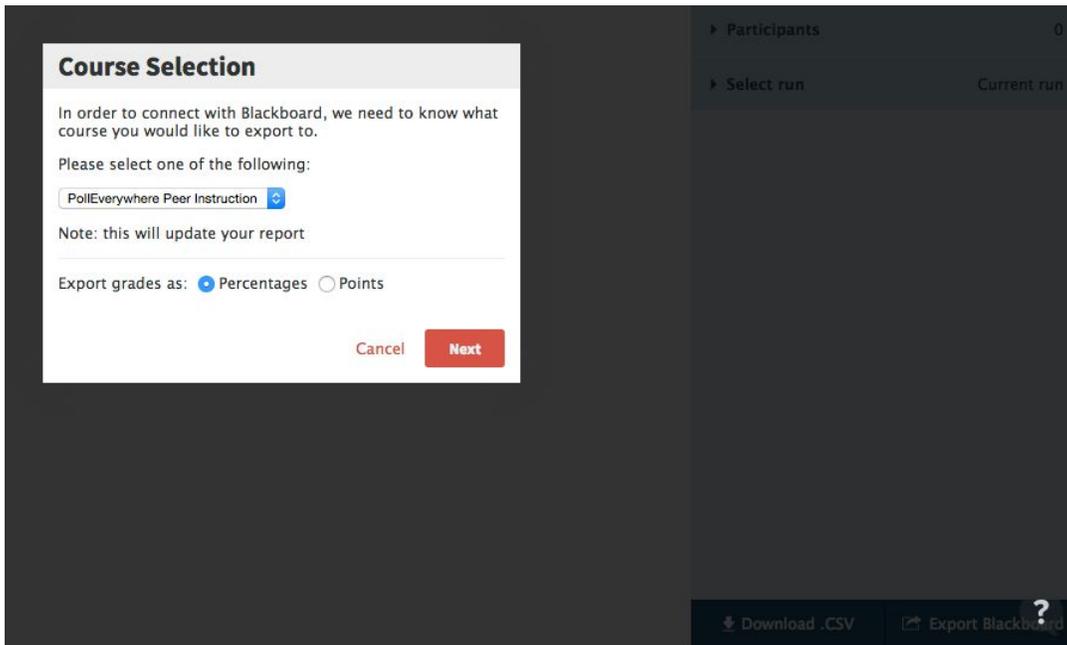
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This will create participant accounts for any of your students who do not already have one. The participant user login will be the email address from Blackboard and a password that you choose. **Designating a password** here will only apply to new student accounts. Students who already have accounts established will not be affected, they will simply be organized into the correct participant group. Please be sure to import all of your students from Blackboard, even those you may have previously imported. This may take a few minutes.

4. **Now you have designated participant groups.** This import will automatically create participant groups by course in your Poll Everywhere account in the right-side panel of your participants page, <https://www.polleverywhere.com/participants>.
 - a. **Communicate to your students** either via email or in class that they should log in to www.polleverywhere.com using their email from Blackboard, and the password you've designated. Have them log in and **change their password** to something private.

Exporting Grades

1. In order to export grades from Poll Everywhere to Blackboard, a gradebook report in Poll Everywhere must be created first.
 - a. Refer to our blog post for more information on creating gradebook reports: polleverywhere.com/blog/whats-in-a-gradebook.
2. Once you've created the report, select the option in the bottom right, "export to Blackboard."



3. The grades will smoothly export to Blackboard, but only for the students you have already imported through Blackboard. Therefore, if you have used methods other than Bb to import your participants, you will need to use the portal to re-import your students. This process shouldn't affect anything negatively.