

Poll Everywhere Sakai Integration

System Administrator Guide
Version 1.0.0

This guide is intended for Sakai System Administrators and describes how to use the Poll Everywhere integration with any Sakai LMS system. This guide is intended for use with Sakai 11 onwards.

Note that the installation screens may appear slightly different depending on your Sakai version and browser.

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Authentication and Authorization

Request LTI registration link

You will need to request an LTI tool provider registration link with token in order for Poll Everywhere to create a Tool Proxy for your users. To do this,

1. Log into the Poll Everywhere account you'd like to connect to Sakai at polleverywhere.com/login.
2. While logged in, go to polleverywhere.com/lms/lti/roster_imports/new?lms_vendor=sakai.
3. Select the link to Request a Sakai registration. This will notify the Poll Everywhere support staff to send you the registration link.

If you do not have access to the Poll Everywhere account and are setting this up for another user, request the Sakai registration link by emailing support at support@polleverywhere.com. **Please include the email address of the owner of the Poll Everywhere account in the email.**

We will get back to you with the Sakai registration link within 1-2 business days.

Connect to LMS

1. Select LMS

2. Authorize

3. Select courses

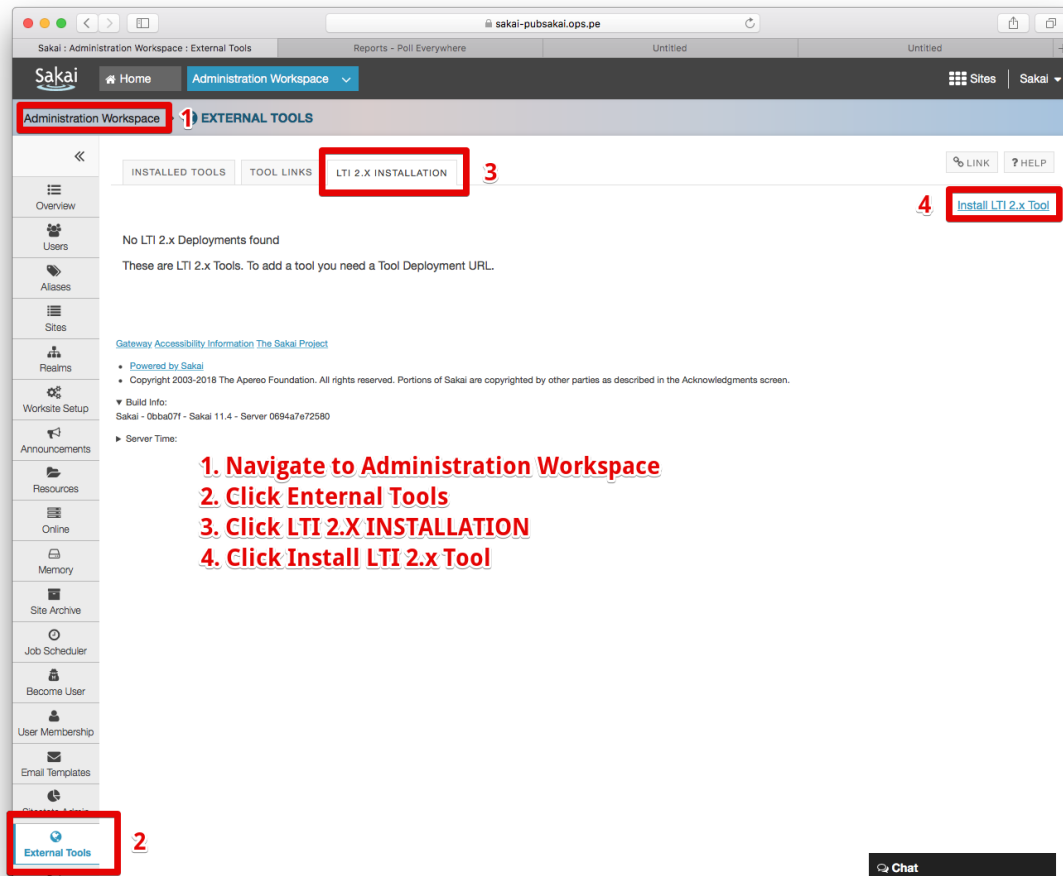


No Sakai connection

Your account does not have a Sakai connection registered with it. If you would like you can [request a Sakai registration](#) for your account. If you believe you should already have a Sakai connection, you can [contact our support team](#) for further help.

Add Poll Everywhere as an external tool

1. In your Sakai portal, navigate to the Administration Workspace site.
2. Select the External Tools button.
3. Click the LTI 2.X INSTALLATION tab.
4. Click the Install LTI 2.X Tool link.



Within the LTI 2.X Installation form,

1. Enter the LTI Tool Title and Button text.
2. Be sure to check the following options:
 1. Privacy Settings:
 - a. Send User Names to External Tool
 - b. Send Email Addresses to External Tool
 2. Services:
 - a. Allow External Tool to return grades
 - b. Provide Roster to External Tool
3. Enter the LTI 2.x Registration URL provided to you by the Poll Everywhere Support staff.

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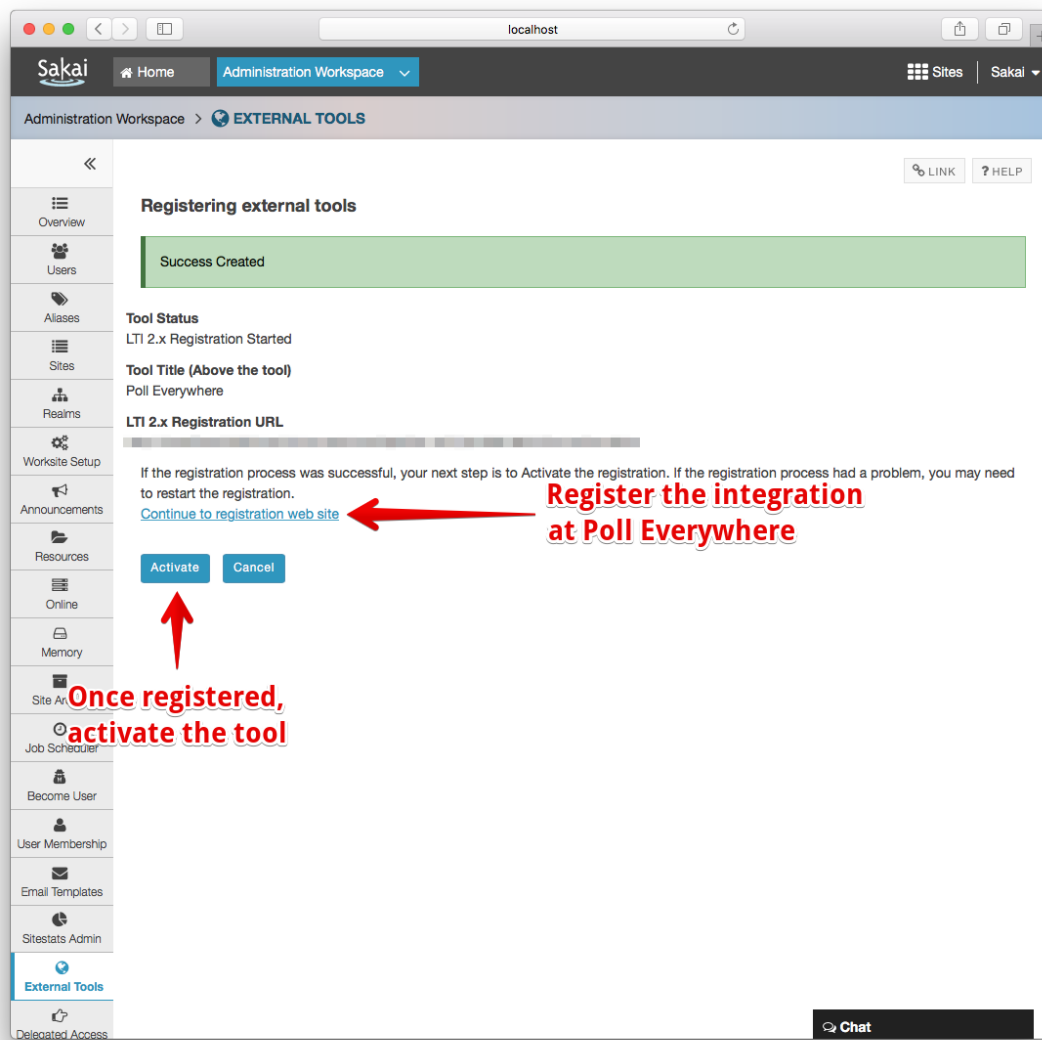
The screenshot shows the 'LTI 2.x Installation' page in the Sakai Administration Workspace. The page is titled 'sakai-pubsakai.ops.pe' in the browser. The left sidebar contains various navigation links. The main content area is divided into several sections:

- LTI 2.x Installation**: This section contains three input fields: '*Tool Title (Above the tool)' with the value 'Poll Everywhere', '*Button Text (Text in tool menu)' with the value 'PE', and a 'Description' text area. A red box highlights these three fields, with a red annotation 'Enter Tool Title and Button Text' pointing to them.
- These values will serve as the default for the tools installed as part of this deployment.**
- Tool Status**: This section has two radio buttons: 'Enabled' (selected) and 'Disabled'.
- Tool Visibility**: This section has two radio buttons: 'Visible' (selected) and 'Stealthed'.
- Privacy Settings:**: This section has two checked checkboxes: 'Send User Names to External Tool' and 'Send Email Addresses to External Tool'. A red box highlights these two checkboxes, with a red annotation 'Ensure these options are selected' pointing to them.
- Services:**: This section has three checked checkboxes: 'Allow External Tool to return grades', 'Provide Roster to External Tool', and 'Allow External Tool to store setting data'. There is also an unchecked checkbox 'Allow External Tool to configure itself (the tool must support the IMS Content-Item message)'.
- LTI 2.x Registration URL**: This section has a text input field with the value 'https://sakai-rails-app.ops.pe/lms/lti/connectk'. A red box highlights this field, with a red annotation 'Enter Registration URL' pointing to it.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A 'Chat' button is located in the bottom right corner.

On the next page, click Continue to registration site to install the integration at Poll Everywhere. After the integration is registered, you can activate the tool by clicking Activate on the LTI 2.X Installation page, and on the subsequent Activating Deployment page.

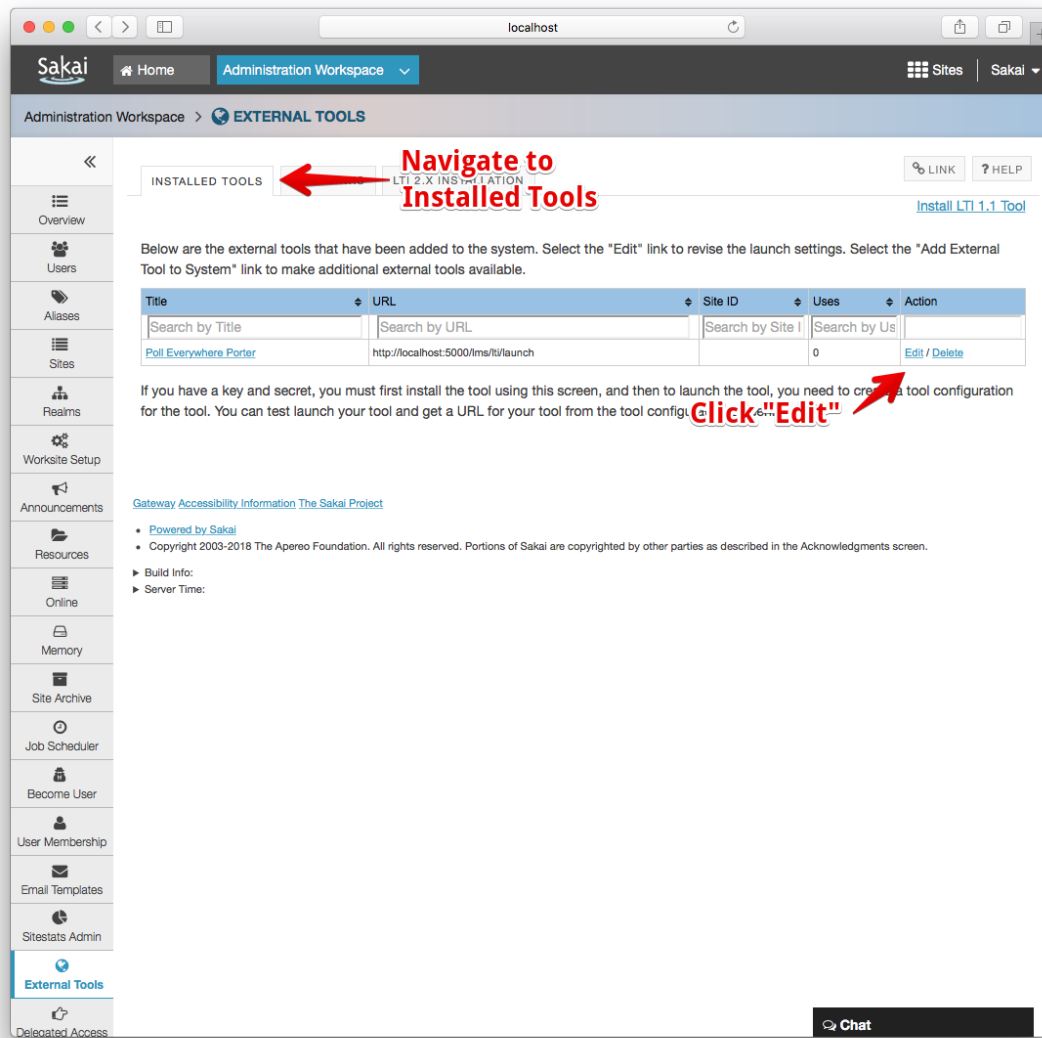
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Once the integration is installed at Poll Everywhere, you can continue to the tool configuration.

Configure the Poll Everywhere Porter tool

Select the Installed Tools tab, then click Edit next to the Poll Everywhere Porter tool.



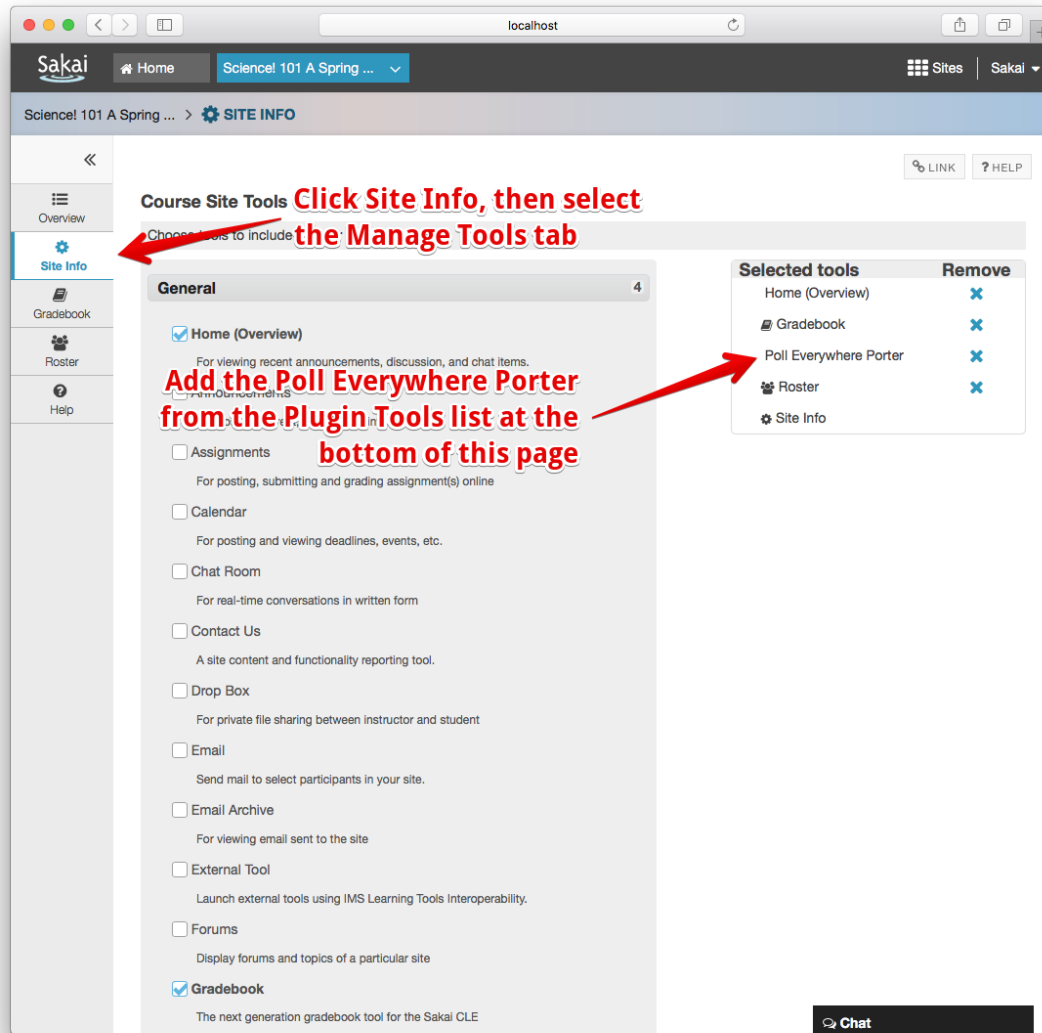
On the next page, change the Launch in Popup to Always launch in Popup. Then save the changes to the tool.

You can now install the tool into a course to import the course roster into Poll Everywhere, and export gradebook reports back to Sakai.

Integration features

Add Poll Everywhere to a Sakai course

1. From Sakai, navigate to the course you would like to use with Poll Everywhere.
2. Click Site Info and select the Manage Tools tab.
3. Once on the Course Site Tools page, add the Poll Everywhere Porter from the Plugin List at the bottom of the page.
4. Click continue on this page and the next two pages.



5. Click the Site Info button again and select the Tool Order tab.
6. Click the gear menu next to the Poll Everywhere Porter tool and select Make Tool Invisible to Students.

7. Save the changes.

The screenshot shows the Sakai 'Tool Order' configuration page for the 'CSC 201 A Spring 2018' site. The left sidebar contains navigation links: Gradebook, Overview, Poll Everywhere Porter, Roster, Site Info (highlighted with a red arrow), and Help. The main content area is titled 'Tool Order' and includes a blue informational box stating: 'Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.' Below this is a list of tools in the site's order: Gradebook, Overview, Poll Everywhere Porter, Roster, and Site Info. A context menu is open over the 'Site Info' tool, showing options: 'Edit Tool Title', 'Make Tool Invisible to Students' (highlighted with a red arrow), and 'Delete this Tool'. A red text annotation 'Select Make Tool Invisible to Students' points to this option. At the bottom of the tool list, there are buttons for 'Save', 'Cancel', 'Reset', and 'Sort Alphabetically'. A yellow warning box states: 'Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.' At the bottom of the page, there is a 'Chat' button.

Click Site Info, then click the Tool Order tab

Select Make Tool Invisible to Students

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

Course Roster Import

Faculty can import course rosters from Sakai into Poll Everywhere. This will automatically register each student as a Poll Everywhere participant. Registering students with Poll Everywhere lets educators easily identify how students respond to their polls.

Click on the Poll Everywhere Porter button in the course to open the Poll Everywhere tool. Doing so will open a new window and navigate you to a Poll Everywhere page. On that page, click the Import Roster button, and Poll Everywhere will import the student roster for the selected Sakai course.

LTI 2.0 Import / Export

Test Course

Select your desired action

Import roster

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 polleverywhere.com/participants.

Gradebook Export

Exporting grades from Poll Everywhere to Sakai saves educators time by letting them quickly record how students respond to their polls. **For this feature to work properly, educators must first register their students with Poll Everywhere by following the steps outlined above in “Course Roster Import.”**

Click on the Poll Everywhere Porter button in the course to open the Poll Everywhere tool. Doing so will open a new window and navigate you to a Poll Everywhere page. On that page, click the red Create Gradebook for exporting button.

Select your desired action


Import roster

Create Gradebook for exporting








In the new modal, select the activities you want to add to the gradebook report. Then click Finish to create the report.

Select Polls

Step 2 of 2

**Gradebook**
Compact table with participants listed down the left and questions across the columns. Shows scores, participation, and attendance. Sort by rank to use as a leaderboard.

1 Selected polls

Ungrouped	0 polls
 June 8th	5 questions
 <input checked="" type="checkbox"/> How often do you plan to use Poll Everywhere?	12 responses
 <input type="checkbox"/> What is your favorite food?	8 responses
 <input type="checkbox"/> Best vacation spots	4 responses
 <input type="checkbox"/> Rank these sports in your preferred order	3 responses
 <input type="checkbox"/> Where are you from?	6 responses
 June 1	5 questions

[< Previous step](#)CancelFinish

Select polls to include in the report

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Once the report is created, select the Export button on the bottom right of the page. This will export the Gradebook report to the selected Sakai course. It may take several minutes to complete the report, depending on the number of responses and number of poll questions in the Gradebook report. When it's finished, the report will appear in Sakai automatically.

Homepage Demo: First MCP [Rename](#)

Current run (last updated Jan 18, 2018 11:56am) [Update report](#)

Sort: Name Legend

None of the polls included in this report are graded. In order to report on grading, include one or more polls that specify a correct answer.

Name	Rank (?)	Grade (?)	Participation (?)	Polls
				1 2
	1	0%	50%	
	2	0%	50%	
	3	0%	50%	
Average Participation			50%	0% 100%

Click to export to Sakai automatically

Participants 3

Select run Current run

Download Export via Print