

# Poll Everywhere Sakai Integration

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*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

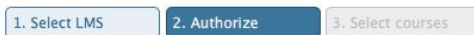
You will need to request an LTI tool provider registration link with token in order for Poll Everywhere to create a Tool Proxy for your users. To do this,

1. Log into the Poll Everywhere account you'd like to connect to Sakai at [polleverywhere.com/login](https://polleverywhere.com/login).
2. While logged in, go to [polleverywhere.com/lms/lti/roster\\_imports/new?lms\\_vendor=sakai](https://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](mailto: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

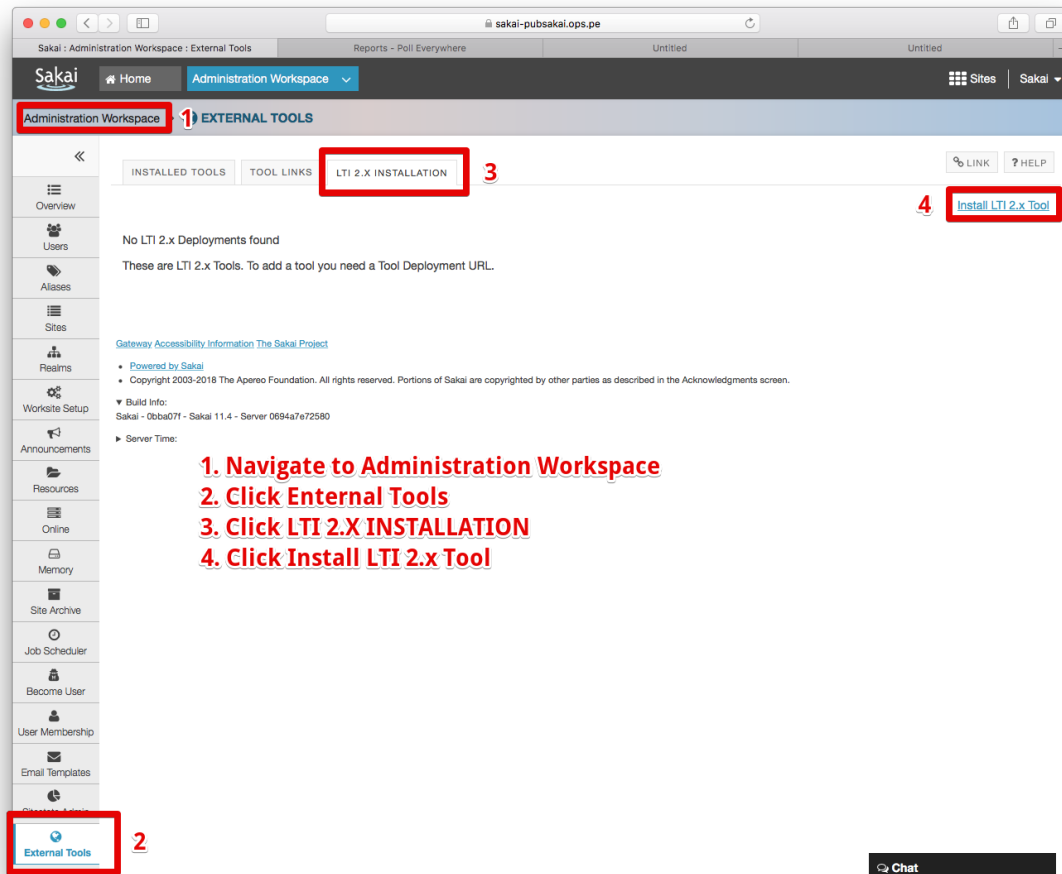


#### No Sakai connection

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

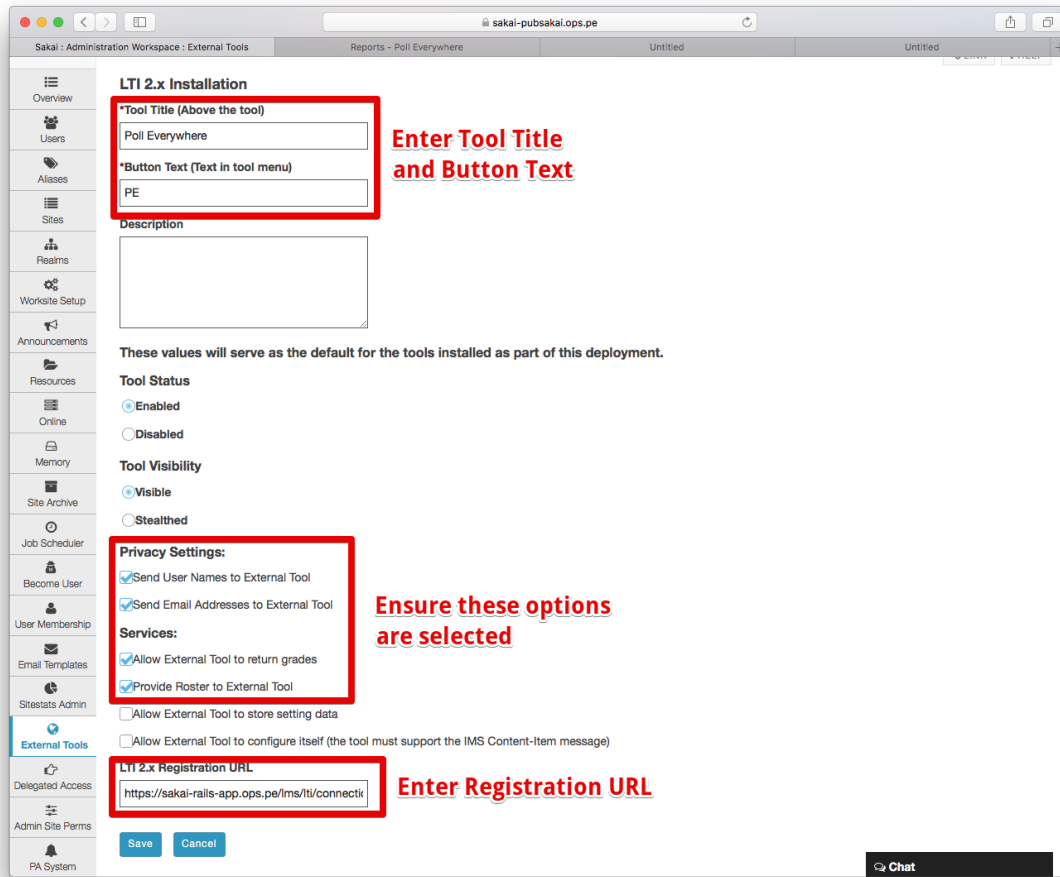
1. In your Sakai portal, navigate to the Administration Workspace site.
2. Select the External Tools button.
3. Click the LTI 2.X INSTALLATION tab.
4. Click the Install LTI 2.X Tool link.



Within the LTI 2.X Installation form,

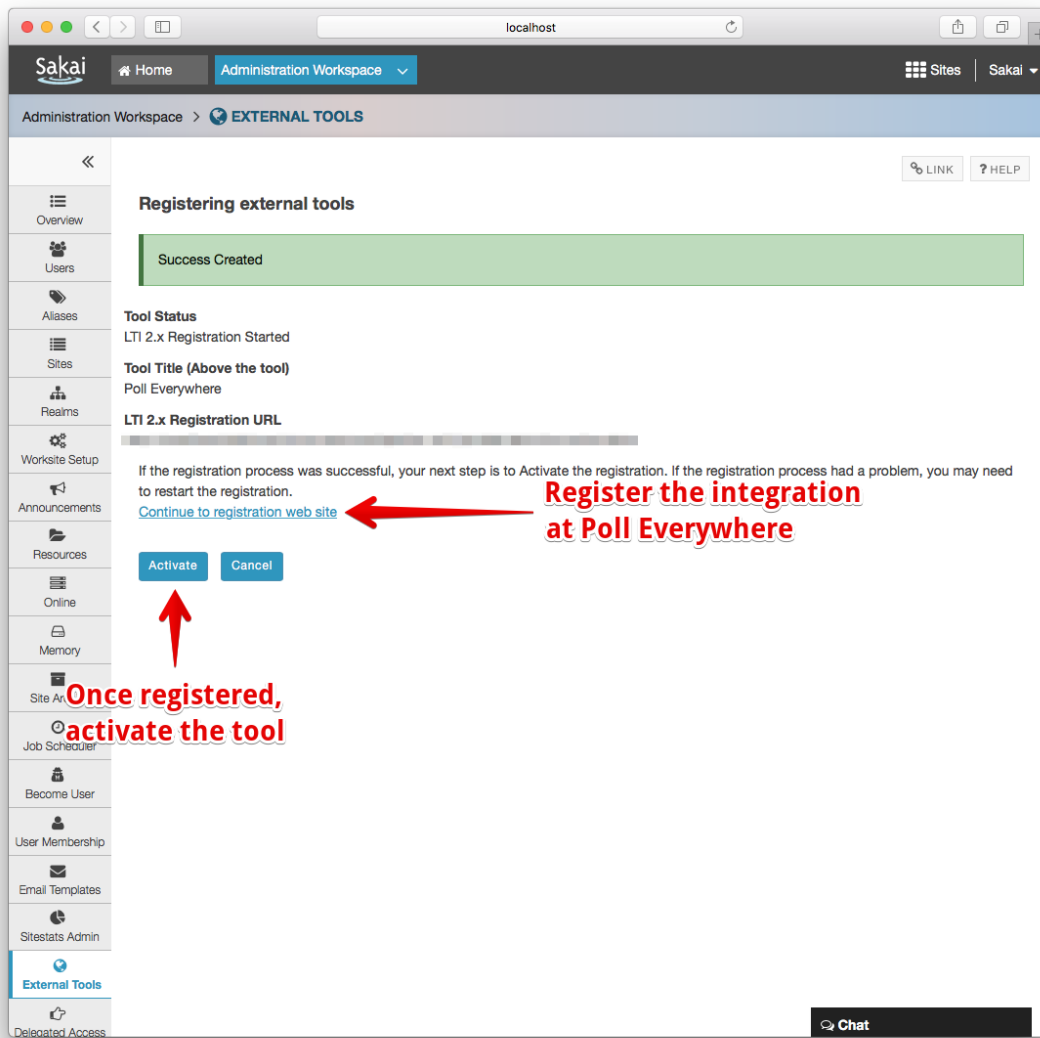
1. Enter the LTI Tool Title and Button text.
2. Be sure to check the following options:
  1. Privacy Settings:
    - a. Send User Names to External Tool
    - b. Send Email Addresses to External Tool
  2. Services:
    - a. Allow External Tool to return grades
    - b. Provide Roster to External Tool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

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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.

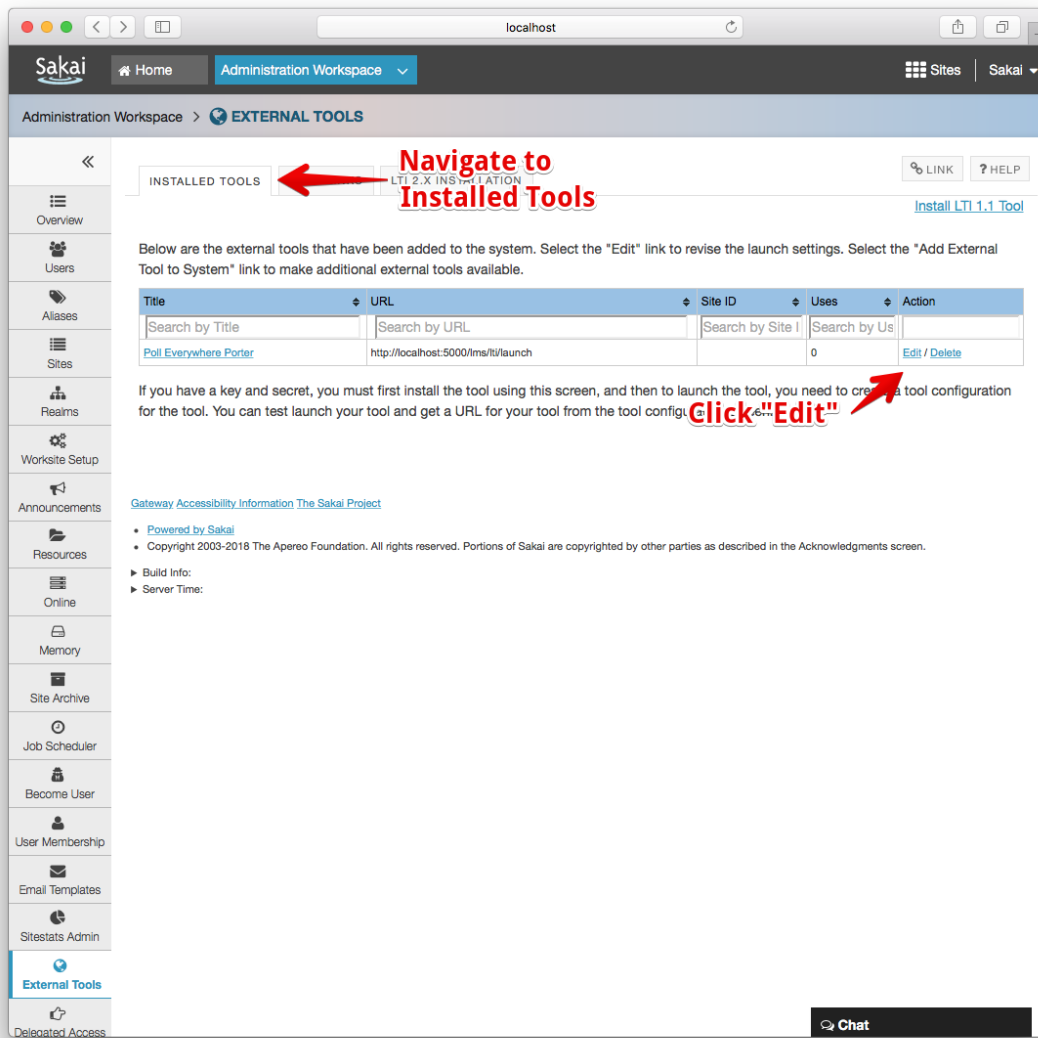
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Once the integration is installed at Poll Everywhere, you can continue to the tool configuration.

## Configure the Poll Everywhere Porter tool

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



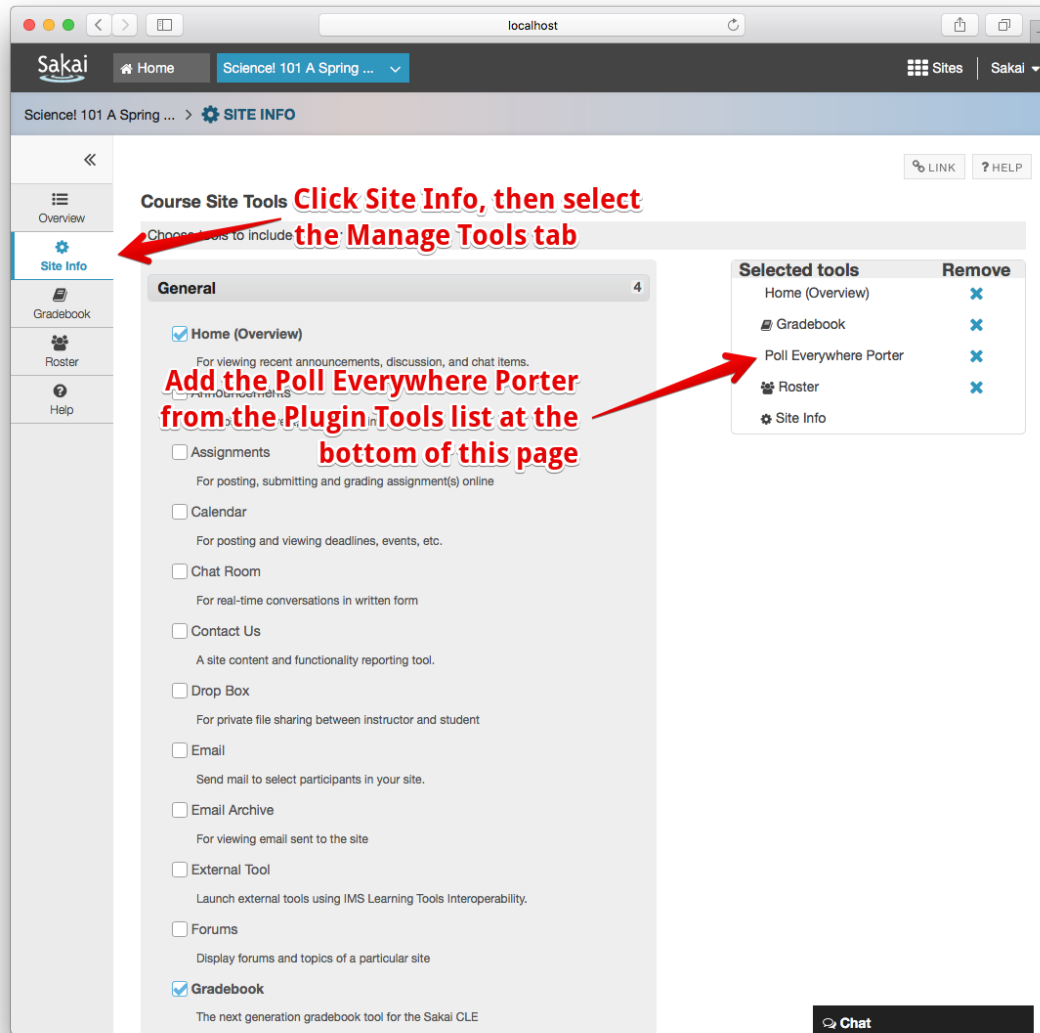
On the next page, change the Launch in Popup to Always launch in Popup. Then save the changes to the tool.

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 'CSC 201 A Spring 2018'. The page title is 'SITE INFO'. 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 contains a list of tools: Gradebook, Overview, Poll Everywhere Porter, Roster, and Site Info. A context menu is open over the 'Poll Everywhere Porter' tool, with the 'Make Tool Invisible to Students' option selected (indicated by a red arrow). A red text annotation reads 'Select Make Tool Invisible to Students'. Below the tool list, there is a warning: '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 are buttons for 'Save', 'Cancel', 'Reset', and 'Sort Alphabetically'. A red text annotation reads 'Click Site Info, then click the Tool Order tab'. The footer contains 'Gateway Accessibility Information The Sakai Project', 'Powered by Sakai', 'Copyright 2003-2018 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.', 'Build Info:', and 'Server Time:'. A 'Chat' button is visible in the bottom right corner.



### 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](https://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 Search...

Ungrouped	0 polls
<b>June 8th</b>	<b>5 questions</b>
<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
<b>June 1</b>	<b>5 questions</b>

**Select polls to include in the report**

[Previous step](#) Cancel **Finish**

