

Poll Everywhere for Instructors

Table of Contents

Logging in, Registering and Getting Started with Poll Everywhere	2
How to sign in using Single Sign-On	2
Importing your roster using a LMS	2
Importing your roster without a LMS	3
After you have registered your students	3
Adjusting your activity settings	4
Creating templates in your Poll Everywhere account	4
What activity types should you use?	4
Competition	4
Multiple Choice	5
Word Cloud	5
Q&A	5
Clickable image	6
Survey	6
Open-ended	6
Rank order	6
Moderation Feature	7
How to import your activities	7
How to set a default activation period	7
Gathering feedback and student participation	7
Allow participants to respond via web browser	7
How to configure participant screen names	7
Poll Everywhere slideware integration	8
Building and presenting your activities from the web	9
Grading	9
Teams and shared activities	9
Support	10
Web	10
Contact	10

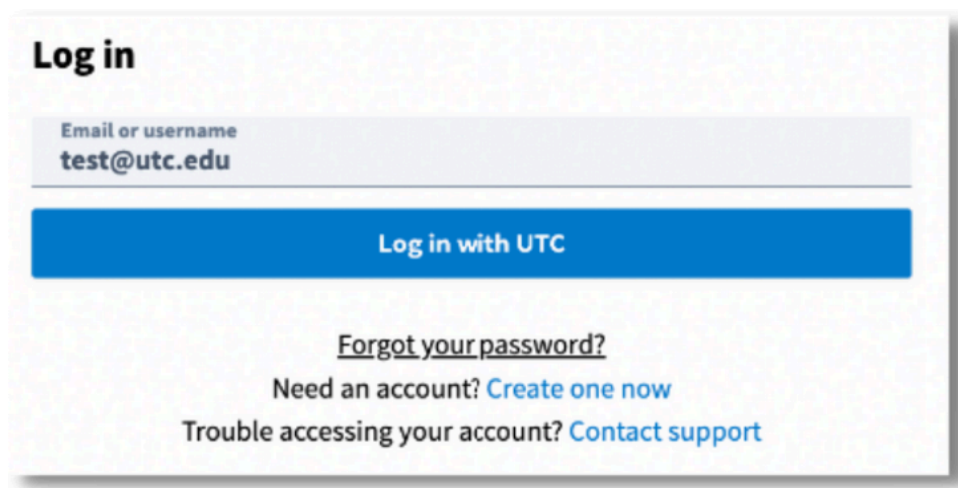
Logging in, Registering and Getting Started with Poll Everywhere

How to sign in using Single Sign-On

Signing into your Poll Everywhere account is much easier when you have access to integrated single sign-on (SSO). If your institution uses SSO, you can use your institutional email to log in to your Poll Everywhere account.

To learn more about using single sign-on, [click here](#).

Sample Login Window for Instructors:

A screenshot of a login window titled "Log in". It features a text input field labeled "Email or username" containing the text "test@utc.edu". Below the input field is a blue button labeled "Log in with UTC". Underneath the button, there are three links: "Forgot your password?", "Need an account? Create one now", and "Trouble accessing your account? Contact support".

Log in

Email or username
test@utc.edu

Log in with UTC

[Forgot your password?](#)
Need an account? [Create one now](#)
Trouble accessing your account? [Contact support](#)


Importing your roster using a LMS

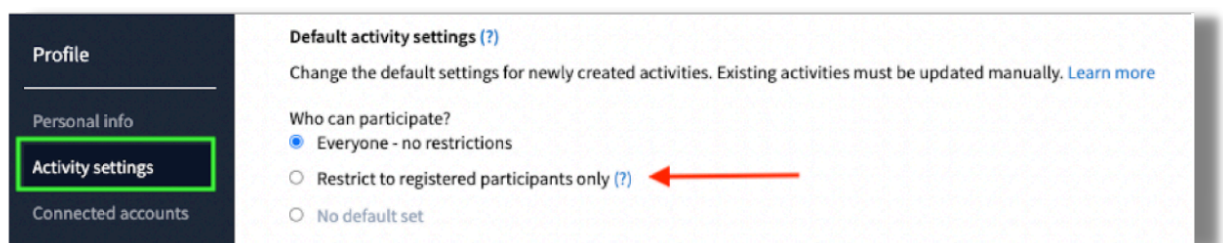
You can use your institution's LMS to easily import your student roster and create your student group. Importing your roster from your LMS automatically registers each student as a participant for your activities and will enable you to see how each student responds.

To learn more about connecting your LMS, [click here](#).

Importing your roster without a LMS

If you are not using a LMS, you can import a list of participants and automatically register them to participate in your activities via CSV. This essentially creates participant accounts for your students using their name and email address.

 **Pro Tip:** If your Poll Everywhere activities aren't restricted to registered participants and you haven't imported your roster, the students who aren't logged in with their institutional email will not be able to get credit. In the [Activity settings](#) page, you can change the default setting to only allow responses from registered participants (See image below)



To learn more about importing students via CSV, [click here](#).


After you have registered your students

Once you've registered your students, we highly recommend assigning them to participant groups (courses). This allows you to sort a gradebook report by a specific participant group.

There are two ways to create and assign students to a participant group:

Option 1: If you follow the steps in the respective [LMS LTI 1.3 guide for faculty](#), participant groups are created automatically based on their associated LMS course name.


Option 2: When you import a CSV file, you will have the option of assigning them to an existing group or creating a new one.

 **Pro Tip:** If your CSV file contains all of the students for one class, then you can create a new one for that specific class. For example, if you collected information for your 8AM ECON 1 class, then you can create a new group name "ECON1-8AM" with those specific students. Those students will now be registered to your account and you will be able to export their specific grades in one gradebook report.

Helpful Poll Everywhere Features

Adjusting your activity settings

The Activity settings give you control over several handy features. Through this portal, you can do things like create a template, determine how long you want activities to stay active, and even change the language of activity instructions.

 **Pro Tip:** Branding the response page is a great way to customize your activities to match your institution's colors. This helps enhance the student's participation experience and makes your presentation more personalized in the classroom.

To learn more about adjusting your activity settings, [click here](#).

Creating templates in your Poll Everywhere account

If you find yourself using the same visual settings for many activities, you might consider creating a template activity. Creating a template activity will apply the same visual settings from that activity to all of your activities, creating a cohesive participant experience.

To learn more about creating templates, [click here](#).

What activity types should you use?

Competition

Energize any class

[Competitions](#) let you create your own trivia contest in minutes. Students earn points for answering questions quickly and correctly, and an animated leaderboard between questions shows everyone who is in the lead. A colorful burst of confetti celebrates the winner at the end.

Examples:

- Let's review Chapter 4
- How well do you know literature trivia?
- Two Truths and a Lie: Get to know your classmates

Multiple Choice

Fast, formative assessment

Deploy a [multiple choice activity](#) every 10-15 minutes to bring attention back to the topic at hand. It provides an instant snapshot of learning, and alerts the instructor when further explanation is required.

One-minute attendance

Multiple choice activities make it easy to [take attendance](#). Designate the correct response, perhaps a word of the day, and allow thirty seconds for students to tap their answers.

Word Cloud

Gauge the impact

Before-and-after activity: Begin with a [word cloud activity](#) to collect student impressions of a topic. End with the same word cloud activity to learn how much those impressions have changed in the course of discussion.

Sentiment check

A word cloud is the fastest way to identify prevailing attitudes and opinions about a topic. It can also be used to gradually reach a consensus, the most used word grows larger as discussion continues.


Q&A

Prioritize questions and ideas

[The Q&A activity](#) combines an open response question with upvoting and downvoting. Students submit questions or ideas, then rank the questions and ideas others submit. In less than a minute, the instructor can identify top-ranked responses. Because there is no hand-raising, students can ask questions or posit ideas without fear of embarrassment.

Mock leadership panel Q&A

Assign a group of students to play the role of subject matter experts or world leaders. Encourage the remaining students to question them using a class ranked Q&A activity.

 **Pro Tip:** Pinned Q&A's are an excellent way to keep a open communication line with your students. Visit our support center to learn more about [pinning activities](#).

Clickable image

Map answers on a spectrum

When the answer lies somewhere between A and B, a [clickable image](#) gives students the freedom to plot their answer anywhere on a continuum. The instructor can upload a grid, number line, x-y axis, or any image to collect responses.

Practice medical diagnosis

Upload a diagnostic image and prompt students to pinpoint the abnormality on their own devices. The clickable image activity allows the instructor to designate correct and incorrect click regions.

Survey

Quiz students during or after class

If you have a group of activities that you would like to turn into an asynchronous quiz, you have the option of turning it into a [Survey](#).

Open-ended

Keep an open backchannel

Leave an [open-ended activity](#) running in the background, so students can quietly raise questions and comments without interrupting the flow of instruction. Instructors typically receive more questions, and more honest questions, through an open backchannel than they receive through hand-raising.

Hold a silent discussion

Give students the prompt or question to discuss, then watch their responses appear together on the screen. As they see the ideas populate, students often become emboldened to speak out loud, when they would otherwise keep silent.

Rank order

Reorder ideas or topics

A [rank order question](#) allows students to drag a set of options into the desired order. It can be used to rank options by preference, chronologically, by priority, or any order the instructor assigns.

Rank for impact

Ask students to evaluate cause and effect by ranking a list of forces or events by the magnitude of their impact on a culture, era, or historical movement.

Moderation Feature

Moderation is available for all free text activities (open-ended, word cloud, and Q & A). The [moderation](#) tool allows you to censor responses with inappropriate language and even emojis.

How to import your activities

If you have a large batch of questions you typically ask in-person throughout the year, you can import these using a CSV file to quickly create activities.

To learn more about importing activities, [click here](#).

How to set a default activation period

Asynchronous learning is a major part of distance learning, which means you may need to leave an activity active even after your live lecture. If so, you can set a default activation period for all activities.

To learn more about activation, [click here](#).

Gathering feedback and student participation

Allow participants to respond via web browser

Participants have the option of using a web browser, the Poll Everywhere mobile or desktop app, or text messaging to respond to an activity. In a distance learning environment, your students will need to use their phones or laptops to participate, depending on which device they have available.

How to configure participant screen names

With Poll Everywhere you can require participants to enter a screen name. This is not as bullet-proof as registering participants, but is more effective than using auto-generated IDs.


You can require your students to use their full names or a special code that only your students would know (e.g. APPLES_JohnSmith). This way, if you see an unrecognizable participant without that code, you will know they are not a part of your class.

To learn more about screen names, [click here](#).

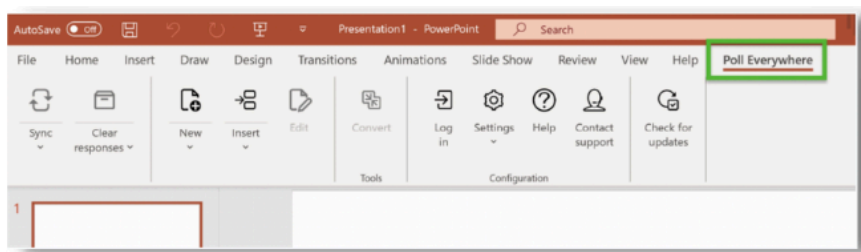
Poll Everywhere slideware integration

Leverage Poll Everywhere to turn your one-sided virtual lecture into a two-sided conversation. Insert Poll Everywhere activities into your existing lesson plan to actively engage students..

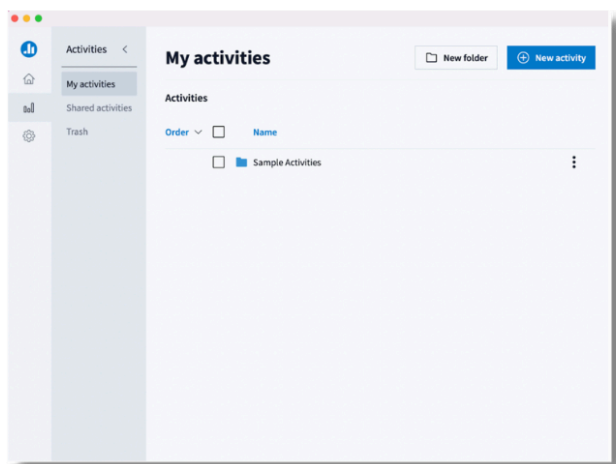
With Poll Everywhere for [Mac](#) and [Windows](#), you can seamlessly present activities in your PowerPoint or Keynote presentations by embedding them as a slide. This gives your class a more streamlined presentation because you don't have to switch back and forth between your presentation app and Poll Everywhere. For step-by-step instructions on how to insert activities into your slideware, [click here](#).

 **Pro Tip:** Presentations created on the Poll Everywhere *app* (downloaded from the website) can not be presented from Poll Everywhere for Office 365 (found in the add-ins menu in PowerPoint). **Please use the same version of the application on both machines to ensure a smooth presentation.**

On Windows the Poll Everywhere app integrates into PowerPoint's interface and will show up in the ribbon:



On Mac the Poll Everywhere app runs in the background as a separate application window:



Building and presenting your activities from the web

If you prefer, you can also create and present your activities from the web. To do so, all you need to do is log into your Poll Everywhere account and from your home page, click the **+ Activity button**. From there, you will be prompted to create an activity.

To learn more about creating activities from your web browser, [click here](#).

Grading

This feature allows you to give credit for graded questions in class. After you complete an activity, you can run a gradebook report, which is a compact table that displays a list of participants and how well they scored during your quiz/presentation. While you can include any activity type in Gradebook report, it is most typically used for Multiple choice and Clickable image activities as these allow you to assign correct answers/regions.

 **Pro Tip:** In order to export grades to your LMS, the activity must be set to “registered participants only.” You will not be able to export grades for unregistered students.

To learn more about grading, [click here](#).

Teams and shared activities

Teams allow presenters to share activities with each other. Activities shared with a team may be viewed, reported, and presented by all members of the team. Only account administrators and Team Leads may create and edit Teams.

Shared Activities will save time and stress when it comes to managing activities that will be presented by multiple presenters. Each presenters on the team will be able to present the shared activities independently.

It is important to note that the owner of the activity set has the ability to make edits, but the presenters within the team cannot.

 **Pro Tip:** You can run reports for sets shared Activities. This is helpful for organizing reports by specific classes or professors.

To learn more about teams and shared activities, [click here](#).

Support

Web

Main Support Page:

<https://support.polleverywhere.com>

Contact

Email: support@polleverywhere.com

Phone: (800) 388-2039

Hours: 8 am - 8 pm EST (M-F)