# How to get started with Poll Everywhere

## A few things to remember before using Poll Everywhere

- Make sure you have access to the enterprise license for Poll Everywhere. Use the Google option and use your TAMU email to login with your NetID and NetID password.
  - *A personal account is limited in number of participants and poll creation*
- To use Poll Everywhere for attendance and/or grade participation, you will need to connect Poll Everywhere with Canvas, and do the following:
  - Integrate Poll Ev with Canvas (Poll Ev LTI integration tutorial below)
  - Create your polls in Poll Ev or in Power Point
  - Have the Add-on install in Poll Ev to run your polls
- Install the Add-on in PowerPoint or Google docs to be able to insert your polls. https://www.polleverywhere.com/app/downloadDownload and Install Poll Ev.
- To try out your polls, download PollEverywhere mobile app.

## Poll Ev LTI integration tutorial

To use Poll Everywhere as an external tool (LTI-Learning Tools Interoperability**)** in Canvas, check your course is published.
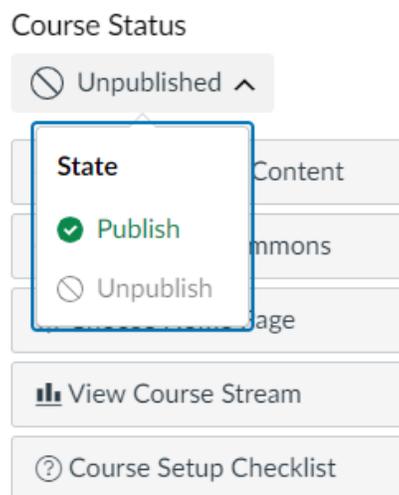

1. Go to the Canvas course that you wish to connect with Poll Everywhere.
2. Check your course is Published, using the button at the top right of the Course home screen.
3. Go to Modules and create a Module by clicking on '+ Module' button, top right corner.
4. Name the module whatever you like (e.g Poll Ev Integration) in the subsequent popup window, then click the 'Add Module' button to save. The module will be placed at the bottom of the page.
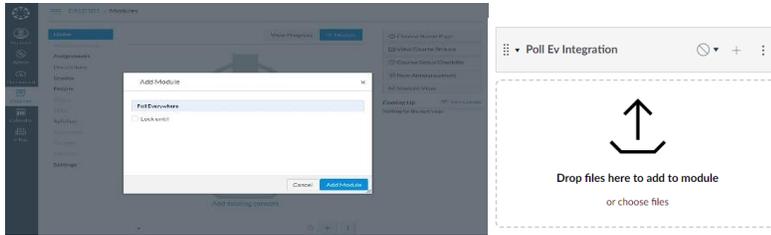
5. Within your new module, click the '+' button. From the dropdown menu at the top of the popup window, select 'External Tool', then select Poll Everywhere and click 'Add Item' to save.
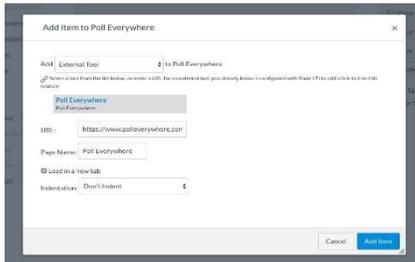
6. Now, click on the new Poll Everywhere link. You will see a 'Load Poll Everywhere in a new window' button. Click this button to launch the Poll Everywhere connection.
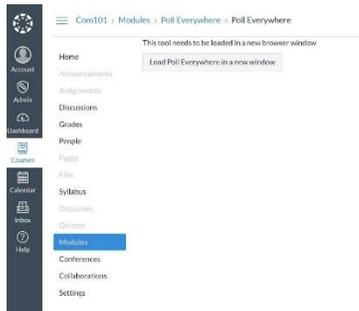
7. In the new tab, continue to LMS to login.
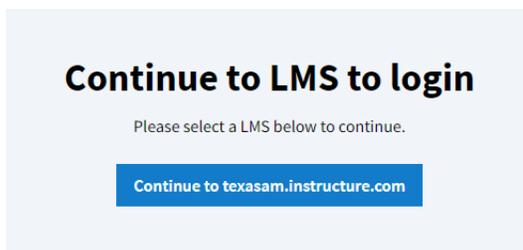
8. Poll Everywhere (website) opens up on a new window. Your course name will be displayed, along with the options to sync your roster. Click on 'Sync roster'.

Spring SOPH 604: DEVELOPMENT COURSE

⊕ Add new gradebook   ☁ Sync roster

Gradebook ⇕	Date ⇕

9. Your roster will be imported. Do not close this window, if you want to start creating your polls directly in Poll Everywhere (steps explained below).

Your roster is importing

Course: Spring SOPH 604: DEVELOPMENT COURSE

Poll Everywhere is currently importing the roster you selected. Students will appear on your Participants page as soon as the import is completed. This may take up to a few minutes.

Reminder: To identify participants in a gradebook or report, set all of your activities to Registered participants only.

Learn more best practices at https://training.polleverywhere.com.

Go to participant group:

**Spring SOPH 604: DEVELOPMENT COURSE**

You are done with the integration.

To create polls from PowerPoint

Recommendation: you can have the Poll Everywhere website open, but you would also need to have PowerPoint open to insert your polls.
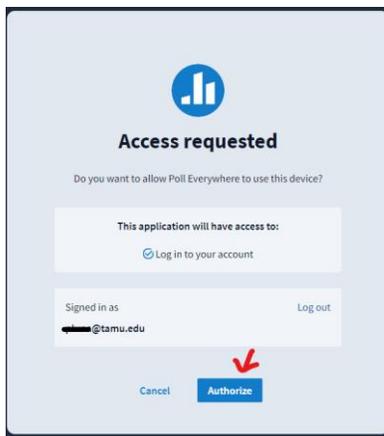
In PowerPoint, install Poll Everywhere for Windows or Mac

1. Once installed, a Poll Everywhere tab in PowerPoint will be visible.
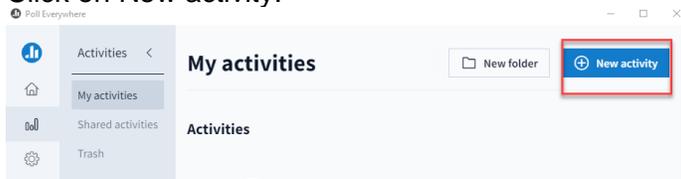2. Click Log in and enter your TAMU email and the password you created for this account.
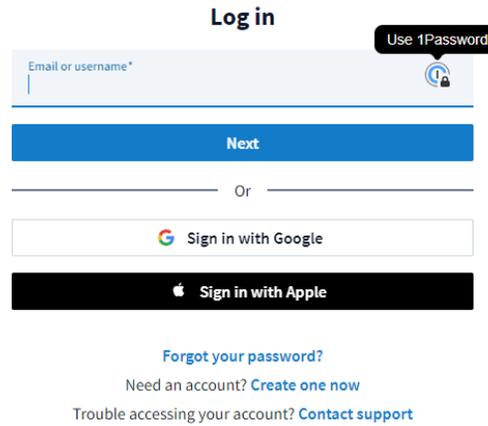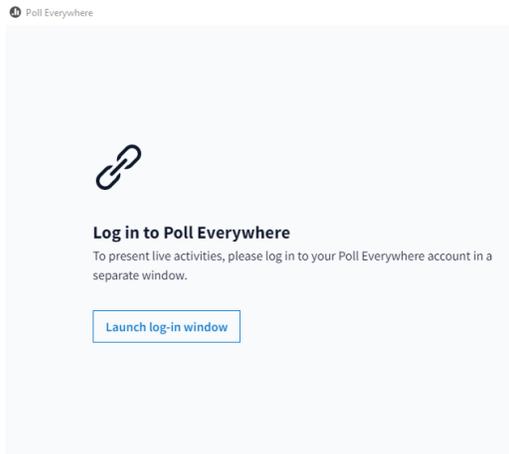
Click on "Authorize" if access to Poll Everywhere is requested. Go back to PowerPoint.

3. Click on New menu, then Activity. A new window with My activities will open.
4. Click on New activity.

5. Select from the poll options and click on Edit.
6. In the title box, enter the question.
7. Enter the answer options. (You can check the correct response by clicking on the check marks; it will change to green).
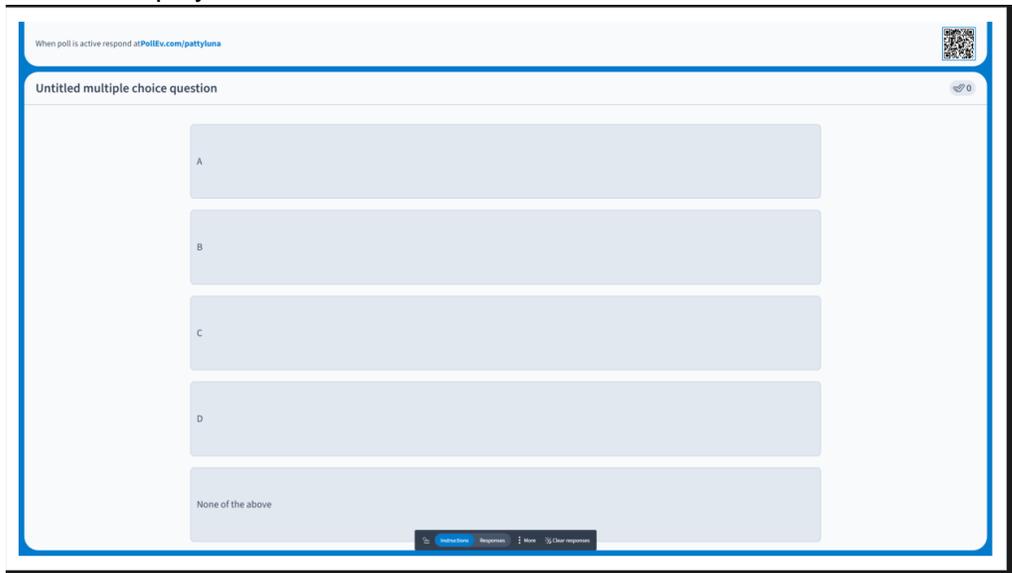8. Check the response settings on the menu.
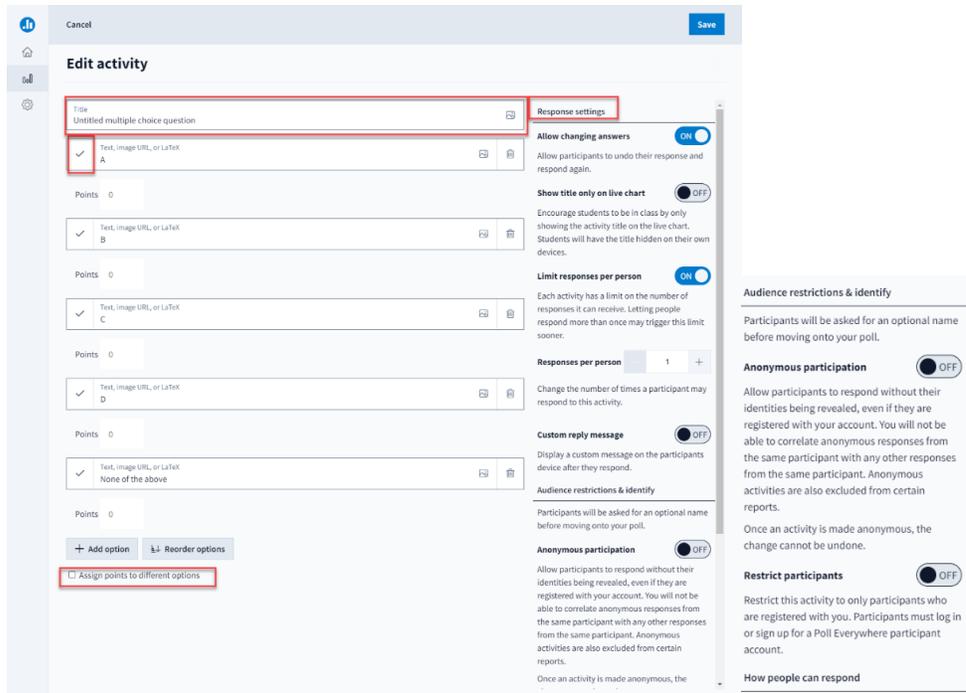
Note: If you will be using this for participation grades, restrict the participants.
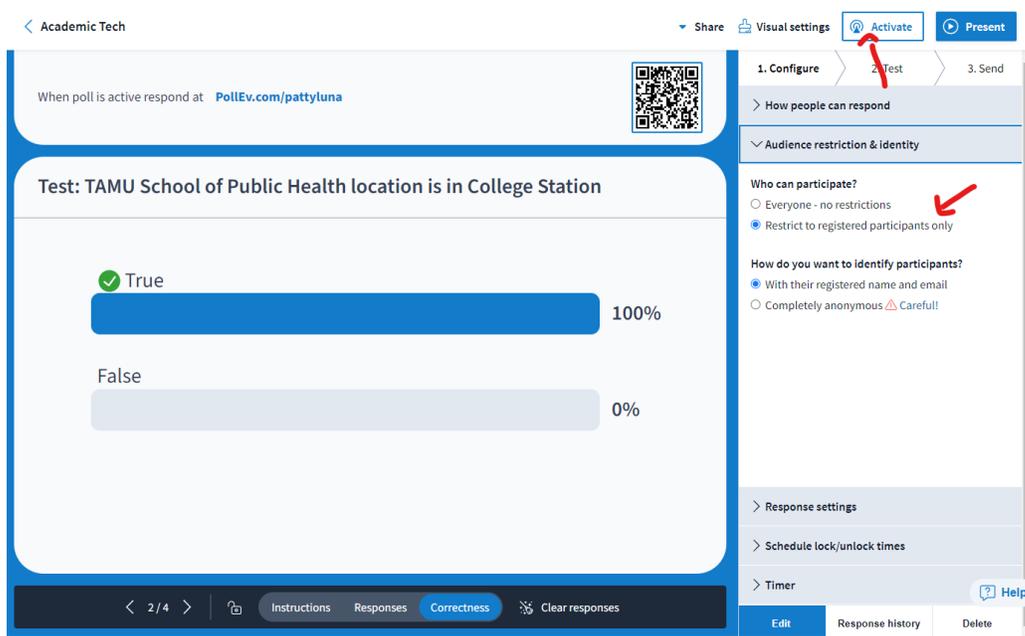
9. Click save.
10. Other options will appear. To insert the poll, click on Insert slides.
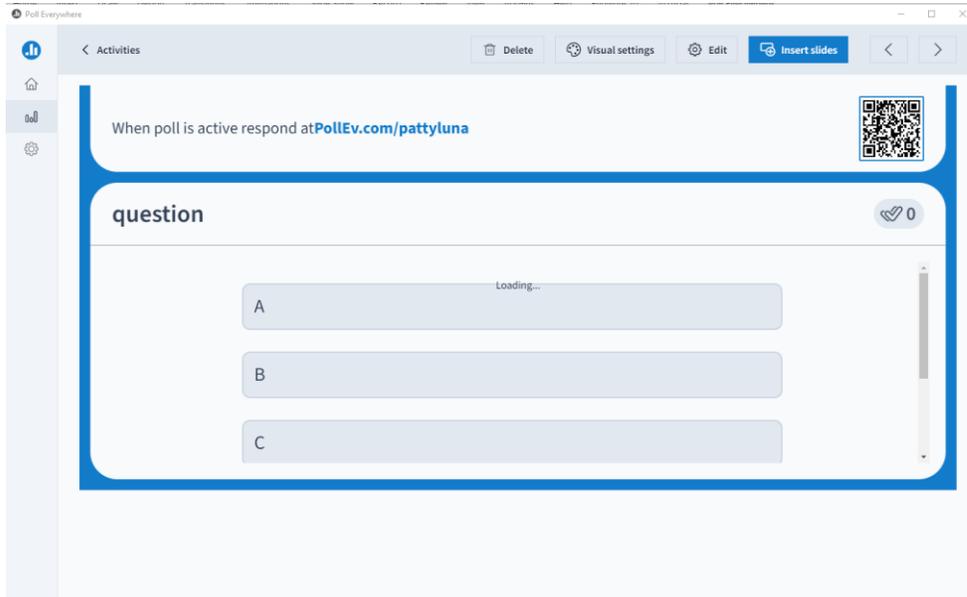
11. Use the default option, if asked.
12. To test it out, click on Presentation mode in PowerPoint.
13. This will display the QR code and the instructor's code

14. If you are creating your questions from the Poll Everywhere website, click on Activate the poll so your students can participate.

To consult how to create other type of questions in Poll Everywhere, consult this tutorial:

- [Getting Started with PollEV (Instructor)](#)

To take attendance

Follow the steps below to enable Attendance Management in your Poll Everywhere account and begin tracking in-person attendance for your polls and activities.
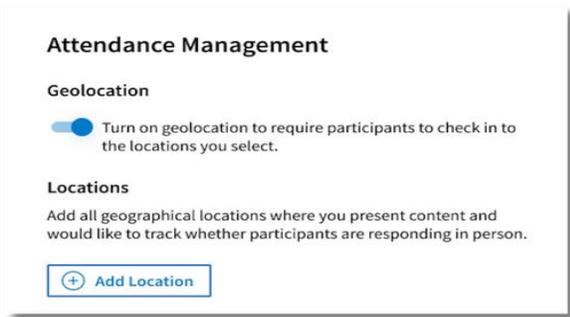
1. Click the user icon on the left navigation bar to go to your profile or click the **Attendance Management** tile.
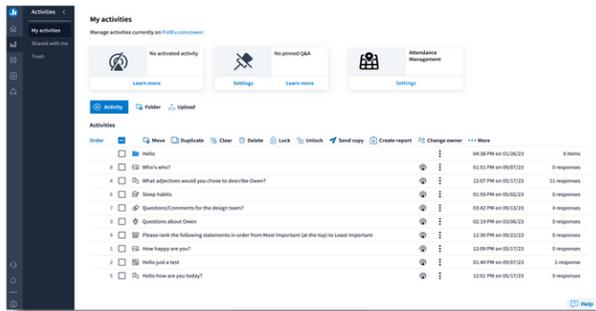

2. Click **Attendance** from the left navigation menu.
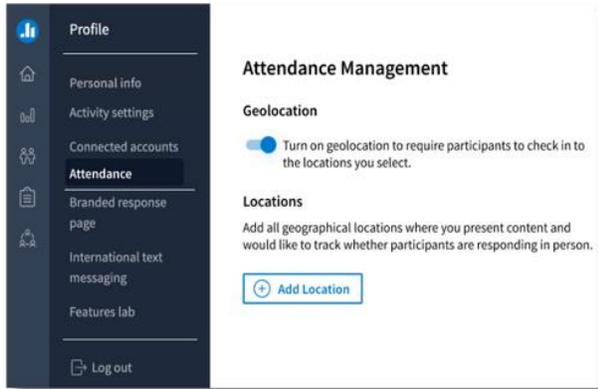
3. Click the toggle to enable Attendance Management. This will require your students to check into your presentation by verifying their location.

4. Once enabled, click **Add location** to set geographic locations (e.g. campus buildings) where you present content and would like to track in-person attendance for students.
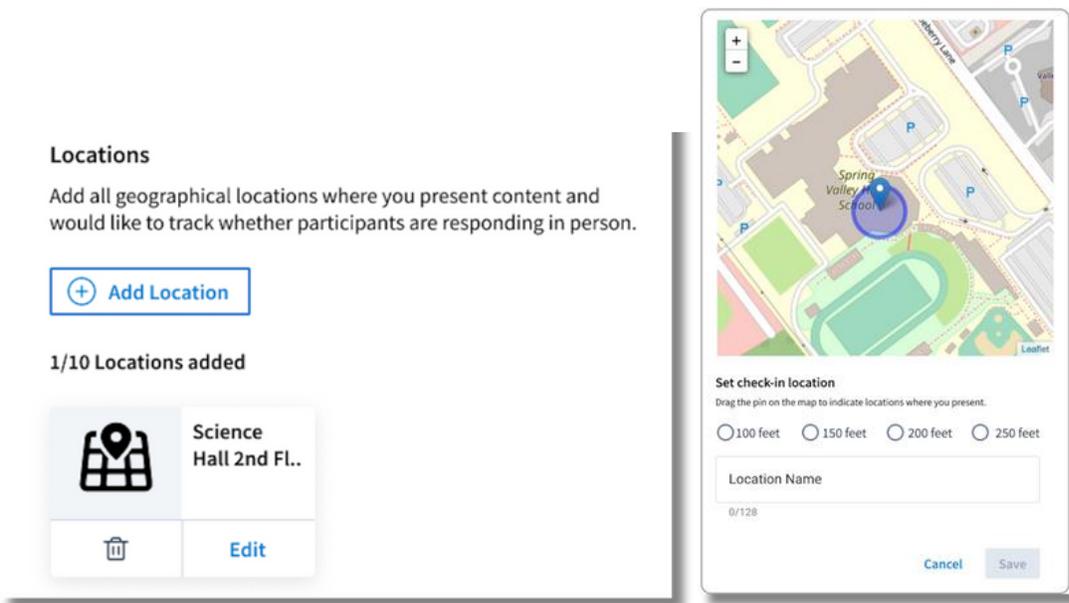
Before students are able to respond to the polls, they will be asked to check-in the location.
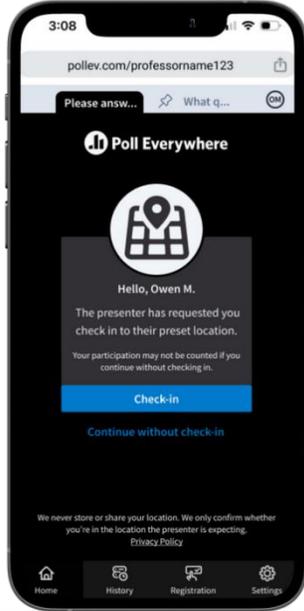
Export results from Poll Everywhere to Canvas

Once you have collected some poll results from students, you can export those results to Canvas.

1. First, create an assignment by navigating to the Assignments tab within Canvas. Click the blue '+ Assignment' button in the top right.
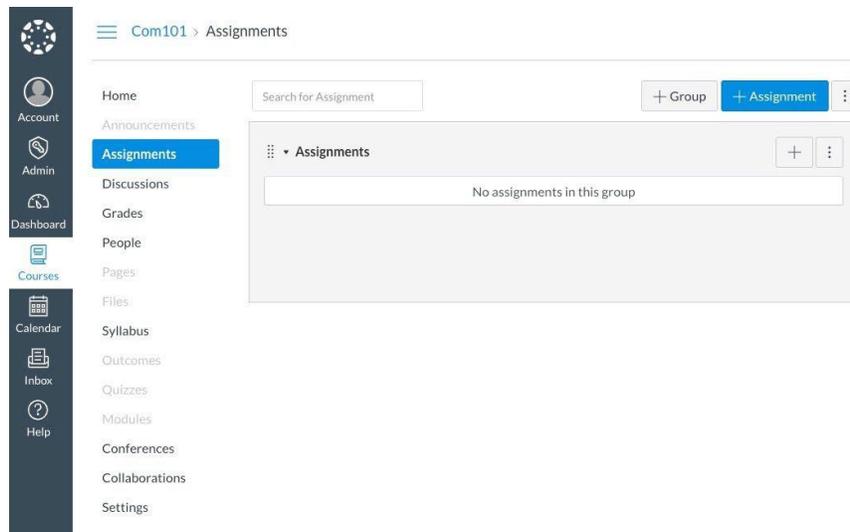
2. On the next screen, enter a Name for this assignment, then scroll down to the Submission Type fields. In the Submission Type section, select External Tool from the dropdown. Click the Find button, select Poll Everywhere, and click the checkbox to ensure it opens in a new window.
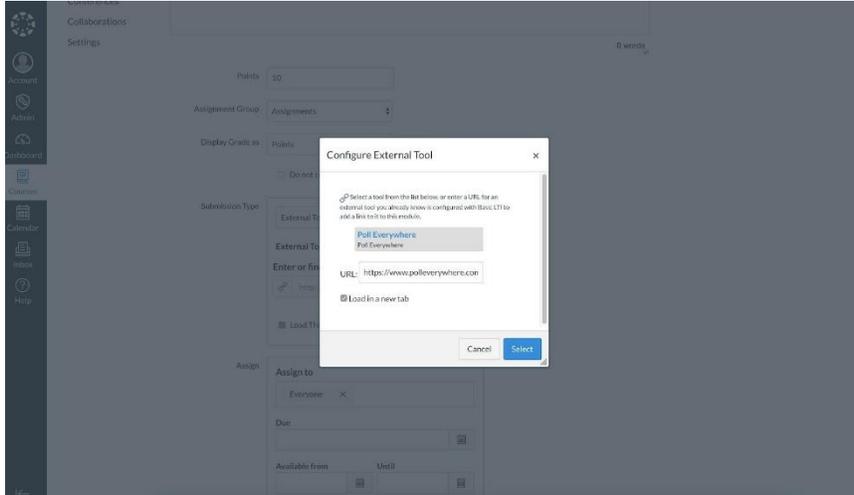
3. On the next screen, click the button with your assignment name to launch Poll Everywhere.
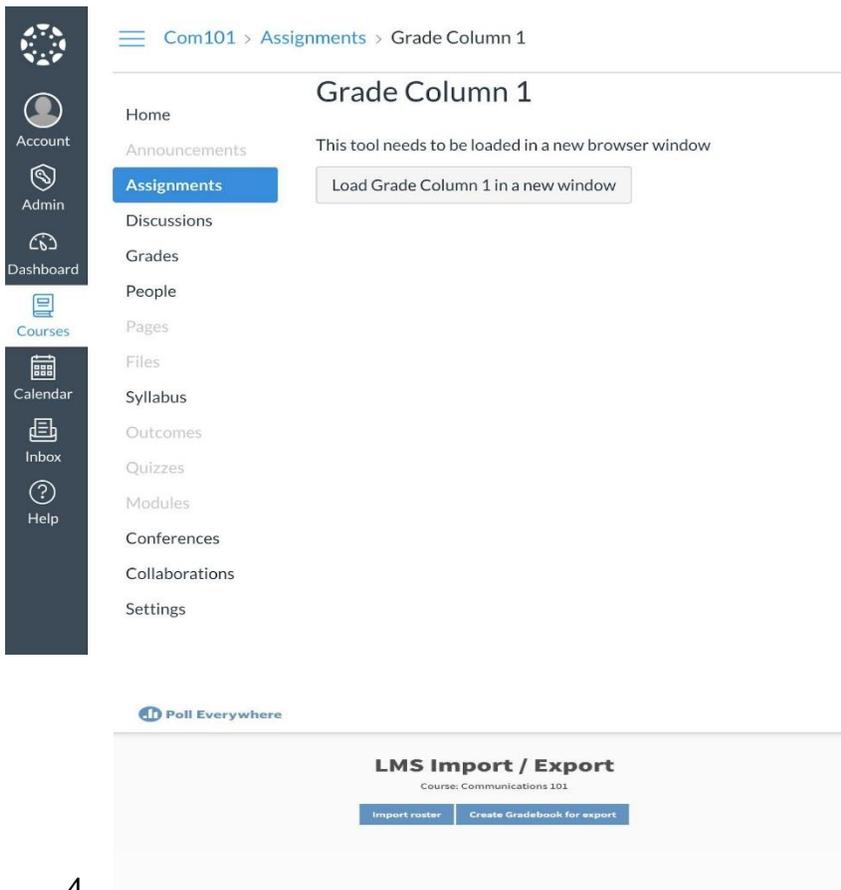
4. Click through the acknowledgement and you will be greeted with a page with two options. Select 'Create Gradebook for export.' That will populate the grades for this assignment.

5. You are now in the Gradebook creation flow. Select the poll(s) you wish to include in your Gradebook and click Finish.
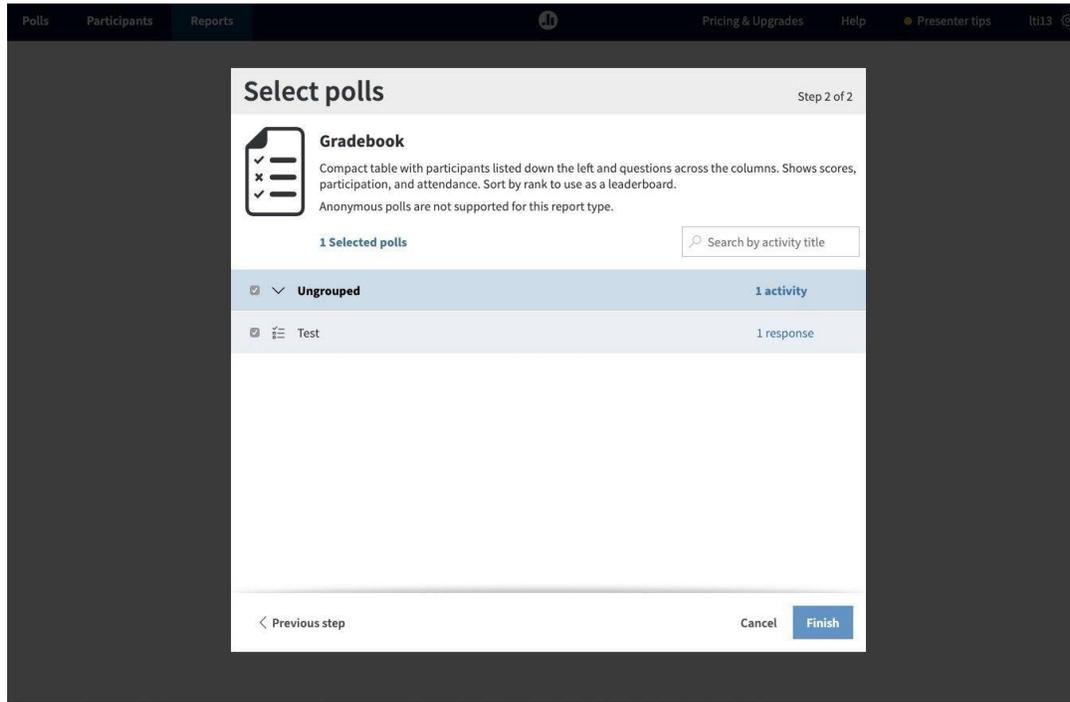
6. Once in the Gradebook report, click the 'Export' button at the bottom right of the page.

7. Next you will see a popup that will walk you through the export or show you errors if something goes wrong. Check to se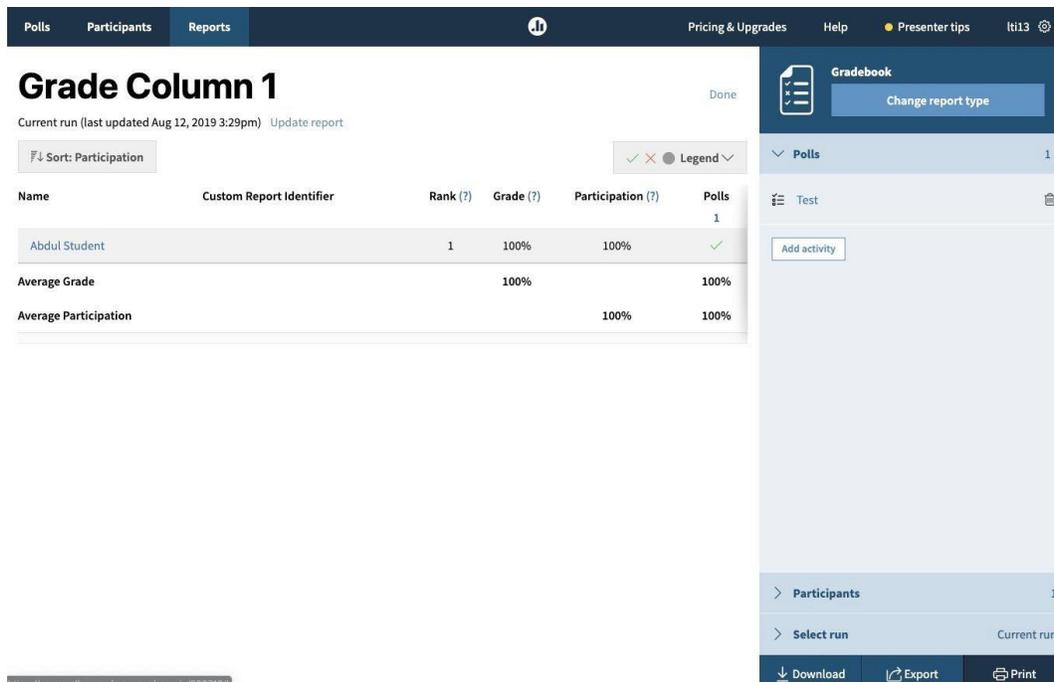e that the class noted in the popup matches the grades you wish to export and click the 'Next' button. The exports will complete in the background.

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 Communications 101 group.

Cancel   **Next**

8. Once the export is complete, head back over to Canvas and click into your Grades center to verify that the new gradebook column was created.

![Poll Everywhere]

Frequently Asked Questions

Do I have to physically present at the location I want to set for attendance tracking?

No. The instructor can choose any location on a map without needing to be physically present at that location.

Is there a limit to how many locations I can create? Yes. Instructors can create up to 10 locations to track in- person attendance.

Do I have to create a new location each time I create a new activity where I want to track in-person attendance?

No. Once Attendance Management is enabled, it is enabled for all of your polls and activities.

When Attendance Management is enabled, does it require students to register to join a presentation?

No. Unless you are already requiring registration through your activity settings, registration is not required to use Attendance Management. However, enabling registration will provide cleaner participant data.

Can a student still join a presentation and respond to activities if they do not check in and verify their location?

Yes. Location check-in is not required for students to respond to activities, but they will receive a 0% attendance score if Attendance Management is enabled, and they do not check in by verifying their location.

Where can I access attendance reporting?

Attendance records can be found in the Reporting Dashboard via Gradebook reports.

Does Poll Everywhere store or share students' or instructors' locations?

No. We never store or share any location data. We do, however, share with students the latitude and longitude of their devices for troubleshooting purposes. This location data is only stored on students' own devices.

What is the difference between a personal account and an enterprise account?

With the enterprise license, your account is unlimited to receive reposes. Your personal account is limited to 50 participants or less.

My students cannot see the polls on their mobile devices.

Make sure you are in presentation mode and go to the Poll Everywhere to activate your polls.

Consult the troubleshooting webpage for more information
https://support.polleverywhere.com/hc/en-us/categories/360002451854-Troubleshoot