Poll Everywhere: Quick Start for Instructors

Poll Everywhere is an audience response tool that lets you and your students interact live with polling activities. This guide provides information on how to register for an account, pull in your roster, create questions, and start polling in class.

Setting Up Your Account

The first thing you will need to do is request an account by filling out the CWRU Poll Everywhere Account Request Form. After your account has been created, you will receive an invitation email to join the CWRU premium account. To enable your account, select the **Accept Invitation** button in the invitation email.

If you already have a free Poll Everywhere account using your CWRU email, your free account will be upgraded to a premium account and will become part of our University plan.

If you have a free Poll Everywhere account using a non-CWRU email, you can request that your questions be moved into your CWRU account by emailing polleverywhere@case.edu.

From the **Accept Invitation** page, you will be redirected to a login page. Choose the option to **Log in with Case Western Reserve University** and enter your CWRU Network ID and password when prompted.

Participant Registration

Our CWRU Poll Everywhere account is set up so that participants MUST register before they can participate in an activity. Students will only have to register once to become part of our CWRU account, and once they register, they will be able to participate in any activity created by any instructor using a CWRU Poll Everywhere premium account.

As an instructor, you will need to make sure students are registered before they participate in any polls. There are 3 recommended ways that students can be registered. You will need to let them know that either you have registered them, or they need to register themselves.

1. Instructors can register students using the Canvas LMS integration. This is the #1 recommended way to register students as it affords the most options. Please see below for a step by step guide and additional information.

2. Instructors can register students by uploading a CSV file with student CWRU email addresses. For more information about this option, please see Poll Everywhere's Importing Students with CSV guide.

3. Students can register themselves either by going through the Poll Everywhere App or to Pollev.com. From the app or the webpage, students can enter the Poll Everywhere username of the instructor and log in through Single Sign On using their CWRU Network ID credentials.

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Students must be registered by instructors using their abc123@case.edu CWRU email address, or students must register themselves using their CWRU Network ID credentials. The Canvas LMS integration is recommended because it pulls students' CWRU email address automatically. If students register themselves using option 3 from above, they must register using their abc123 CWRU email address and log in using Single Sign On.

> **NOTE:** Participant accounts that do not register with CWRU Network ID credentials are subject to termination and can be deleted at any time.

## Enrolling Students using the Canvas LMS Integration

You will need to enroll your students in Poll Everywhere before they can use it. Enrolling students allows you to push activity results to Canvas's gradebook and use Poll Everywhere for attendance. This is a one-time procedure that needs to be completed before your first class session. Once your students have been imported, they will all appear on the **Participants** tab at the top of the Poll Everywhere page.

1. Log-in to **polleverywhere.com**, then select **My Polls** from the top of the page.

2. Select **Participants** at the top of the page.

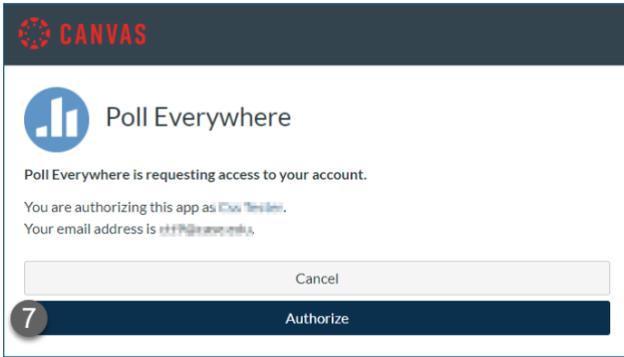3. Select **Add participants**.

4. Select **Connect to LMS**.
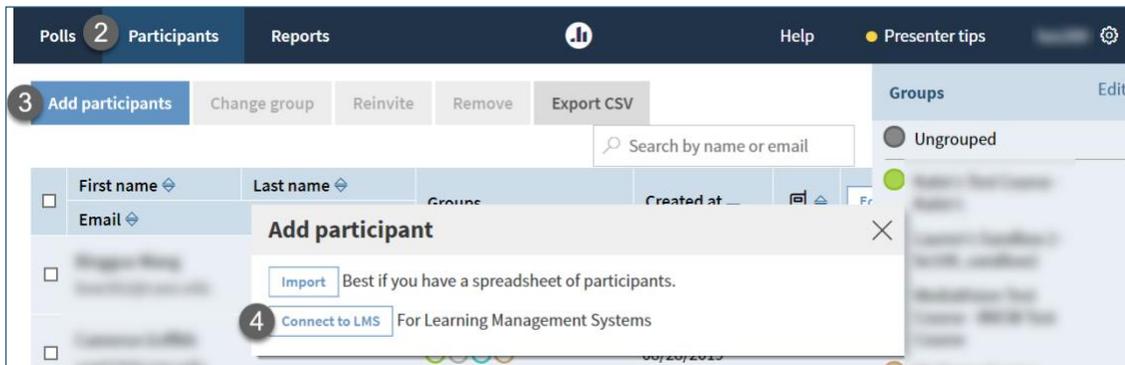
5. Select the **Canvas** option.

6. You should see canvas.case.edu listed as an available option. Select **Login** and enter your CWRU credentials.

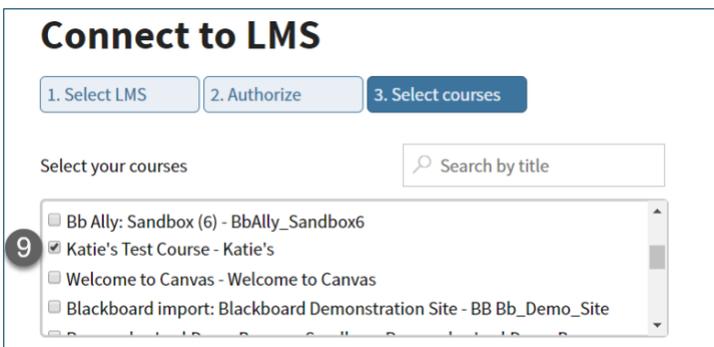> **Note:** If you have already completed this step, **skip to step 8**.
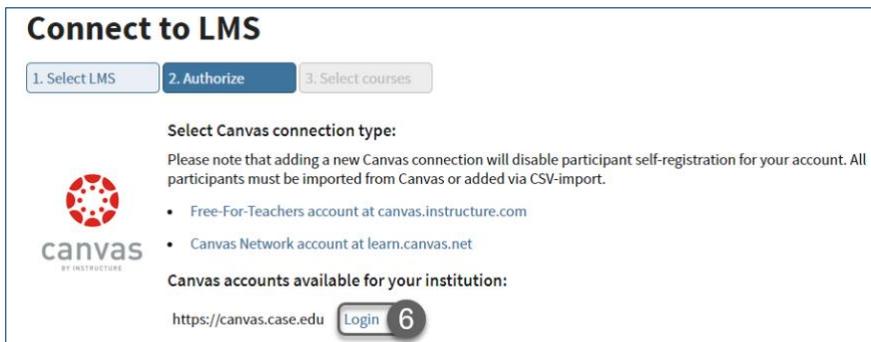
7. When prompted, select **Authorize** to allow Poll Everywhere access to your Canvas account.

8. Select the canvas.case.edu link under the **Your available Canvas logins** section.

9. Select the checkbox next to your Canvas course(s) you will be using with Poll Everywhere with, then select **Continue**.


The connection may take a few minutes to complete, depending on the size of your class. You can leave the page by selecting **Got it!**

Create an Activity

Now that you have an account and your students imported, you can create activities! A Poll Everywhere activity is a single question or prompt you pose to your audience. This guide covers the basic steps for how to create an activity, but more detailed information about each question type can be found online. You can also download Poll Everywhere applications to embed activities in your PowerPoint, Keynote, or Google Slides presentations.

1. Log-in to **polleverywhere.com**, then select **Create**.
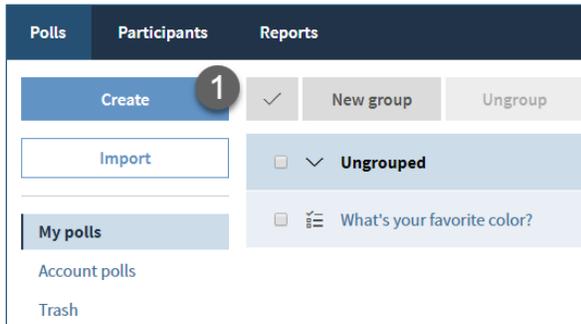
2. Select your activity **question type** using the buttons at the top of the page.

3. Type a **question or prompt** to ask your audience.

4. If applicable, provide answer choices or an image to the question. You may also have the option to select a correct item, which will grade the responses.

5. Select **Create** to save the changes, or **Add another activity** to create another question.
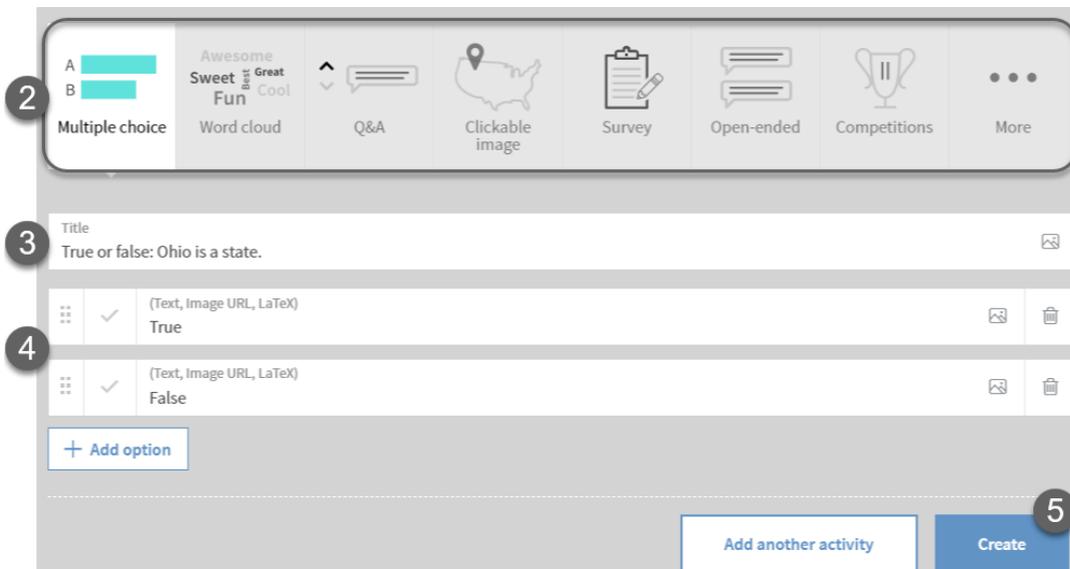
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When you're ready to poll your audience, you'll need to activate your activity. You can only have one active activity at a time, which prevents participants from answering more than one question at a time.

1. Once logged in, **select the activity** you wish to use. This will open the activity, showing the question, answer options (if applicable), and the join code for your activity.

2. Before you open the activity for participants, you should check the following settings under the **1. Configure** area.

   a. **Audience restriction & identity** – if you would like to do an anonymous activity, select **Completely anonymous**

   b. **Response settings** – select your response settings, including number of responses per participant and whether or not they can change their answer
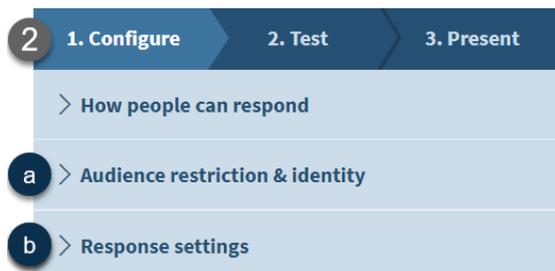
3. Select the **Activate** button. Activating an activity makes it available to your audience.

4. Inform your audience that they can now respond to the activity using the **join code** displayed at the top of the screen. This code takes the form of PollEv.com/USERNAME.

5. There are several other options presented along the side of the activity for you to use. You can use these options without activating the activity, which is handy if you want to set things up before class. Here are some settings you may find helpful:

   a. **Visual settings** – this lets you choose display options for the activity and results. For example, look here if you want to show results as a donut chart instead of a bar chart.
   b. **Show results** – this will show or hide the results of the activity.
   c. **Lock** – this temporarily closes the activity and prevents users from responding.
   d. **Clear results** – this will delete any responses to your activity.
   e. **Fullscreen** – this opens the activity in fullscreen mode, eliminating some of the extra options you see as an instructor. Press **esc** or **F11** to exit fullscreen mode.

6. Once you are done with your activity, select **Activate** again to close the activity.

Additional Information and Support

Poll Everywhere Resources

Poll Everywhere has many features and offerings not discussed in this Quick Start guide! The following are a great resource for learning more and getting started with Poll Everywhere.

- Getting Started Presenter Guide
- Create an Activity
- Presenting from the Web
- Best Practices for Presenting Polls
- Poll Everywhere Support Center

Getting Help

If you have questions or need assistance, please contact the [U]Tech Service Desk at (216) 368-HELP, help@case.edu, or help.case.edu. You can also email polleverywhere@case.edu.

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