

Instructor guide

Poll Everywhere is a great web or SMS-text messaging based student response system. Whether you are meeting with students in person, online, or in a hybrid model, engage everyone in the classroom with real-time activities that spark discussions and break the ice. We're here to help you develop a flexible teaching toolkit filled with solutions for any learning environment.

If you are looking for detailed instructions on how to use Poll Everywhere or general distance learning best practices, check out these additional resources:

- [Webinar](#)
- [Remote resources](#)

Before you begin adding activities to your existing lessons, there are a few steps to take to set up your account.

Student registration

Import participants

In a distance learning environment, it can be challenging to keep track of each student's participation. If you or any of your faculty will be using Poll Everywhere for grading, participation, or attendance, we strongly recommend that you enable student registration by default at the account level.

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 school affiliated email will not be able to get credit.

If you are not using the [LTI 1.3 integration with Canvas, Blackboard, Moodle, Sakai, or D2L/Brightspace](#), 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 if you have all the required information. Your participants can then simply log in with the email address and password you've assigned them. If a

participant wants to respond via text, and you have not included a mobile phone number on their registration, they must log in and enter the phone number that they will be using to respond. They must also certify their phone number in order for text responses to be associated with their participant account. Read the [Import participants article](#) for step-by-step instructions on importing students with CSV files.

Participant groups

Once you've registered your participants, we highly recommend assigning them to Participant Groups (Courses). Create Participant Groups for each class you take with the appropriate students in it. This is the only way to tell if a student has never participated in any activities in the Gradebook report. There are two ways to create and assign students to a Participant Group:

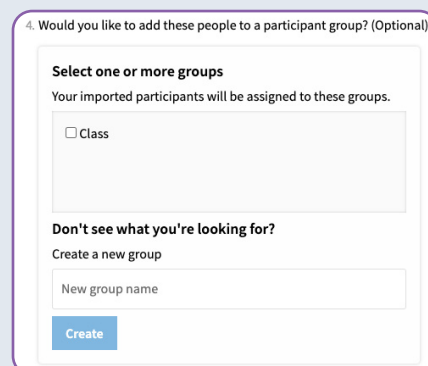
• Course Roster Import via LTI 1.3

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.

• Importing a CSV If you follow the steps above on how to import students through a CSV file, you will see that you have the option of assigning them to an existing group or creating a new one.

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.



4. Would you like to add these people to a participant group? (Optional)

Select one or more groups
Your imported participants will be assigned to these groups.

Class

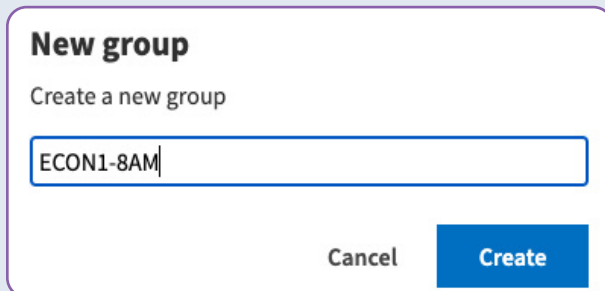
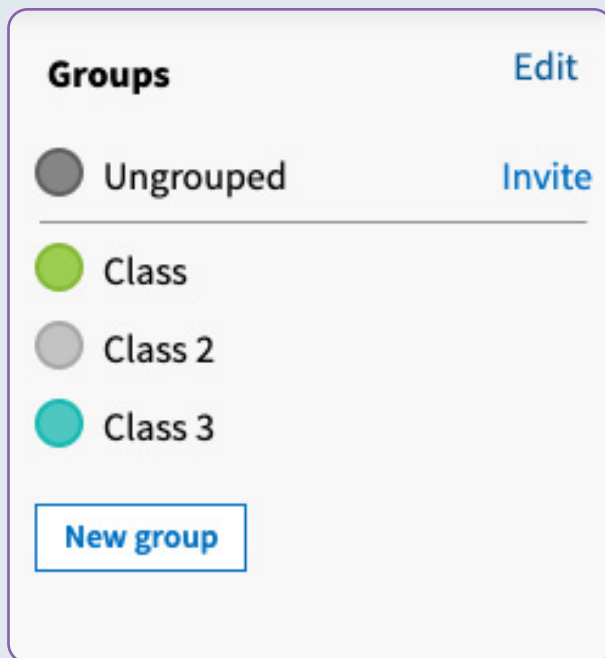
Don't see what you're looking for?
Create a new group

New group name

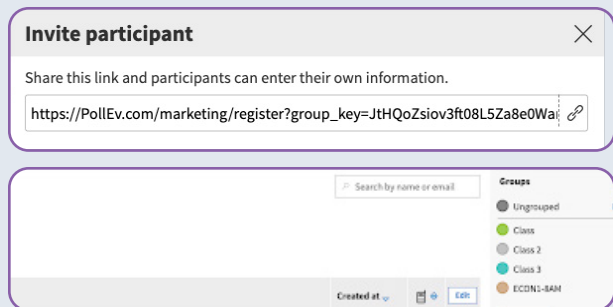
Create

- Creating a new group from the Participants tab If your students are already registered but ungrouped, you can create and assign groups directly in the Participants tab on PollEverywhere.com.

On the right hand side, you will find your Participant groups. Click “New group” to create and name a new group.



From here, you can either invite participants to this group with the special invite link and have them self-register into your group or assign them to this new group by clicking on the designated circle next to their name.



Student pays

Some institutions choose a “pay as you go” approach and have students pay while registering with an instructor’s account. Students cover a one-time payment for a full year of unlimited use. This plan covers every instructor from the institution who uses this plan. There are two payment options: 1. Registering via a web browser 2. Registering on iOS devices

For a detailed breakdown of each payment method, check out the [Student Pays article](#).

Activity settings

The Activity settings tab of the My settings page gives 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. The full list and explanations follow.

My settings

Branded response page

International text messaging

Features lab

Activity settings

Personal info Activity settings Connected accounts

Template activity

Pinned Q&A activity (?)

Template activity

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. Your students will know which activity is yours just by the visual settings. Check out the [Template Activity](#) article for instructions on setting a template.

Set activity template (?)

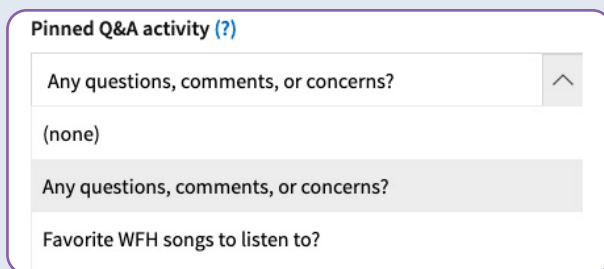
How are you feeling today?

Also apply template to all existing activities

Pinned Q&A activity

The Activity settings tab of the My settings page gives 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. The full list and explanations follow.

1. Navigate to Activity settings located under your My settings
2. Select an existing Q&A activity to pin

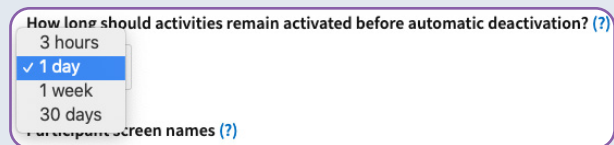


1. Save changes
2. Collect feedback throughout your presentation

Now everytime you present, your participants will see a tab on your unique pollev.com response page or the mobile or desktop apps with the Pinned Q&A activity. No activation necessary. (Only available on some plans, [learn more.](#))

Set 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 lectures. If so, you can set a default activation period for all activities. By default, questions will remain active for one day after you activate them unless you deactivate the activity manually. You can adjust this using the drop down menu on the Activity settings page. Visit the [Activation time article](#) for more information.



Participant screen names

Without in-person classes, it is harder to keep track of who is responding to your activities. As an added layer of tracking, you can require participants to enter a screen name. This is not as bullet-proof as registered 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. For more information on this feature, visit the [Screen names article](#).

Participant screen names (?)

- Ask participants to enter a screen name before they respond to an activity
- Do not ask participants to enter screen names (auto-generated IDs will be used to track responses)

Default activity settings

Every activity comes with default settings. These settings change how a new activity is configured. They can always be overridden on a per activity basis. Optimize your activities for distance learning by changing the default activity settings. Here are the recommended settings for distance learning:

Who can participate?

- Everyone - no restrictions
- Restrict to registered participants only (?)
- No default set

Restrict to registered participants only. Without an in-person class to confirm participation, limit your activities to registered participants only to ensure that only your students can respond.

Hide activity titles

- Hide activity titles
- Show activity titles
- No default set

Depending on the activity you are presenting, you may want to hide activity titles. If you are using Poll Everywhere to take attendance, you should hide activity titles. If you are simply engaging your students, show activity titles. Students may experience lag or internet issues that could interfere with live lecture. Showing the activity titles will allow your students to still participate in the activity even if they are experiencing interruptions.

Note: This feature is only available for [University-wide accounts](#).

Change answer

- Allow participants to change their answer
- Do not allow participants to change their answer
- No default set

If you are using Poll Everywhere for online quizzes and assessments, you may want to choose “Do not allow participants to change their answer”. Otherwise, you can adjust this setting per activity.

Web responses enabled (?)

- Allow participants to respond via the web
- Do not allow participants to respond via the web
- No default set

Allow participants to respond via the web. 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 may need to use their phones or laptops to participate, depending on which technology they have available. By allowing participants to respond via the web, you are making your activity as inclusive as possible.

Text messaging enabled (?)

- Allow participants to respond via text messaging
- Do not allow participants to respond via text messaging
- No default set

Allow participants to respond via text messaging. Same applies for text messaging as the web. Some students may not have access to high speed internet and must rely on SMS text messaging to participate. This is a great low-tech alternative to the web browser or apps.

Show instructions or results

- Show the instructions
- Show the results
- No default set

Whether you choose to show instructions or results will depend on the activity type you choose.

When should correct responses be visible to participants?

Every activity comes with default settings. These settings change how a new activity is configured. They can always be overridden on a per activity basis. Optimize your activities for distance learning by changing the default activity settings. Here are the recommended settings for distance learning:

When should correct responses be visible to participants? (?)

- Never
- Immediately
- 3 hours after response
- 1 day after response
- 1 week after response
- 30 days after response

Activity importer

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. Have a go-to icebreaker on the first day of school? Import it into Poll Everywhere and create a word cloud that you can share virtually. For the CSV template and detailed instructions, read [this support article](#).

	A	B	C	D	E	F	G	H	I
1	Activity	Type	Title	Option	Option	Option	Option	Option	Option
2	Poll	Open-ended	What's your favorite color?						
3	Poll	Multiple choice	Where is the Coffea genus native to?	Yemen	Nigeria	Ethiopia	Argentina		
4	Poll	Rank order	Place the continents in order from largest at the top to smallest.	Europe	Africa	North America	Antarctica	South America	Asia
5	Poll	Q&A	What topic should we discuss next?						
6	Poll	Word cloud	What is the most beautiful city in the world?						
7									

Learning management system (LMS) integration

As an online instructor, you'll be juggling between different technology to create a cohesive learning environment for your students. Instead of overwhelming yourself and your students with a million different tools, integrate Poll Everywhere with LTI Advantage. If you're on a university-wide account, your institution's LMS is supported such as Canvas, Blackboard, and more. You can find our full LTI Advantage setup and user guides on our [LTI Advantage guides support article](#).

Taking attendance and participation remotely

One of the major challenges of distance learning is tracking participation and attendance during synchronous lectures. Instructors can track attendance by checking the number of students attending the live stream but there is little to no way to tell if they are actively listening. With Poll Everywhere, instructors can engage students by asking questions that are specific to material presented during the live session. That way, credit is given to those who are actively paying attention and not those who have instructors on mute.

Before you use Poll Everywhere for attendance, you must first create a Participant group for each of your courses with the appropriate students in it. Sorting your students into Participant Groups is the only way to tell if a student has not replied to any polls in the Gradebook report. Review how to create Participant groups in the Getting Started section of the guide.

Check out our blog for a detailed breakdown of [how to take attendance online](#). Here's a brief summary:

1. Register students with Poll Everywhere.
You must do this step to see their names after you take attendance.
2. Create and present your attendance activity.
3. Review attendance scores with a [Gradebook report](#)

There are a few steps you can take to [prevent cheating](#) while taking attendance:

- Enable [registered participants](#) only to ensure that only those registered for that specific class can participate

▼ Audience restriction & identity

Who can participate?

Everyone - no restrictions

Restrict to registered participants only

- [Hide activity title](#) from participant devices so that only students who can see your presentation screen will see the title of the activity.

Note: This feature is only available for [University-wide accounts](#).

- Set a timer of 30-45 seconds so students cannot switch accounts and respond for their classmates. The timer can be found in the bottom left corner of the activity.

Response settings

Each person may respond

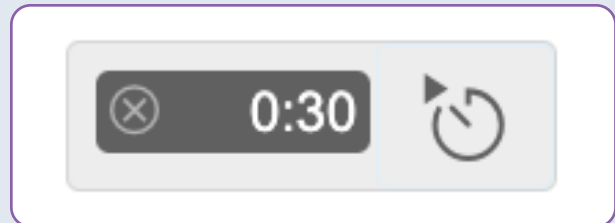
up to times

as many times as they like

Show activity title

Show activity title on all devices

Do not show activity title on participant devices



Live student participation

Poll Everywhere slideware integration

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

You can present activities within presentation slides like PowerPoint, Keynote, and Google Slides. This gives your audience 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, read our [Presenter guide](#).

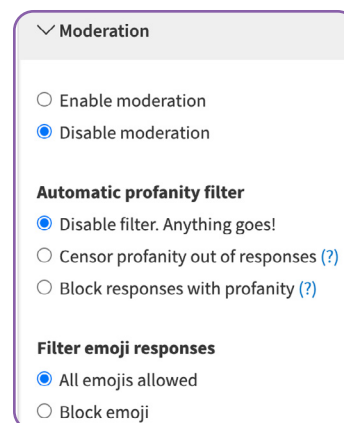
Moderation

Students enjoy using Poll Everywhere because the anonymity empowers them to share their opinions. One downside is that students may feel comfortable submitting inappropriate responses. With online classes,

students are now hidden behind a computer screen, removing the pressure of having an instructor watching them as they respond.

Therefore, you should enable moderation to approve or reject responses to open-ended activities before they appear live on-screen. This can save quite a bit of embarrassment if you have a few pranksters in the audience.

In addition to Moderation, instructors have the option of turning on a profanity filter. The filter will censor and replace profanity with asterisks or you can set the filter to reject messages and prevent them from being displayed. Note: this filter is automated. We suggest the moderation feature over the profanity filter for best results.



To learn how to enable the Moderation feature, [read this article](#). This feature is only available with [certain paid plans](#).

Presenting your activity with videoconferencing software

Videoconferencing software is replacing the traditional classroom. Previously, Poll Everywhere activities were shared on a projector or computer screen for everyone to see in-person. Now, instructors must use screen sharing services like [Zoom](#), GoToMeeting, Join.Me, Webex, and more to engage students.

If you are presenting an activity within a slide presentation, check out this [step-by-step guide](#). If you're presenting your activities directly from PollEverywhere.com, follow these steps:

1. Before your online class, close all unnecessary apps. If you have alarms or notifications you don't want the students to see, make sure you adjust those settings beforehand.
2. Open the activity you'll be presenting on PollEverywhere.com by navigating to Activities.
3. Launch your videoconferencing software and start the meeting.

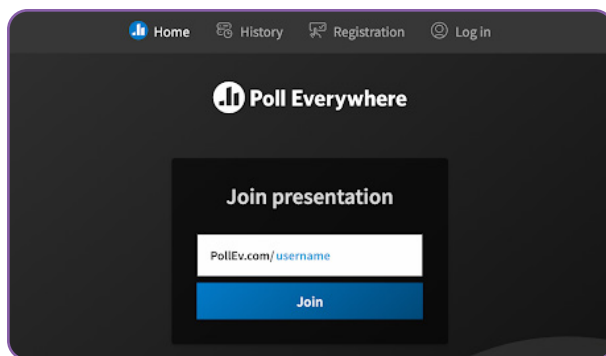
4. Select the screen-sharing feature and share your screen.
5. Direct students to your unique PollEv.com URL or submit responses via SMS.
6. Enter fullscreen mode to present and activate your Poll Everywhere activity. Advance to the next one by using your arrow keys or pressing "Next" and "Previous" in the bottom right-hand corner of the screen.
7. Watch results fill the screen and bring the conversation to life!

Student participation with videoconferencing software

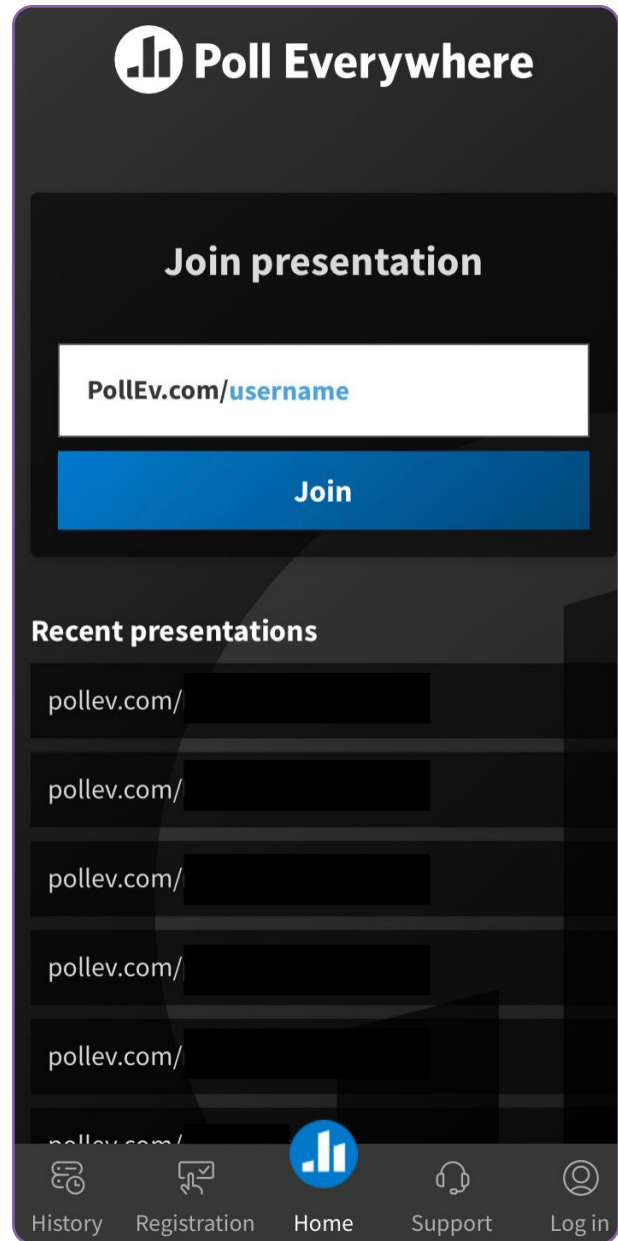
For instructors opting for synchronous lectures, the most common question asked is "How can students effectively switch between videoconferencing software and Poll Everywhere?" We have two solutions for students: the Poll Everywhere Participate app for desktop and our mobile apps.

- [Poll Everywhere Participate app](#) The Poll Everywhere Participate app for desktop is a convenient alternative to visiting PollEv.com on a web browser. When students join

a presentation via the desktop participate app, they'll receive a native OS notification whenever a new activity is activated. Click the notification and Poll Everywhere jumps to the front so students can respond. Seamless switching lets students focus on what matters — your online lecture. For a breakdown of how to download and set up the app, read this [support article](#).



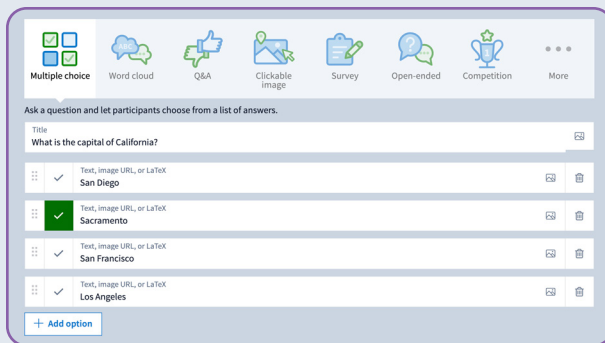
- [Poll Everywhere Mobile app](#) Instructors may be hesitant to encourage students to use their mobile devices during class, but the Poll Everywhere mobile apps are an easy way for students to participate in lectures without switching between videoconferencing software and browsers. [Learn more about participating with Poll Everywhere mobile apps.](#)



Grading and reporting

Grading

Giving students credit for answering a question correctly is hard to manage virtually. Use Poll Everywhere to ask graded questions that students can get credit for. The Grading feature allows you to visually display the correct answers when presenting Multiple choice or Clickable image activities. It also allows you to use the Gradebook report to grade individual performance across multiple questions.



Grading can be set while creating an activity. To set multiple choice answers as correct, click the checkmark next to them. The checkmark will become green and the system will now grade incoming responses as correct or incorrect. To add grading to an existing activity, [check out this article](#).

Gradebook report

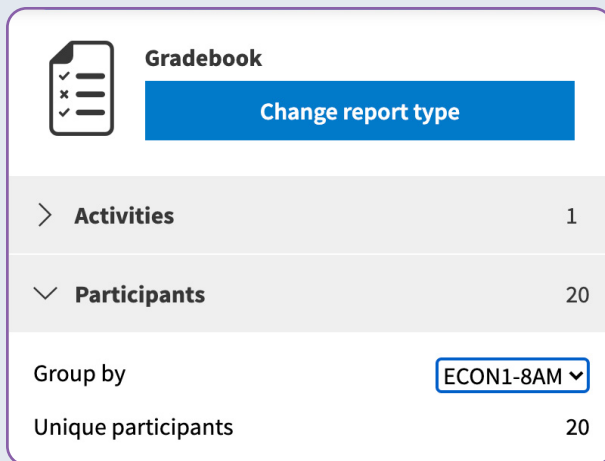
If you choose to use Poll Everywhere to track student participation and comprehension, then a Gradebook report is a great way to organize student responses.

The Gradebook report is a compact table with participants listed down the left and questions across the columns. It shows scores, participation, and attendance. Sort by rank to use as a leaderboard, which when there's a tie takes speed of response into account. This report requires your activities to have Grading enabled, with the correct answers indicated. The Gradebook report only works for activity types in which you can designate a correct response: multiple choice and clickable image activities.

Algebra 203 - Spring 2015													
Current run last updated Jun 11, 2015 3:31pm													
Name	Rank (7)	Participation (7)	Polls										
			1	2	3	4	5	6	7	8	9	10	11
Susan Tucker	1	40%	○	○	○	○	○	○	○	○	○	○	○
Tammy Medina	2	97%	○	○	○	○	○	○	○	○	○	○	○
Ryan Griffin	3	30%	○	○	○	○	○	○	○	○	○	○	○
Brian Thompson	4	36%	○	○	○	○	○	○	○	○	○	○	○
Lori Chavez	5	98%	○	○	○	○	○	○	○	○	○	○	○
Victoria Powell	6	7%	○	○	○	○	○	○	○	○	○	○	○
Jason Spencer	7	36%	○	○	○	○	○	○	○	○	○	○	○
Nancy Brewer	8	27%	○	○	○	○	○	○	○	○	○	○	○
Julia Wright	9	34%	○	○	○	○	○	○	○	○	○	○	○
Amanda Owens	10	43%	○	○	○	○	○	○	○	○	○	○	○
Andrea Barnett	11	66%	○	○	○	○	○	○	○	○	○	○	○
Linda Fields	12	99%	○	○	○	○	○	○	○	○	○	○	○
Doris Grant	13	42%	○	○	○	○	○	○	○	○	○	○	○
Randy Bowman	14	55%	○	○	○	○	○	○	○	○	○	○	○
Janice Nguyen	15	30%	○	○	○	○	○	○	○	○	○	○	○

If you haven't already, check out the Participant group section in the Getting Started section of the guide for a detailed breakdown of how to create and assign students to select groups. Placing students in groups is the only way to tell if a student never replied to any activities in the Gradebook report. Here is how to select a participant group in the Gradebook report:

1. Run the Gradebook Report
2. On the right hand side under the Participants drop down, you can select which group you wish to see grades for.



1. The Gradebook report will update with the participants you selected.

A few helpful tips when running Gradebook reports:

- Export Gradebook reports as CSV files for best results
- On the first or second week of school, check your grade uploads at least once to check for any problems early on.

Integrating grading with your learning management system (LMS)

Important note: The LMS instructions in this article detail legacy methods of connecting Poll Everywhere to an LMS. This integration will be deprecated January 2021. We encourage all LMS admins and users to change over to use the [new LTI Advantage](#) standard as soon as it is convenient to do so.

Importing students

Instructors can import their course rosters from LTI Advantage into Poll Everywhere. This automatically registers each student as a Poll Everywhere participant. Registering students with Poll Everywhere let's educators easily identify how students responded to their polls.

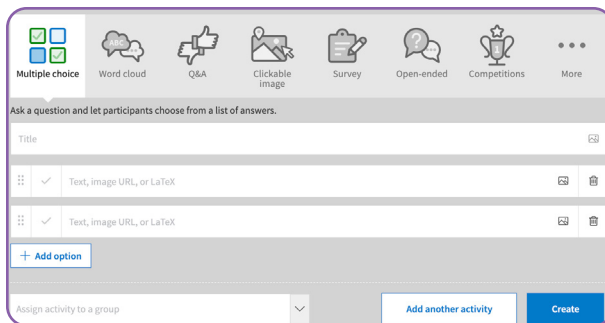
Exporting graded responses

Don't let your students' graded responses get lost in a sea of CSV files. Exporting grades from Poll Everywhere to your institution's LMS saves instructors time by letting them quickly record how students respond to their activities. An important note about exporting grades: for this feature to work properly, instructors must first register their students with Poll Everywhere.

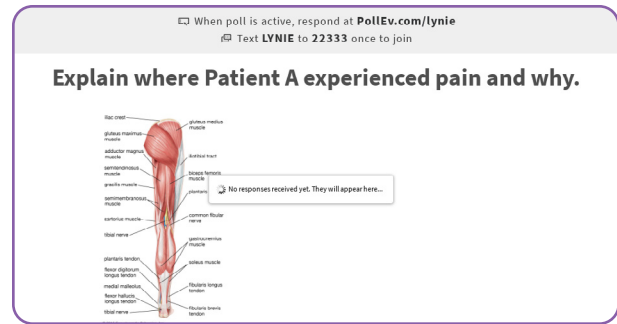
Live remote quizzes

Pop quizzes and quick comprehension checks during class are great to assess what material students are absorbing. The downside of online classes is the inability to take out printed copies of the quiz and test students on the spot. With Poll Everywhere, you can still host remote quizzes during class. Here's how you can turn a Poll Everywhere activity into a quiz:

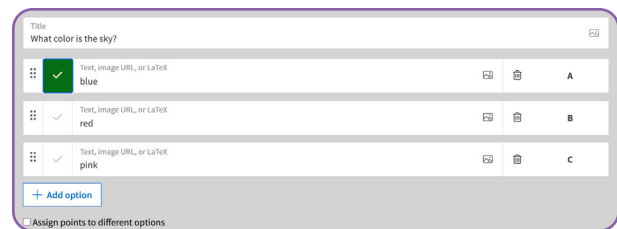
1. [Create your question](#). Choose between a variety of activity types – [Multiple choice](#), [Open-ended](#), and [Clickable image](#) questions.



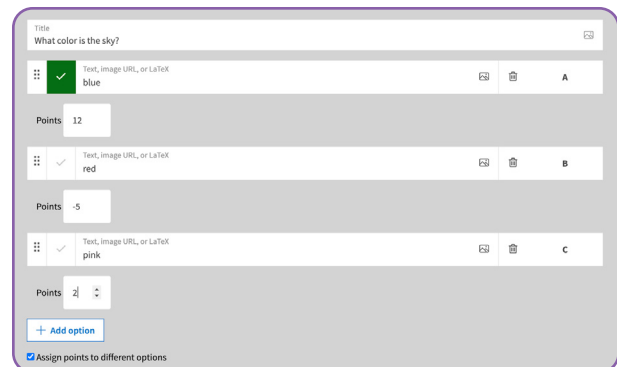
For both multiple choice and the free text activities, you have the option of including images as part of the question. This is great for medical school or other fields that require visual learning.



2. Set correctness for instant grading. When creating your question, you have the option of clicking on the checkmark next to the answer options to mark one as the correct answer.

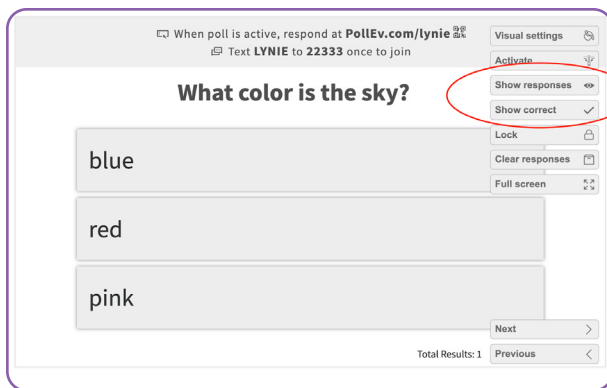


You also have the option of assigning points to different options, also known as weighted grading.



3. Set restrictions. Using Poll Everywhere for remote quizzes is not 100% bulletproof, but here are a few tips to preventing cheating.

- Limit the activity to registered participants only. See the registering participants section for more information.
- Don't show responses and do not show correctness. When activating your quiz, you have the option of hiding responses and the correct answer from students. Students will not be able to see what their peers chose and thus cannot cheat.



- Set a time limit on your quiz. Once the time runs out, the activity will lock and students cannot respond anymore. If you set a short time limit, students will not have time to look up answers or ask each other for help. The timer can be found in the bottom left corner of your activity screen.

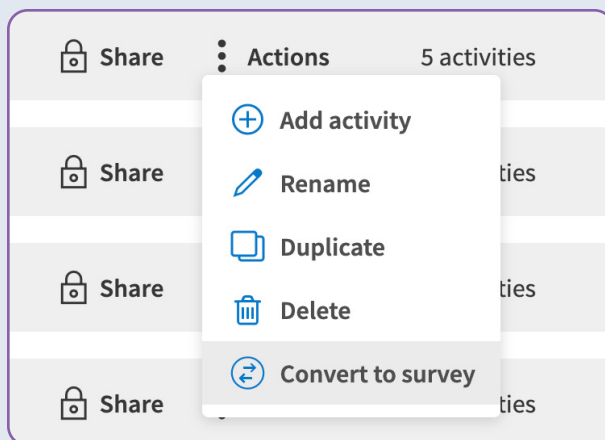
4. If you plan on using the same quiz for other sessions, consider hiding the live results and the correct response history. After participating, participants are shown their response history for all activities, which includes if they chose the correct answer. If you do not want students to know the correct answer until later, you can set when you want correct responses to be visible to participants. For instructions on how to hide correct responses, [read this support article](#).

Asynchronous formative assessment

Creating a survey

If you prefer asynchronous and self-paced quizzes, consider turning your live activity quizzes, consider turning your live activity into a Survey. With Surveys, you can package multiple activities into one Survey that participants can fill out in their own time. Check out this article on [how to create a new survey](#).

If you already 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. From the Actions menu, click on the 3 dots to find the “Convert to survey” button to turn that Group into a Survey.



When creating your self-paced quiz, make sure to use correctness in your activities to ensure students are given credit for choosing the correct answer. This also allows you to export a Gradebook report. To prevent cheating, turn off the students’ ability to change their answers. Read the remote quiz section above for more details.

Change answer

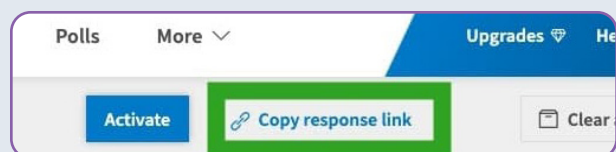
Allow changes

Do not allow changes

Sending the survey

Use a response link to send the Survey to your students. The Copy response link button at the top left will allow participants to respond at their own desired time.

This enables you to collect responses without activating your Survey. Because this method doesn’t involve activation, you have the ability to send out multiple surveys at once.

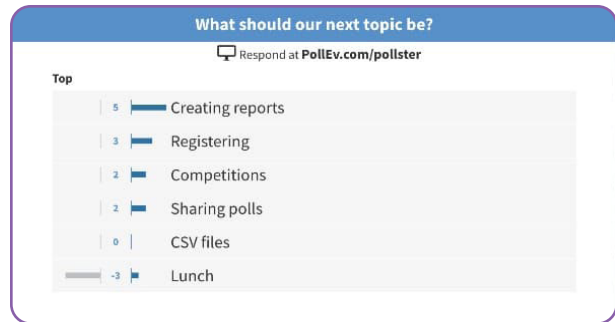


Sourcing questions from your students

Live Q&A

One of the perks of in-person classes is the ability to raise your hand and ask a question anytime. With online classes, especially with asynchronous or pre-recorded lectures, students can't stop to ask questions. To remedy this, we encourage instructors to insert a Q&A activity within your lecture slides to let students ask any burning questions.

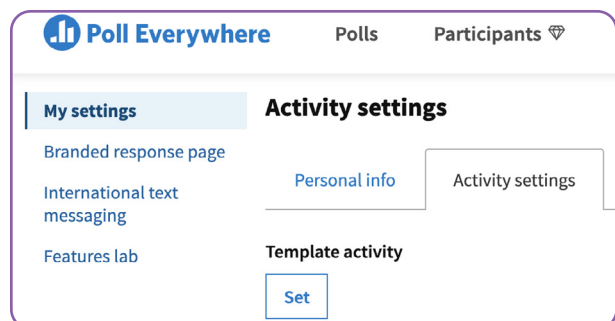
With a Q&A activity, students can submit open-ended responses, then upvote or downvote other submissions. It's a great way to swiftly discover which questions the students would like to address. It's also perfect for brainstorming with a group as it provides a crowd-ranked list of ideas within seconds. This activity only allows responses through the web or the Poll Everywhere mobile app. Use live Q&A for virtual office hours, exam review sessions, or for casual chats with your students. For more information about Q&A's, check out this support article.



Pinned Q&A

If you prefer to save Q&A for the end of class, we recommend Pinned Q&A's. The Pinned Q&A activity is a separate activity that runs in the background where students can drop questions, comments, and suggestions as they come up. No activation is necessary. This is a great place for students to ask questions without disrupting class. The Pinned Q&A is available on a separate tab from other activities you present, so you don't need to switch back and forth between activities. Read the Pinned Q&A section above for more details.

Note: Pinned Q&A is only available to certain [paid plans](#).



Team moderation

Don't worry about moderating Q&A's while you're presenting live! With Team moderation, you can allow a teaching assistant or colleague to do it for you. Just create your Q&A or word cloud activity and share the unique moderation link with your teammate. They'll be able to moderate right from their own account while you present. For information on how to create Teams, check out this [article](#).

Note: Team moderation is only available on Enterprise plans, learn more about our [Enterprise offering](#).

Building connections with your students

Building a connection with your students is just as important as the lessons you teach. We often overlook the casual conversations we have before and after class. Don't lose this important bond with your students when you switch to online classes – use Poll Everywhere to engage your students. Here are four different ways to connect with your students:

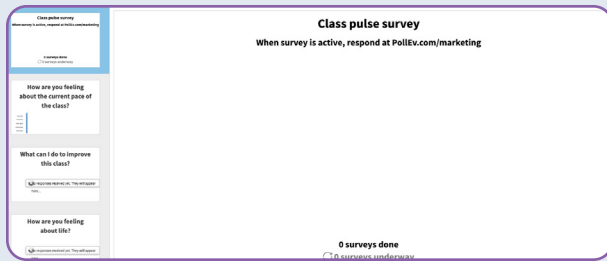
1. [Icebreakers](#) First day icebreakers are always great for learning your student's names and learning more about their interests. With a virtual classroom, it is difficult to ask each student to share a fun fact. Instead of asking each student to turn on their cameras, use a [word cloud](#) activity or [clickable image](#) to do a fun icebreaker.



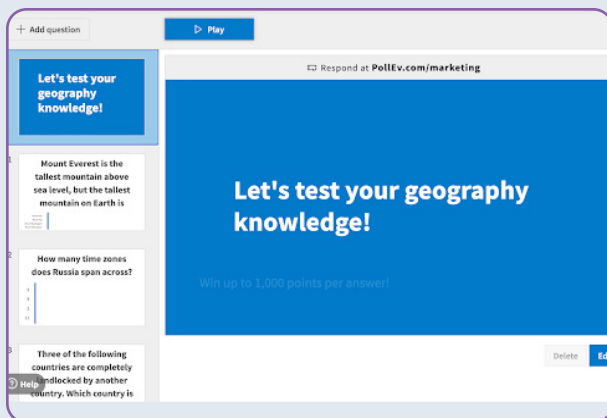
2. Check-ins With COVID-19 and other current events disrupting life as we know it, it is important to check-in with your students. Students may be struggling to adapt to the new distance learning environment, so take some time to check for comprehension. In an in-person class, you may be able to check for confusion on your student's faces, but in a virtual classroom you cannot. Use a Poll Everywhere [multiple choice](#) or [clickable image](#) activity to check-in.



3. Pulse surveys If you'd prefer to send your check-ins asynchronously, consider sending a pulse Survey. These short surveys can be sent bi-weekly to assess how your students are feeling about the pace of the class and gain their honest feedback. To help you get started, we've created a class pulse Survey. Add the Survey to your account.



4. [Competitions](#) Energize your students with some friendly competition and gamify your lessons with Competitions. Competitions are a fun way to test student knowledge of the subject matter while having fun.



How to team teach with Poll Everywhere

Collaboration is more important than ever with distance learning becoming the new way to teach. You can create, share, and present activities with other teachers or TA's with Poll Everywhere.

Adding additional presenters

All accounts now have the ability to add additional presenters to accounts, including free accounts. This also allows users to share activities and create groups of presenters if Shared activities and Teams are enabled on their accounts. How to add presenters [can be found here](#).

Teams

University-wide plans

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 may create and edit Teams. If you're looking for a specific team, reach out to your company's account admin.

[Learn more about Teams](#).

Shared activities

University-wide plans

Shared Activities will save time and stress when it comes to managing activities that will be presented by dozens, and sometimes hundreds, of different users within a company. Share activities with a team of users on your account. Presenters within that team will be able to present the shared activities independently. Any edits made to the activities will immediately update for all the presenters with access.

Read our [full guide on Shared activities here](#).

Share Group of shared activities group with teams

Select the teams with whom you would like to share this folder.

- Everyone at Poll Everywhere Enterprise
- Biology Department
- Bug smash hackathon
- Conference rooms