POLL EVERYWHERE
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Students
Go to the URL at the top of your instructor's presentation

If your instructor is using Poll Everywhere there will be a website URL posted at the top of the presentation. That URL is where you will go to participate in all of your instructor's Poll Everywhere sessions. Note that each instructor has a different Poll Everywhere URL.

How to join a Poll Everywhere session from the mobile app

If you are on a mobile device we recommend using the Poll Everywhere mobile app which is available for both Apple and Android devices. To join a session via the mobile app enter your instructor's URL in the app.
Click the menu icon in upper right-hand corner
Click "Log in or Sign up" in the menu

You will be required to log in to Poll Everywhere to participate in your instructor's Poll Everywhere sessions. If you aren't already logged in, click the menu button (three horizontal bars in the upper right-hand corner) and select "Log in or Sign up".

Enter your Tufts email address in the "Email or username" field
Click the "Log in with Tufts University"

Log in with your Tufts username and password

Enter your Tufts username and password, the same that you would use to log in to Canvas.
Participate in your instructor's session

Now that you are logged in you can interact with the questions presented by your instructor. You can read more about participating in polls and reviewing your responses in the getting started guide.
What is Poll Everywhere?

Poll Everywhere is a web-based classroom response system which allows your instructors to deliver questions to your devices (computer, smartphone, or tablet) and see student responses in real-time.

Joining your instructor's polling session

You must log in to Poll Everywhere before you can participate in your instructor's polling session. You can join via a web browser on your computer or the Poll Everywhere app on your mobile device.

Open the URL displayed on your instructor's presentation in your web browser or in the Poll Everywhere mobile app

![Multiple Choice Question](https://example.com)

This URL will be the same every time you participate in your instructor's Poll Everywhere sessions. If you are using the Poll Everywhere mobile app enter the URL in the field provided.
You will need to log in to participate in the polling session, see [How to log into Poll Everywhere](#) for more information on that.

**Responding to questions**

As the instructor activates each question the question prompt and response options will be delivered to your device. The question may also appear on the projector screen in the classroom.

NOTE: If the text message option is available we recommend that you **do not** use it and instead respond via browser or the app.

**Submit your answer or response**

Depending on the question you may be asked to select a multiple choice option, order a list, select a region on an image, or submit an open-ended response.
Reviewing your past responses

Go to www.polleverywhere.com and click "Log in"

https://www.polleverywhere.com

Note: If you were not logged in when responding to the poll your responses will not show up in your response history.

Click on "Response History"
Your past responses will be listed by date and instructor. You can search the question text and answers using the search box.
Best Practices

Using Poll Everywhere in the Classroom

Poll Everywhere is a classroom response system that your instructor will use to ask questions during lectures and see the classroom’s responses in real-time. Please follow the instructions below prior to the first class and bring a web-enabled device to every class so you can participate.

Logging in to Poll Everywhere

You will need to log in to Poll Everywhere to participate in your instructor’s sessions. Follow these instructions to log in with your Tufts username and password:

http://tuftsedtech.screenstepslive.com/s/19028/m/73482/l/812154-how-to-log-into-poll-everywhere

How to access Poll Everywhere

Poll Everywhere can be accessed from any web-browser or from the Poll Everywhere mobile app (iOS and Android). For the best experience use the mobile app on your smartphone or tablet. For more information see the getting started guide:


IMPORTANT NOTES ABOUT USING POLL EVERYWHERE:

• Always log in to Poll Everywhere before you participate. If you do not log in your participation will not be associated with your name.
• In the classroom, always connect your device to the “Tufts_Secure” wireless network for a fast and secure connection. For more information visit: https://it.tufts.edu/securewireless.
• If you run into any problems with Poll Everywhere please contact edtech@tufts.edu.

Troubleshooting

If you are having trouble connecting to Poll Everywhere, try these steps

Make sure that your device is connected to the "Tufts_Secure" wifi network

"Tufts_Secure" is the most robust and reliable wifi network on campus.

You should also remove any other Tufts wifi networks from your settings, as most devices may switch between networks automatically.
How to remove wireless network profiles on Windows 10

When you connect to a new Wi-Fi networks it is added and stored in a list of profiles. Over period time these wireless profiles (SSIDs) can become quite large. The following instructions guide you through the process of deleting wireless profiles (SSIDs) that are no longer needed.

To delete a wireless network profile in Windows 10:

1. Click the Network icon on the lower right corner of your screen.
2. Click **Network and Internet settings**.
3. Click **Wi-Fi settings**.

   - Click **Manage known networks**, click the network you want to delete.

   ![Settings](image)

   **Status**

   **Network status**

   ![summary status]

   You’re connected to the Internet

   If you have a limited data plan, you can make this network a metered connection or change other properties.

   **Change connection properties**

   **Show available networks**

   **Change your network settings**

   - **Change adapter options**
     View network adapters and change connection settings.

   - **Sharing options**
     For the networks you connect to, decide what you want to share.

   - **Network troubleshooter**
     Diagnose and fix network problems.
1. Click **Forget**. The wireless network profile is deleted.

2. **Note:** You can also type `netsh wlan show profiles` in the Command Prompt to manage and delete wireless network profiles.

   It is best practice to only have 3 to 4 WiFi profiles (SSIDs) listed on your laptop.

**How to remove wireless network profiles on Mac OS**

- Pull down the Wi-Fi menu icon and choose “Open Network Preferences”, or go to the “Network” preference pane from Apple menu and System Preferences.
Select “Wi-Fi” from the network panel sidebar, then click the “Advanced” button in the corner.

Go to the “Wi-Fi” tab and find the router/network to forget under the “Preferred Networks” list.

Select the network and then choose the [-] minus button to remove (forget) the wireless network.

Confirm to forget the wi-fi network by choosing “Remove”
Repeat as necessary for other wifi networks to forget
Click “OK”, then exit out of System Preferences, choose “Apply” if asked

It is best practice to only have 3 to 4 WiFi profiles (SSIDs) listed on your laptop.

How to reset network settings on an iPhone

Step 1. Tap the Settings app on your iPhone.
Step 2. Tap General.
Step 3. Scroll down to find Reset and tap it.
Step 4. In the new window, select Reset Networking Settings and confirm the action.
You must be within range of the wireless networks you want to forget, so this must be done on campus.

How to reset network settings on Android phones

You can reset your network settings in the Settings menu. However, the Settings menu is different depending on the make and model of the phone you are using.

On Samsung Galaxy phones

1. **Swipe up from the bottom of the screen.** This displays a list of all apps on your phone.
   - Your apps may be displayed on multiple pages. Swipe left and right to move from one page to the next.

2. **Open the Settings app.** The Settings app has an icon that resembles a gear. Tap this icon to open the Settings app for your Samsung Galaxy.
   - If you are using a different theme, the icon for the Settings menu may have a different icon.

3. **Tap General management.** It's near the bottom of the Settings menu in the Settings app. This displays the General Management menu.
4. **Tap Reset.** It's at the bottom of the General Management menu. This displays the Reset menu.
5. **Tap Reset Network Settings.** It's the second option in the Settings menu. This displays a page explaining that this will reset your Wi-Fi, mobile data, and Bluetooth settings.
6. **Tap Reset Settings.** It's the blue button below the text on the page. This takes you to a confirmation screen.
• If you have a security password, PIN, or pattern set, you are required to enter it in order to continue.

7. **Tap Reset Settings.** This confirms that you want to reset your network settings and resets your settings.

**On Android version 8.1 and 9.0**

1. **Swipe up from the bottom of the screen.** This displays a list of all apps on your phone.
   • Your apps may be displayed on multiple pages. Swipe left and right to move from one page to the next.

2. **Open the Settings app.** The Settings app has an icon that resembles a gear. Tap this icon to open the Settings app for your Android device.
   • If you are using a different theme, the icon for the Settings menu may have a different icon.

3. **Scroll down and tap System.** It's near the bottom of the Settings menu of the Settings app. It's next to an icon that resembles an "i" inside of a circle.

4. **Tap Reset Options.** It's near the bottom of the System Settings menu. This displays options for resetting different features of your phone.

5. **Tap Reset Wi-Fi, Mobile, and Bluetooth.** This displays a page that explains what network settings are going to be reset.

6. **Tap Reset Settings.** This displays a confirmation pop-up asking you to confirm that you want to reset your network settings.
   • If you have a security password, PIN, or pattern set up on your device, you may be asked to enter it in order to continue.

7. **Tap Reset Settings.** This confirms that you want to reset your network settings and resets them immediately.

**On Android version 8.0**

1. **Swipe up from the bottom of the screen.** This displays a list of all apps on your phone.
   • Your apps may be displayed on multiple pages. Swipe left and right to move from one page to the next.

2. **Open the Settings app.** The Settings app has an icon that resembles a gear. Tap this icon to open the Settings app for your Android device.
   • If you are using a different theme, the icon for the Settings menu may have a different icon.

3. **Scroll down and tap System.** It's near the bottom of the Settings menu. It's next to an icon that resembles an "i" inside of a circle.

4. **Tap Reset.** It's at the bottom of the System Settings menu of the Settings app. This displays options for resetting your phone.

5. **Tap Network Settings Reset.** This displays a page that explains that this will reset your Wi-Fi, mobile data, and Bluetooth settings.

6. **Tap Reset Settings.** It's button below the text on the Reset Network Settings page.
   • If you have a security password, PIN, or pattern set up on your device, you may be required to enter it in order to continue.
7. **Tap Reset Settings.** This confirms that you want to reset your network settings and resets them immediately.

**On a Google Pixel 3**

1. **Swipe down from the top of the screen.** On some phones, like the Google Pixel 1, you'll have to swipe up from the bottom of the screen. This displays a list of all apps on your phone.
   - Your apps may be displayed on multiple pages. Swipe left and right to move from one page to the next.

2. **Open the Settings app.** The Settings app has an icon that resembles a gear. Tap this icon to open the Settings app for your Android device.
   - If you are using a different theme, the icon for the Settings menu may have a different icon.

3. **Scroll down and tap System.** It's near the bottom of the Settings menu. It's next to an icon with an "i" inside of a circle.
   - Your apps may be displayed on multiple pages. Swipe left and right to move from one page to the next.

4. **Open the Settings app.** The Settings app has an icon that resembles a gear. Tap this icon to open the Settings app for your Android device.
   - If you are using a different theme, the icon for the Settings menu may have a different icon.

5. **Tap Advanced.** It's in the System menu. This displays the Advanced Settings options.

6. **Tap Reset Options.** It's in the Advanced Settings menu. It's next to an icon that resembles a clock inside of an arrow.

7. **Tap Reset Wi-Fi, mobile, & Bluetooth.** It's the first option in the "Reset Options" menu. This is the option you use to reset your network settings.

8. **Tap Reset settings.** This displays a confirmation pop-up.
   - If you have a security password, PIN, or pattern set up on your phone, enter it when prompted to continue.

9. **Tap Reset settings.** This confirms that you want to reset your network settings and resets them immediately.

**Close other applications running on your mobile device**

**How to turn off apps running on the iPhone**

1. **Double-press the Home button.** It's the round button below the screen on the face of your device. All open apps will be tiled behind the Home screen.

   On iPhone X/XS/XS Max/XR, swipe up from the bar and pause until you see the app switcher.
2. **Tap and drag the app you want to close to the top edge of the screen.** When the app disappears, it is closed.

3. **Repeat for each app you want to close** or use 2 or 3 fingers when you swipe up to close multiple apps at once.

4. **Press the Home button or swipe up from the bar to return to the previous screen.** If the previous screen was the just-closed app, then you’ll be taken to the home screen.

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### How to turn off apps running on Android phones

1. **Tap and hold on the application and swipe it to the right.** This should kill the process from running and free up some RAM. If you want to close everything, press the "Clear All" button if its available to you.

2. **Navigate to the Apps tab in settings** if your phone’s still running slow. On Samsung phones, this menu is called "Application Manager." On LG phones, go to Settings > General > Apps.

3. **Go to the "All apps" tab,** scroll to the application(s) that’s running, and click on it.

4. **Tap "Force Stop"** to kill the process for good.

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### Turn off wifi on other devices you have with you

The wifi hotspots in classrooms can be overwhelmed by the number of devices connecting to them. If you have other wifi enabled devices with you that you do not need to use for class (such as a smart watch or tablet), shut off the wifi on those devices.

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### Restart your browser (and close all other tabs)

If still having issues, clear your cache and try again.
Instructors
Logging in to Poll Everywhere

**Important Note:** If you have any level of administrative privileges in Canvas please reach out to Educational Technology Services ([edtech@tufts.edu](mailto:edtech@tufts.edu)) prior to requesting Poll Everywhere access.

Go to [www.polleverywhere.com](https://www.polleverywhere.com) and click "Log In"

![Poll Everywhere login page](image)

https://www.polleverywhere.com/

Enter your Tufts email address in the "Email or username" field and click "Next"
Click "Log in with Tufts University"

Log in with your Tufts username and password

Enter your Tufts username and password, the same that you would use to log in to Canvas.
Start creating your questions!

You should now see the "Polls" view of Poll Everywhere. If you have any problems logging in to Poll Everywhere please contact edtech@tufts.edu.

Creating questions ("Polls")

In Poll Everywhere, a question is called a "poll". Here is a quick video that shows you how to create polls.

Click the "Creating an activity" link for a step-by-step walkthrough of creating polls. Click the "Types of poll activities" link to read more information about each poll style.

   • Creating an activity
   • Types of poll activities

Recommended question settings

Disable "Text Messages"

Unless you have students that are unable to participate via mobile app or browser, we recommend disabling text message responses because it will give students fewer options to participate. For example, they will be unable to answer image map questions.

Restrict responses to "Registered participants only"

If you want to see which students participated for grading purposes you need to require students to register and log in first. If you want to ask questions anonymously, you can
enable anonymous responses for questions even though students need to log in first (anonymous questions will not associate student info with their answers).

Asking questions during lectures

Asking questions from the Poll Everywhere website

Click the "Presenting from the web" link below to see step by step instructions for asking questions from the Poll Everywhere website or watch the video below.

Presenting from the web

Asking questions from Poll Everywhere slides integrated into PowerPoint, Keynote, etc.

You can display a poll directly from PowerPoint by embedding your poll as a slide, to seamlessly present with your other PowerPoint slides.

To embed your polls in PowerPoint, you must install the PollEv Presenter app. In addition, the computer displaying the presentation must be connected to the internet in order for the polls to be displayed.

Follow the links below for instructions specific to your operating system and presentation software:

- PowerPoint for Windows
- PowerPoint and Keynote for Mac
- Google Slides in Chrome web browser

Reporting on in-class participation

Poll Everywhere has several styles of reports that can analyze responses to your questions. The "Gradebook" report is the quickest way to see how your students responded to the questions asked in a lecture.
Sharing questions with other instructors

On your "My Polls" page, select the questions you want to share

Click "Move/Copy"
Enter the email address of the instructor you want to share with

Click "Apply"
Grouping your questions for use in lectures

The questions/polls you create are "Ungrouped" by default. You can organize your questions by grouping them together; we recommend grouping questions by lecture for ease of presentation. You can order your questions in the group in the same order you plan to present them.

Go to the "Polls" tab and select the questions you want to group together

![Ungrouped questions]

Click the "Group" button at the top of the page

![Grouped questions]

The questions will be moved to a group called "New Group".
Move your mouse over the new group and click the "Rename" link that appears.

Name the group in the field provided.

We recommend naming your groups according to the course title/code, topic, and/or date/sequence of the lecture.

Drag and drop your questions to re-order them.
Click anywhere on the question and drag the question to the desired location. You'll see the cursor switch to a "hand" icon to show that you've "grabbed" the question. You can use this process to reorder questions within a group or move questions to other groups.
It is not necessary to create copies of your questions and groups to re-use your questions from term-to-term, you can even keep the same questions/groups if you use them in different sections during the same term. To re-use your questions you must **archive the responses** after your sessions. This will also make easier to run gradebook reports.

As a best practice you should archive responses after every session.

### Select the questions from your completed session

Select the questions from your completed session.

### Click the "Clear" button at the top of the page

Click the "Clear" button at the top of the page.
Name the archive

We recommend that you name the archive with the course name, date, and the lecture topic or number.

Re-use the questions

After you clear the responses you can use the questions again with a different group of students, either that same day, the next term, or the following year.

Accessing the archive

When running a gradebook report on the session, select "Shared run" under the "Select run" option to filter the results to that specific session.
Drag the "LC Converter" button to your bookmarks bar

There should then be a bookmark called "LC Converter" in your bookmarks bar.

**NOTE:** this tool only works in the [Google Chrome browser](https://www.google.com/chrome) at the moment.
Log into Learning Catalytics and open the module you want to convert

Click "Edit" to change the response type from "Instructor-led synchronous"

Change Module "Response type" to "Self-Paced"

This will put all of the questions on one page. Click "Save and Finish" when you're done.

Click on the "LC Converter" link in your bookmarks bar

You need to be looking at the Module and use the Google Chrome browser for the converter to work.
A CSV file will be immediately saved to your computer's "Download" folder, along with any images embedded on the page.

**Accepted Question types**

- Multiple Choice
- Many Choice (imports as Multiple Choice)
- Short Answer (imports as "Open-ended")
- Long Answer (imports as "Open-ended")
- Numerical (imports as "Open-ended")
  
  **NOTE:** Poll Everywhere does not calculate or evaluate correctness of numeric submissions. They will be treated like any other open-ended or word-cloud question.

- Data Collection (imports as "Open-ended")
  
  **NOTE:** Poll Everywhere does not calculate or evaluate correctness of numeric submissions. They will be treated like any other open-ended or word-cloud question.

- Priority (imports as "Rank order")
  
  **NOTE:** Poll Everywhere does not define a "correct" order, so these questions cannot be graded.

- Ranking (imports as "Rank order")
  
  **NOTE:** Poll Everywhere does not define a "correct" order, so these questions cannot be graded.

- Region (imports as "Clickable image")

**Question types that are not available in Poll Everywhere**

These questions will need to be manually removed during the question confirmation step below.

- Composite sketch
- Direction
NOTE: Poll Everywhere does not support tables in question text, so you will need to capture screenshots of any tables in your questions and embed them as images in your Poll Everywhere questions.

Import your CSV file to Poll Everywhere

Log into Poll Everywhere and click "Import"

Drag the CSV file to the space in the browser window or select it from your desktop

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type</th>
<th>Title</th>
<th>Option</th>
<th>Option</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll</td>
<td>Open-ended</td>
<td>What's your favorite color?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poll</td>
<td>Multiple choice</td>
<td>Pick your favorite fast food from below</td>
<td>Pizza</td>
<td>Hamburger</td>
<td>Fries</td>
</tr>
<tr>
<td>Poll</td>
<td>Multiple choice</td>
<td>In what state is it illegal for a driver to be blindfolded while operating a vehicle?</td>
<td>Arkansas</td>
<td>***Alabama</td>
<td>Oregon</td>
</tr>
</tbody>
</table>
Review the imported questions and make corrections as needed

<table>
<thead>
<tr>
<th>Question type</th>
<th>Question text</th>
<th>Correct answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple choice</td>
<td>When meeting a shark face to face, which would be the most suitable human reaction to survive?</td>
<td>Slap it in the cheek, sharks are very sensitive and they will simply get offended, Swim as fast as you can making as much splashing as possible, Hard blow to the shark’s gills, eyes or snout will cause it to retreat, Play dead, a dead floating object is not worth paying attention to, Play an injured fish, injured means sick and sick means diarrhoea and sharks avoid it</td>
</tr>
<tr>
<td>Open ended text</td>
<td>How many RNA sequences could have coded for the exact same protein?</td>
<td></td>
</tr>
<tr>
<td>Multiple choice</td>
<td>N/A - question type not available in Poll Everywhere</td>
<td></td>
</tr>
<tr>
<td>Indicate the direction of transcription along the DNA in this figure, by drawing an arrow and label which end is the 3' end and which end is the 5' end.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open ended text</td>
<td>What is not in the domain of the rational functions f(x)=x-8x+28(x)+1-6x+2-48(x)</td>
<td></td>
</tr>
</tbody>
</table>

Pay particular attention and make sure the following are correct:

1. Question type
2. Question and answer text
3. Correct answers
For "Clickable image" questions click the "Upload image" button to upload the image saved to your computer by the LC Converter script. If you had answer choices with images click the small image icon in the question text to upload the image.

**NOTE:** There is not an option to upload images to the question field at this stage, but you can do so after the questions have been imported (see below)

**Remove question types not supported by Poll Everywhere**

These questions will be listed a question type "Multiple Choice" but will have "N/A" in the question field. Click the "trash" icon to the right of the question text to remove them.
Select a group for the questions (if desired) and click "Import"

If the group already exists, you can add all of the questions to the group. Otherwise, import them as "Ungrouped" and group them later.

Add question-prompt images (if needed)

To add images to a question prompt, open the question in the "Polls" view and click the "Visual Settings" button (paintbrush icon) and then go to "Instructional view settings". There you can upload an "Instruction image" which will be embedded in the question prompt.
(OPTIONAL) Check any special characters and sub/superscripts

If you have any special characters double-check that they imported correctly. If not try copying and pasting them from Learning Catalytics or another source.

You can use LaTeX formatting to create subscripts and superscripts, for example:

- \$O_2\$ = O$_2$
- \$MC^2\$ = MC$^2$

(OPTIONAL) Clean up any LaTeX equations

Poll everywhere supports LaTeX equations, but they won't import correctly. You'll need to copy the original LaTeX equation text from Learning Catalytics and put two dollar signs before and after the equation for it to render correctly. For example, the equation above looks like the screenshot below when entered like this:

\$f(x) = \frac{1-6x}{x^2-16x+28}\$

Poll Everywhere will provide a preview below the equation so you can make sure it renders correctly.
If you want to present an image as part of a question prompt for an "open-ended" or "word-cloud" style question, you must upload the image as a "logo" in the "Visual settings".

Open the question in Question view

To open the "Question" view, click on the question text in the "Polls" view or open the question embedded in your PowerPoint presentation.

Click on the "paintbrush" icon to open the visual settings
Click the "Title" section to expand the title settings

Click "Choose" in the "Logo" section to select your image
Click "Browse" to upload an image from your computer.

Click upload to save your selection.

Try changing the logo alignment to left or right to if the image and question text take up too much space.
Use the "Size" setting under the "Font" section to adjust the size of the question text (if needed)

![Font settings screenshot]

Changing this setting has some impact on the image size as well.

Close visual settings to review the finished question

![Question display screenshot]

Open visual settings again if you need to adjust anything. Test out your poll to see how responses will look on the screen (click here for instructions on how to do this: Testing your poll)
Students will need to see the image on the projector screen in the classroom.
Copy and paste these instructions where your students will read it, and learn how to access and use Poll Everywhere. Some suggestions for placement are your syllabus or syllabus tool (for Canvas users) or into your course description (for TUSK users). Alternatively, you can also link to this page from your course material.

Instructions

Poll Everywhere (in-class response system)

Poll Everywhere is a classroom response system that your instructor will use to ask questions during lectures and see the classroom's responses in real-time. Please follow the instructions below prior to the first class and bring a web-enabled device to every class so you can participate.

Logging in to Poll Everywhere

You will need to log in to Poll Everywhere to participate in your instructor’s sessions. Follow these instructions to log in with your Tufts username and password:
http://tuftsedtech.screenstepslive.com/s/19028/m/73482/l/812154-how-to-log-into-poll-everywhere

Using Poll Everywhere in class

Poll Everywhere can be accessed from any web-browser or from the Poll Everywhere mobile app (iOS and Android). For the best experience use the mobile app on your smartphone or tablet. For more information see the getting started guide:

IMPORTANT NOTES ABOUT USING POLL EVERYWHERE:

• Always log in to Poll Everywhere before you participate. If you do not log in your participation will not be associated with your name.
• In the classroom, always connect your device to the “Tufts_Secure” wireless network for a fast and secure connection. For more information visit: https://it.tufts.edu/securewireless.
• If you run into any problems with Poll Everywhere please contact edtech@tufts.edu.
Poll Everywhere can synchronize with your Canvas course roster and gradebook. 

**NOTE:** If you have any Canvas administrator privileges contact edtech@tufts.edu before attempting the Canvas sync.

**Importing students from Canvas**

Log in to Poll Everywhere and go to the "Participants" tab

![Participants tab](image)

Click the "Add participant" button

![Add participant button](image)

Click "Connect to LMS"
Select Canvas

Connect to LMS

1. Select LMS  
2. Authorize  
3. Select courses

Contact us to learn more about connecting with your LMS.

Click "Login" next to the Tufts Canvas URL

Connect to LMS

1. Select LMS  
2. Authorize  
3. Select courses

Select Canvas connection type:
Please note that adding a new Canvas connection will disable participation:

- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:
https://canvas.tufts.edu [Login]
Click "Tufts Login"

Click "Authorize"
Click the Tufts Canvas link under "Your available Canvas logins"

Connect to LMS

1. Select LMS
2. Authorize
3. Select courses

Your available Canvas logins:
https://canvas.tufts.edu (login: Instructor Ets) Delete

Add more Canvas connections:
Please note that adding a new Canvas connection will disable participants participants must be imported from Canvas or added via CSV-import.
- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:
https://canvas.tufts.edu Login
Select the course(s) you want to synchronize with and click "Continue"

Click "Got it!" to return to the Participants tab

Look at the Participant list to make sure the roster synchronized
Each course that you synchronize will appear as a "Participant group" in the list on the right and your students to will appear in the participant list. The Participant Groups will be important if you use the reporting features of Poll Everywhere.

**NOTE:** you may have to repeat the roster import for your courses due to the fluctuation in enrollments at the beginning of the term. Re-importing your course roster will not create duplicate students.

**Exporting grades to Canvas**

To export grades to Canvas you need to create a Gradebook Report. You can find those instructions here: [How to Create Reports](#)
In Poll Everywhere you can generate reports and use them to grade student participation.

Go to the main Poll Everywhere page that shows your list of questions (polls), and question groups.

The main polls page is at [http://polleverywhere.com/my/polls](http://polleverywhere.com/my/polls).

Check the checkboxes to the left of the questions, or question groups, that you’d like to report on.

NOTE: You can generate a report on any combination of questions or question groups.

After selecting your questions click the 'Report' button at
the top of the question list

Click on the type of report you want, then click 'Finish'

How do you want to see the report?

Executive summary
Concise overview of all responses

Survey responses
Simplified list of individual responses

Pivot table
Graded table with scores, participation

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.

Finish
The report view will be shown

You can rename your report if you like, by clicking "Rename" to the right of the report title

Consider renaming it to something more descriptive, like "January 20, 2018 Lecture Session" or "FA18 Bio 101 Participation"
Use the options in the panel on the right side to modify the parameters of the report

Click the 'Change report type' button to switch to a different type of report

Click the 'Polls' tab to see a list of all your questions and question groups

You can remove a question from the report by clicking the trash icon to the right of it. You can add a question to the report by clicking "Add activity".
Click the "Participants" tab to choose which participants you want to include in the report

By default, the report will only show those who responded to the questions in the report. If you want to include the students who did not participate, click on the "Participants" section in on the right and select your course from the drop-down list.

NOTE: If you do not see a Participant list for your course, you need to synchronize your Canvas roster with Poll Everywhere by following these directions: Synchronizing Canvas roster and gradebook with Poll Everywhere.
If you are not using Canvas, you can import a spreadsheet of your students' names and emails to create a participant group by following these instructions: Import a list of participants

Click 'Select run' to choose the question sessions ("runs") you want to report on

NOTE: A "Run" refers to a time that the question was asked.

In the "Select run" section you'll see two or three options:

- **All Runs** means the report will include data from every time that the question has been asked to date. If you are filtering this report by Participant Group it will show every time the users in that group responded to those questions.
- **Current Run** means the report will include data from the last time the question was asked. NOTE: If you archived responses for a question and then had students respond again, the second (most recent) response will be considered the "current" run.
- **Shared Run** will only appear if you cleared the responses for the questions at once (see How to Re-Use Questions Between Terms or Sections).
Use the 'Download' and 'Print' buttons to download or print the report

Clicking the "Download" button will generate an Excel file with the report data.

'Gradebook' reports can be exported to Canvas

Clicking the "LMS Export" button will allow you to send your participation data to Canvas as a gradebook item.

NOTE: You need to synchronize your Canvas course with Poll Everywhere before you can send grades back to Canvas. See: Synchronizing Canvas roster and gradebook with Poll Everywhere.

Select 'Canvas' and click 'Next'
Select your Canvas course

Use the dropdown to select the Canvas course that will be the destination for the Poll Everywhere Gradebook Report. Make sure that you selected the Participant Group for this course when creating the report so that the list of students in the report matches the student roster in Canvas.
Confirm the report exported correctly to Canvas

The Canvas export process will create an assignment in the *top most* assignment group in the Canvas Assignments tool, and will assign grades to each student.
Do I need to use "Teams"?

"Teams" is a new Poll Everywhere feature that allows users to share and present questions created by other users. This feature replaces "Account Polls", which was how presenters could previously share their questions.

Teams is useful when:

- your TA creates questions for you to present, or;
- you co-teach a course with one or more other faculty and need to add questions from multiple users in the same lecture presentation.

A note to "Account Polls" users

- The "Account Polls" section has been replaced by "Shared with me", which is where the shared questions will appear.
- If ETS set up a "User Group" for you previously, that user group is now a "Team" and you can share with your colleagues without asking ETS for help.
- Unlike "Account Polls", your colleagues will only see the questions that you share with this process: [Sharing questions with a Team](#).
- When you present questions shared by your colleagues, the questions will appear at your presentation URL, not the URL of the colleague who created the question.

Setting up "Teams"

To request a user group, email edtech@tufts.edu with your requested team name and provide the names and email addresses of everyone who needs to be included in the group. You can see your teams and the other members on your teams by clicking on the "Teams" tab on polleverywhere.com.

**NOTE:** unlike "Account Polls", you can be a member of multiple teams, so you can request a team for more than one course with different groups of users.
Sharing questions with a Team

Select the questions you want to share and click "New Group"

Click the "Share" link in the group title bar

The "Share" link only becomes visible when you move your cursor over the group title.
Select the Teams that you want to share these questions with

Share Group for sharing with teams group with teams
Select the teams with whom you would like to share this folder.

☐ Everyone at Tufts University
☑ December 2019 Teams Test
☐ ETS Poll Everywhere Administration

You can share the group of questions with more than one team. You can also create additional groups to share with different teams.

Click "Save" when you have selected the teams you want to share with.
Presenting questions shared with you

Click on "Shared with me" to view questions that are shared with you

To access shared polls, click on "Shared with me" on the left-hand side of your Polls page. Here are the capacities and limitations on using shared questions:

**You can:**

- Present shared questions from your personal Poll Everywhere URL
- Add shared questions to your presentations
- Copy questions to your account
- Run reports on shared questions

**You cannot:**

- Edit shared questions (unless you copy them to your account)
Adding shared questions to your lecture presentations

Enable Poll Everywhere Beta in presenter apps

Before you can use the Poll Everywhere Presenter application to add shared questions to your lecture presentation, you must first enable the "Poll Everywhere Beta in presenter apps" feature. To do that, go to https://www.polleverywhere.com/labs and click on the "Beta features" tab.

At the bottom of that page switch the "Poll Everywhere Beta in presenter apps" option to "On" and then click "Apply lab settings". You will need to close the application and re-open it to see the beta user interface.
Select shared questions in the Presenter app

Shared questions will appear at the bottom of the list of folders in the Presenter app. They can be selected and inserted into your lecture presentations like the other questions in your account.

Presenting questions added by other Team members

A shared question will work for all Team members *regardless of who embedded the question into the lecture presentation*.

For example, if your TA embedded shared questions into a presentation and sent the file to you, you can still log in as yourself and present the questions through your Poll Everywhere URL even though it was your TA that embedded the questions into the presentation.

Reporting on shared questions

It is possible to run reports on the results you generate through shared questions. Note that you are unable to report on the results generated by other members of your team. You can *only* report on responses generated when you were presenting shared activities through your account.
Go to the "Reports" tab and click "Create Report"

Select your report type and click "Shared with me"

You can select the shared questions in that folder for reporting. Go to the "My Activities" folder if you need to include unshared questions in your report. Click "Finish" when you have selected all of the questions you want to report on.
We have received reports of faculty having trouble presenting Poll Everywhere slides in PowerPoint on Apple computers that have been updated to the "Catalina" operating system. Although these users were able to insert questions into their presentations, the questions do not activate when presenting.

Poll Everywhere support provided the following steps to address the issue if you experience it.

1. Open System Preferences

   To access System Preferences, click on the "Apple" icon in the upper left-hand corner and select "System Preferences..." from the menu.

2. Click on 'Security & Privacy'
3. Click on the Privacy tab and scroll down the list to 'Accessibility'

Find the Poll Everywhere application in the list on the right, if it does not have a checkmark next to it, click the lock in the lower left-hand corner to unlock the system and make changes.

After unlocking, click the checkbox next to the Poll Everywhere application in the list of apps.
If the Poll Everywhere application does not appear in the list of applications...

Unlock your settings and click the "+" button below the list of applications.

Select the Poll Everywhere application in your applications folder and click "Open".

Now that Poll Everywhere application appears in the list you can click the checkbox next to it.
4. Scroll down and click on 'Screen Recording'

As with the "Accessibility" section, find the Poll Everywhere application in the list of applications on the right and make sure the box next to the application name is checked.

Additional troubleshooting steps

If the steps above don't resolve the issue, try this...
1. Open the Poll Everywhere application

2. Click the "Help" option in the menu bar in the top left corner of the screen

3. Click the "Force Monitor Selection" option

4. Select the appropriate monitor and aspect ratio

You may need to try all of the available options to get Poll Everywhere to display correctly.
Administrator Only
Create Attendance Polls

We recommend that you use a multiple choice question so that the correct answer can be easily displayed in a gradebook report. Select the check box to the left of the answer text to indicate the correct answer.

Click here to Learn more about Creating Polls.

Changing the Presentation URL

You may want to create a URL that is specific to the purpose of these questions instead of being labelled with the name of the User (presenter). For example, instead of pollev.com/janedoe123 you can change the link pollev.com/M21attendance.

It is important to remember that each User (presenter) can only have one URL that their polls are presented from.
To learn how to Change the URL that will be associated to your polls click on this link: Customize your username and the URL of your response page

Organize your polls with "Account Polls"

Account polls allow you to access and deliver Polls in other Users' (presenter) accounts.

To gain access to another User's polls, both of you must be added to a User Group. To request a user group, email edtech@tufts.edu and provide the names and email addresses of everyone who needs to be included in the group.

Delivering Polls from "Account Polls"

To Present from Account polls:
1. Log into your account
2. Click on Account Polls
3. Find the poll you would like to present under the user account that owns that poll
4. Activate the poll by clicking on the activate icon to the right of the poll (see image)
5. Share the URL with the students. You can write the URL onto the board or you can open the web view by clicking on the title of the question.

It is important to note that to access a poll students must always use the poll owner's URL, regardless of who is activating it in the Account Polls area. This means that if you present a poll from another member of your User Group, it will be accessible to student via the link of *that* user (not your own presentation link).

### Run Reports

You can run reports from other members of your user group the same way that that you would run them from your own polls.

1. Open Account Polls
2. Find the polls that you wish to run reports on
3. Use the check boxes to the left of the polls to select all the polls you would like to report on
4. Click on reports at the top of the screen
5. You most likely want to use a grade book report

To learn more about creating and running reports use these guides:

  - [Introduction to Reporting](#)
  - [Creating a report](#)
Grade or score responses
If you are having an issue logging into your instructor account on Poll Everywhere it may be because you have an existing account in Poll Everywhere (even if you don't remember it). You can follow these steps to gain access to your Tufts University account.

**Contact edtech@tufts.edu**

A member of the Educational Technology Services team will contact you to help resolve the issue. You will receive an invitation email from Poll Everywhere with a button to accept your account.

Greetings,
Justin Horvath has made you a presenter on a premium Poll Everywhere account, granting you sub-user access to extensive features and services. As a premium account member, you receive capabilities like instant reporting, larger audience sizes, and response moderation. You will not lose any of your existing polls or responses when you accept this invitation, and your account will not be charged.

Accept invitation

Cheers,
The Poll Everywhere team

Click the "Accept invitation" button or go to [https://www.polleverywhere.com](https://www.polleverywhere.com) and use the log in button in the upper right.

Log into the account that is associated with your @tufts.edu email. You can click on the "Single sign-on" link to use the your tufts credentials or use the password you set up when you created your free account.
Click on the 'Accept' button if you are presented with one.

If you can click the accept button you have successfully claimed your account. If you do not see the 'Accept' button, then continue to the next step.

Open "My Settings"

Click on the gear in the upper right.
Click on "My Settings"
View the invitation

Click on the 'View now' under New Invitations.

Accept the invitation

My invitations

Invitations to switch accounts
You're currently on a Higher Ed Free plan. By accepting a sub-user invitation below, you will become a sub-user on that account and gain access to the features and privileges of their plan. If you accept an invitation, all of your data (for example, your polls and their results) will be transferred with you.

<table>
<thead>
<tr>
<th>Invited by</th>
<th>Email</th>
<th>Account</th>
<th>Invited on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Horvath</td>
<td><a href="mailto:bryan.rev@tufts.edu">bryan.rev@tufts.edu</a></td>
<td>Tufts University</td>
<td>July 31, 2018</td>
</tr>
</tbody>
</table>

Test your account set up

Your account should be set up correctly. You can test you account by doing the following:

1. Go to [https://www.polleverywhere.com](https://www.polleverywhere.com)
2. Click on 'Log Out'
3. Click on 'Log In'
4. Enter your @tufts.edu email
5. Use the hint to access the Tufts single sign on page
6. After entering your tufts single sign ot credentials (the way you log into Canvas or TUSK) you should be able granted access.

If you are still having trouble please email edtech@tufts.edu