

POLL EVERYWHERE

Setup and Implementation

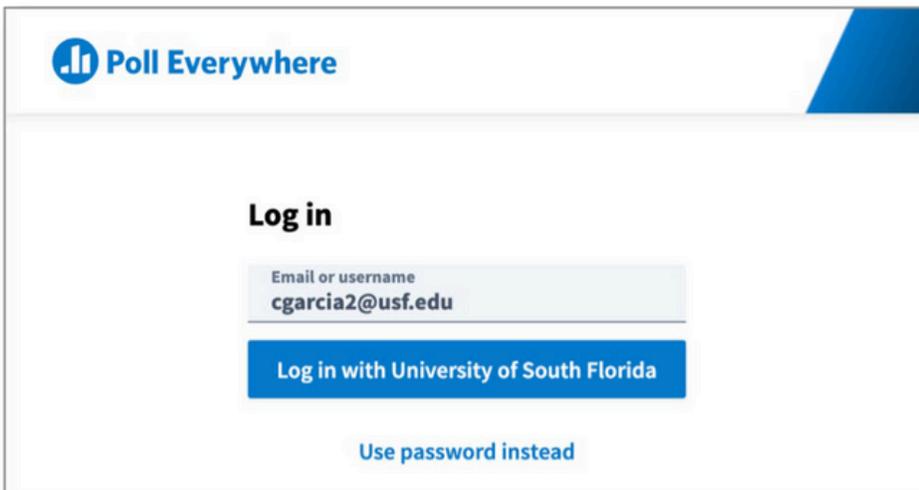
The following guide is an overview of Poll Everywhere and the basic steps for getting started. This includes accessing Poll Everywhere, activity creation, deploying a poll, and reviewing respondent results. Poll Everywhere is a robust solution and we encourage you to explore all the various activity options.

▶ WHAT IS POLL EVERYWHERE?

As the name suggests, Poll Everywhere is an online polling tool enabling you to infuse a higher level of engagement into your live Teams sessions and/or your Canvas course. Poll Everywhere offers a variety of activities including word clouds, interactive images, standard surveys, and live game-based competitions.

▶ GETTING STARTED ON THE WEB

Begin by going to <https://www.polleverywhere.com/> and input your USF email and select **Next**. Then select **Log in with University of South Florida**.

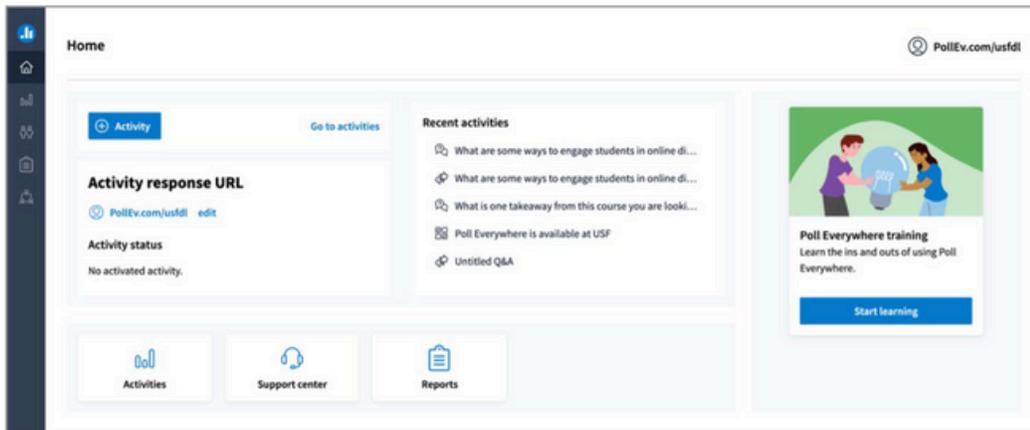


Issues logging in? Notify help@usf.edu and input “Poll Everywhere login issue” within the subject line. They will send you an invitation email to Poll Everywhere enabling access. If you still cannot log in after accepting the invitation, select **Use password instead** and accept the invitation from within Poll Everywhere.

POLL EVERYWHERE DASHBOARD

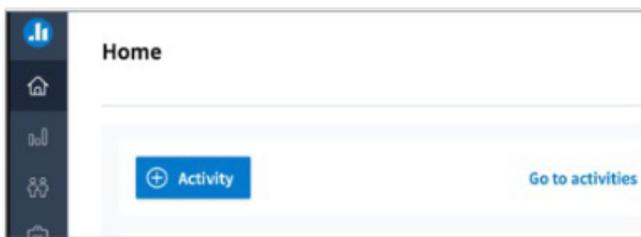
Upon logging in you will see the dashboard screen. From here you can:

1. access previously created activities
2. review students who completed your activities
3. generate reports & export to Canvas gradebook
4. setup a team for sharing activities with others, and as we will examine further in the next step
5. create a new activity



CREATE AN ACTIVITY

Select **Activity**.



You can choose from a variety of activities, each with its own unique features.



Multiple Choice: Create multiple-choice questions with or without a correct answer. You can use this for quizzing or survey-type questions.



Word Cloud: Students' responses will generate a dynamic word cloud.



Q&A: An open-ended question type allowing your students to upvote or downvote each other's responses.



Clickable Image: Upload an image and designate part of the image for students to select.



Survey: Use this option if you would like to weave together a series of questions into a multi-question survey or graded quiz. This offers a variety of question types including multiple-choice, ranking, image, and more.



Open Ended: Using this, you can create a short answer / essay type question.



Competition: This game-based activity allows you to present a series of questions that your students answer for points. A leaderboard shows their score and ranking.

QUESTION BUILDER

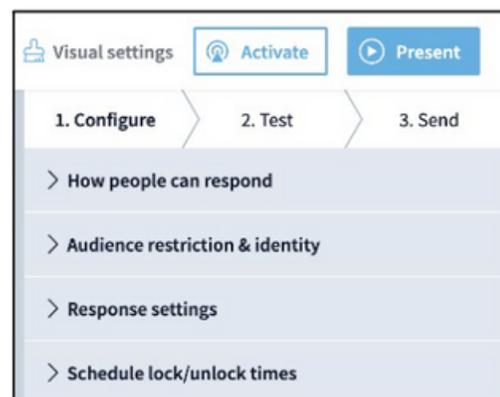
In this example, we have selected the **Multiple Choice** activity type with five possible answers. To add more answers, select **+ Add option** at the bottom of the screen. This question *What is your favorite color?* does not have a right answer, but to set a response as correct, select the **checkmark** to the left of the answer option. You can also attach an image to each independent answer by choosing the image icon to the right of the option.



The screenshot shows a mobile application interface for building a question. At the top, there is a back arrow and the word "Activities", and a "Share" button. Below this is a title field containing "What is your favorite color?". The main area contains five rows, each representing an answer option. Each row has a three-dot menu icon on the left, a checkmark in the middle, and an image icon and a trash can icon on the right. The options are "Blue", "Green", "Yellow", "Red", and "Something else". At the bottom left, there is a blue button with a plus sign and the text "+ Add option".

SURVEY OPTIONS, ACTIVATION & SHARING

To the right, you will see a variety of options for customizing the poll visual settings, configuration, testing (or previewing), activating, and sending out the link.



The screenshot shows a mobile application interface for configuring a survey. At the top, there are three buttons: "Visual settings", "Activate", and "Present". Below these is a progress bar with three steps: "1. Configure", "2. Test", and "3. Send". Below the progress bar are four expandable sections, each with a right-pointing chevron: "How people can respond", "Audience restriction & identity", "Response settings", and "Schedule lock/unlock times".

Select Save once you have set your options. You can then Activate the survey to make it live. The Present option displays your survey question in full screen and provides your audience with the link where they can respond.

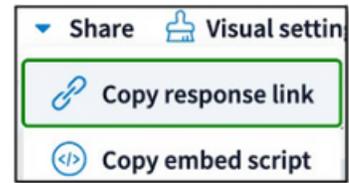
Save



Activate Present



A quick and easy way to send your poll is to select **Share and Copy response link**. You can then post this link within the chat of your Microsoft Teams sessions.



When you share the link, your students will be directed to a page where they will enter their name and select Continue to access the survey.



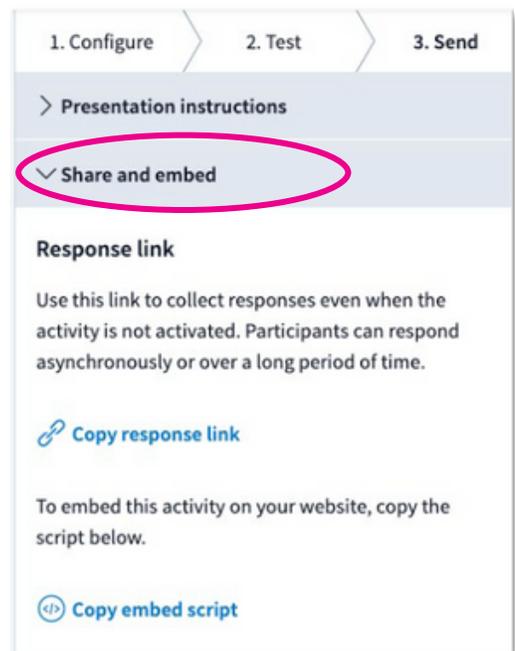
OTHER SHARING OPTIONS & RESPONSES

Beyond the share link, you can explore other ways to distribute the survey by selecting **Send**.

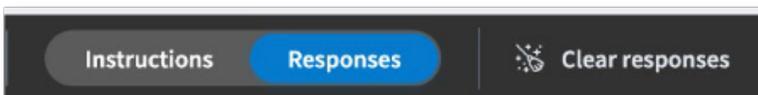
Share and embed provides all the sharing options including the response link, embed code, and a link to the live results.



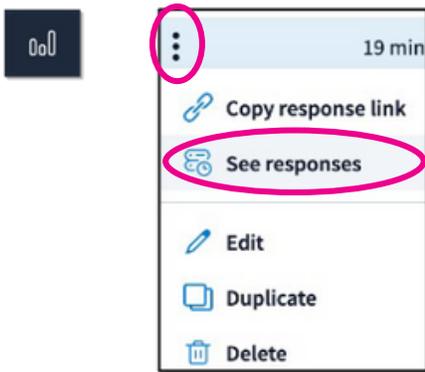
You can use the embed code to add your poll to a Canvas page.



Note that you can also view the results in the **Responses** area on the footer.



Additionally, you can view and download the full response history by selecting the **Activity icon** from the main menu, the **3 vertical dots**, and **See responses**.



▶ POWERPOINT PRESENTATION ON TEAMS IMPLEMENTATION

To use Poll Everywhere on slides in your PowerPoint presentation, you must first download and install the app to your computer - or whatever computer you will be giving your presentation from.

Download the app for Windows. The app will install as a plug-in on the top ribbon of PowerPoint.

Download the app for Mac. The app will install as a separate program that **MUST** be open at the same time as when you present your PowerPoint.



If you create your PPT on your home computer, but want to show it in a classroom while on Teams, the classroom computer must also have it installed. This could be a problem if you don't have admin rights, but if you have it on a laptop, you can plug that into the classroom system and present from the laptop.

▶ USING POLL EVERYWHERE ON WINDOWS

Watch this tutorial to use Poll Everywhere in your PowerPoint presentation on a PC.

▶ USING POLL EVERYWHERE ON A MAC

Watch this tutorial to use Poll Everywhere in your PowerPoint Presentation on a Mac.



*While in Teams, you **MUST** present in Full Screen mode for Poll Everywhere to work.*