Getting started with Poll Everywhere

Back to School
2017 Edition
Poll Everywhere is a student response system. Instead of using clickers, Poll Everywhere works with the phones and laptops your students already have. All they need is a web-enabled device to respond to questions and activities.

You can use Poll Everywhere on the web, or in PowerPoint, Keynote, or Google Slides. To get started, visit www.polleverywhere.com, or advance to the next slide.
Registering your students

Register your students when you want to see who responded to non-anonymous poll activities. You can also restrict activities to only those who register, so students get credit for participation.

**What do I need to do?** Go to the Participants tab at the top of My Polls. Create groups. Many educators create one group for each class, but how you divide up your students is entirely up to you.

See how to do it on the next slide
Registering your students

Once you create a group, there are three ways to register your students.

1. **Copy and distribute a link to students, or…**

2. **Import participants with a CSV, or…**

3. **Connect to your LMS**
Requiring registration

Require registration to identify and credit every student who responds to your questions. You can still make individual polls and activities anonymous — which prevents you from seeing who responded — even if you require registration.

What do I need to do? From My Polls, click a question to enter editing mode. When you do, you’ll see a settings panel to the right. Under “Response settings”, select “Registered participants only.”
Requiring registration

How to require registration:

1. Configure
   - How people can respond
   - Response settings
   - Each person may respond
     - up to 1 time
     - as many times as they like
   - Anonymity
     - Make responses anonymous
   - Who can respond
     - Everybody
     - Registered participants only
   - Change answer
     - Allow changes
     - Don't allow changes

2. Test

3. Present

What students see if they haven’t registered:

rboone requests that you register before you participate.

Register
Creating activities

Click the “Create” button from *My polls* to open the activity creator, then choose an activity type. (For a more detailed look at each activity type, see the guide.)

Note that Q&A, rank order, clickable images, and surveys require students to use the web to respond. They cannot be used with SMS text messaging.
Recommended settings

Activities are designed to adapt to your needs.

These are our recommended default settings, based on years of feedback from educators.

Access these settings by clicking a question from My Polls to enter editing mode.
Moderation (premium feature)

Running an open response question? You may want to enable moderation. With moderation turned on, you decide which responses are displayed onscreen, and which are not. (If you require registration for this question, you could simply remind students that their answers will be traceable.)

What do I need to do? From My Polls, select an open-response question. (Look for the icon.)

See how to do it on the next slide
Moderation (premium feature)

1. Before you present, enable moderation and block profanity automatically

2. As you present, approve responses at the bottom of your display.

1. How people can respond
2. Response settings
3. Schedule lock/unlock times
4. Enable moderation
5. Disable moderation
6. Automatic profanity filter
7. Disable filter. Anything goes!
8. Censor profanity out of responses
9. Block responses with profanity
10. Filter emoji responses
11. All emojis allowed
12. Block emoji
Correctness (premium feature)

Grading responses? Mark certain answers as correct, then reveal the correct response at just the right moment. *(Note that only multiple choice polls and clickable images can have correct responses.)*

**What do I need to do?** From [My Polls](#), select a multiple choice or clickable image question. At the bottom of the configuration panel, click “Edit.” Check the “Grade incoming responses” box at the bottom of the display. Select the right answer(s) by checking “Mark as correct.” Finally, click the red “Save” button.

See how to do it on the next slide
Correctness (premium feature)

Before you present, mark answer(s) as correct.

1. Before you present, mark answer(s) as correct.
2. As you present, reveal the correct answer when desired.

What's the word of the day?

- Neutral
  - Mark as correct
- Ramshackle
  - Mark as correct
- Malevolent
  - Mark as correct
- Hearth
  - Mark as correct

Type text or upload an image to use as choice

- Grade incoming responses
- Assign points to different options

What's the word of the day?

- Neutral: A
- Ramshackle: B (88%)
- Malevolent: C
- Hearth: D

Respond at PollEv.com/rboone or text RBOONE to 22333 once to join, then A, B, C, or D.
Custom replies (premium feature)

By default, students will not see a reply message when they respond to a poll activity. You may choose to send a reply, however, and to customize the message. For example, you could reply with a link to a website that encourages further exploration on the topic.

Often, custom replies are used to inform students their answer was correct, or to simply show them the correct answer.

See how to do it on the next slide
Custom replies (premium feature)

Note that custom replies are limited to 160 characters, and that replies are sent each time the student answers a poll. If you’ve allowed multiple responses, students will see the reply message multiple times.

Find out more about custom replies in the support hub.
Activate a poll on the web with the button, and go fullscreen with the button. Navigate between polls using the arrow keys on your keyboard, or the arrows on the chart.
Use Poll Everywhere directly in PowerPoint by installing the add-in.

Once installed, each activity is inserted as a slide. Present just as you normally would; when you get to an activity slide, it automatically activates to display responses as they happen.

Add-ins also available for Keynote and Google Slides.
How to respond

Students can respond to multiple choice and open-ended questions via SMS text message, or via the web. Responding to other activity types, like clickable images and Q&As, require students to respond on the web.

To respond on the web, students will enter polliev.com/your-username in a web browser, or they can type your-username into the mobile app.
The following slide includes instructions to help the class respond via text message and on the web.

You can tailor the graphic to match your own presentation, customizing it to match the:

1. Five-digit SMS number (or full phone number in some non-US locations)

2. Name of your personal PollEv.com page (pollev.com/YOURNAME)

3. Optional: Any response codes or keywords particular to your activity.
   (Response instructions can be customized. If you make changes, mirror those changes in your instructions.)
How to respond to Poll Everywhere activities

1. Go to pollev.com/(username)
2. Enter your response
3. Submit response
4. Send message to 37607
   (username or code)
## Additional resources

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