




2021

# POLL EVERYWHERE TUTORIALS

## INSTRUCTIONS FOR FACULTY


POLL EVERYWHERE TUTORIAL SERIES  
WASHINGTON UNIVERSITY IN ST. LOUIS  
CENTER FOR TEACHING & LEARNING



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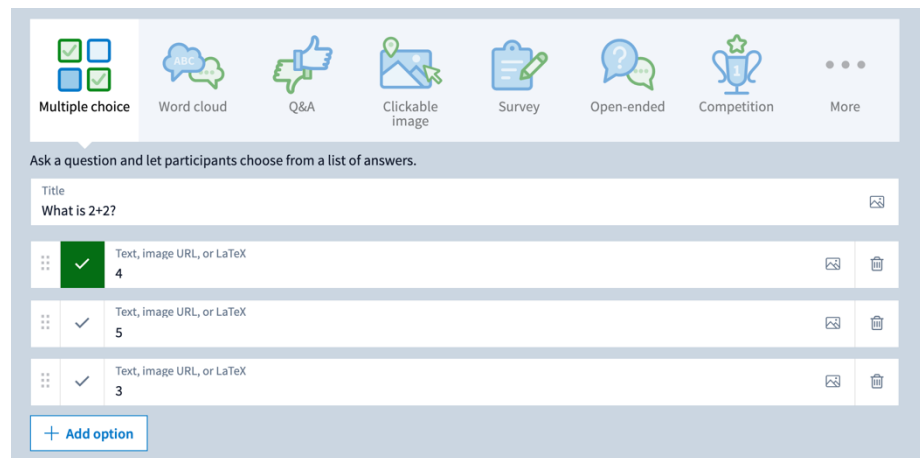
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## Getting Started

- Sign up for a free account on [Poll Everywhere](#) using your WUSTL email address.
- Then email your school's contact (<https://ctl.wustl.edu/resources/poll-everywhere-points-of-contact/>), and ask them to add you to the university account.
- Once you are on the university's license, you will be able to go to your settings and change your username to something different than the default, which is handy because this is what students will type in to access the poll.
  - In the bottom left corner, click the Profile button: 
  - At the top of the screen, you will see the Username information. You can change your username there.
- Next, you may want to adjust the default settings for your activities to save time later when making questions: <https://support.polleverywhere.com/hc/en-us/articles/1260801546550-Activity-settings>
  - From the Profile page, choose Activity Settings in the left menu.
  - Then review all settings and choose the default you want for every question. Each of these default settings can be changed for individual questions.
    - Recommended: Under “Show instructions or results,” select “Show the instructions” if you want students to respond first without seeing a chart of how other students respond
- You may want to bookmark this link, <https://www.polleverywhere.com/activities>, which will take you directly to your polls when you are signed in. Otherwise, from the home page, <https://www.polleverywhere.com/>, you will have to click on Activities button on the top right corner to get to your polls.

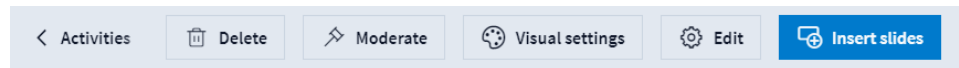
## Creating Polls

- Create poll questions in the web interface (<https://www.polleverywhere.com/activities>) or in add-in for Powerpoint, Google slides, or Keynote.
  - Installation instructions for the PowerPoint add-in for Windows computers: <https://www.polleverywhere.com/support/articles/pollev-win/install>
  - Installation instructions for the PowerPoint and Keynote add-in for Mac computers: <https://www.polleverywhere.com/support/articles/pollev-mac/install>
  - Installation instructions for Google Slides (Chrome extension): <https://support.polleverywhere.com/hc/en-us/articles/1260801546350-Installing-Poll-Everywhere-for-Google-Slides>
- Regardless of which interface you use, you'll use a similar process for creating activities (what Poll Everywhere calls their poll questions).
  - Click New Activity
  - Select the type of activity and enter content
  - Click Create
- Poll Everywhere has several different types of activities that you can create: <https://www.polleverywhere.com/support/articles/create-activities/creating-an-activity>



The screenshot displays the Poll Everywhere web interface for creating a Multiple Choice poll. At the top, there is a navigation bar with icons for various activity types: Multiple choice, Word cloud, Q&A, Clickable image, Survey, Open-ended, Competition, and More. Below the navigation bar, the main content area is titled "Ask a question and let participants choose from a list of answers." The "Title" field contains the text "What is 2+2?". Below the title, there are three response options, each with a checkmark icon and a text input field. The first option is "4", the second is "5", and the third is "3". At the bottom of the form, there is a blue button labeled "+ Add option".

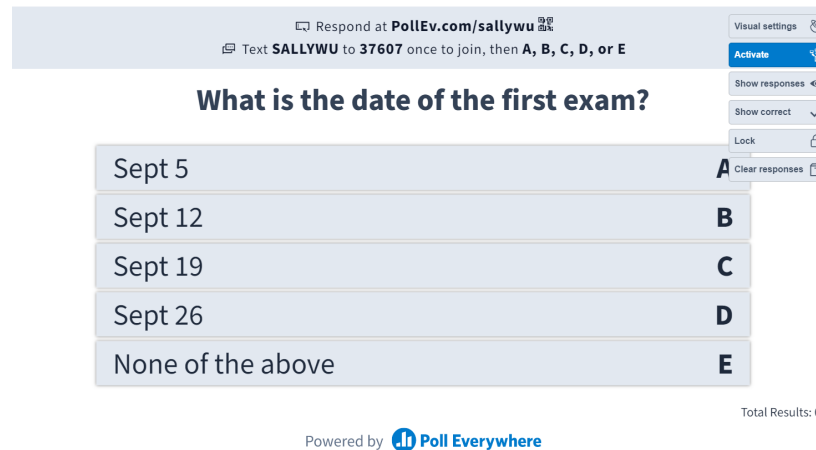
- Images can be used in question titles and response options in Multiple Choice, Word Cloud, and Open-ended activities: <https://support.polleverywhere.com/hc/en-us/articles/1260801546710-Instructions-view>
  - TeX or LaTeX can be used in question titles and response options: <https://support.polleverywhere.com/hc/en-us/articles/1260801547070-Math-equations-and-science-formulas>
  - HTML formatting can be used in titles only: <https://support.polleverywhere.com/hc/en-us/articles/1260801551989-Format-poll-titles-with-HTML>
- If you will run polls with PowerPoint, Google Slides, or Keynote slides, use your add-in to insert a slide with your poll: <https://support.polleverywhere.com/hc/en-us/articles/1260801556649-Inserting-Activities>



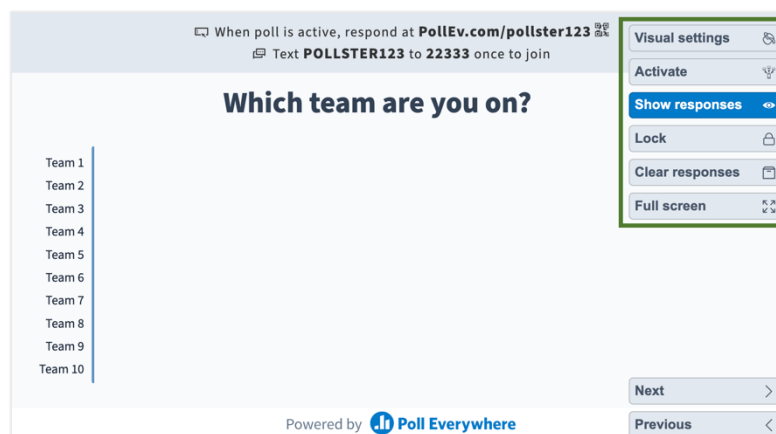
- For users who already have iClicker questions in your PowerPoint slides, another option is to use the “Convert” function in the add-in for PowerPoint. Unfortunately, this is currently only available for Windows computers.
  - You will need to move the question into the title of the slide for the conversion to work, but this will be the fastest way to transfer existing questions.
- If you do not use slides, you can directly present polls from your web browser (see the “Running Polls” section below).

## Running Polls

- The flow for presenting with PowerPoint, Keynote, or Google Slides is as follows:
  - Present slides as usual
  - When you get to a Poll Everywhere question, remind students that the instructions for accessing the poll is at the top of the slide.



- Students complete the poll
    - The Total Results counter in the bottom right shows how many students responded
  - Mouse over to the upper right corner of the screen and a moderation toolbar will appear
    - Click Lock so that students cannot add or change their responses, if desired
    - Click Show Responses, which will show a visual tally of student responses
    - Click Show Correct, which adds a checkmark to the correct response that you selected when creating the question, if applicable
  - Move on to next slide as usual
- When running a poll from your web browser, the view is very similar except a Full Screen option and buttons for Next and Previous in the bottom right so that you can move through your activities during class
    - The poll will automatically activate when you enter full screen mode. You can also click the Activate button: <https://support.pollerywhere.com/hc/en-us/articles/1260801546750-Presenting-from-the-web>



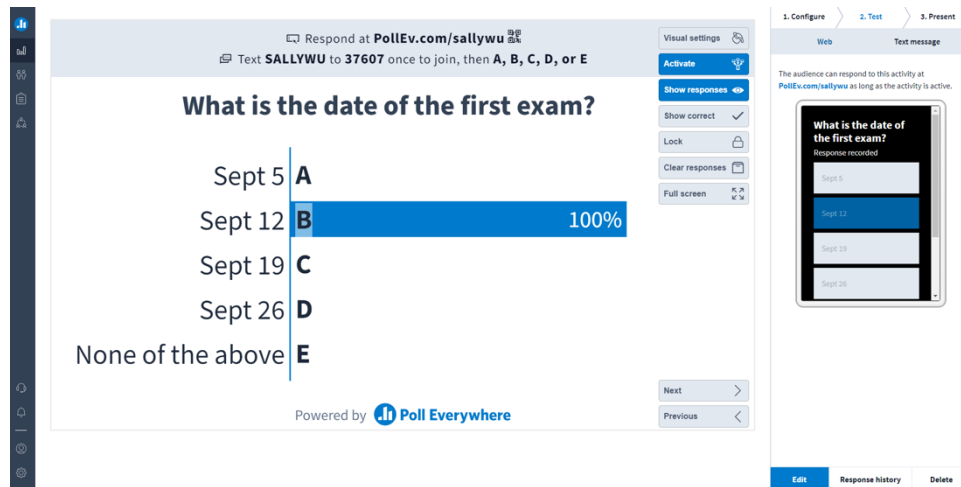
- Additional buttons that you may use to moderate the poll:
  - “Activate” means that the question is available for students to respond to. Only one question can be activated at a time. Deactivating the poll will remove the question from student view.
  - “Clear responses” if you are running the same activity with multiple class sections. This archives the existing responses and allows you to reuse your activity: <https://support.polleverywhere.com/hc/en-us/articles/1260801556709-How-to-Clear-Responses>



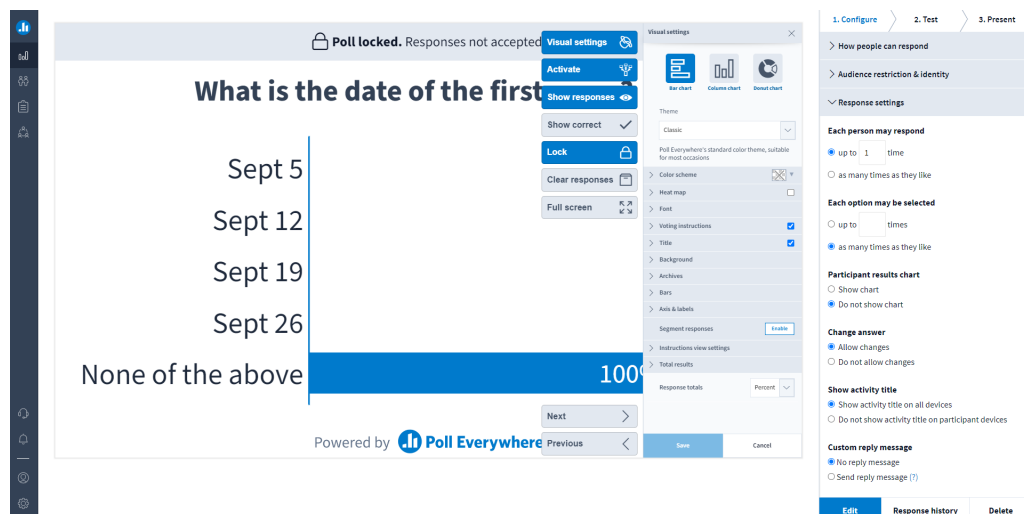
- For more details and settings on running a poll, see <https://support.polleverywhere.com/hc/en-us/articles/1260801546390-Activity-pages>

## Additional Tips

- Create Folders of questions for each day of class to help keep polls organized: <https://support.poll Everywhere.com/hc/en-us/articles/1260801556669-How-to-Create-and-Manage-Folders>
- Test your poll with a side-by-side student/instructor view: <https://support.poll Everywhere.com/hc/en-us/articles/1260801546950-Testing-your-activity>
  - Go to your list of polls: <https://www.poll Everywhere.com/activities>
  - Click on the title of a poll you want to test
  - On the right menu, select the “2.Test” tab
  - Try changing answers, Show/Hide Responses, Lock/Unlock, Show/Hide Correct



- After testing out the poll, you may want to change your Visual Settings (button in the top right corner of the poll) or your general settings under the “1. Configure” tab
  - Visual settings allow you to change the type of graph displayed, font, and many more.
  - The Configure settings are set according to your default settings (see Getting Started). These settings can be changed for individual questions.





- Complete bulk actions (Send a Copy, Duplicate, Move, Clear Responses, etc.)
  - Go to your list of polls: <https://www.polleverywhere.com/activities>
  - Use the checkboxes to select a set of polls (or folders)
    - You can also use Shift and Click to select a bunch of items
  - Once you have selected at least one poll, a toolbar will appear with bulk actions

