



**BALL STATE
UNIVERSITY**

Information Technology

Poll Everywhere

**AN INTRODUCTION TO USING POLL EVERYWHERE
AT BALL STATE**

Getting Started

WHAT IS POLL EVERYWHERE?

Poll Everywhere is a polling app designed for the classroom that can be used for answering questions virtually, communicating with professors from across large lecture halls, and gathering opinions from students. Poll Everywhere is free for students and staff, and can be accessed through a web browser with a password or QR code. Poll Everywhere has extensive features that make polling creative and interactive.

LOG IN TO POLL EVERYWHERE

You can login to Poll Everywhere by:

- Visiting polleverywhere.com
- Sign into your Poll Everywhere account using Ball State's integrated single sign-on (SSO).

REGISTER YOUR CLASS

Use Ball State's Canvas to import your student roster and create your student group.

- [Importing your roster from your Canvas](#) automatically registers each student as a participant for your activities and will enable you to see how each student responds.



AFTER REGISTERING YOUR STUDENTS

Once you've registered your students, assign them to participant groups or separate them by courses. This allows you to sort a gradebook report by a specific participant group.

There are two ways to create and assign students to a participant group:

- If you follow [these steps](#), participant groups are created automatically based on their associated Canvas course name.
- When you [import a CSV file](#), you can assign them to an existing group or create a new one. This allows for flexible groups to be created in your Poll Everywhere experience.



Navigating Poll Everywhere

ACTIVITY TYPES

Poll Everywhere gives you access to create many different question-based activities to display for your students including:

- Multiple Choice
- Word Cloud
- Q&A
- Clickable image
- Survey
- Open-ended
- Rankings
- Competition

ACTIVITY SETTINGS

The Activity settings give you control over many features. Through this portal, you can:

- Create a template,
- Determine how long you want activities to stay active,
- Change the language of activity instructions, and so much more!



TEMPLATES

If you find yourself using the same visual settings for many activities, consider creating a template activity. A template will apply the same visual settings from that activity to all your activities, creating a cohesive participant experience.

IMPORTING YOUR ACTIVITIES

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.



Presenting to Students

ACTIVATION

When presenting an activity that allows web responses, the presenter must activate a poll/activity. After it is activated, the system will publish the activity to the presenter's response page (i.e. PollEv.com/your-username) so participants can respond.

As a single presenter, you can only have one activated activity at a time. This allows the presenter to control and specify which activity is available to participants to submit responses at a given time.

HOW TO PRESENT

The easiest way to activate an activity is by displaying it in Present mode.

STEP 1

Select an activity from the activities page by clicking the title.

STEP 2

Click **Present** in the top right corner to present and simultaneously activate the activity.

Tip: The presenter can also click the Activate button to present. This will not enter full screen but will stay on the slide and present the activity to students.

Students have many options to respond to an activity including:

- A web browser
- The Poll Everywhere mobile or desktop app
- Text messaging to respond to an activity

To exit Present mode, press the Escape key on your keyboard or press the **Exit** button on the right of the presentation controls.

Additional Features and Settings

MODERATION

Moderation is available for all free text activities (open-ended, word cloud, and Q&A). The moderation tool allows you to censor responses with inappropriate language and even emojis.

SETTING A DEFAULT ACTIVATION PERIOD

A default activation period can be useful when you may need to leave an activity active after the lecture. If this is the case, you can set a default activation period for all activities.

POLL EVERYWHERE SLIDEWARE INTEGRATION

You can use Poll Everywhere to turn your one-sided virtual lecture into activities. It is possible [to insert Poll Everywhere activities](#) into your existing lesson plan to actively engage students into the presentation.

By doing this, you can create a presentation where you don't have to go back and forth from Poll Everywhere to your lecture slides.

GRADING

This feature allows you to give credit for graded questions in class. After you complete an activity, you can run a gradebook report, which is a compact table that displays a list of participants and how well they scored during your quiz/presentation.

While you can include any activity type in Gradebook report, it is most typically used for Multiple choice and Clickable image activities as these allow you to assign correct answers/regions.



Helpful Resources

Poll Everywhere Support Page:

<https://support.polleverywhere.com/hc/en-us>

Poll Everywhere Self-Guided Training:

<https://training.polleverywhere.com/>

Poll Everywhere for Instructors:

<https://www.polleverywhere.com/poll-everywhere-instructor-guide.pdf>

Need More Help?

Ball State HelpDesk

bsu.edu/helpdesk

(765)-285-1517

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