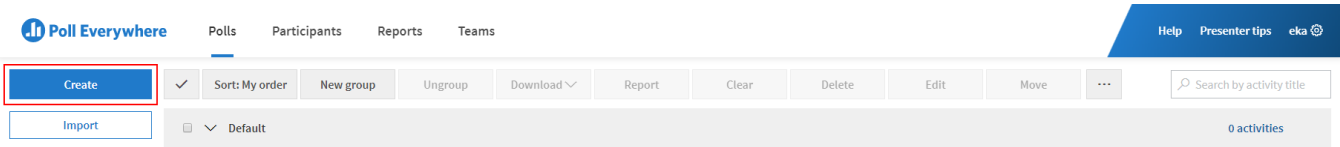


# Poll Everywhere General Workflow

**Step 1.** Login at <https://www.pollerywhere.com> - use your NUS email address and password.

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**Step 2.** In the main page, click **Create** from the left bar to start creating questions.



**Tips:** Newly created poll will be put under **Default**. You may want to group questions that belong to the same session so that the setting and report can be set and generated together.

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**Step 3 (if required).** If you want to track your student, decide how you want to do that. There are 2 options that you can choose.

**Option 1:** Create one Open-ended question to ask students to enter their Student number / NUS student ID / Name in every session. You can have the question at the beginning or end of the session.

Please note: participants can only attempt question which are currently active, so having the question at the beginning of the session may exclude people who come late to the session, i.e. the rest of their answers will not be able to be identified.

Example of the open-ended question:

- Please enter your NUS student ID, the one in the following format: e0123456.
- Please enter your name as written in your matric card.

**Option 2:** Restrict the questions to registered participants only. This will force the participants to login before answering.

- All NUS users (staff and students) can login using their NUS id and password.
- If you want to track Non-NUS participants, you have to import them first. Please refer to [this guide](#) on how to import Non-NUS participants.

Steps to restrict the questions to registered participants are as follows:

1. Select your group of questions.
2. Click **Edit**.
3. On **Who can participate?** option, set it to **Restrict to registered participants only**.
4. Click **Apply**.

**Bulk edit**

**Responses**

Each person may respond

- up to 1 time
- as many times as they like

**Who can participate?**

- Everyone - no restrictions
- Restrict to registered participants only**

**How People Can Respond**

- Text messages
- Web Devices on pollev.com/eka

**Copy Visual Settings**

From poll:

Search poll title

**4** Apply to 6 activities cancel

**1**

Group	Activities	Responses
Default	0 activities	
Workshop 14012020	6 activities	
Dolphins are mammals.	22 responses	
Which of the following animals lay eggs?	102 responses	
In fighting climate change, rank the following role from most important (top) to least important (bottom).	23 responses	
What did you eat for lunch?	18 responses	Help

**Step 4.** Do either one of the following:

**Option 1:** Insert the poll into PowerPoint, Key note, or Google Slides and then run the slides. Make sure the plugin for the software has already been installed in the computer that you use to create and present the slides. Also make sure that you are logged in in the plugin.

POLL EVERYWHERE.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Add-ins Mix **Poll Everywhere** Tell me what you want to do...

New Insert Edit Convert to poll Tools Settings About

1

POLL EVERYWHERE

*Example of how Poll Everywhere plugin appear in PowerPoint.*

**i** For information on how to insert the questions in MacOS, please refer to [this guide](#).

**Option 2:** Login to the site and click on the title of the first poll in your group and start presenting by clicking the **Fullscreen** button. Click **Next** to move on to the next poll.

NUS National University of Singapore

# What is the capital city of Italy?

Respond at **PollEv.com/ekabuntorode053**

Florence Napoli Rome Milan Venice

Total Results: 0

Visual settings

Activate

Show results

Show correct

Lock

Clear results

Fullscreen

Next

Previous

Help

1. Configure 2. Test 3. Present

How people can respond

Audience restriction & identity

Response settings

Schedule lock/unlock times

Edit Export Delete

Example of how to present the question from the web.

Each instructor will have an instructor code that is attached to a url that students can go to respond to the questions. The url to respond to the questions will be in the following format: <https://pollev.com/instructorCode>

Alternatively, students can install Poll Everywhere app and then enter the instructor code. The app can be found here: <https://www.polleverywhere.com>

Links are at the bottom of the page or under the header MOBILE APPS.

**Step 5 (if required).** Export the report or gradebook.

**Guide:** <https://www.polleverywhere.com/support/articles/reporting/reporting-intro>

Steps to export the report:

1. Select your group of question.
2. Click the grey **Report** button on top.
3. Most instructors find the **Gradebook** report type to be useful.
  - If the questions can be graded, the grade will be automatically calculated.
  - This report also presents the participation percentage, which is how many questions the participants answer out of the total number of questions.
4. Export the excel file by clicking the **Download** button on the right hand panel.

# Workshop 5 - 11102018 Rename

Current run (last updated Sep 19, 2019 3:13pm) [Update report](#)

Sort: Participation

Legend

Name	Custom Report Identifier	Rank (?)	Grade (?)	Participation (?)	Polls				
					1	2	3	4	5
...		3	100%	100%	✓	✓	●	●	●
...		7	100%	100%	✓	✓	●	●	●
...		9	100%	100%	✓	✓	●	●	●
...		10	100%	100%	✓	✓	●	●	●
...		11	100%	100%	✓	✓	●	●	●
...		13	100%	100%	✓	✓	●	●	●
...		16	100%	100%	✓	✓	●	●	●
...		18	100%	100%	✓	✓	●	●	●
...		19	100%	100%	✓	✓	●	●	●
...		22	100%	100%	✓	✓	●	●	●
...		28	100%	100%	✓	✓	●	●	●
...		30	100%	100%	✓	✓	●	●	●
...		46	50%	100%	✗	✓	●	●	●
...		1	100%	80%	✓	✓	●	●	●

Gradebook [Change report type](#)

5 Polls

4 + 4 = 4 X 4

Which of the following is NOT a living thing?

What flavour of ice cream do you want to eat right now?

What do you think of Poll Everywhere so far?

Do you have any question?

[Add activity](#)

66 Participants

Current run Select run

[Download](#) [LMS Export](#) [Print](#)