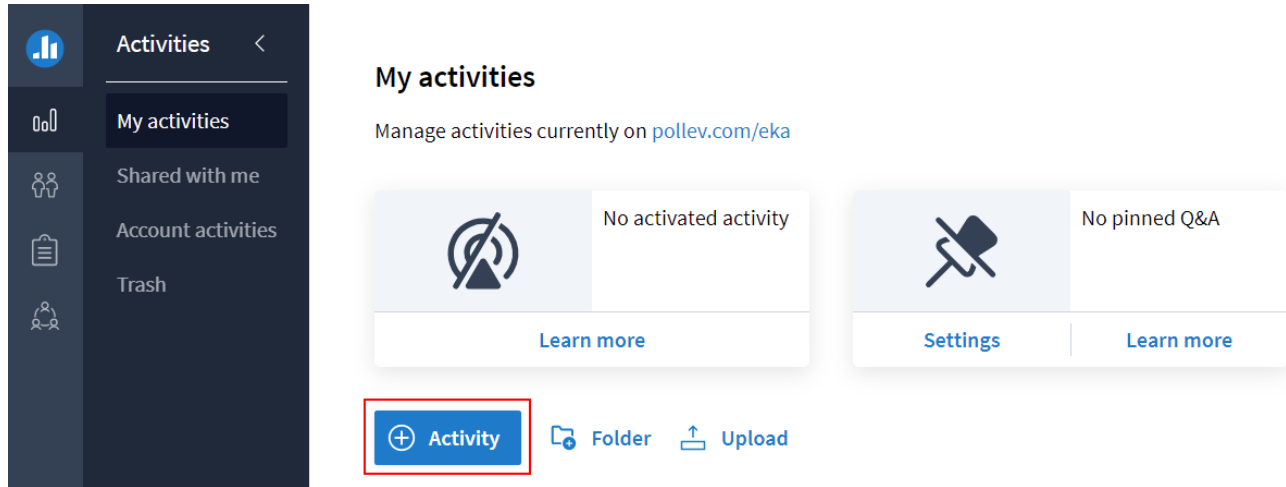


Poll Everywhere General Workflow

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

Step 2. In the main page, click + **Activity** to start creating questions.



Tips: You can create a **Folder** first before creating questions / activities, so that your activities can be put inside the folder. Alternatively, you can create the questions first and then later create a folder to put the questions in.

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.

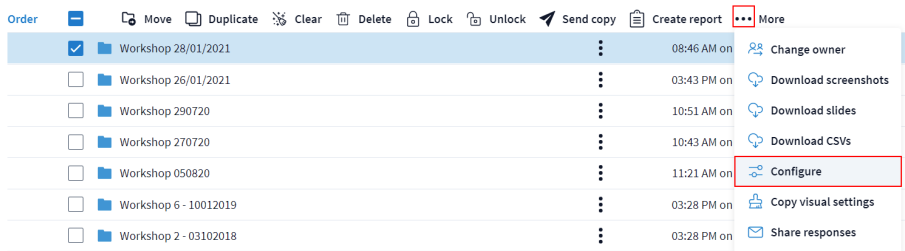
Option 2: Restrict the questions to registered participants only. This will force the participants to login before answering.

- 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.

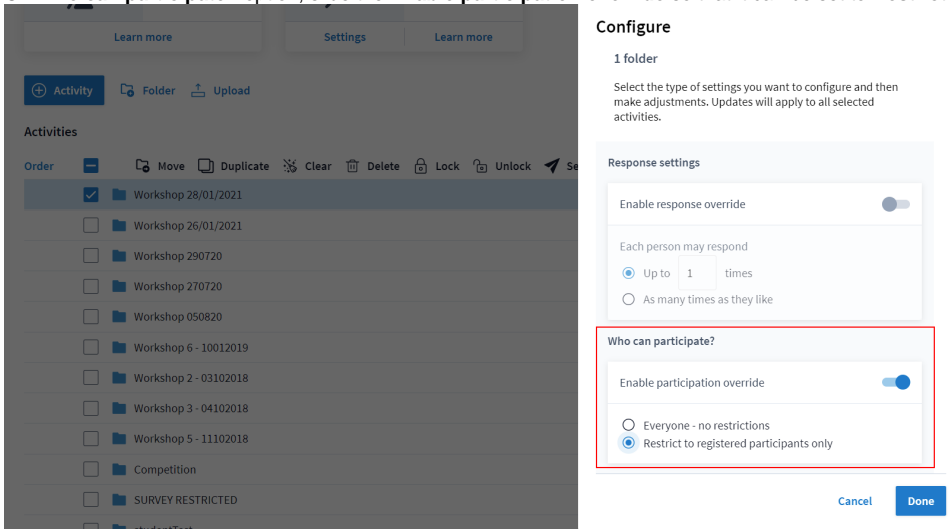
Steps to restrict the questions to registered participants are as follows:

1. Select the folder that contains your questions.

2. Click **Configure**.



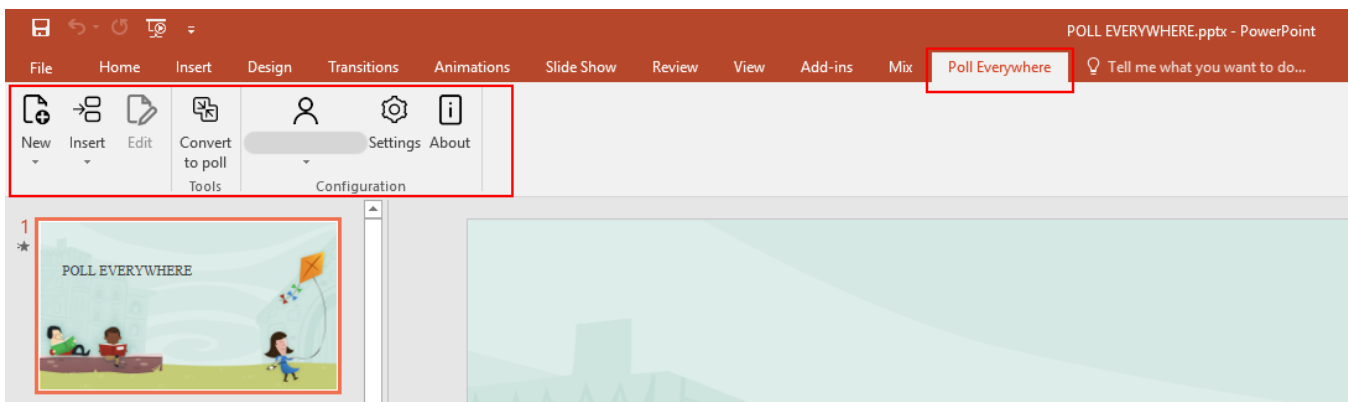
3. On **Who can participate?** option, slide the **Enable participation override** so that it can be set to **Restrict to registered participants only**.



4. Click **Done**.

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.



Example of how Poll Everywhere plugin appear in PowerPoint.

 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.

The screenshot shows the PollEv interface. At the top, there's a header with the NUS logo and the question "What is the capital city of Italy?". Below the header, there's a large empty box for the poll. To the right of the poll, there's a sidebar with various controls: "Visual settings", "Activate", "Show results", "Show correct", "Lock", "Clear results", and "Fullscreen" (highlighted with a red box). At the bottom of the poll, there's a "Next" button and a "Previous" button. The poll options are listed at the bottom: Florence, Napoli, Rome, Milan, Venice. The total results are shown as 0.

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 the folder that contains your questions.
2. Click the **Create report** button.

The screenshot shows the PollEv interface with a list of activities. At the top, there's a header with "Activity", "Folder", and "Upload" buttons. Below the header, there's a table of activities. The first activity is "Workshop 26/01/2021" with a checkbox selected. The "Create report" button is highlighted with a red box. The table has columns for "Order", "Activity", "Time", and "Items".

Order	Activity	Time	Items
<input checked="" type="checkbox"/>	Workshop 26/01/2021	03:43 PM on 01/28/21	6 items
<input type="checkbox"/>	Workshop 290720	10:51 AM on 01/28/21	6 items

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 [Rename](#)

Presented by: Eka Buntoro Dewi Putri

Current run (last updated Jul 6, 2021 4:36pm) [Update report](#)

Sort: Participation

Legend

Name	Custom Report Identifier	Rank (?)	Grade (?)	Participation (?)	Polls
					123456
gelato is originally from Italy.		2	100%	100%	✓✓●●●●
Click on the ice cream.		11	100%	100%	✓✓●●●●
Rank the following flavour based on your preference, most liked (top) to least liked (bottom).		15	100%	100%	✓✓●●●●
Describe how ice-cream taste and feel like.		19	100%	100%	✓✓●●●●
How is ice-cream made?		23	100%	100%	✓✓●●●●
2021/01/26 - Do you have any question?		38	50%	100%	✓●●●●●
		39	50%	100%	✓●●●●●
		1	100%	83%	✓✓●●●●
		3	100%	83%	✓✓●●●●
		5	100%	83%	✓✓●●●●

Gradebook

Change report type

Activities

6

Activities

Gelato is originally from Italy.

Click on the ice cream.

Rank the following flavour based on your preference, most liked (top) to least liked (bottom).

Describe how ice-cream taste and feel like.

How is ice-cream made?

2021/01/26 - Do you have any question?

Participants

46

Select run

Current run

Select presenter

Download

LMS Export

Print

Steps to import Poll Everywhere grade or participation to Canvas are as follow:

1. Download the Gradebook report from Poll Everywhere.
2. Download the following template: [import-grade-PE.csv](#).
3. Open import-grade-PE.csv and do the followings:
 - starting from row 2, copy the **Custom Report ID / column D** from Poll Everywhere Gradebook report and paste it to **column C / SIS User ID**.
 - starting from row 2, depending on your need copy the Grade or Participation column from Poll Everywhere Gradebook report and paste it to **column G / Poll Everywhere**.
 - Leave all the other columns in import-grade-PE.csv blank.
4. Go to the **Grades** section of your Canvas course and then click **Actions > Import** and upload the filled import-grade-PE.csv.