Inserting Poll Everywhere Activities in PowerPoint - PC

Installing the Poll Everywhere App

In order to insert the activities into your PowerPoint, you must download and install the Poll Everywhere app onto your computer.

1. Download the Poll Everywhere for PowerPoint (Windows) app.
2. Click the **Learn More** button for Poll Everywhere for PowerPoint (Windows).
3. Click **Download for Windows**.
4. Access your Downloads folder and double click the **pollev.exe** file.
5. Follow the onscreen prompts to install the software on your computer.

Logging into the Poll Everywhere App

Once the installation is complete, you will see a Poll Everywhere tab within PowerPoint.

1. Open Microsoft PowerPoint.
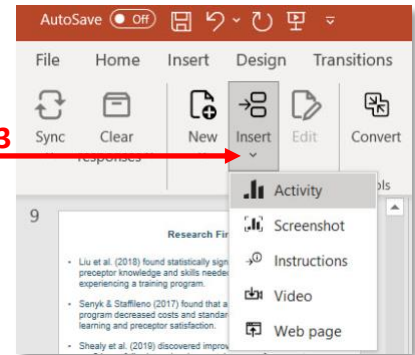2. Click the **Poll Everywhere** tab.
3. Click **Log in**.

4. You may have to login to Poll Everywhere with your USF NetID information.
   a. If so, enter your USF email address and click **Next**.
   b. Click **Log in with University of South Florida**.
      i. If you received an error message, you more than likely have created a free Poll Everywhere account in the past using your USF email address. If so, you will need to contact USF IT Help Desk and ask them to merge your free account (created with your USF email address) with the new USF Poll Everywhere integration.
   c. You will be redirected to the Poll Everywhere webpage asking you to confirm connecting to the external app. Click **Confirm**.

## Inserting Activities (i.e. Questions) in PowerPoint

Follow the steps below to get your presentation deck set up and begin interacting with your audience.

1. Open a new or existing PowerPoint presentation.
2. Click the **Poll Everywhere** tab.

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3. Click **Insert** and then select **Activity** from the dropdown list.
4. Open the folder with the activities (i.e. questions) for the corresponding presentation.
    a. If you do not have the activities created yet, you can create them from within the app by following these instructions.
        i. Create a folder by clicking **New folder** and renaming the folder.
        ii. In the folder, click **New activity** and follow the onscreen prompts to add activities.
    b. If you wish to create activities from the web browser, access the *Using Poll Everywhere Within Canvas* handout on EDT's Support page and navigate to the section titled *Adding Questions via the Web*.
5. Select the activities you want to insert by clicking the checkboxes.
6. Click **Insert Slides**. Another window will open "Activity Flow", select **Insert Slides** once again to apply the default settings.
    Notes: Check out the *Activity flows article* for more information about this feature If you want to use the activity flows feature on a multiple choice question.
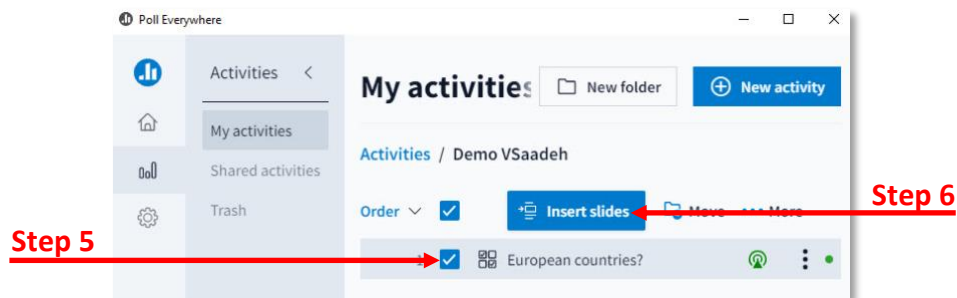
Notes:

- The activities you selected will be inserted into the PowerPoint. You can move the activities slides in the PowerPoint as needed.

- Each activity will appear in the PowerPoint as its own slide as an image. There will contain a placeholder slide indicator in the top left corner. This indicator tells the system where to display the slide.

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- In the PowerPoint, details have been added to the notes area for each activity slide. Do not delete or modify the details. If you need to add information about the questions for your use, you **can** add them to the notes area below the link.

- If you edit your activity and need to update the image, you will have to update your slides (see the *Editing Activities and Updating Slides* section).

Editing Activities and Updating Slides in PowerPoint

If you have to update your activity, you will need to resync it to your PowerPoint.

1. Navigate back to your PowerPoint.
2. Click the **Poll Everywhere** tab.
3. Click the **Edit** button.

   Note: Once you have made your edits, remember to click Save. You can now update the PowerPoint slides.

4. Click **Sync**.
   a. Click **Current** to sync the current slide.
   b. Click **All** to sync all slides.
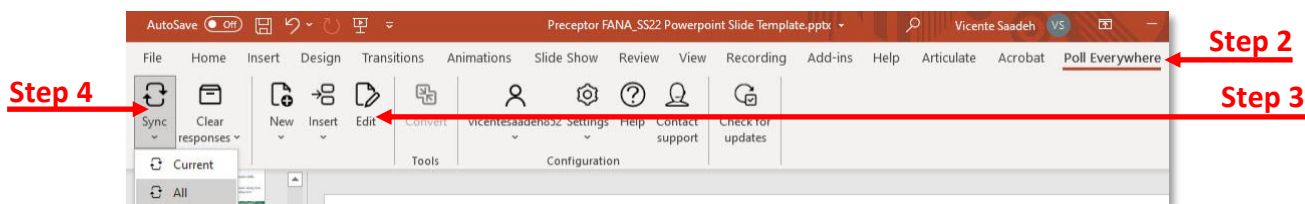
Presenting the Presentation

Once you have inserted your activities into the presentation, you can present your slides as you would normally do.

1. With PowerPoint open, click the **Slide Show** tab.
2. Select either **Play from Start** *or* **Play from Current Slide**.
   a. If your presentation is not in Slide Show mode, your poll will not load and be activated to receive responses.
   b. Once you click on a slide with an activity, students will be able to participate. The URL and/or text code will be placed at the top of the slide. Consider placing the URL in the chat for the students so they can easily access the poll via the web.

   Notes: Be sure you are logged in to Poll Everywhere on the Poll Everywhere tab within PowerPoint.

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