

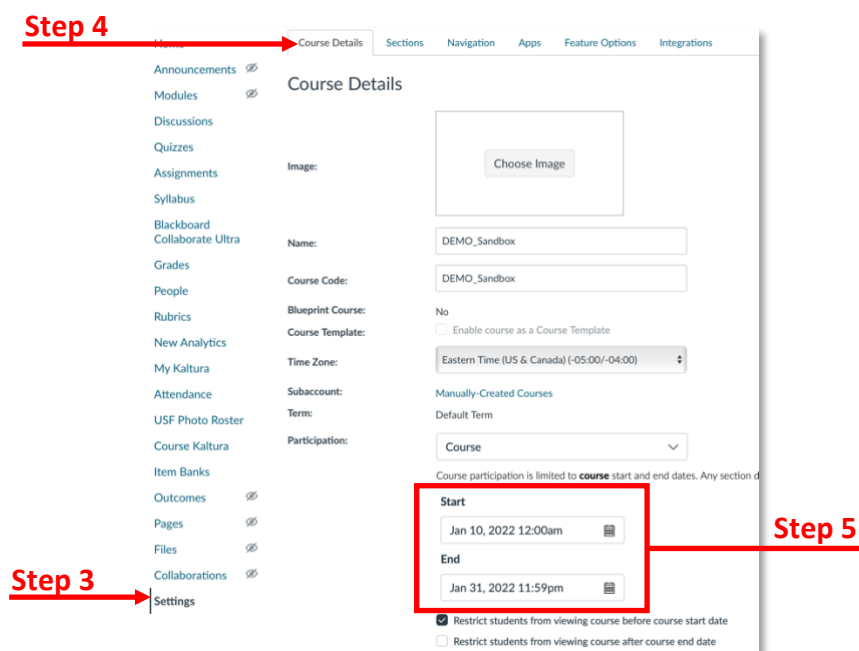
Using Poll Everywhere Within Canvas

Canvas now has Poll Everywhere integrated within Canvas. If you have a free Poll Everywhere and would like to integrate it with your USF account, you will need to contact [USF IT Help Desk](#) so they can merge the two accounts.

Before You Begin

In order to use Poll Everywhere, your course must be published and have a start and end date.

1. Access your Canvas course.
2. Click **Publish** from the course homepage.
3. Click **Settings**.
4. Click the **Course Details** tab.
5. Add a Start and End Date. The start date must be in the past and the end date must be in the future from when you intend to use Poll Everywhere within Canvas.

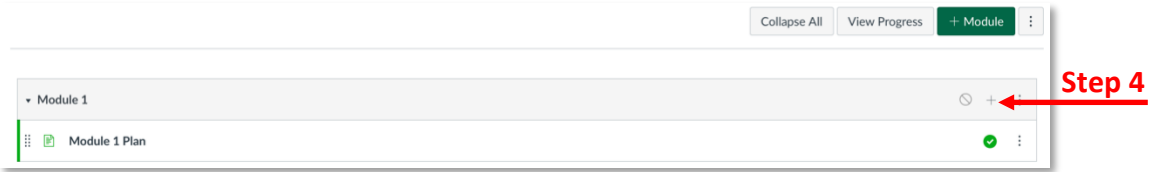


Adding Poll Everywhere to a Module

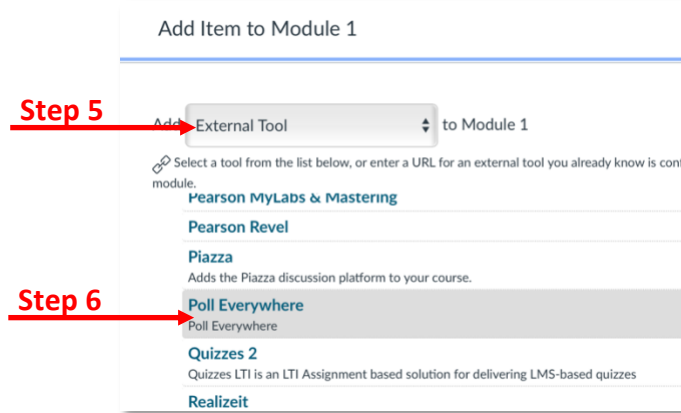
After you have published your course and added a start and end dates, you are ready to connect your course to Poll Everywhere.

1. Access your Canvas course you have published and added the start and end dates.
2. Click **Modules**.
3. Navigate to the module you wish to add Poll Everywhere to.

- Click the plus sign (to the far right) as if you are adding content to this module.

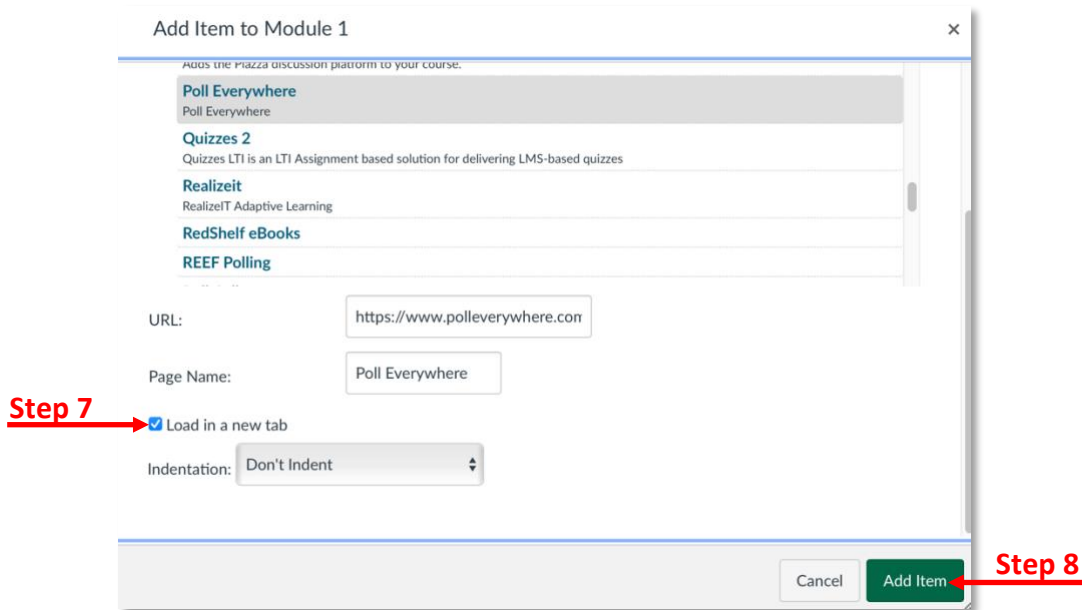


- Select **External Tool** from the drop-down menu.
- Scroll down (within the tools list) and select for **Poll Everywhere**.



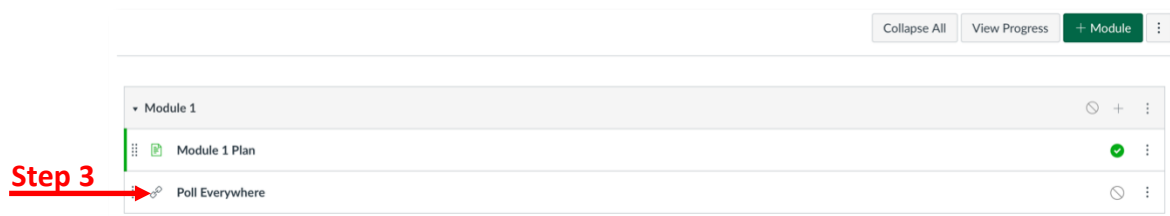
- Scroll down (within the box; below the tools list) and click **Load in a new tab**.
- Click **Add Item**.

Note: You will see the Poll Everywhere integration added to the module. You do **not** have to publish the Poll Everywhere activity in the course.

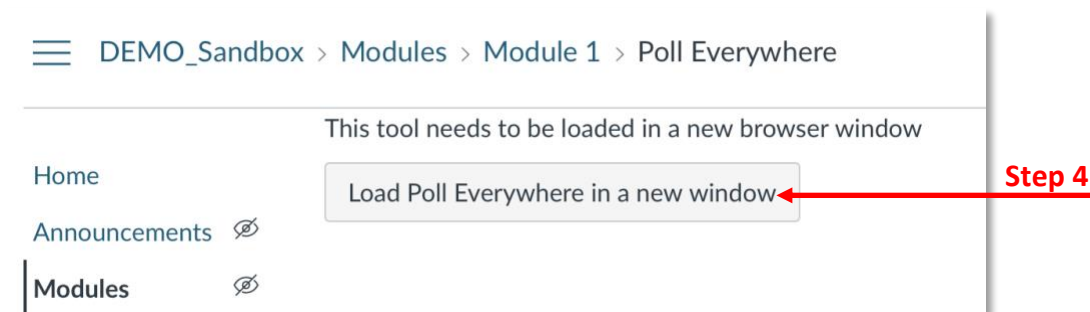


Accessing Poll Everywhere from Canvas Module & Syncing Your Course Roster in Poll Everywhere

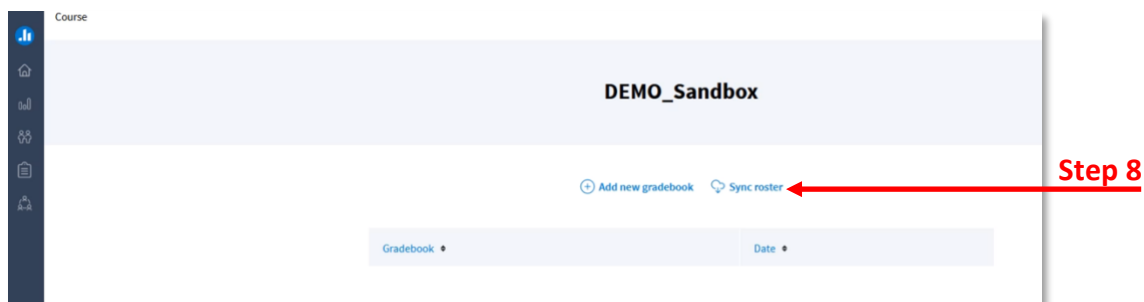
1. Access your Canvas course.
2. Click **Modules** and scroll to the module that you added Poll Everywhere to.
3. Click **Poll Everywhere**.



4. Click **Load Poll Everywhere in a new window**.

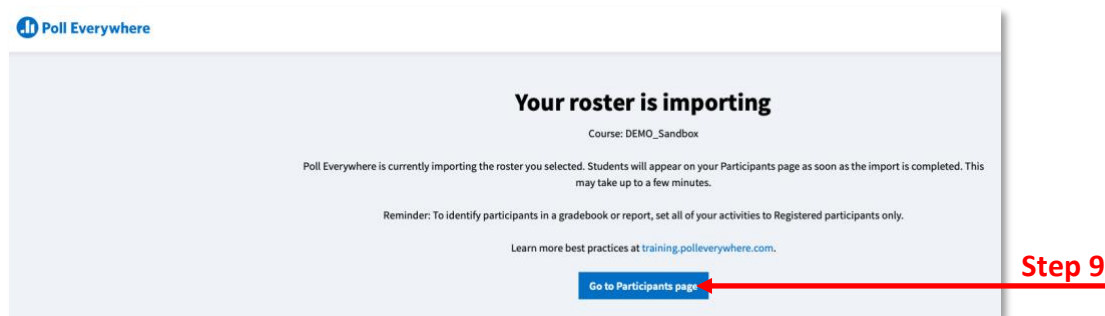


5. You may have to login to Poll Everywhere with your USF NetID information.
 - a. If so, enter your USF email address and click **Next**.
 - b. Click **Log in with University of South Florida**.
 - c. If you received an error message, you more than likely have created a free Poll Everywhere account 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.
6. After logging in, you may have to enter your name and click **Sign up for my Poll Everywhere account**.
7. Click **Continue to usflearn.instructure.com**.
8. To sync the roster, click **Sync roster**. This will import the students from your course into Poll Everywhere.



9. Click **Go to Participants page**.

Note: On the Participants page, you will be able to verify that the roster was imported as there will be a new group named after your course.



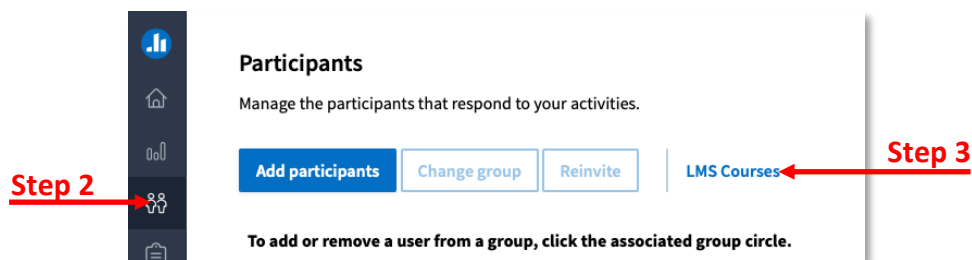
10. Now that you have connected your course to Poll Everywhere, you can remove it from the module or leave it there since it was not published on the Modules page.

Resyncing Poll Everywhere Roster

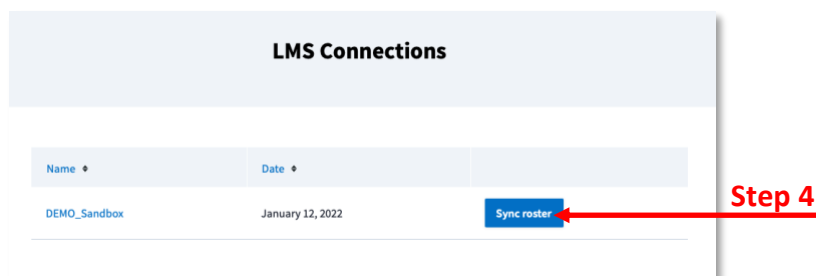
After you have performed the initial sync with Poll Everywhere, you may want to resync if students add or drop your Canvas course. By re-syncing, new students will be added to your Poll Everywhere participant group and students who dropped your course will be removed from your participant group.

1. Access Poll Everywhere.
2. Click the *Participants* icon from the left-hand navigation menu (the one with the two people).
3. Click **LMS Courses**.

Note: You will see a listing of all your courses you have connected to Poll Everywhere.



4. Click **Sync roster** next to the course you would like to resync.

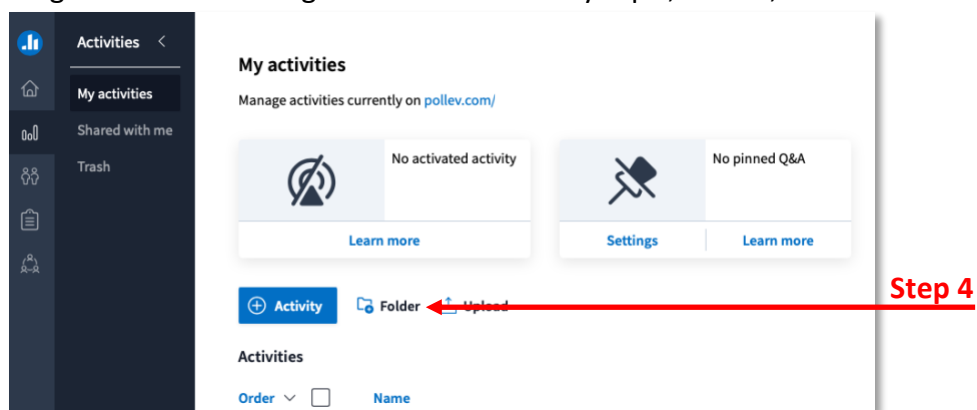


Adding Activities (i.e. Questions) via the Web

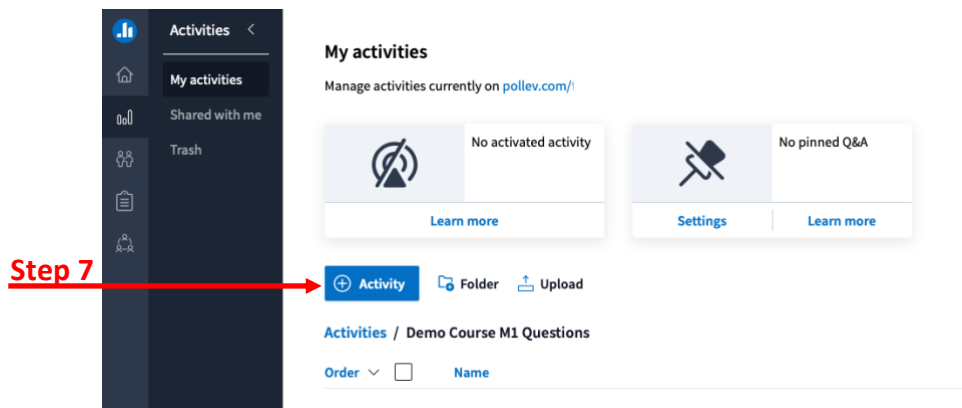
1. Access Poll Everywhere.
2. Click the *Home* icon from the left-hand navigation menu (the one with the house).
3. Click **Go to activities**.



4. Click **+Folder**.
Note: It is recommended that you add folders and activities to the folder to keep your activities organized. You can organize the activities by topic, course, etc.



5. Type a name for the folder and click **Create Folder**.
6. Click the name of the newly created folder.
7. Click **+Activity**.



8. Select the activity type (e.g. Multiple choice, word cloud, Q&A, etc.).

9. Add the required information (question, answers, etc.) for the activity.
 - a. Remember to identify the correct answer for multiple choice type questions by clicking the check mark to the left.
10. Click **Create** to add the activity **OR Add another activity** to add the activity and begin creating a new activity.

The screenshot shows the activity creation interface. A red box highlights the top toolbar with icons for Multiple choice, Word cloud, Q&A, Clickable image, Survey, Open-ended, and Competition. A red arrow labeled "Step 8" points to this toolbar. Below the toolbar, a red box highlights the question editor. A red arrow labeled "Step 9" points to the question text "Which of the following is a vegetable?". Below the question, there are five answer options: Pineapple, Banana, Broccoli, Mango, and Asparagus. Each option has a checkmark in a box to its left. A red arrow labeled "Step 1" points to the "Add option" button below the list. At the bottom of the interface, there are two buttons: "Add another activity" and "Create". A red arrow labeled "Step 10" points to the "Create" button.

11. Repeat steps 7 – 10 to add all of your remaining questions.

Configuring the Poll Settings

There are two ways to configure the settings for the poll – at the folder level and question level. By doing at the folder level, you will not have to adjust the settings for each question. The instructions below will discuss both options.

Configuring the Poll Settings – Folder Level

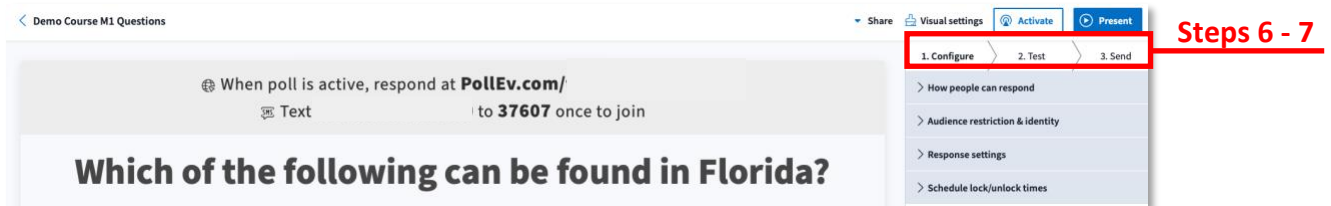
1. Access Poll Everywhere.
2. Click the *Home* icon from the left-hand navigation menu (the one with the house).
3. Click **Go to activities**.
4. Place a check next to the folder name.
5. Click **More**.
6. Click **Configure**.

The screenshot shows a list of activities in a folder. A red arrow labeled "Step 4" points to the checkbox next to the folder name "Demo Course M1 Questions". A red arrow labeled "Step 5" points to the "More" button (three dots) at the end of the row for "Demo Course M1 Questions". A red arrow labeled "Step 6" points to the "Configure" button at the end of the row for "Research Test".

7. Click the button for *Enable participation override*.
8. Select **Restrict to registered participants only**.
9. Click the button for *Enable response method override*. This will allow participants to participate via the web and through text messages. The instructions for how students will submit their response will be provided at the top when you're presenting the question.
10. Select all that apply.
11. Click **Done**.

Configuring the Poll Settings – Question Level

1. Access Poll Everywhere.
2. Click the *Home* icon from the left-hand navigation menu (the one with the house).
3. Click **Go to activities**.
4. Click the folder with the questions you wish to activate.
5. Click the question you want to display to students.
6. Click **Configure** to adjust the settings.
 - a. Be sure to click **How people can respond** and select all that apply. This will allow participants to participate via the web and through text messages. The instructions for how students will submit their response will be provided at the top when you're presenting the question.
 - b. Click **Audience restriction & identity** and select **Restrict to registered participants only**.
 - c. If you want to configure these settings for the entire folder,
 - i. Go back to the page that displays all of your folders (see steps 2-3)
 - ii. Place a check next to the folder name.
 - iii. Click **More**.
 - iv. Click **Configure**.
 - v. Adjust the appropriate settings and click **Done**.
7. If you want to test, click **Test** and follow the onscreen prompts.



Administering the Poll During Class

After you have created your activities, you can administer the poll in your class. The process will be the same no matter if the class is in person or remote. You can administer the poll two ways.

1. Click **Present** to have your activity enter full screen mode.
 - a. Recommend using this option if you want to present all of your activities (i.e. questions) continuously.

2. Click **Activate** if you do not want to enter full screen mode, but still want to gather responses.
 - a. Only one question can be activated at a time.
 - b. Recommend using this option if you want to do a quick knowledge check.
 - c. You will have to click Activate for each question. Once it is clicked, the question will appear on the screen for the participants.



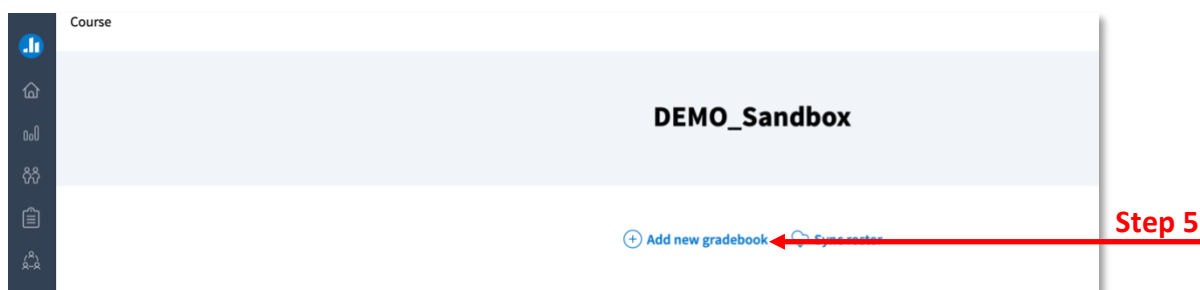
Exporting Poll Everywhere Grades to Canvas Gradebook

After students have participated in activities, you can export the grade from Poll Everywhere to Canvas gradebook. You can perform this in many different ways. These instructions will show you how to perform this from the *Participants* page.

1. Access Poll Everywhere.
2. Click the *Participants* icon from the left-hand navigation menu (the one with the two people).
3. Click **LMS Courses**.
4. Select the course you wish to create a gradebook report for.

Note: On this page, you can create a new gradebook report or choose a gradebook that you have already created for this LMS course. In addition, you cannot edit the activities within a gradebook report. However, you can choose a previously created report, update it and re-export the results.

5. Click **+Add new gradebook**.



6. Select **Gradebook**.
7. Click **Continue**.
8. Click **My activities**.
9. Open the folder with the activities (i.e. questions) for the corresponding course.

10. Select the activities you wish to receive a report for.
11. Click **Create report**.

Note: The report will generate and appear on screen for you to review.

Gradebook report

- Executive summary
Concise overview of all responses
- Audience response
List of each participant and their responses
- Pivot table
Excel-friendly table for calculations
- Participant response history
Specific report for responses
- Gradebook**
Graded table with scores, participation

Cancel Continue

Gradebook report reset

All activities

- My activities
- Shared with me

Cancel Create report

Gradebook report reset

All activities / Activities / Demo Course M1 Questions

Name

- Q1
- Test
- Which of the following can be found in Florida?
- Which of the following is a vegetable?

Cancel Create report

Step 6, Step 7, Step 8, Step 10, Step 11

12. Click **Download** to download the report.
13. Click **Export** to export the grades to Canvas.

Which of the following is a vegetable? [Rename](#)

Presented by: Tasha Brown
Current run (last updated Jan 13, 2022 2:50pm) [Update report](#)

F1 Sort: Participation Legend

Name	Custom Report Identifier	Rank (1)	Grade (1)	Participation (1)	Polls
Test (Unregistered)		1	100%	100%	✓
Vicente Saadeh		2	0%	100%	✗
Pranam Parsanalal (Unregistered)		3	0%	100%	✗
Average Grade			33%		33%
Average Participation				100%	100%

Gradebook

Change report type

Activities 1

Which of the following is a vegetable?

Participants 3

Select run Current run

Select presenter

Download Export

Steps 12 - 13

14. In the Export report window, select if you would like to export grades or participation.

15. Click **Next**.

Note: An Export complete window will appear informing you the gradebook export is processing. You can click **Close**.

16. Navigate to the Canvas gradebook and you should see a new column and the grade for the students.

Checking Activities Groups and Weights in Canvas Gradebook

If you want to include the activities in the final grade, you will need to move the activities to the right category and adjust their weight so the points can calculate correctly in the gradebook.

1. Access the Canvas course.
2. Click **Assignments** from the navigation menu.
3. Move the activities (i.e. questions) to the right group.
 - a. If you do not see the appropriate group, click **+Group** to create a group.
4. If you need to adjust the weight for a group, click the three vertical dots next to **+Assignment** on the right.
5. Click **Assignment Groups Weight** and adjust the weights.
6. If you no longer want the activity to appear in the Canvas gradebook, click the three dots next to the item and click **Delete**.

The screenshot shows the Canvas interface for the 'Assignments' page. A navigation menu on the left has 'Assignments' highlighted. The main content area shows a list of assignments with two items: 'Which of the following is a vegetable?' and 'Which of the following can be found in Florida?'. On the right side, there are buttons for '+ Group', '+ Assignment', and a dropdown menu. The dropdown menu is open, showing options: 'Edit Assignment Dates', 'Assignment Groups Weight', and 'Commons Favorites'. Red arrows and labels point to specific elements: 'Step 2' points to the 'Assignments' menu item; 'Step 3a' points to the search bar; 'Step 4' points to the '+ Assignment' button; 'Step 5' points to the 'Assignment Groups Weight' option in the dropdown; and 'Step 6' points to the three-dot menu icon next to the second assignment item.