Poll Everywhere Getting Started Quick Guide

Getting Started with Poll Everywhere

Poll Everywhere is a campus-wide live audience response system, where you can ask a question that's displayed on-screen and gather the results live, and view those results as they come in.

Accessing Poll Everywhere at BCM

1. Open a browser (Firefox or Chrome)
2. Type *https://polleverywhere.com/* in the address bar and click **Go** or press **Enter**
3. Click on the Login button in the upper right corner and login with your username and password
4. Go to Power Point and open the Poll Everywhere tab
5. Click the **Login** button to log in

Presenting with Windows

The Poll Everywhere plugin must be installed, and you must be logged in before you present your presentation. The Poll Everywhere plugin is another Tab in Power Point.

1. **Make sure you are logged in.**
2. There will be a tab for Poll Everywhere. It will have an icon that says either "Log In" (if you are not logged in), or your username.

Presenting with a Mac

The Poll Everywhere application must be installed, and you must be logged in before you present your presentation.

1. **Make sure you are logged in.**
2. Make sure the application window shows your list of Activities, or follow the prompt to log in if not. The Mac version needs to keep the application window open and logged in in the backboard.

When you are getting ready to present

If you've built a presentation on another device and will be presenting here, please arrive early and check at the presentation setup and troubleshoot and issues.

1. Open your presentation file to make sure there are no warnings from PowerPoint (such as a yellow bar at the top that says it's in Restricted view).
   - If you are presenting from the Cloud, please download your copy locally to the machine before presenting. There are permissions locks when presenting from the Cloud that can prevent Poll Everywhere from activating in your deck.
2. Make sure that any extra displays you are using to present are plugged in and ready to go.
3. Present your slides in full screen using slideshow > Play from Start/Current slide.
4. Edit your Slideshow once you are satisfied with the functionality.
5. Log in on www.polleverywhere.com and click "Deactivate" on the Activity that you see on the top left as Active. This will present any participants from seeing the last slide used.

Poll Everywhere Support

(800) 388-2039

Please only call for same-day resolutions needed, and otherwise to reach out to the PE Support Team at support@polleverywhere.com or ed-tech@bcm.edu

NOTE: If you will be presenting on a screensharing software at the same time, please make sure you are sharing the *entire presentation screen* when you go live.

Tips, FAQs, and tutorials at

https://www.bcm.edu/education/academic-faculty-affairs/faculty-resources/faculty-tech-resources/poll-everywhere