Your Poll Everywhere Presentation Basics, Start to Finish

So What Is Poll Everywhere, Exactly?

We're glad you asked! Poll Everywhere is a 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. Some of our use cases might include icebreakers, engagement boosters, knowledge checks, or even assessments.

When you have an Activity on-screen, it becomes "Activated" and can collect responses live! Only one Activity is live at a time, and will show to participants on their devices through our app or through pollev.com.
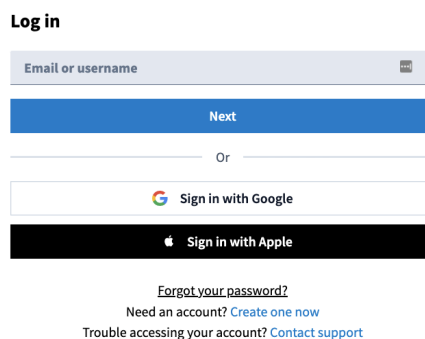
Creating an Account and Logging In

Signing Up

You may want to reach out to your department or school administration for an invitation to the account as a presenter. Alternatively, your institution may have Single Sign On, and you can sign up through there- we will auto-detect based on the email entered when you click Sign Up.
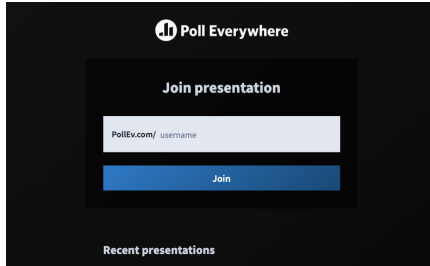
Logging in

First, navigate to https://www.polleverywhere.com/login to log into your account. If you have Single Sign On, you will be prompted to redirect after entering your email.

Participants (students) have a different interface! If you are on pollev.com, you're on the interface to participate in polls, but not to present them:

Once you've successfully logged in, you should see your Activities page. This is where all of the activities you've created will be shown, as well as Folders that they are in. There's a lot of information here, but we're just going to cover the basics.
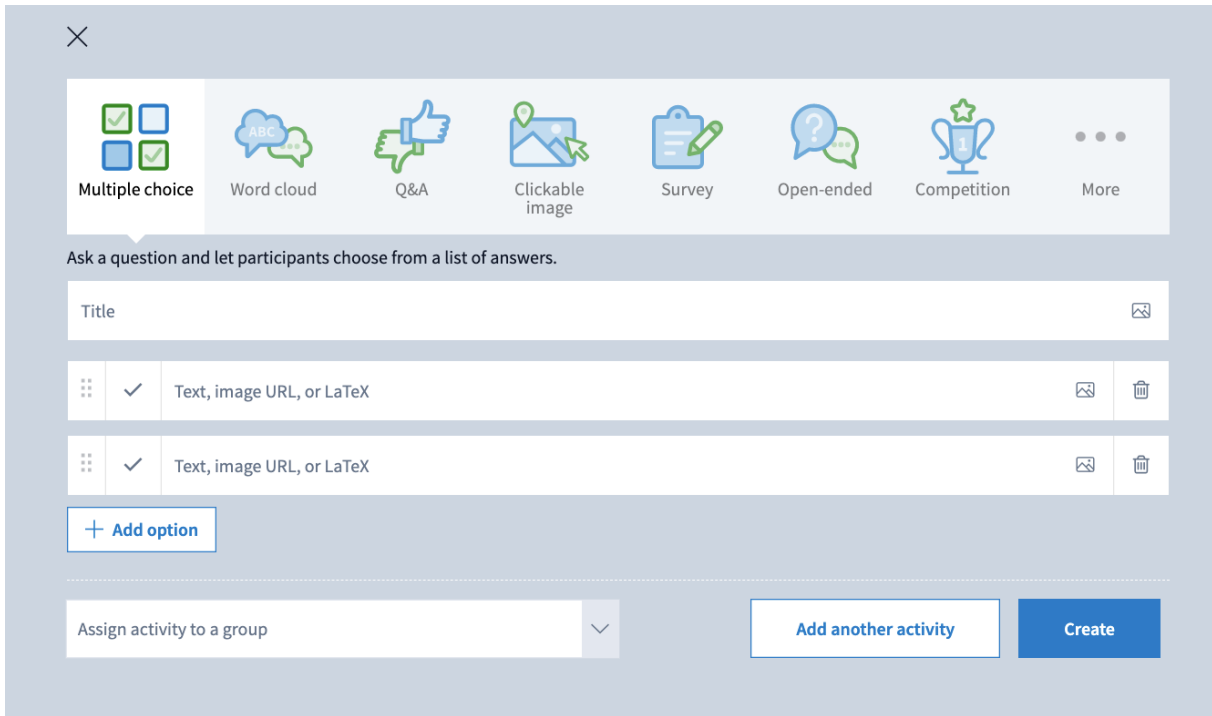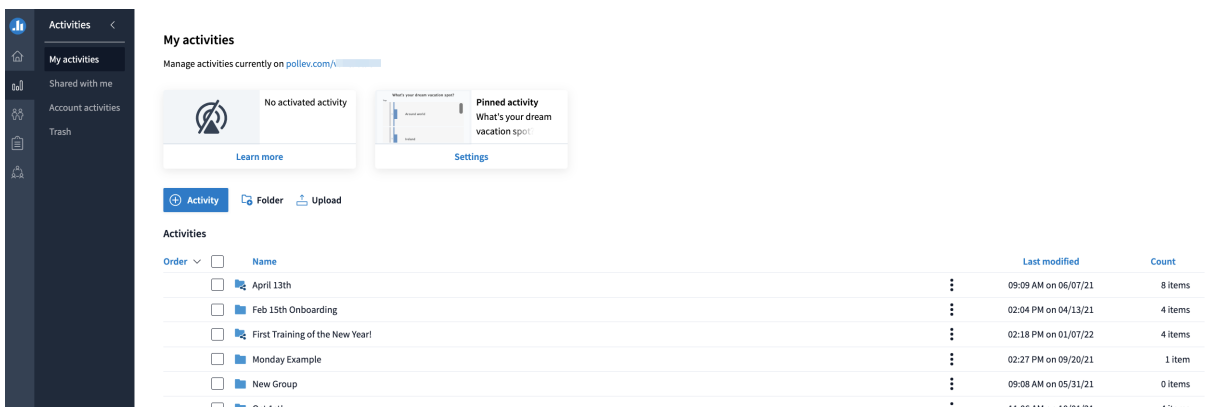

Creating Your First Activity and Settings

Activity Creation

From your Activities page, select "**+ Activity**" to get to the Activity Creation screen.
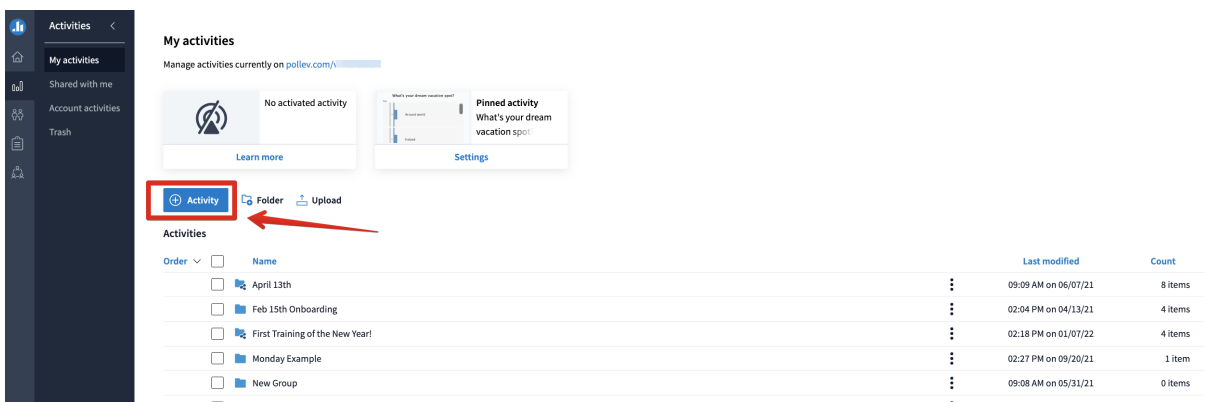
From here, we can select the type of activity we want to create and set the basics. The "Title" is the question you want to ask, and each Activity type is different.

Here's a brief overview of the most popular types of Activities available:

> **Multiple Choice:** Ask a question and let participants choose from a list of answers, and correctness can be indicated with the checkbox. Very straightforward; our most popular Activity.

> **Word Cloud:** Visualize audience responses as a dynamic word cloud. This is great for single-word response questions, and to be used as an icebreaker for participants to get comfortable with using Poll Everywhere.

> **Q&A:** Participants respond to a question, then can upvote and downvote other answers from their peers. Great for gathering consensus and directing discussions.

> **Clickable Image:** Upload an image and ask a question. Participants click anywhere on the image to respond. You can define regions to count responses within them, and mark regions as correct.

> **Survey:** Create a series of questions participants can answer at their own pace. This is great if you need to ask several questions at once, or need to gather feedback on

multiple items.

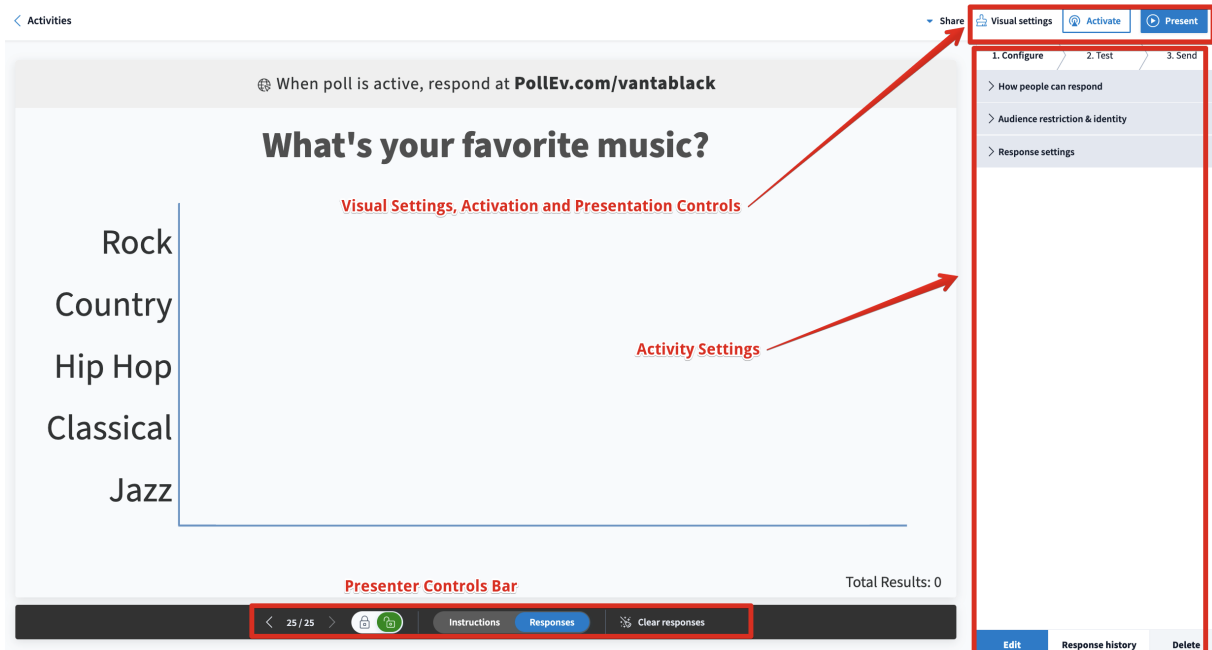**Competition:** Create a series of questions, then let participants compete to answer fastest. This is great for gamification and having individuals engage in friendly competition. Timers can be changed or even removed for greater accessibility.

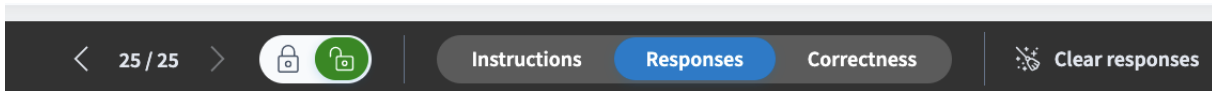Once you've populated everything for your poll, click "Create" at the bottom:

You'll be taken to that Activity's page, where you can customize the settings.

A Brief Overview of the Activity Page

There are a lot of settings in just the above image, so we'll overview them on a high level so you know what you're looking at!

Presenter Controls Bar

This controls the live "state" of your Activity. This shows at all times from the Activity Settings page, but will also show when in full-screen if you hover your cursor at the bottom.

Lock/Unlock: If an Activity is locked, even if it's active it can no longer receive responses. This is great if you want to stop receiving responses after a certain time and then discuss those results.

Visual State:

"Instructions" will allow the responses to be visible for responders, but won't show the live chart of responses as they come in.

"Responses" will show the entire chart with the responses as well.

"Correctness" displays the responses with the correct response(s) highlighted.

PRO TIP: For knowledge checks, we recommend the following workflow: Start with your poll in "Instructions" view, then Lock it when the time is up. Toggle the view to "Responses" to discuss results, and then "Correctness" when you're ready to reveal the answer!

Clear responses: Can be used to remove responses from an Activity to start fresh.

> **PRO TIP:** We recommend only using this button to clear "test" or "junk" results. We'll use another way to clear when we're ready to report on actual results!

Activity Settings

You can think of "Activity Settings" as the "back end" of the Activity, which controls the settings that your participants won't see, but will affect how they can respond! We'll focus on the Configure tab.

Each setting is collapsible, and the first two settings are the same for all Activities.

How People can Respond: This will determine how your Activity can accept responses, and what is displayed as instructions to join on the chart. By default, all can accept Web responses, which allows for responses from the app and from any browser.

Text message responses can be enabled **only** for **Multiple Choice, Word Cloud, and Open Ended Activities.** Participants will text to a shortcode to respond.

> **PRO TIP:** Text messaging is great for engagement only, but if you're using us for grading or anywhere that signal may be weak, we strongly recommend disabling text responses.

Audience Restriction and Identity

This includes restricting **who can participate** and **how you want to identify participants.**

"Everyone" can participate means that any user that can access your pollev.com response page will be able to respond to the live activity.

"Restrict to registered participants only" means that users must be logged into a Poll Everywhere participant account that is also registered to you in order to respond. You will be able to identify them in reporting. This is essential if you are wanting to grade responses.

How to identify participants: Presenters can allow participants to choose a screen name for themselves (which does not override the actual name in reporting), or **Completely anonymous.**

! An important note about "Completely Anonymous":

Please note that the Anonymous setting on any Activity **is permanent and not reversible.** An Activity can be restricted to registered participants while also being anonymous; responses are decoupled from their owner

once received. This is great for asking questions about sensitive topics that users might not otherwise want to respond to, but we **can not identify them afterward.** We also cannot collate data received on one Anonymous activity with those of another (e.g. "Participants that responded A on the first question seemed to respond D on the second question").

Response Settings

This varies depending on the Activity being used. On a high level, the common settings are:

Each person may respond: How many times each participant can respond to the Activity. Each response counts towards your total responses allowed per activity/question, so please be conscious of this.

Each option may be selected: How many times each option can be selected per participant.

PRO TIP: You can use these options to do "check all that apply" questions (by allowing the number of times responded to equal the number of response options, and allowing each to be selected once). You can also do a "budget of x responses to allocate to each option" (by allowing the number of times responded AND the number of times each option to be selected to equal the number of response options).

Visual Settings, Activation, Present Controls

When you'd like to edit the visual look of your Activity, you can select the Visual Settings button. This lets you change things like color scheme, background, font, and even the overall visual format of the Activity. Please make sure to click "Save" on any changes made here:
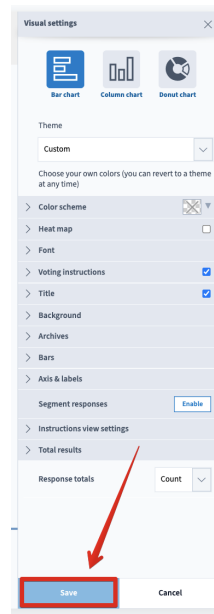
Use the **Activate** button if you want to have your Activity live on pollev.com to collect responses, but don't want to present it on the screen.

Finally, if you are presenting live to an audience, use the **Present** button to make the Activity fullscreen, which activates it automatically! You can use your arrow keys to navigate through the Activities as you would a Powerpoint presentation; when the next Activity is on the screen, we'll automatically activate the new one and show it to your participants.

When you are finished presenting, you can hit Escape (or "Exit" on the Presenter Controls bar) to leave Fullscreen and deactivate the Activity.

How to tell if you have something Activated

When an Activity has been Activated, participants can view and respond at your pollev.com page! One way to know if your activity is Activated on your response page is to see what it says at the top.

"When poll is active" means it's not Activated yet:

"Respond At" means it is Active:
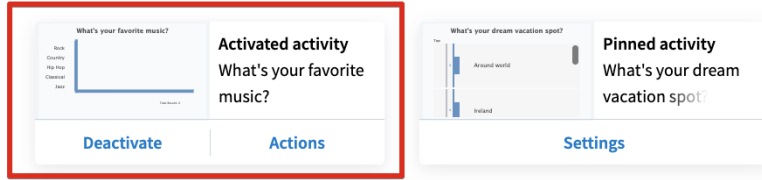

From the Activities page

There are two ways to see on the Activities page if you have anything Activated:

At the very top, there is a window to show you what is active, with an option to Deactivate it:

Or next to that Activity on your list. You can click the little radar button to deactivate from here:

Clearing and Reporting

Now that your presentation is done, there are a few things you'll want to do!

Clearing the Activities

Clearing your Activities' responses has a couple of purposes. Firstly, it removes the old responses from an Activity to allow it to look brand new and fresh, and ready to receive more in your next session! Secondly, it allows you to save the responses into an Archive to view in Reporting.

To clear Activities for Reporting, you'll want to visit your Activities page. Scroll to the Activity(ies) you want to clear, or select the Folder they are in, and then Select them with the checkbox on the side.

You can select multiple Activities for clearing at once; if they are cleared together, please make sure to Report them together for best results! (Only one Archive can be reported on at a time, so reporting across polls in separate Archives will not work.)

> **PRO TIP:** If your Activities are in a Folder together, you can select the checkbox at the top inside the Folder to select all Activities inside!

Once selected, there is an option at the top to "Clear". Selecting this will prompt you to name your Archive, but by default it's named with a date and timestamp. We recommend changing this to something that will be easier to find later. Click "Archive" to remove the results from the Activity into their Archive.
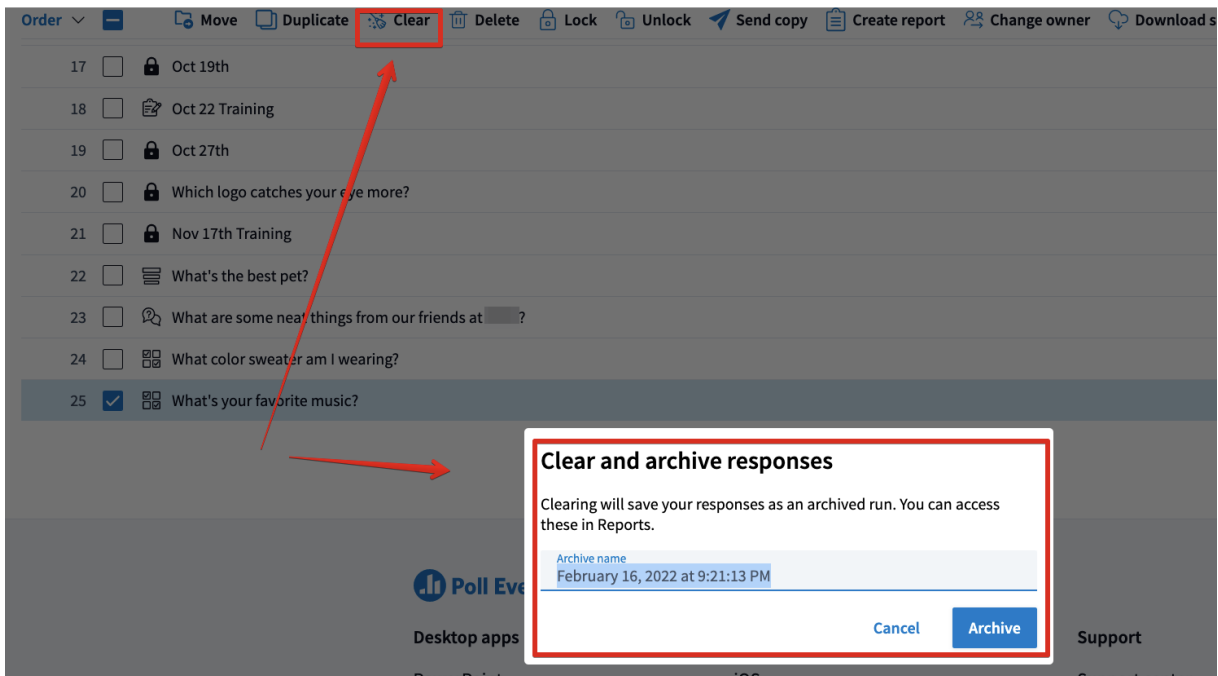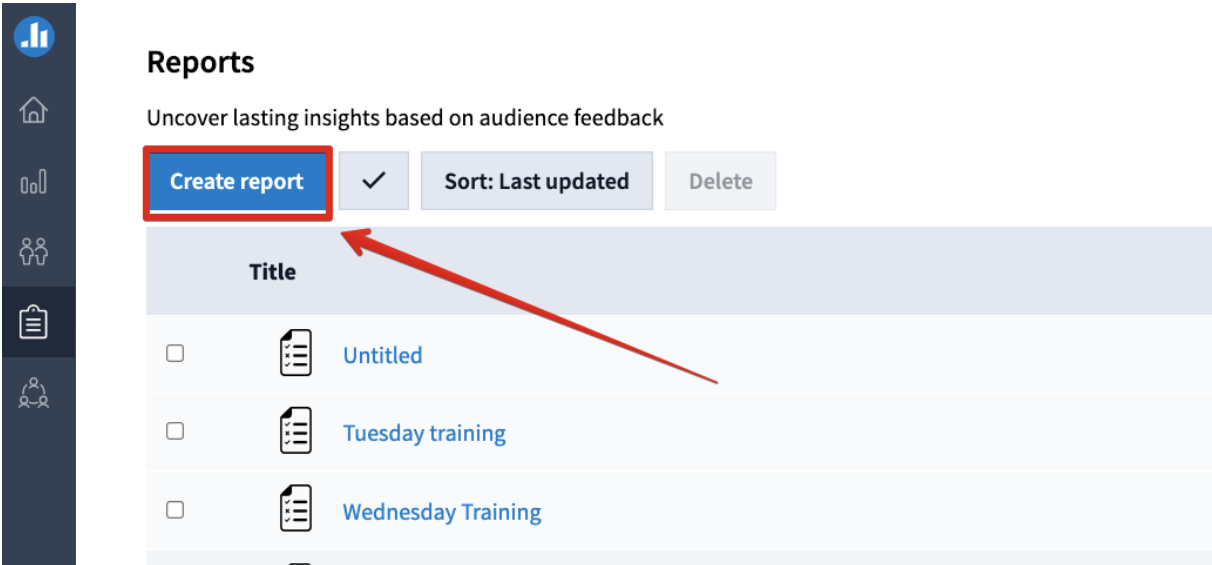

You can now run the Activity with a fresh presentation as if it's never been run before!

Creating the Report

Now, it's time to create our Report with the Archive we just made. There are a few ways to go about this, but we'll start by clicking the Clipboard icon on the far left bar to get to our Reports page:
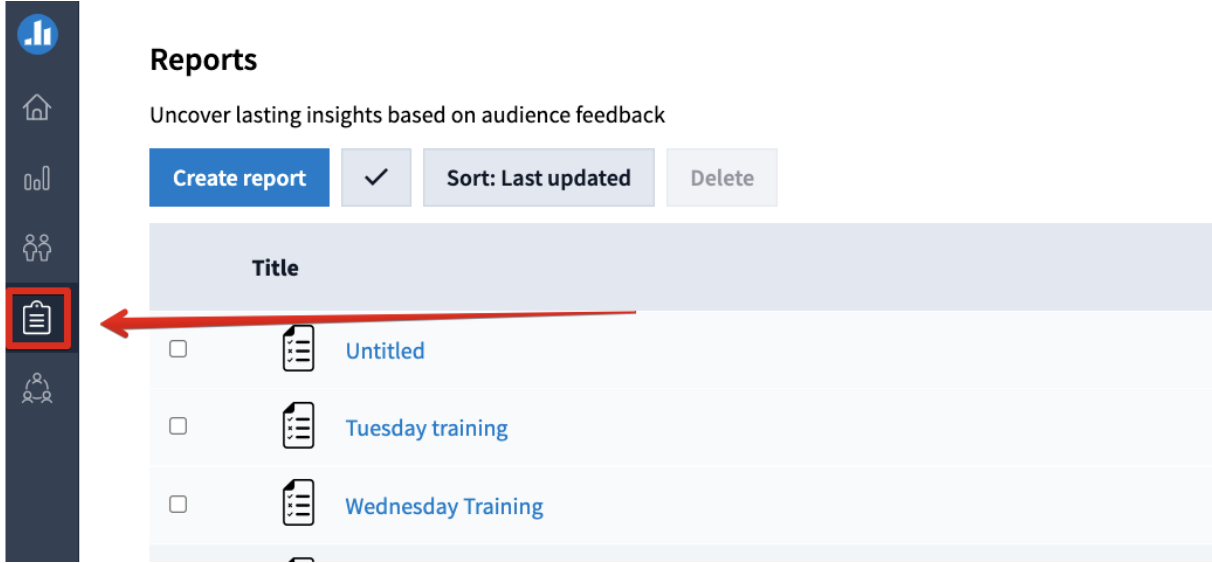
From here, we can click **"Create Report"** to start the Reporting interface.

When you do so, we'll have a Sidebar open with our Report types, which all have a brief description of their purposes as well:
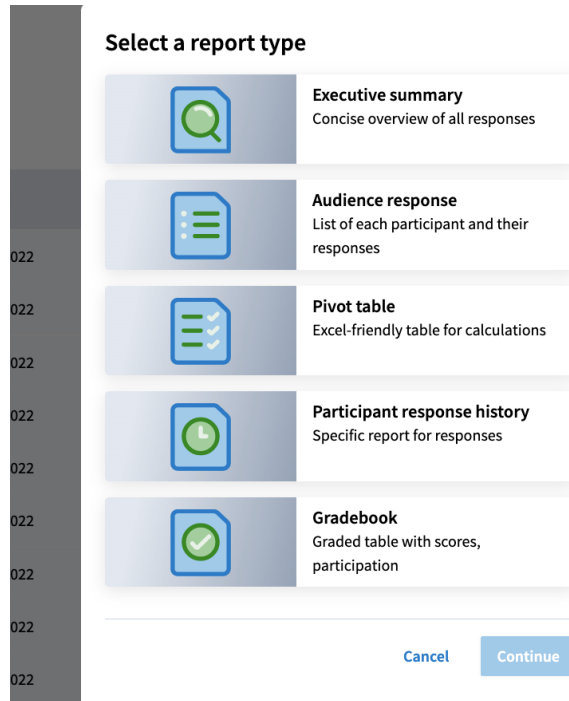
PRO TIP: For anything that is to be graded, we recommend using the Gradebook, as it will export scores for participants. We'll continue with that Report type for our example.

Once you've selected a Report type, you will be prompted to Continue, and then expand "My Activities" to choose the Activities you want to be reported on and select **"Create Report"**:
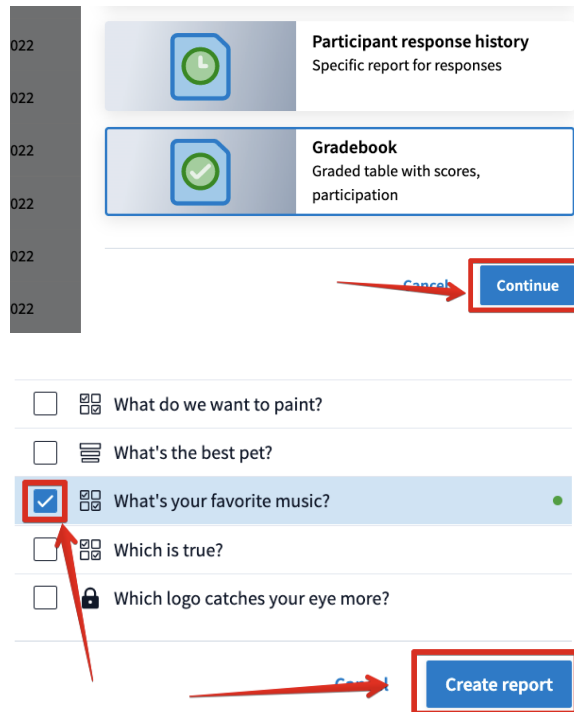
PRO TIP: Individual Activities that are on the Activities page will sort by chronological order, while Folders sort by alphabetical order. In the Reporting interface, all Activities are sorted by alphabetical order as well.

Congratulations, you've now created a Report! There are a few options we can customize here to get the data you want.

Report Settings

For our example, I have a Report here that has multiple Activities in it and is a Gradebook report type.

Report Name

By default, any Report with a single Activity in it will be named the same as the Activity; any Report with multiple Activities will be called "Untitled". You can click "Rename" to change that name, and "Done" to save that change.

Report Type/Change Type

This will show you the type of Report selected, but if you need to take that same data and change the Report type, you can select "Change Report Type" here.

Report Settings

This is different for each Report Type, but the biggest piece here (and the consistent one) is under **Select Run:**

Select Run: By default, the "Current Run" will display any results currently on the Activities in the Report. You can choose "All Runs" to display every result ever received for these Activities, or you can choose

"Archived Run" to pick a specific Archive! If you've Archived a set of Activities multiple times, you'll have a dropdown that lets you choose which Archive to report on:
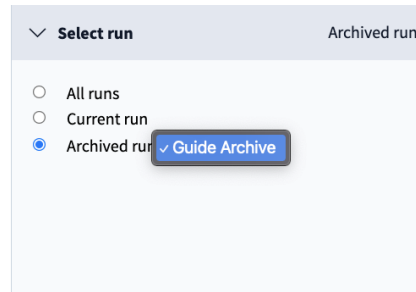
Downloading your Report

You can download your Report by using one of the options at the bottom right:
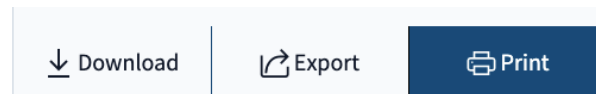
Download

Downloads your data as a .CSV file, which can be easily imported into Excel or other spreadsheet software.

Export

If you have an LMS integration, this will allow you to push a Gradebook report to the Gradebook section in the LMS.

Print

This gives a popup which allows you download your Report as a PDF file.

And that's it! There are some more advanced tricks as well, such as integration into Powerpoint, that allow for seamless workflows with your existing plan. Please visit our Support portal at support.polleverywhere.com to find Guides, How-To's, and Troubleshooting steps.