

GETTING STARTED WITH POLL EVERYWHERE

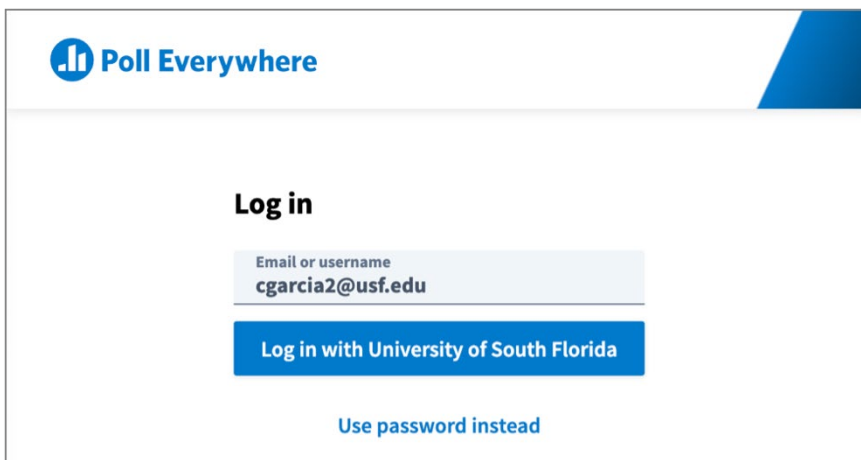
The following guide is an overview of Poll Everywhere and the basic steps for getting started. This includes accessing Poll Everywhere, activity creation, deploying a poll, and reviewing respondent results. Poll Everywhere is a robust solution and we encourage you to explore all the various activity options.

▶ What is Poll Everywhere?

As the name suggests, Poll Everywhere is an online polling tool enabling you to infuse a higher level of engagement into your live Teams sessions and/or your Canvas course. Poll Everywhere offers a variety of activities including word clouds, interactive images, standard surveys, and live game-based competitions.

▶ Getting Started

Begin by going to <https://www.polleverywhere.com/> and input your USF email and select **Next**. Then select **Log in with University of South Florida**.



Quick TIP

Issues logging in? Notify help@usf.edu and input “Poll Everywhere login issue” within the subject line. They will send you an invitation email to Poll Everywhere enabling access. If you still cannot log in after accepting the invitation, select **Use password instead** and accept the invitation from within Poll Everywhere.

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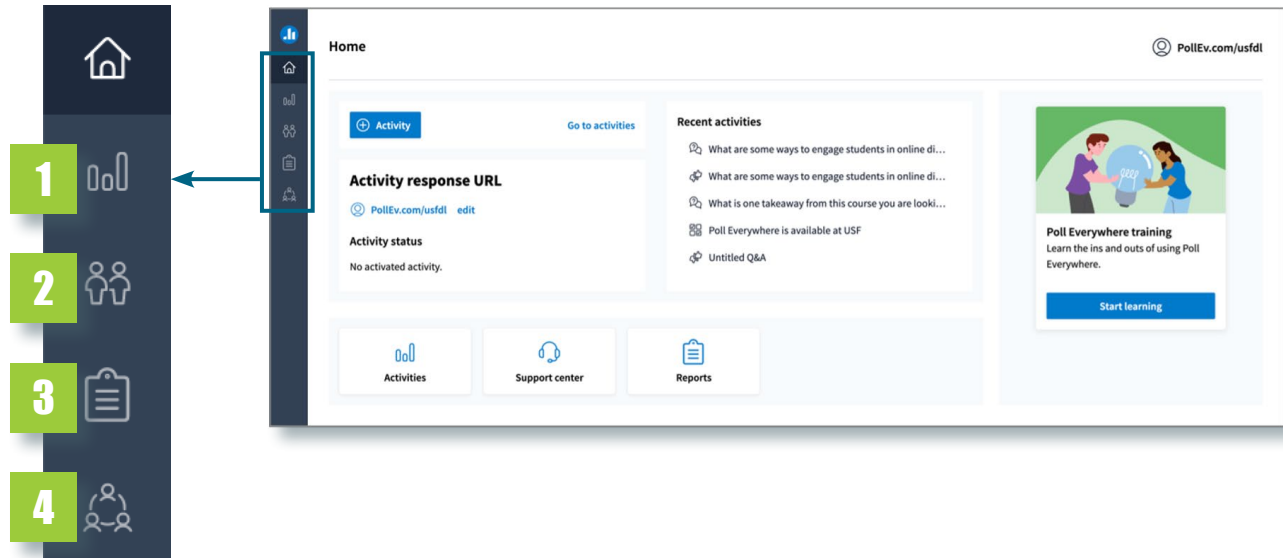
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▶ Poll Everywhere Dashboard

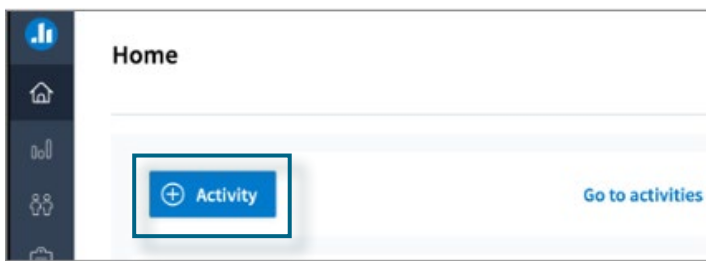
Upon logging in you will see the dashboard screen. From here you can:

1. create a new activity or access previously created activities
2. review students who completed your activities
3. generate reports & export to Canvas gradebook
4. set up a team for sharing activities with others, and as we will examine further in the next step



Create an Activity

▶ Select **Activity**.



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You can choose from a variety of activities, each with its own unique features.



Multiple Choice: Create multiple-choice questions with or without a correct answer. You can use this for quizzing or survey-type questions.



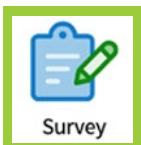
Word cloud: Students' responses will generate a dynamic word cloud.



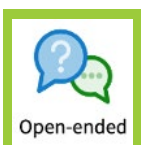
Q&A: An open-ended question type allowing your students to upvote or downvote each other's responses.



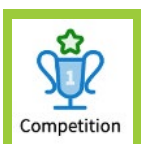
Clickable image: Upload an image and designate part of the image for students to select.



Survey: Use this option if you would like to weave together a series of questions into a multi-question survey or graded quiz. This offers a variety of question types including multiple-choice, ranking, image, and more.



Open Ended: Using this, you can create a short answer / essay type question.



Competition: This game-based activity allows you to present a series of questions that your students answer for points. A leaderboard shows their score and ranking.

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▶ Question Builder

In this example, we have selected the **Multiple Choice** activity type with five possible answers. To add more answers, select **+ Add option**. This question does not have a right answer but to set a response as correct, select the **checkmark** next to the answer option. Notice that you can also attach an image to each independent answer.

The screenshot shows a 'Question Builder' interface. At the top, there's a title field containing 'What is your favorite color?'. Below the title, there are five answer options, each with a checkmark in a box and an image icon to its right. The options are: 'Blue', 'Green', 'Yellow', 'Red', and 'Something else'. At the bottom left, there is a '+ Add option' button. The interface is titled 'Activities' and has a 'Share' button in the top right corner.

▶ Survey Options, Activation, & Sharing

To the right, you will see a variety of options for customizing the poll visual settings, configuration, testing (or previewing), activating, and sending out the link.

The screenshot shows a control panel for a survey. At the top, there are three buttons: 'Visual settings' (with a thumbs-up icon), 'Activate' (with a power icon), and 'Present' (with a play icon). Below these is a progress bar with three steps: '1. Configure', '2. Test', and '3. Send'. Underneath the progress bar, there are several expandable menu items: 'How people can respond', 'Audience restriction & identity', 'Response settings', and 'Schedule lock/unlock times'.

Select **Save** once you have set your options. You can then **Activate** the survey to make it live. The **Present** option displays your survey question in full screen and provides your audience with the link where they can respond.

This block shows three buttons arranged vertically. The top button is a solid blue rectangle with the word 'Save' in white. Below it are two buttons side-by-side, each with a white border and a blue background. The left button has a power icon and the word 'Activate'. The right button has a play icon and the word 'Present'.

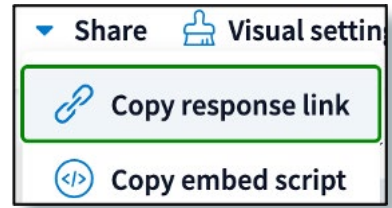
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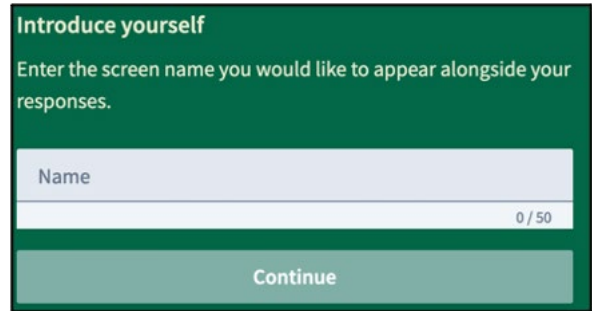
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A quick and easy way to send your poll is to select **Share** and **Copy response link**. You can then post this link within the chat of your Microsoft Teams sessions.

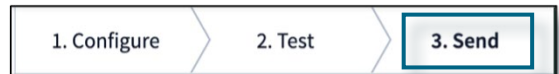


When you share the link, your students will be directed to the following page, where they will enter their name and select **Continue** to access the survey.

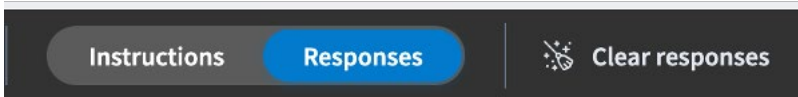


Other Sharing Options & Responses

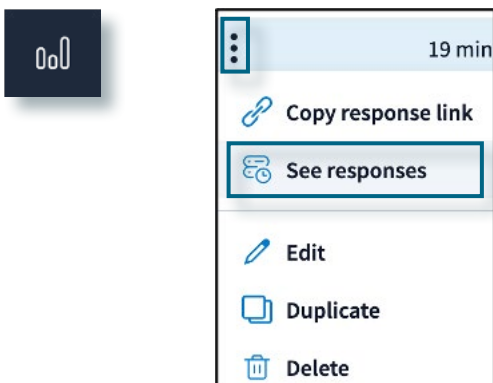
Beyond the share link, you can explore other ways to distribute the survey by selecting **Send**.



Share and embed provides all the sharing options including the response link, embed code (for embedding into a Canvas page), and a link to the live results. Note that you can also view the results in the **Responses** area on the footer.



Additionally, you can view and download the full response history by selecting **Activity** from the main menu, the **3 vertical dots**, and **See responses**.



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