SET BC

105 – 1750 West 75th Avenue, Vancouver, B.C., Canada V6P 6G2
Phone: 604.261.9450 www.setbc.org

Poll Everywhere

Introduction

Poll Everywhere is an online tool that allows you to poll or survey your class and collect results in real-time.

Learning Objectives:

Completion of this tutorial will give you experience with the following:

- creating a Poll Everywhere account
- creating polls online at www.polleverywhere.com
- creating polls in Microsoft PowerPoint
- sharing polls
- collecting data

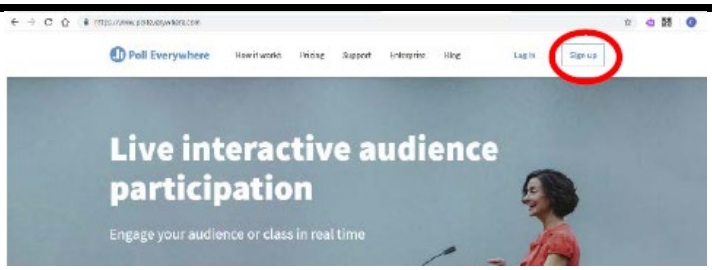
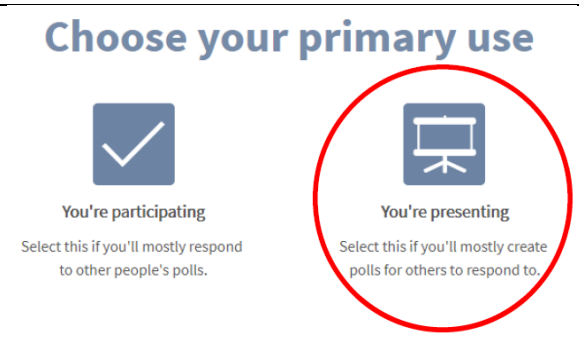
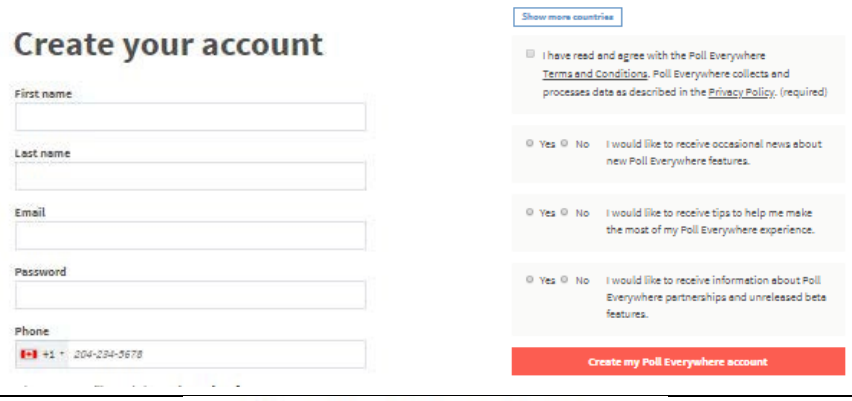
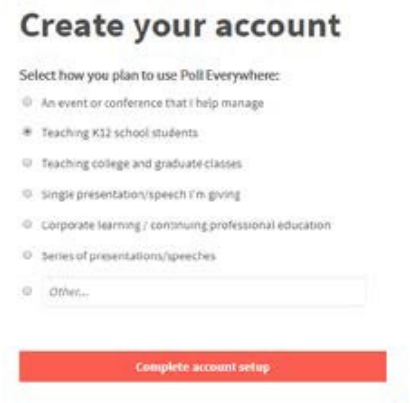
This tutorial assumes that:

- you have internet access and an active email account.

Case Study

You need an engaging, real-time method to evaluate student understanding during your lessons, as well as a tool that allows all students to feel comfortable sharing their opinion or ideas.

Creating a Poll Everywhere Account

1	In your web browser, go to www.polleverywhere.com Click on "Sign up".	
2	Choose "You're presenting" as your primary use.	
3	Enter your information to create a free account. Click "Create my Poll Everywhere account".	
4	Select how you plan to use your Poll Everywhere account. Click "Complete account set up".	

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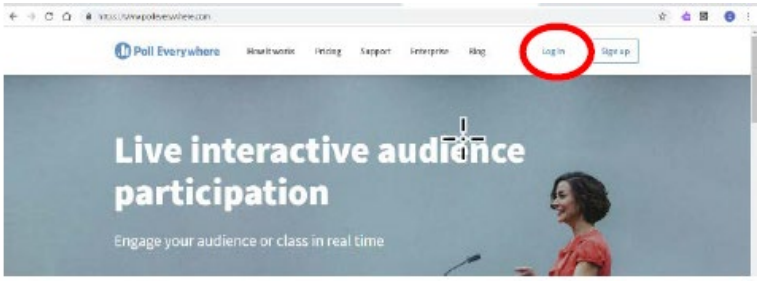
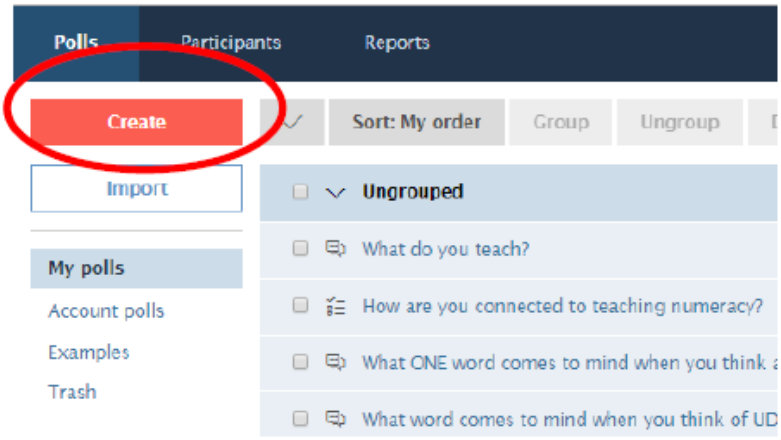
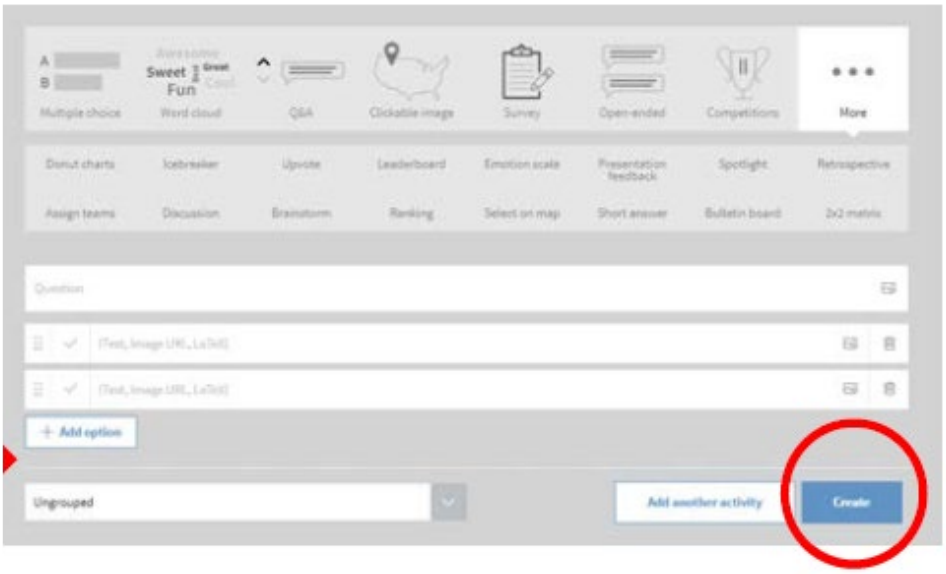
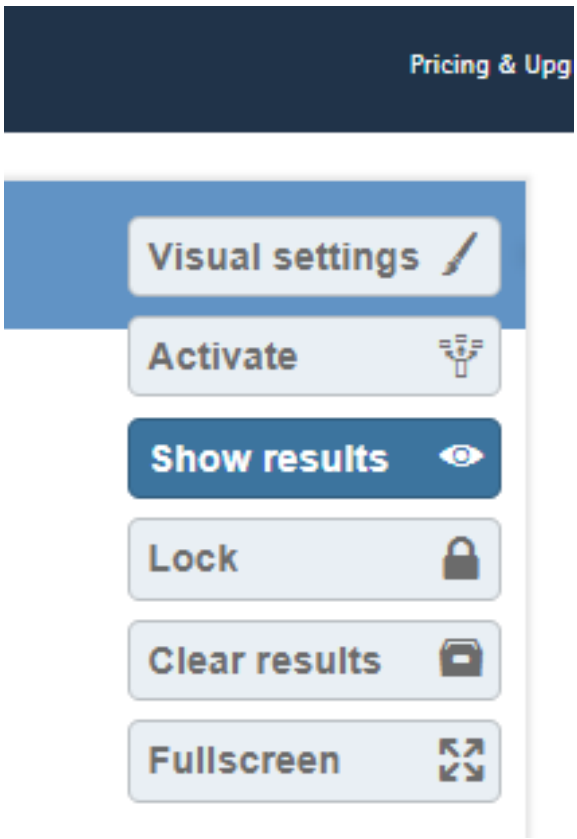
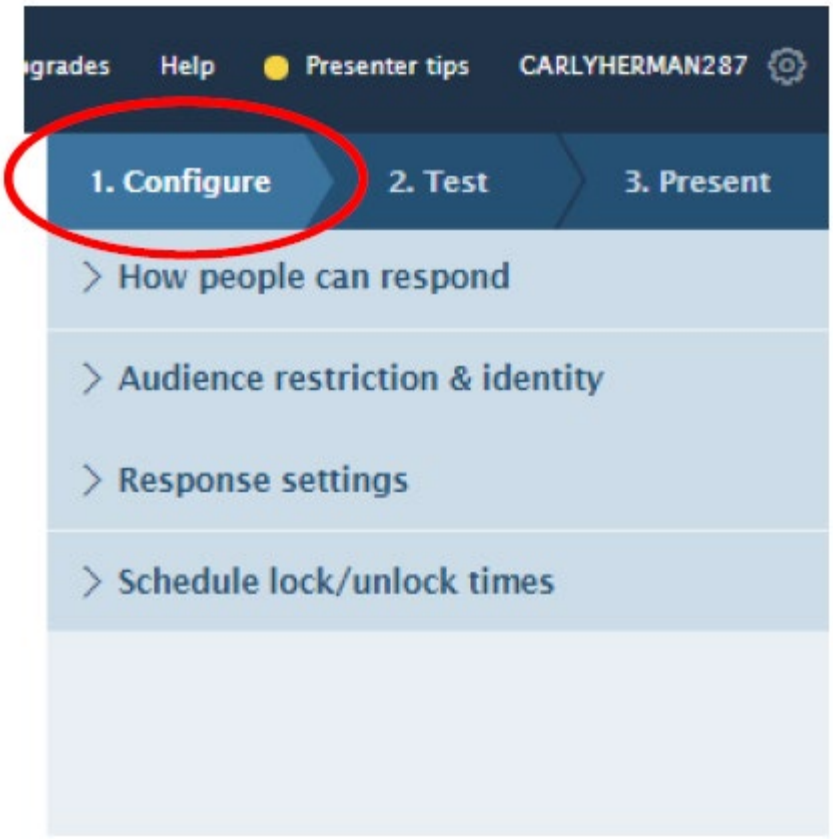
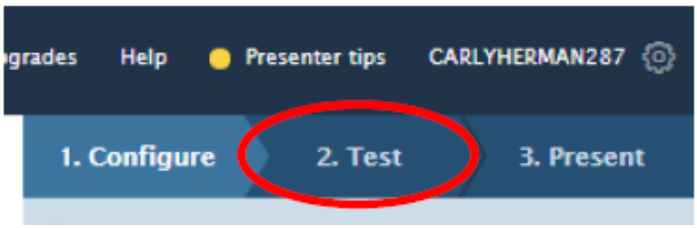
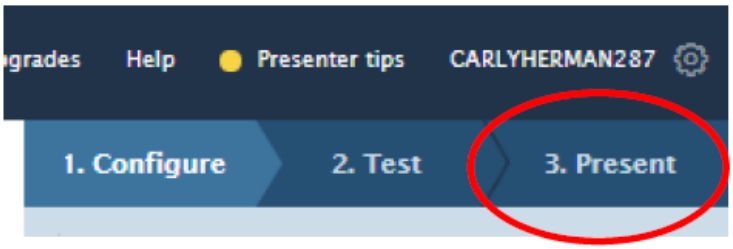
Creating a Poll on the Poll Everywhere Website

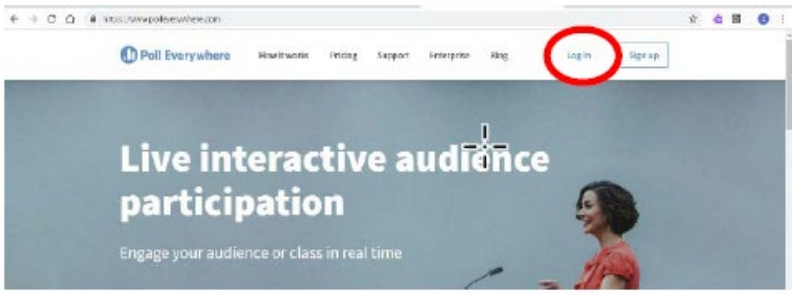
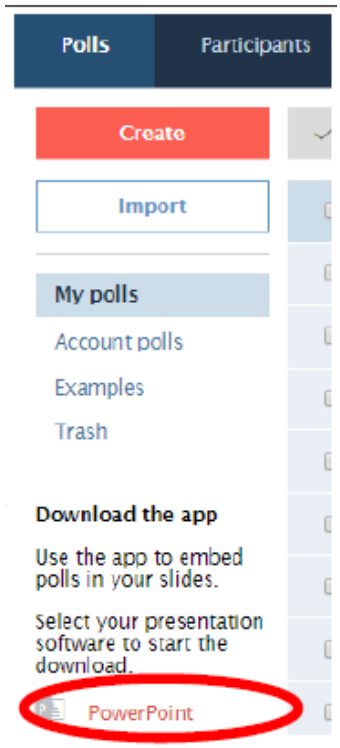
1	In your web browser, go to www.polleverywhere.com Click on "**Log in**".	
2	If you have previously made polls they will appear here, and you will need to click "**Create**" to make a new poll. If this is your first time creating a poll, skip to step 3.	
3	Select the type of poll you would like to create by clicking on it.	

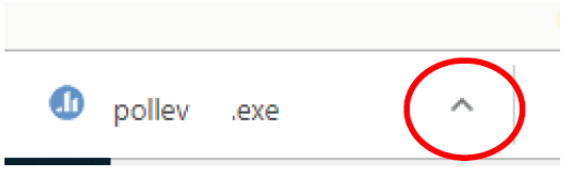
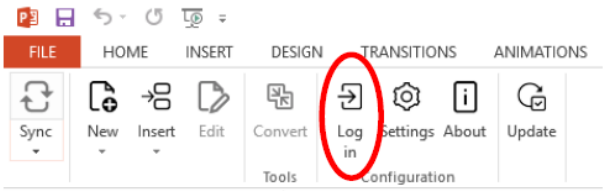
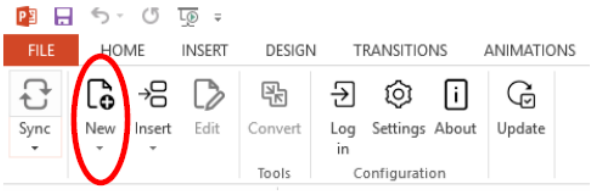
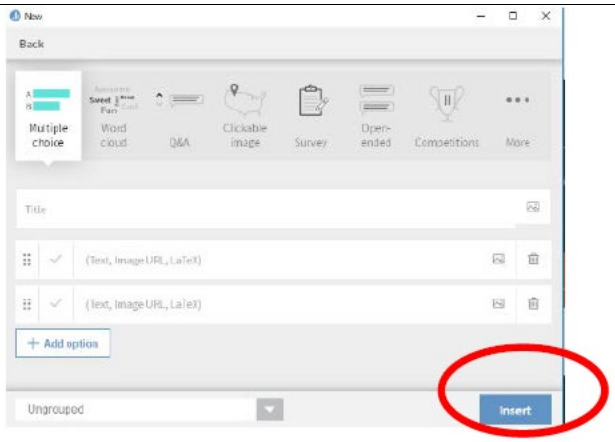
4	Enter your poll question, and answer options (if applicable). You can include images in your question and answer(s) if desired. *Note: "ungrouped" is the only option in the dropdown menu, so you can leave that as the setting.* Click "**Create**".	
5	When viewing your poll there are several actions available on the right side of your poll: • **Visual settings**: allows you to choose how the results will be displayed (i.e.: bar graph, donut graph, word wall) • **Activate**: publishes your poll and makes it open for responses • **Show results**: when selected enables the results to be viewed in real-time as they are entered • **Lock:** allows you to lock your poll so responses cannot be entered • **Clear results**: allows you to reset your poll	

6	There are also options available under the "Configure" tab: • How people can respond: this allows you to select whether you would like students to interact with your poll online or via text message • Audience restriction & identity: this allows you to choose if responses will be linked to a screen name or be anonymous. *Note: users have the option to skip entering their screen name when responding to a poll* • Response settings: this allows you to select how many answers a user may provide, or if they can change their answer once submitted • Schedule lock/unlock times: this feature allows you to set the poll to lock and unlock automatically, allowing you to skip the "unlock" step described earlier • Moderation: depending on the type of poll you have selected to use, there may be the option to have you approve responses before they are submitted	

7	Under the "**Test**" tab, you can trial your poll to ensure the responses will appear in the manner you want	
8	There are presentation options under the "**Present**" tab: • **How to present**: allows you to select if you will use your poll online from the website, or if you will embed it into a PowerPoint presentation • **Share**: allows you to select additional features for sharing your poll with students (these can be left to the default setting).	

Creating a Poll in Microsoft PowerPoint

1	In your web browser, go to www.polleverywhere.com Click on "**Log in**" and enter your credentials.	
2	Underneath the heading "**Download the app** "click on "**PowerPoint**".	
3	A new screen will open, and you will need to click "**Download**".	

4	Open the downloaded pollev.exe file to begin installation. Follow the steps to install as prompted.	
5	Open Microsoft PowerPoint on your computer. Click on the "**Poll Everywhere**" tab on the top menu bar.	
6	Click "**Log in**" on the menu bar and enter your credentials.	
7	Once logged in, click "**New**" from the menu bar.	
8	Select the type of poll you would like to create by clicking on it. Enter your poll question, and answer options (if applicable). Click "**Insert**".	

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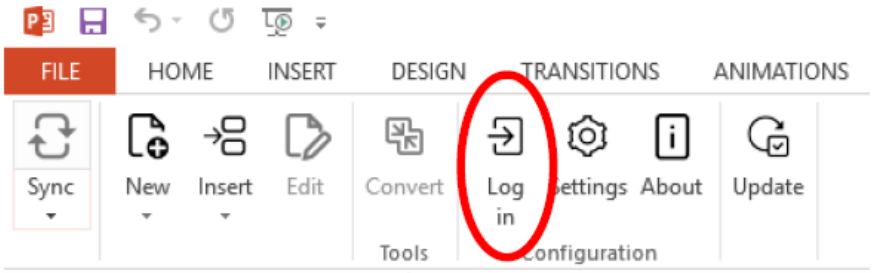
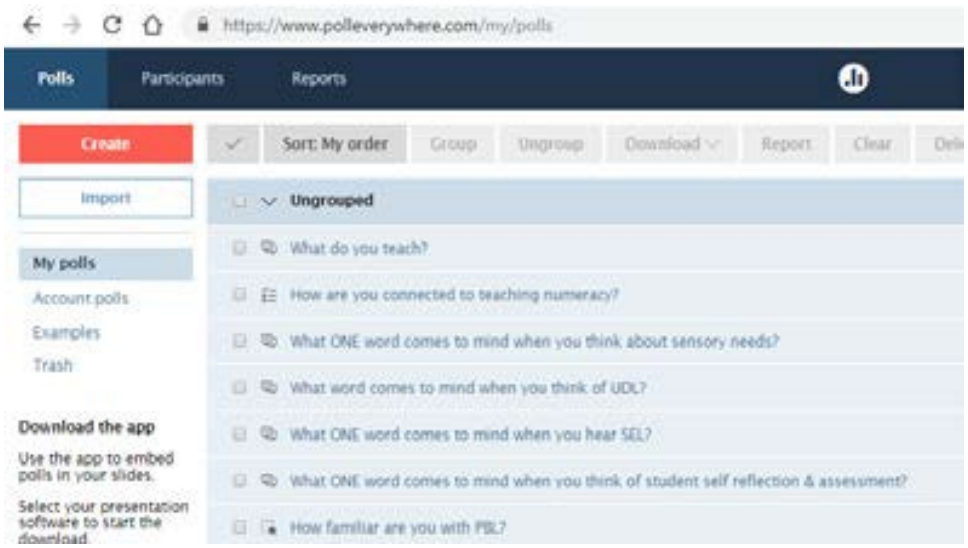
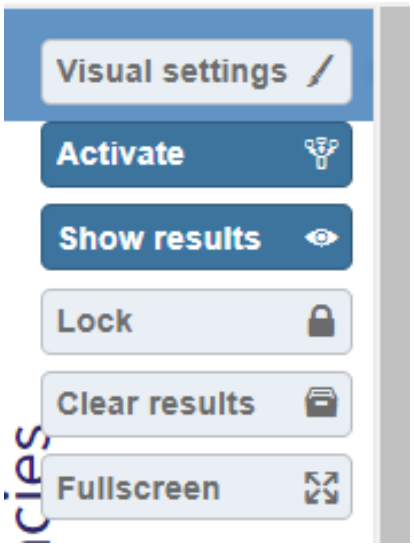
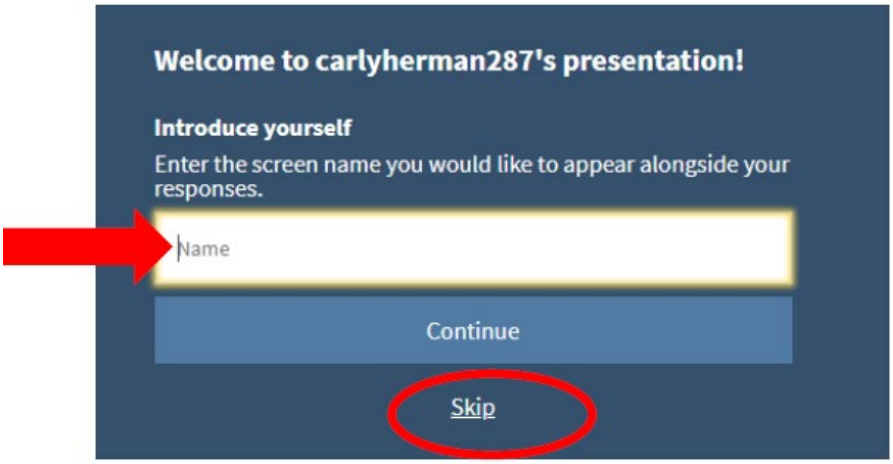
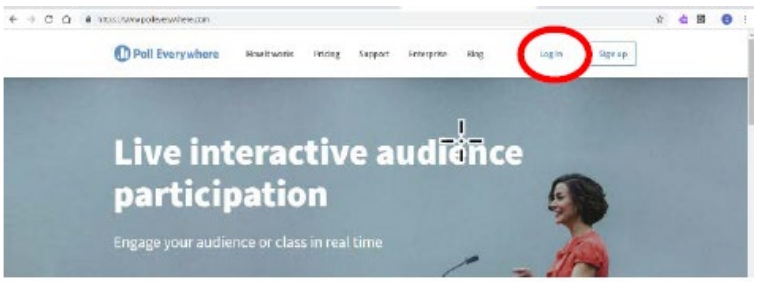
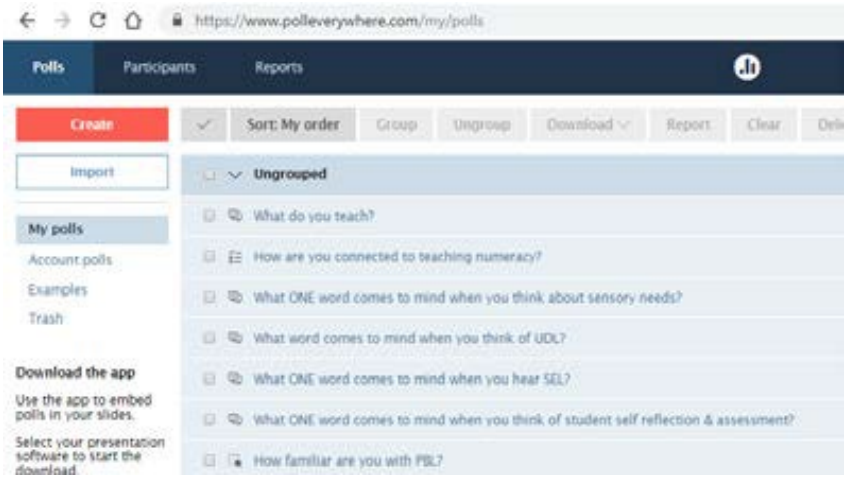
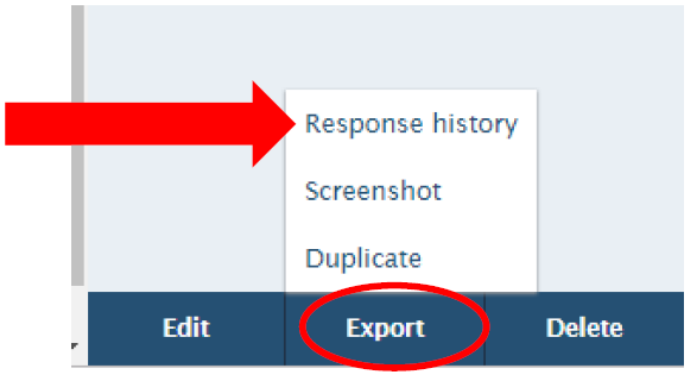
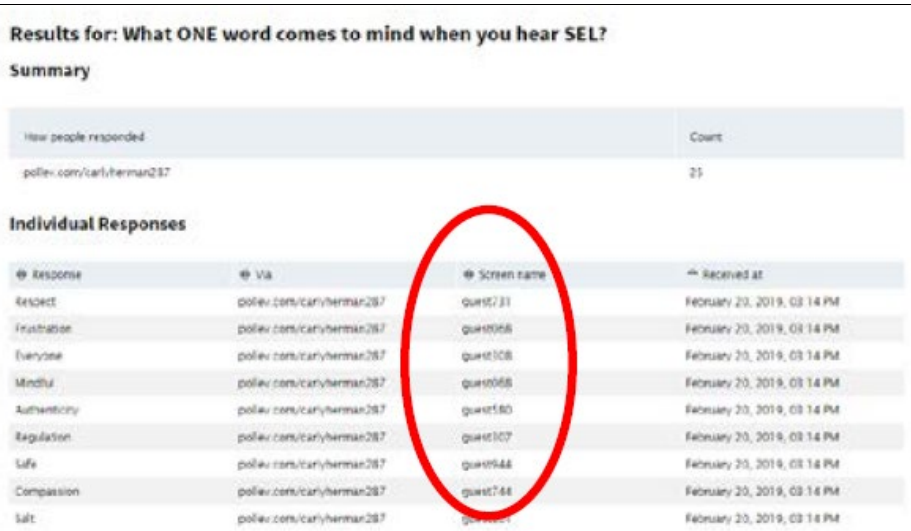
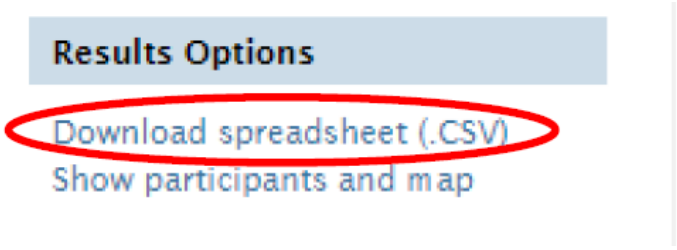
Sharing Polls

1	If you created your poll within Microsoft PowerPoint, you do not need to share your poll. Ensure you are logged into Poll Everywhere within PowerPoint before you start your presentation, and the poll will be live when you present.	
2	If you created your poll on www.polleverywhere.com, you will need to log in to your account.	
3	Click on the poll you would like to share.	

4	Ensure you have selected "**Activate**", and that "Lock" is <u>not</u> on. Click on "**Fullscreen**".	
5	Instructions for how students can respond will be at the top of the screen.	
6	If students are entering their poll responses using the web, they will be prompted to enter a username. You can choose to have them enter a username, or prompt them to click "Skip".	

Collecting Data

1	You can collect data while your poll is in use – using students' answers to gauge understanding or collect ideas/opinions in the moment. This example is a word cloud sharing prior knowledge about SEL that was then used to guide conversations.	
2	You can also access data from your poll after the activity has ended. Begin by logging in to your Poll Everywhere account.	
3	Click on the poll you would like to look at the data from.	

4	Click on "**Export**" at the bottom right corner of your screen. Select "**Response history**".	
5	The screen that opens will show you individual responses – if you had students use screen names to respond, you will be able to see how each student responded here.	
6	You can download the result as a spreadsheet by clicking "**Download spreadsheet (.CSV)**".