

Poll Everywhere

Poll Everywhere lets your audience interact with a live presentation using their computers, tablets or mobile devices.

- **Ask a question** - Use multiple choice questions to identify gaps in understanding or kick off group discussions with a colorful word cloud.
- **Collect live responses**- Invite the audience to respond simultaneously by visiting a website or texting a number on their phones.
- **See instant results** - Responses appear in an animated graph or chart embedded in your presentation. Results update live for all to see.

Log in

Log in

Email or username

training@uiwtx.edu

⚠ University of the Incarnate Word accounts should log in via [Single sign-on](#).

Password [Forgot your password?](#)

Log in

Need an account? [Create one now](#)



Sign In

training

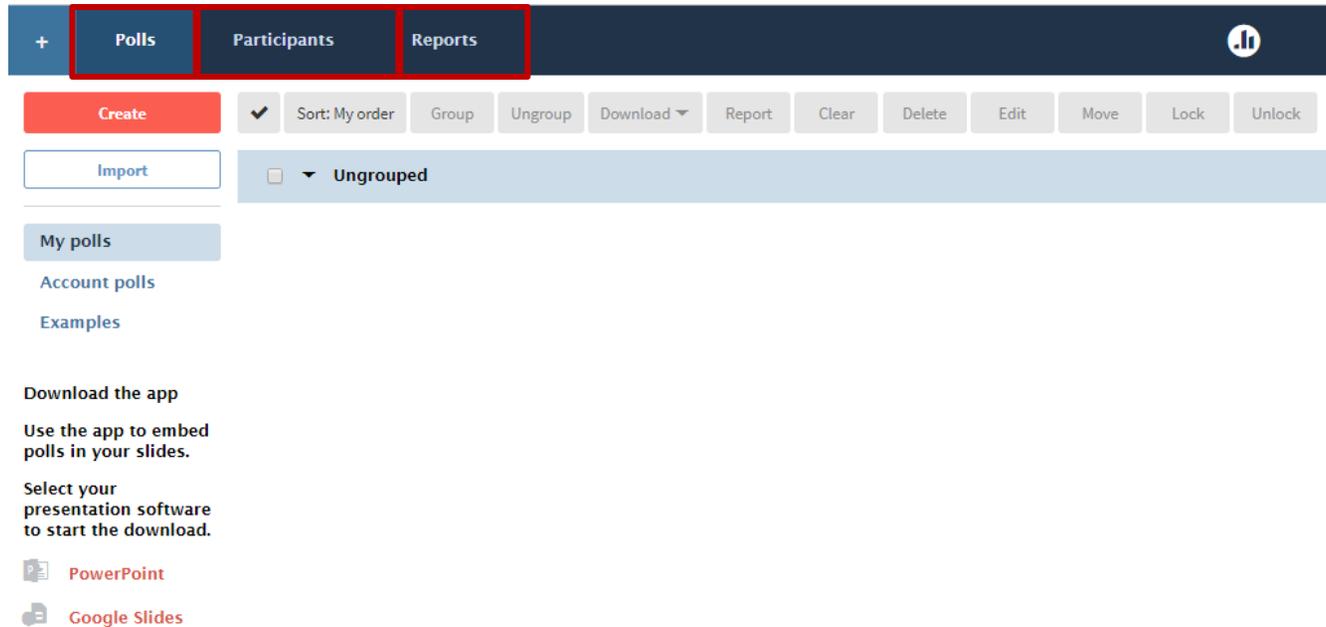
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LOGIN

[Reset Password](#) | [Need Help?](#)

1. Go to <https://www.polleverywhere.com/>
2. Click **Log in**
3. A new page opens. Enter your **email address** in the space provided
4. After entering your email, a message opens informing you that “*University of the Incarnate Word accounts should log in via Single sign-on*”.
5. Click the [Single sign-on](#) link.

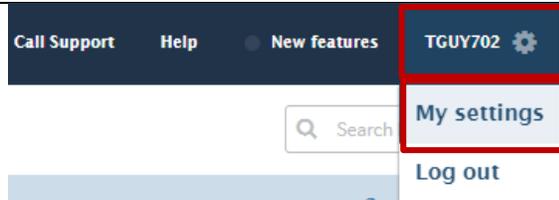
6. You will be redirected to *MyWord*
7. Login to MyWord with your **UIW username and password**
8. **NOTE:** *If you are employed as an administrator, staff, dean or executive at UIW, please email John Miller at jfmiller@uiwtx.edu, so that we can invite you to update your user status to Presenter*



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9. The *MyPolls* page opens. There are three tabs: Polls, Participants & Reports
- **Polls** - Create Polls here
 - **Participants** – Lists participants by group, course, or poll participants
 - **Reports** – There 5 report options:
 - *Executive summary*: Visual big-picture overview. Shows engagement, total responses and participants, and each poll's screenshot. Useful ROI infographic.
 - *Survey results*: One section per participant, one line per question. If a group of questions was used as a survey, use this report to view each participant's responses in order.
 - *Response pivot table*: Full detail table with one row per response, perfect for exporting to Excel pivot tables. Useful for grouping, crosstabs, or computing sums and averages.
 - *Participant response history*: One section per participant, one line per response. Shows when and how each individual response was submitted.
 - *Gradebook*: Compact table with participants listed down the left and questions across the columns. Shows scores, participation, and attendance. Sort by rank to use as a leaderboard.
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Create a Custom Username

Poll Everywhere assigns a username based on your username. This username tends to be long, somewhat clumsy, and difficult for respondents to use. You can create a custom username that is easier to remember. This username can be changed at any time.



1. On the right side of the MyPolls page, click the **gear icon**, and select **My settings**

My settings

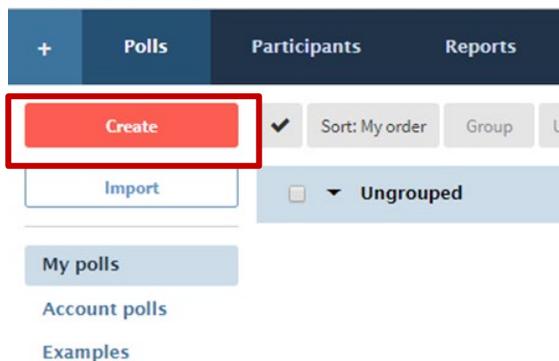


2. Locate Username
3. Delete the assigned username

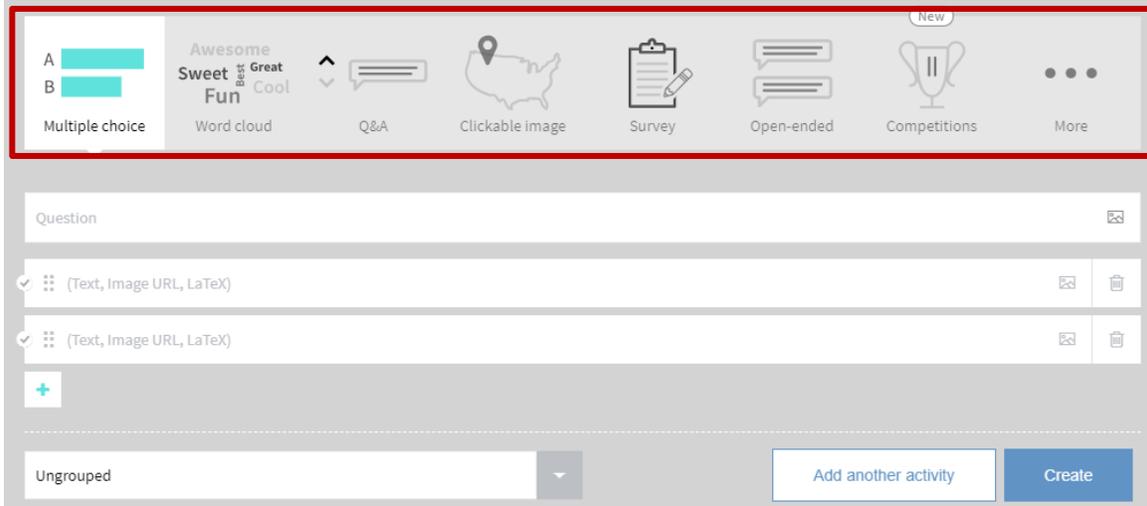


4. Type in a new username
5. If the username is available, the name will *appear in green*
6. Click **Change**

Create a Poll



1. Under the *Polls* tab, click **Create**

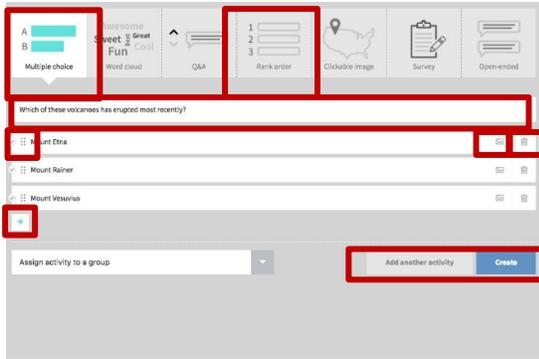


2. Choose a **poll type**. Poll Everywhere offers several types of activities you can use to interact with the audience:

- **Multiple-choice polls:** The audience chooses from the response options you provide. You can upload images as response options. Multiple choice polls accept both text message responses and web responses.
- **Open-ended questions:** The audience responds freely, with anything they wish. Open-ended responses can be displayed three ways: a ticker, text wall, or cluster. You can use moderation to manage responses before they are shown publicly. This activity allows both text message responses and web responses.
- **Q&A:** The audience submits ideas or questions. Then they can anonymously upvote or downvote all other responses, so the best rise to the top quickly. This activity only allows web responses.
- **Rank order:** Participants rank the response options you provide. The results display as a bar chart ranking the options chronologically. This activity only allows web responses.
- **Clickable images:** The audience clicks anywhere on an image to respond. You can specify regions in specific areas. This activity only allows web responses.
- **More:** These include a variety of different polls including donut charts, icebreakers, ranking, brain storm, short answer and more.

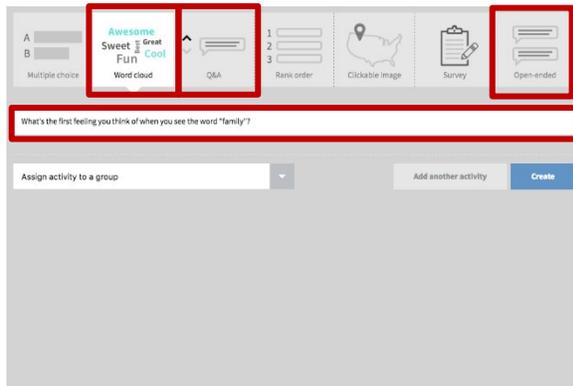
Multiple Choice and Rank Order

1. Type your **question**
2. Enter the **response options**
3. To add a response option, by click the **plus**
4. You can use images as response options by pasting a direct link, or uploading one from your computer using **picture icon**
5. *Delete* a response option by clicking the **trash icon** on the far right
6. *Designate* the correct response by checking the **box to the left of the correct response option(s)**. A correct response will be highlighted green, when you reveal correctness on the poll chart



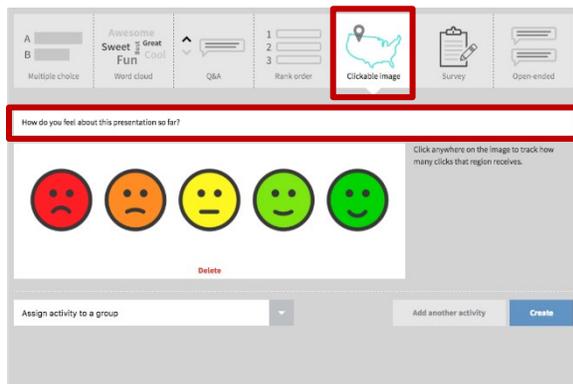
- When finished, click **Create** to open the question in PollEverywhere or **Add another activity** to add another activity

Word Cloud, Q&A or Open-Ended:



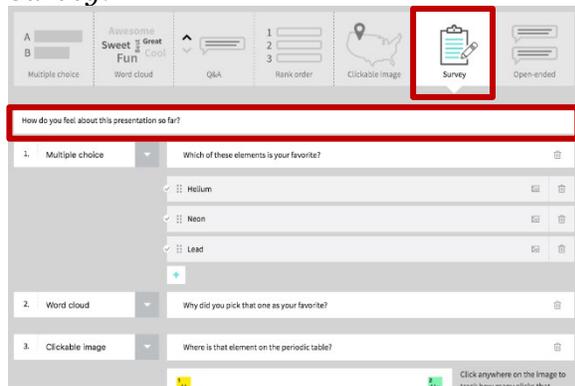
- Enter the **question or prompt**

Clickable Image:



- Type your **question**
- Select **one of the provided images**, or **upload an image**
- If you like, you can define rectangular regions on your image where clicks will be counted

Survey:



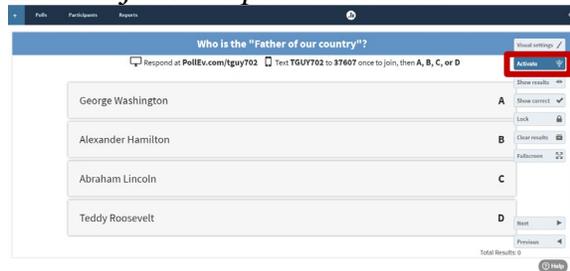
Surveys allow you to ask your participants multiple questions at once. Everyone can answer the questions privately at their own pace. Surveys are great for quizzes, pre- and post-training assessments, and questionnaires.

1. Give your survey a title
2. Add a series of activities (Multiple choice, Word Cloud, Clickable image, etc.)

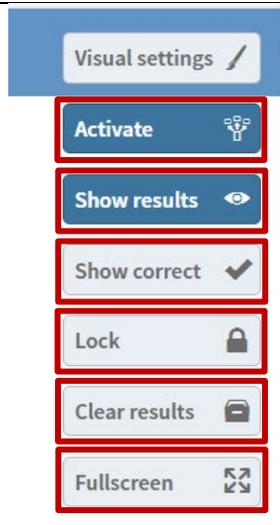
Activate a Poll

When you are ready for the audience to respond, you will need to activate the poll. This publishes the poll on your Pollev.com response page (i.e. Pollev.com/your-username). There are three options for activating a poll; in the poll chart mode, in the Fullscreen mode, and from My Polls. **NOTE: Only one poll can be activated on your presenter page at a time.**

Activate from the poll chart mode



1. After clicking *Create*, the question opens in the *poll chart mode*. Click **Activate** to activate the question



1. In poll chart mode, you can also
 - **Activate:** The poll is ready for respondents to answer
 - **Show results:** Shows poll results as responses are received
 - **Show correct:** Displays correct answers
 - **Lock:** Locks the poll from additional responses
 - **Clear results:** Clear results if you are going to reuse the poll question
 - **Fullscreen:** The poll is automatically activated

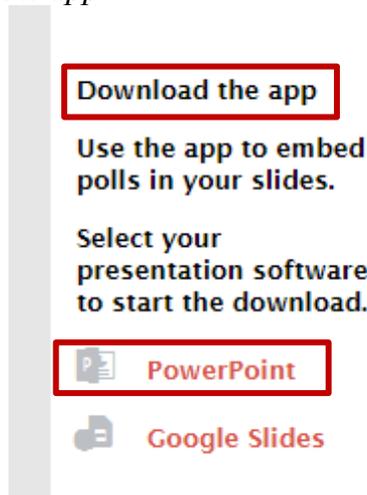
Activate from the My Polls page



1. On the My Polls page, click the activate button

Create Polls in PowerPoint

Install the app



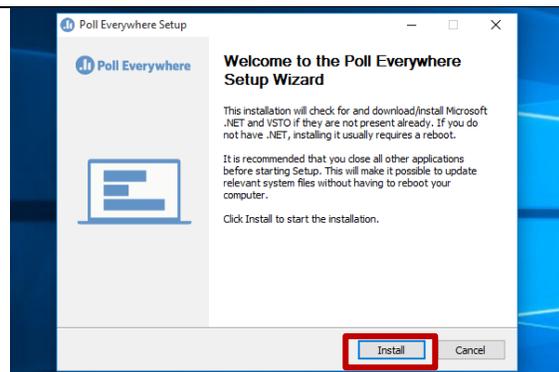
1. On the MyPolls page, locate **Download the app**. This app will allow you to use the app to embed polls in your slide presentation.
2. Select your *presentation software* to start the download. NOTE: *PowerPoint is compatible with both Mac and PC applications*

Poll Everywhere for PowerPoint

Requires Windows 7 SP1 and Office 2007 SP3 or later

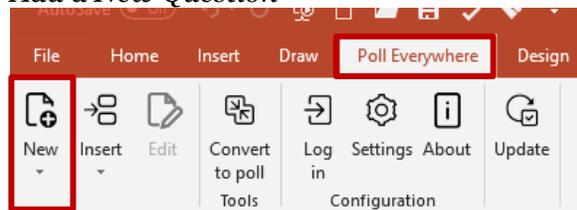


3. Click **Download**.
4. *Save* the file

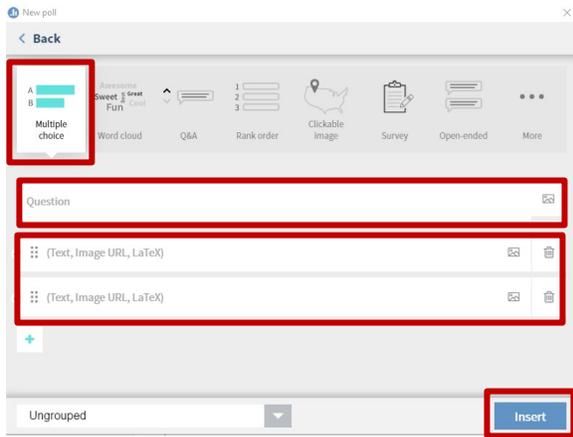


5. Open the *pollev.exe* file to start the install
6. Click **Install** and then follow the installation steps.

Add a New Question



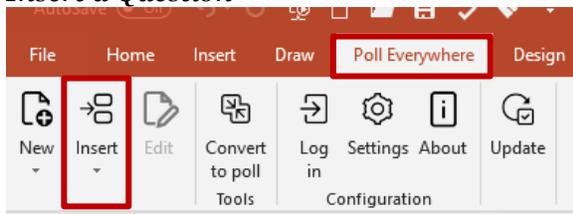
1. Once the app is installed in PowerPoint, locate the **Poll Everywhere** tab on the ribbon
2. Click **New** to add a poll
3. Click **Login** and sign in using the single sign-on



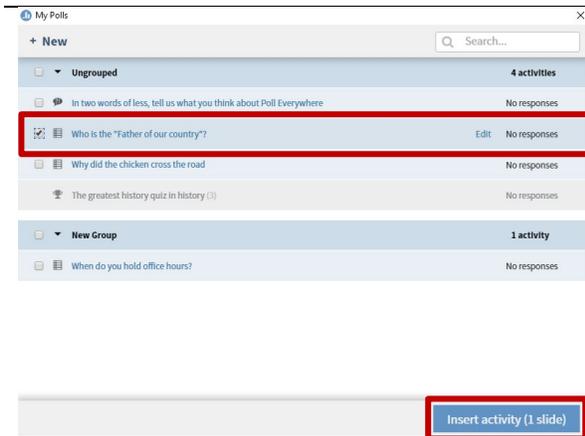
4. Choose a **poll type**
5. Type your **question**
6. Enter the **response options**
7. Click **Insert**

NOTE: PowerPoint poll questions do not have to be activated

Insert a Question



1. Locate the **Poll Everywhere** tab on the ribbon
2. Click **Insert**



3. Click the checkbox to select a **poll question**
4. Click **Insert activity**

Links to additional tutorials

Getting Started

<https://www.polleverywhere.com/guides/presenter/getting-started>

Prepare to Poll

<https://www.polleverywhere.com/guides/presenter/preparation>

<i>Managing responses & participants</i>	https://www.polleverywhere.com/guides/presenter/managing-responses-and-participants
<i>Reporting</i>	https://www.polleverywhere.com/guides/presenter/reporting
<i>Managing your account</i>	https://www.polleverywhere.com/guides/presenter/account-management
<i>Tips & tricks</i>	https://www.polleverywhere.com/guides/presenter/tips-and-tricks
<i>Video Repository</i>	https://www.polleverywhere.com/videos
<i>Webinars</i>	https://www.polleverywhere.com/videos/webinars
<i>Tips & Tricks</i>	https://www.polleverywhere.com/poll_everywhere_communications_best_practices.pdf
