

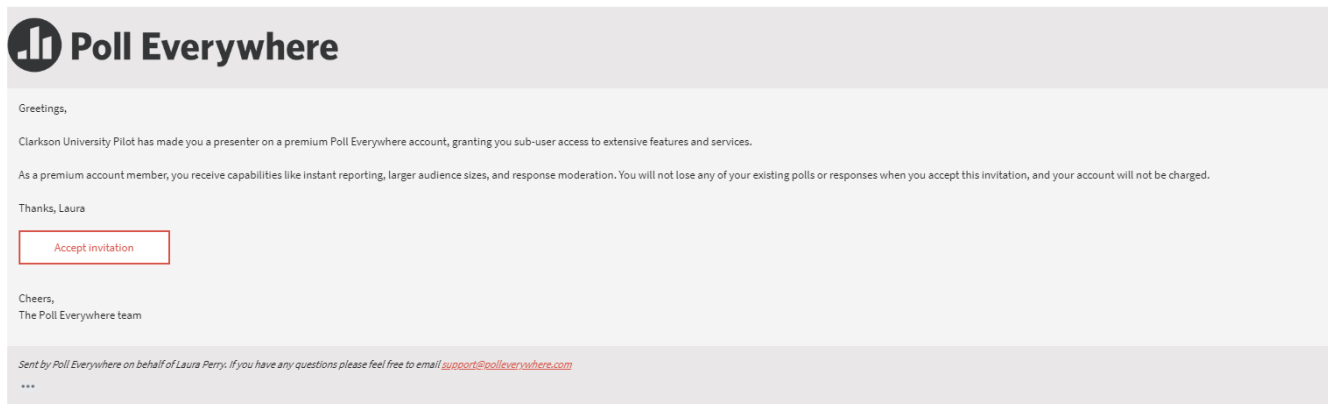
# Poll Everywhere - Start Up For Instructors

## Create Poll Everywhere account and sync your course roster from Moodle

View this 30 min recorded session to see how to add Poll Everywhere to your course, sync your roster in Poll Everywhere and register students OR read steps below:

If you haven't already, create a Poll Everywhere account (if you do not already have one) by click through the email invitation you should have received (looks like below). Follow prompts to join account. If you did not receive the email, request support from [helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu). If you already have a Poll Everywhere account, you will want to join Clarkson's institution account (email [helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu) if you are not sure).

----- Forwarded message -----  
From: Poll Everywhere <[no-reply@polleverywhere.com](mailto:no-reply@polleverywhere.com)>  
Date: Mon, Feb 11, 2019 at 3:01 PM  
Subject: Clarkson University Pilot invites you to join their Poll Everywhere account  
To: <[helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu)>



The screenshot shows an email invitation from Poll Everywhere. At the top left is the Poll Everywhere logo, which consists of a stylized bar chart icon followed by the text "Poll Everywhere". Below the logo, the email content begins with "Greetings," followed by a paragraph stating that Clarkson University Pilot has made the recipient a presenter on a premium account. A second paragraph explains the benefits of a premium account, such as instant reporting and larger audience sizes. The email is signed "Thanks, Laura". A prominent red-bordered button with the text "Accept invitation" is centered in the email body. Below the button, it says "Cheers, The Poll Everywhere team". At the bottom, there is a small line of text: "Sent by Poll Everywhere on behalf of Laura Perry. If you have any questions please feel free to email [support@polleverywhere.com](mailto:support@polleverywhere.com)".

1) Add Participants - you need to add your students to Poll Everywhere:

- a. [Login to Poll Everywhere](#)
- b. click Participants tab
- c. click Add Participants button,
- d. select Connect to LMS from pop up menu
- e. step through until you see choice of LMS. Choose Moodle.
- f. Advance to 2. Authorize.

Interface showing navigation tabs: Polls, **Participants**, Reports.

Buttons: **Add participants**, Change group, Reinvite, Remove, Export CSV.

	First name ⇅	Last name ⇅	Groups
<input type="checkbox"/>	[Redacted]	[Redacted]	<input type="radio"/>
<input type="checkbox"/>	[Redacted]	[Redacted]	<input checked="" type="radio"/>
<input type="checkbox"/>	[Redacted]	[Redacted]	<input checked="" type="radio"/>

## Connect to LMS

Steps: 1. **Select LMS**, 2. Authorize, 3. Select courses

Logos: Blackboard, canvas BY INSTRUCTURE, **m** (Moodle), Sakai, brightspace

Contact us to learn more about connecting with your LMS.

### 2) Add Poll Everywhere to your Moodle Course -

- Open new tab, login to [Moodle](#)
- Click into your course
- Turn Editing On
- Add an Activity or Resource
- Under Activities, select External Tool
- Fill in Name, and select from Preconfigured Tool dropdown menu, Poll Everywhere Porter
- In Common Module settings, select Availability: Hide from Students

h. Save and Return to Course.

**Updating External tool in Section 1** ⓘ

▼ General

**Activity name** ⓘ Polls

**Preconfigured tool** ⓘ Poll Everywhere Porter + ⓘ x

Select content

**Tool URL** ⓘ

**Shared secret** ⓘ [Click to enter text](#) ⓘ

[Show more...](#)

▶ Privacy

▶ Grade

▼ Common module settings

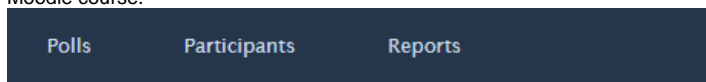
**Availability** ⓘ Hide from students

[Show more...](#)

▶ Restrict access

There are required fields in this form marked ⓘ

i. Once the tool is added to the course, click on the link in the course to open the Poll Everywhere tool. This will open a new window and navigate you to a Poll Everywhere page. Once here, click the Import Roster button and we will import the student roster for the selected Moodle course.



## LMS Import / Export

### Gradebook Demo 2

Select your desired action

Import roster

[View Gradebook](#)

**HINT: Post the following in your Moodle course for students**

Students will receive an email (below). Students need to click through in the email to reset their password OR go to [polleverywhere.com/login](https://polleverywhere.com/login), enter their Clarkson email address, and click Forgot your password to reset their password.

----- Forwarded message -----  
From: Poll Everywhere <support@polleverywhere.com>  
Date: Tue, Feb 12, 2019 at 10:46 AM  
Subject: Complete your Poll Everywhere registration  
To: [redacted] <[redacted]@clarkson.edu>

Hi [redacted],

[redacted] has registered you as a participant on their Poll Everywhere account. Please reset your Poll Everywhere password to complete registration. First, click the link below or copy and paste it into your browser's address bar. Next, type the following email address into the email field. Finally, select "Reset password".

Use [redacted]@clarkson.edu to reset your Poll Everywhere password.

[https://www.polleverywhere.com/password\\_resets/new](https://www.polleverywhere.com/password_resets/new)

Cheers,  
The Poll Everywhere team

Mobile App: Once students are registered, they are encouraged to [download and use the mobile app](#) to respond to your polls in class. Students log into the app and join an instructors sessions via their Poll Everywhere URL: [pollev.com/professorsusername](http://pollev.com/professorsusername) when questions are being presented.

More info for students at Poll Everywhere's [Student guide](#).

3. As Students register, you will see them appear as participants in your Poll Everywhere account.

First name	Last name	Groups	Created at
[redacted]	[redacted]	○	02/12/2019
Student A	[redacted]	●	02/12/2019
Student B	[redacted]	●	02/12/2019
[redacted]	[redacted]	○	02/11/2019
[redacted]	[redacted]	○	02/11/2019
[redacted]	[redacted]	○	02/11/2019
[redacted]	[redacted]	○	02/08/2019

Now you are ready to [Create Poll](#).



## Related articles

- [Quiz: Creating A Quiz Shell](#)
- [Quiz: Grading by Question](#)
- [Poll Everywhere - Start Up For Instructors](#)
- [Poll Everywhere - Creating Polls](#)
- [Poll Everywhere - Presenting Poll in Class](#)