

# Poll Everywhere: Instructor Guide

Poll Everywhere is a web-based audience response system that lets you engage students with real-time polling, Q&A, word clouds, and more—directly from within your PowerPoint slides.

To request an account, go to

[https://rutgers.ca1.qualtrics.com/jfe/form/SV\\_08mqSdUuxug4vae](https://rutgers.ca1.qualtrics.com/jfe/form/SV_08mqSdUuxug4vae)



Or

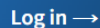
Additionally, you will need to install Poll Everywhere for PowerPoint plugin (available at <https://www.polleverywhere.com/app>)

Once this is complete, proceed with the following steps:

## Step 1: Log into Poll Everywhere

1. Go to: <https://www.polleverywhere.com> on any web browser

2. Click 'Login' (top right).



## Step 2: Create an Activity

(An activity in Poll Everywhere is an individual question slide)

1. From the dashboard, click the “+ Activity” button.



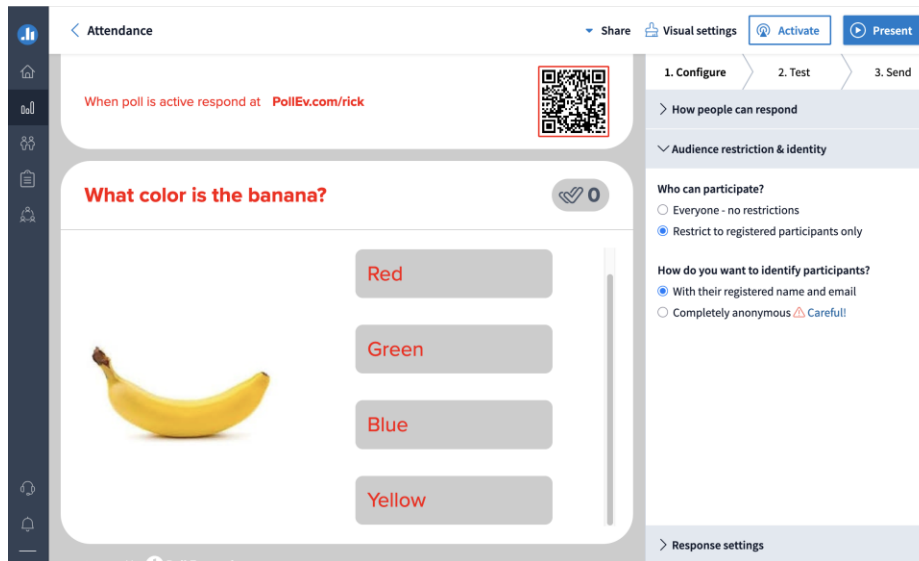
2. Choose the activity type (Multiple choice, Word cloud, Q&A, Open-ended, etc.).

3. Type your question and answer options (if applicable).

4. Click 'Create'.

## Setting up your slides for student tracking and attendance

1. Click on the **Configure (gear icon)** next to the activity.
2. Under "**Audience restriction & Identity**", turn on "**Restrict to registered participants only**".
3. Require participants to **log in with their registered name email** (school emails).



As an additional measure, under “**Response Settings**”, scroll down to “**Show Activity Title**” and select “**Do not show activity tile on participant devices**”.

This will prevent students attempting to participate from a remote location from seeing the question stem on their phone – it will only be available on the presentation screen.

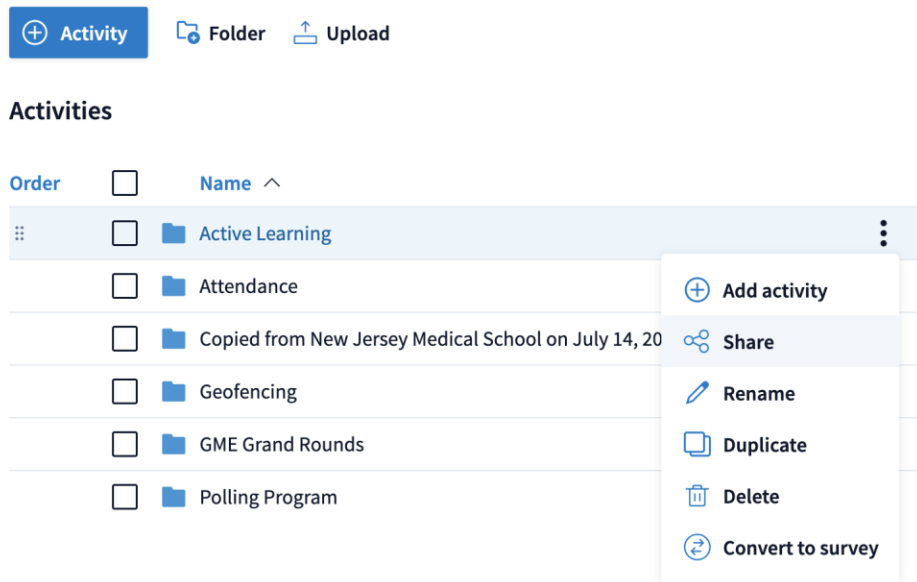
### **Please note:**

**To ensure that your slides will run smoothly and attendance reporting to be centralized, you must share your questions with the generic faculty account for your slides to work at the podium computer.**

### Step 3: Sharing Presentations

#### Step 1: Create or Select Your Activities

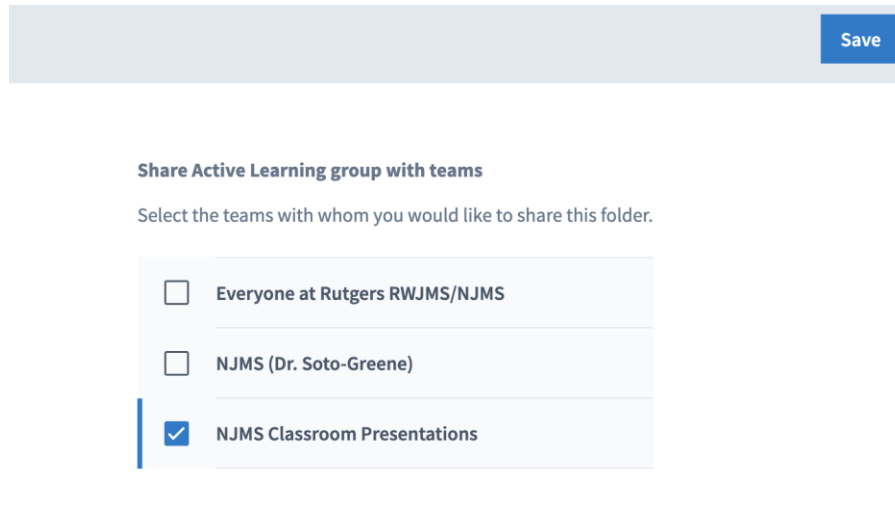
1. Group your activities into folders. Having a folder for each individual presentation helps keep your activities organized and able to be shared with colleagues and the classroom computers.
2. Go to the **Poll Everywhere Activities** dashboard.
3. Hover over the folder you want to share.
4. Click the **three dots (:)** and choose **Share**



The screenshot shows the 'Activities' dashboard with a header bar containing '+ Activity', 'Folder', and 'Upload' buttons. Below the header is a table of activities. The first row is 'Active Learning', which is highlighted. A context menu is open for this row, showing options: 'Add activity', 'Share', 'Rename', 'Duplicate', 'Delete', and 'Convert to survey'.

| Order |                          | Name ^   |
|-------|--------------------------|--|
|       | <input type="checkbox"/> | Active Learning                                      |
|       | <input type="checkbox"/> | Attendance   |
|       | <input type="checkbox"/> | Copied from New Jersey Medical School on July 14, 20 |
|       | <input type="checkbox"/> | Geofencing   |
|       | <input type="checkbox"/> | GME Grand Rounds                                     |
|       | <input type="checkbox"/> | Polling Program                                      |

5. Check the **NJMS Classroom Presentations** Team and select **Save**.



The screenshot shows a dialog box titled 'Share Active Learning group with teams'. It contains the text 'Select the teams with whom you would like to share this folder.' and a list of teams with checkboxes. The 'NJMS Classroom Presentations' team is selected.

Share Active Learning group with teams

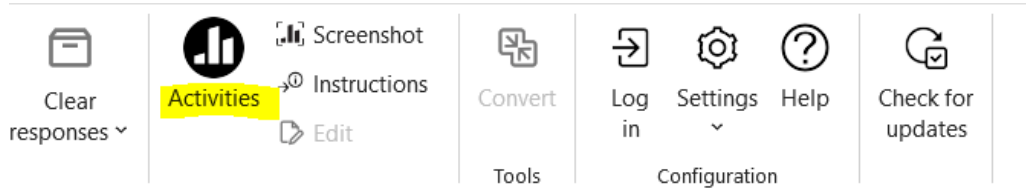
Select the teams with whom you would like to share this folder.

|                                     |                                |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/>            | Everyone at Rutgers RWJMS/NJMS |
| <input type="checkbox"/>            | NJMS (Dr. Soto-Greene)         |
| <input checked="" type="checkbox"/> | NJMS Classroom Presentations   |

If you do not have NJMS Classroom Presentations as an option, contact Rick Salisbury or Courtney Terry to be added to the **NJMS Classroom Presentations** team.

## Step 4: Place Interactive Slides into PowerPoint

1. Open PowerPoint. A new 'Poll Everywhere' tab should appear.
2. Confirm that you are logged in. Then click 'Activities' > choose your poll(s) > click 'Insert Slides' and place them within your existing PowerPoint presentation.



3. Click to Save your file

## Step 5: Present in PowerPoint

1. Start your presentation in Slide Show mode.
2. When you reach a Poll Everywhere slide, it will activate automatically.
3. Students respond via:
  - A browser at [pollev.com/Your Username](http://pollev.com/Your Username)
  - The Poll Everywhere app

Responses populate live on your slide.

## Step 6: Run Reports

1. Go to your Poll Everywhere dashboard.
2. Click 'Reports' from the left menu.
3. Click 'Create Report' and select the type:
4. Choose your poll(s) and click 'Create Report'.