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

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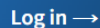
Additionally, you will need to install Poll Everywhere for PowerPoint plugin (available at https://www.polleverywhere.com/app)

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). **Log in →**

Step 2: Create an Activity 🎯

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

1. From the dashboard, click the "+ Activity" button. **⊕ Activity**

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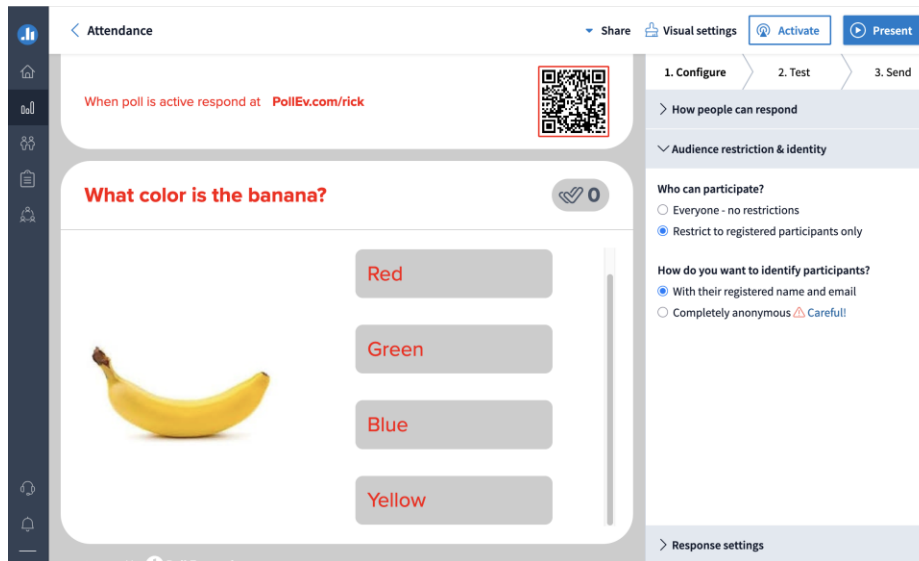
As an additional measure, under **"Response Settings"**, scroll down to **"Show Activity Title"** and select **"Do not show activity tile on participant devices".**

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.
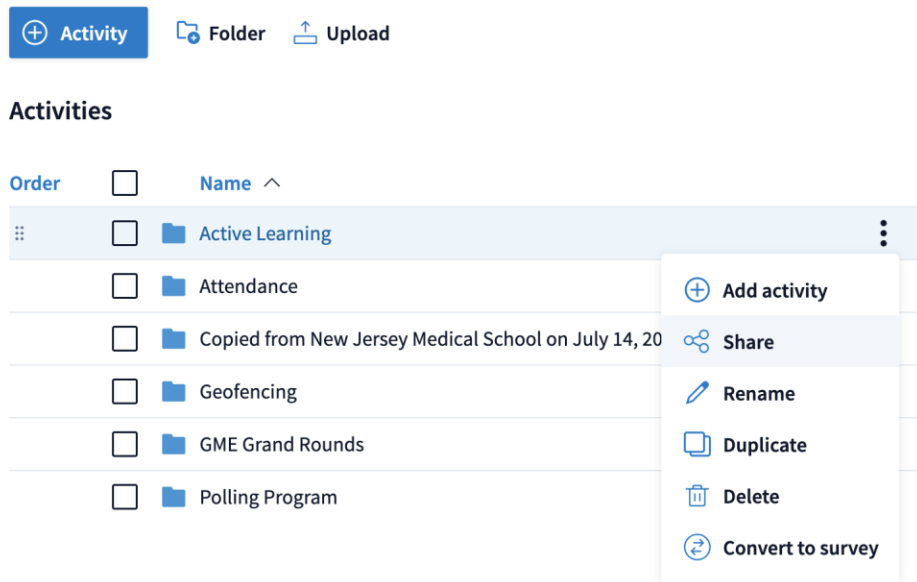
Please note:

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

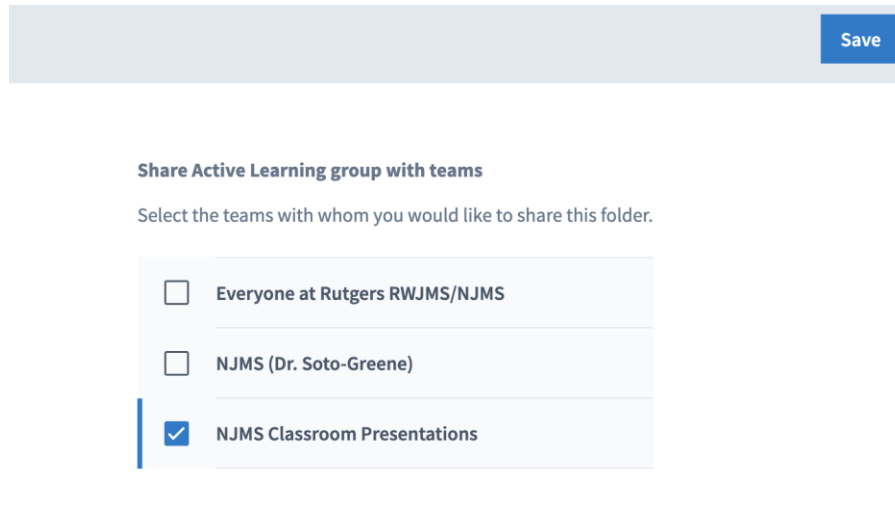☑ *Step 1: Create or Select Your Activities*

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**

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

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.
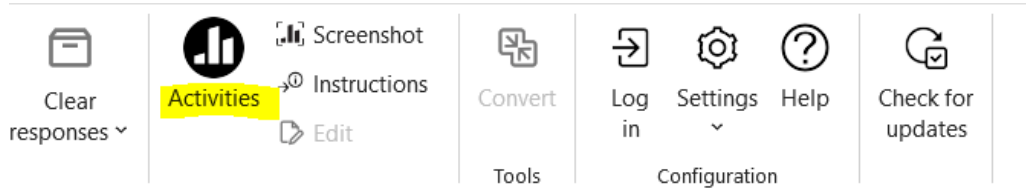
3. Click to Save your file

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

  - 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'.