

# SETUP AND IMPLEMENTATION

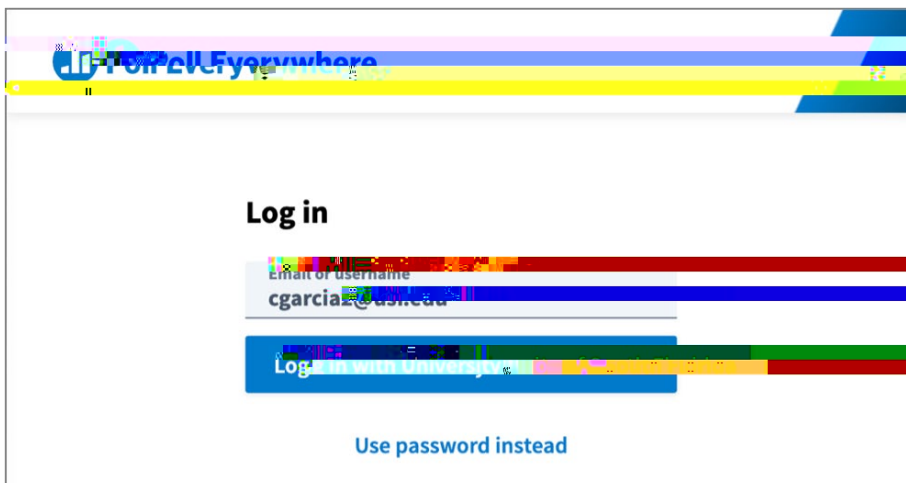
The following guide is an overview of Poll Everywhere and the basic steps for getting started. This includes accessing Poll Everywhere, activity creation, deploying a poll, and reviewing respondent results. Poll Everywhere is a robust solution and we encourage you to explore all the various activity options.

## ▶ What is Poll Everywhere?

As the name suggests, Poll Everywhere is an online polling tool enabling you to infuse a higher level of engagement into your live Teams sessions and/or your Canvas course. Poll Everywhere offers a variety of activities including word clouds, interactive images, standard surveys, and live game-based competitions.

## ▶ Getting Started on the Web

Visit <https://www.polleverywhere.com/> and input your USF email and select **Next**. Then select **Log in with University of South Florida**.



### Quick TIP

Issues logging in? Not [fyhelp@usf.edu](mailto:fyhelp@usf.edu) and input "Poll Everywhere login issue" within the subject line. They will send you an invitation email to Poll Everywhere enabling access. If you still cannot log in after accepting the invitation, select **Use password instead** and accept the invitation from within Poll Everywhere.



## Poll Everywhere Dashboard

Upon logging in you will see the dashboard screen. From here you can:

1. access previously created activities
2. review students who completed your activities
3. generate reports & export to Canvas gradebook

You can choose from a variety of activities, each with its own unique features.



**Multiple Choice:** Create multiple-choice questions with or without a correct answer. You can use this for quizzing or survey-type questions.



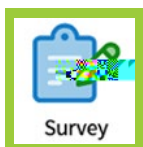
**Word cloud:** Students' responses will generate a dynamic word cloud.



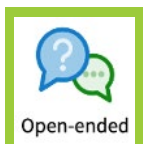
**Q&A:** An open-ended question type allowing your students to upvote or downvote each other's responses.



**Clickable image:** Upload an image and designate part of the image for students to select.



**Survey:** Use this option if you would like to weave together a series of questions into a multi-question survey or graded quiz. This offers a variety of question types including multiple-choice, ranking, image, and more.



**Open Ended:** Using this, you can create a short answer / essay type question.



**Competition:** This game-based activity allows you to present a series of questions that your students answer for points. A leaderboard shows their score and ranking.

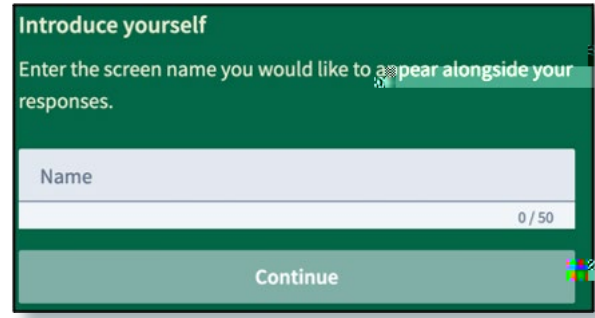




A quick and easy way to send your poll is to select **Share** and **Copy response link**. You can then post this link within the chat of your Microsoft Teams sessions.



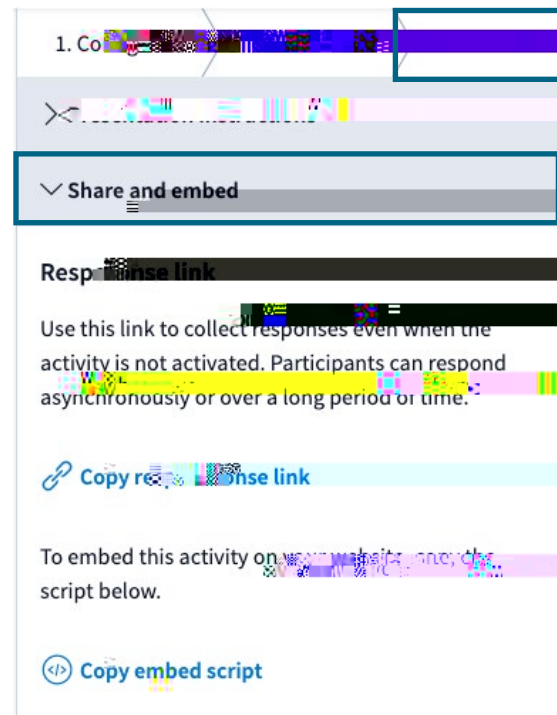
When you share the link, your students will be directed to a page where they will enter their name and select **Continue** to access the survey.



## ▶ Other Sharing Options & Responses

Beyond the share link, you can explore other ways to distribute the survey by selecting **Send**.

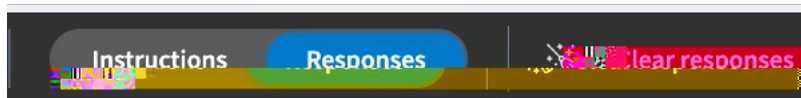
**Share and embed** provides all the sharing options including the response link, embed code, and a link to the live results.



### CANVAS USE

You can use the embed code to add your poll to a Canvas page.

Note that you can also view the results in the **Responses** area on the footer.





Additionally, you can view and download the full response history by selecting the **Activity** icon from the main menu, the **Vertical dots** **See responses**.