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Poll Everywhere User Guide

For Faculty

Version 3.0
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Contents

Introduction	1
Install add-in for PowerPoint	2
Before Class	3
Create and insert poll questions to presentation slides	3
Test the poll	9
Edit poll question	11
During Class	12
Prepare and deliver the poll	12
After Class	17
Download reports in server	17
Helpful Tips	19
Appendix A: Installing Poll Everywhere for Keynote	20
Appendix B. Reusing poll questions for other classes	22
Appendix C. Creating, customising and organising polls in the server	24
Appendix D. Personalising the poll URL	27
Appendix E. Other useful information	28

Introduction

Poll Everywhere is a web-based classroom response system. It allows real time engagement with your students in both small and large group settings.

How it works:



1. Install add-in for PowerPoint/Keynote

2. Before class:

- Create poll questions and insert in slides
- Test the poll

3. During class:

- Deliver content
- Invite students to respond to poll
- Discuss results

4. After class:

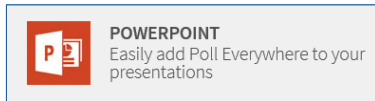
Download results from server and analyse

The first section of this manual is a quick guide to using Poll Everywhere to conduct polling session during class. For steps on how to do any advanced functions, please refer to the respective appendices.

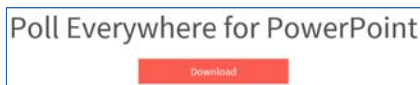
Install add-in for PowerPoint

(For Mac users, refer to [Installing add in for Keynote.](#))

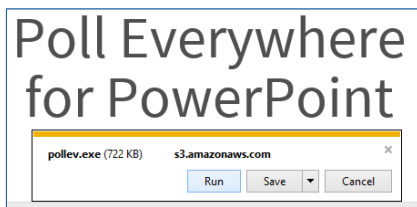
1. Go to website - > www.poll everywhere.com .
2. Scroll down to the **Poll Everywhere slideware integrations** section.
3. Select **PowerPoint**.



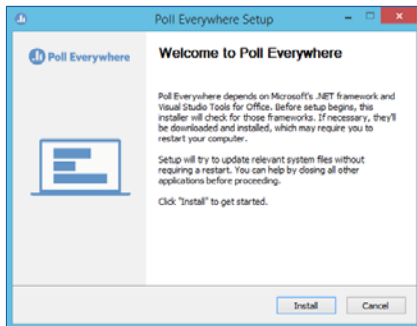
4. Click **Download**.



5. Run the **pollev** executable file.

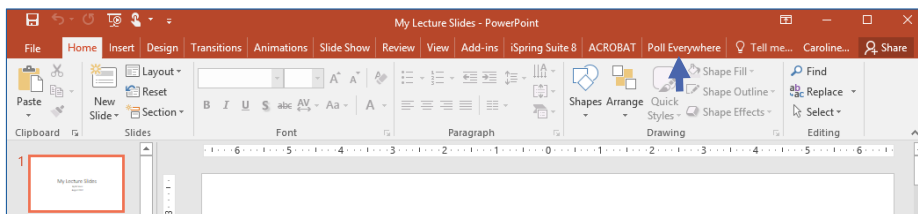


6. Click **Install**. Click **Close** when installation is complete.



7. Launch PowerPoint.

8. **Poll Everywhere** tab will be added at the top menu.



Before Class

Create and insert poll questions to presentation slides

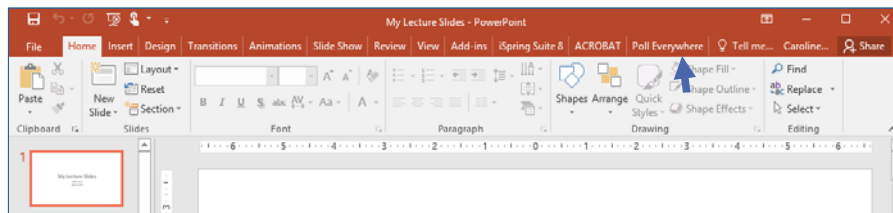
There are 2 interfaces where you can create poll questions:

PowerPoint plug-in/ Keynote app	Web server
<p>Insert questions on the fly in slides with default settings:</p> <ul style="list-style-type: none"> - single-response MCQ - allowing change of answer - clickable image - allowing change of answer - short answer/essay - allowing more than 1 text response 	<p>In addition to the settings on the left, you can also do the following:</p> <ul style="list-style-type: none"> - create questions for multiple classes/sessions - special settings <ul style="list-style-type: none"> - multiple response - set clickable image as multiple response - set short answer/essay with only 1 response - cannot change of answer - create and monitor survey responses - download report - organize polls

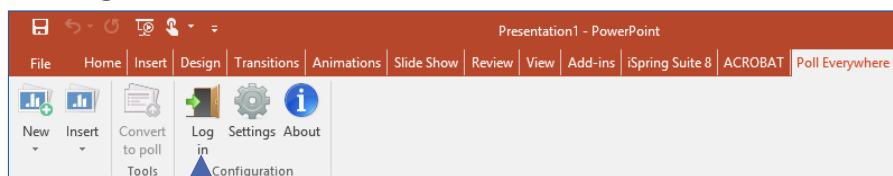
Based on the above, you may choose which interface to use for creation, depending on your needs.

1) *Create directly via [PowerPoint plug-in/ Keynote app](#)*

1. Open your presentation slides.
2. Select **Poll Everywhere** tab.



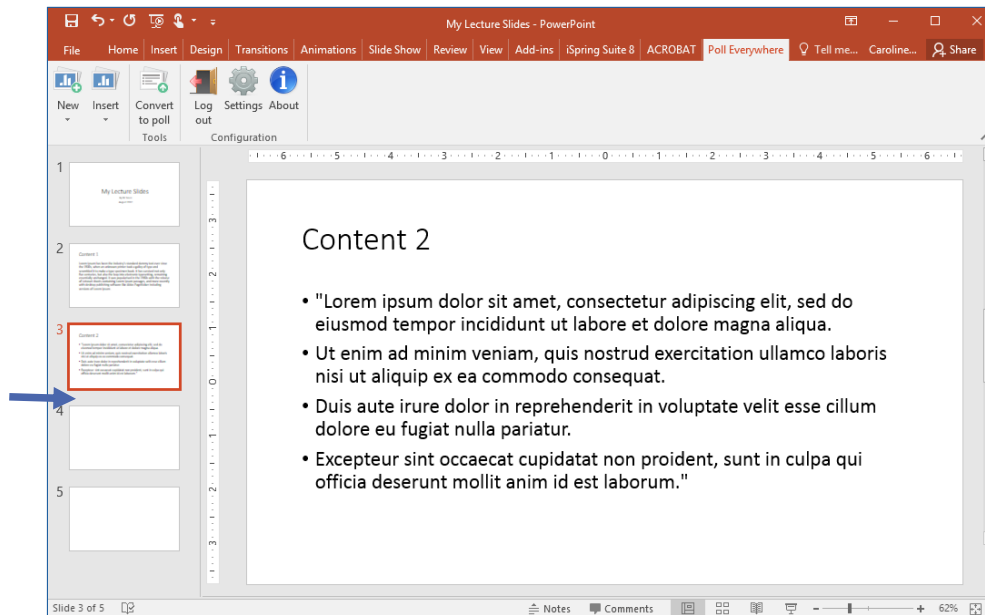
3. Click **Log in**.



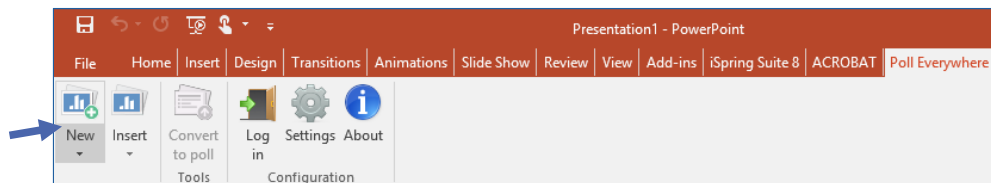
4. Enter your email and password. Click **Log in**.

If you have forgotten your password, go to <https://www.polleverywhere.com/login> to reset it.

5. Navigate to the point where you want to add a question, e.g. after slide 3.

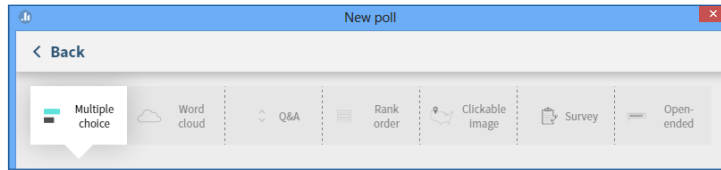


6. Click **New**.



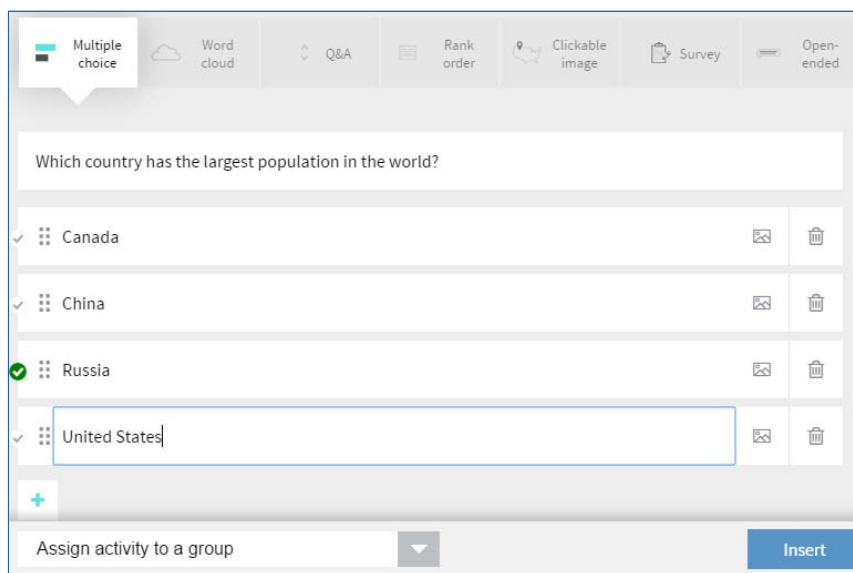
Note: For first time creation, use the **New** button. Use the **Insert** button if you want to reuse questions created previously.

7. Select a question **type**.

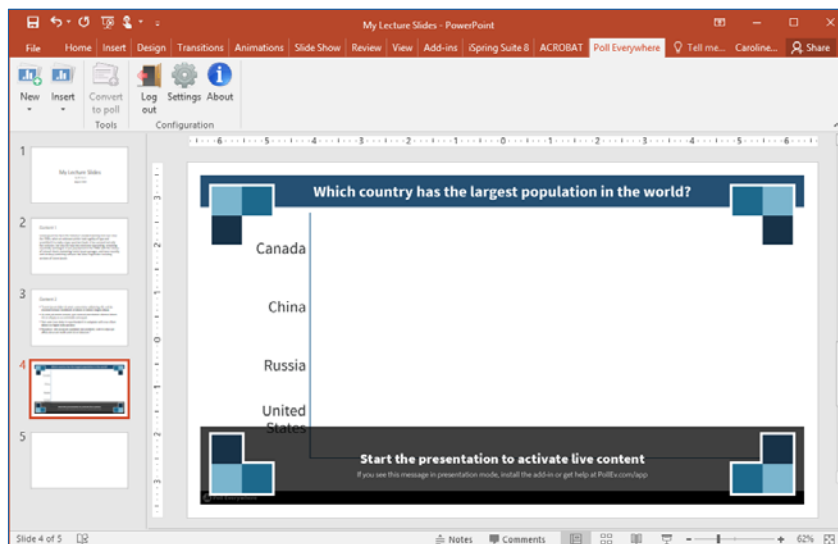


8. To create a multiple choice question:

- 1) Select **Multiple Choice**.
- 2) Enter **question**.
- 3) Enter text or image **options**.
- 4) Select the correct answer for objective question. The correct answer will be shaded in green.
- 5) Click **Insert**.



9. The question will be inserted as a slide.

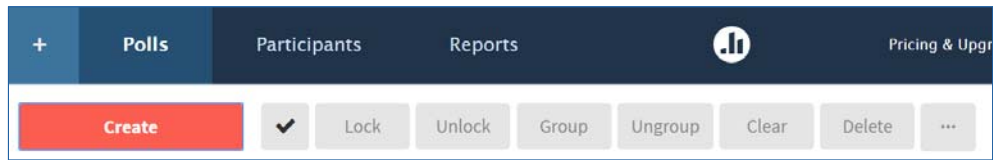


10. Repeat steps 6-8 to add more questions.

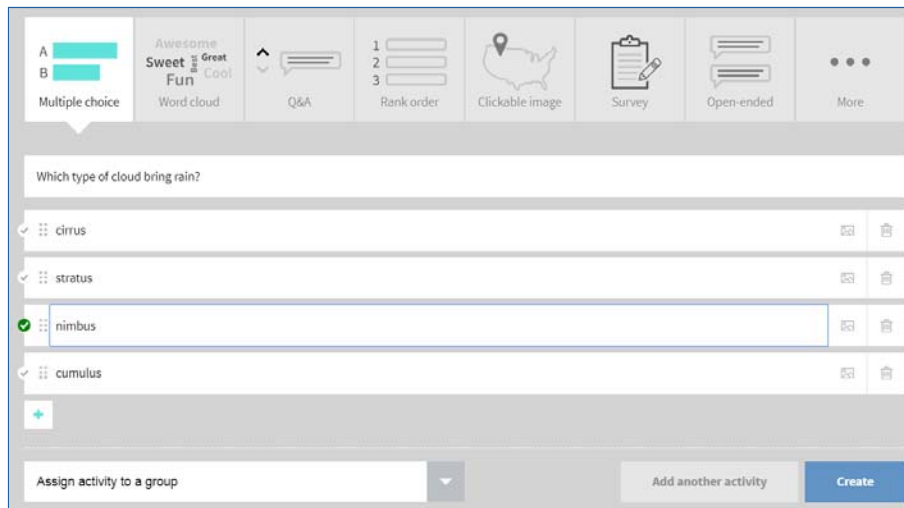
11. Re-arrange your questions by dragging the question slide to the correct position. **Save** your presentation.

2) Create via web server and insert to slides

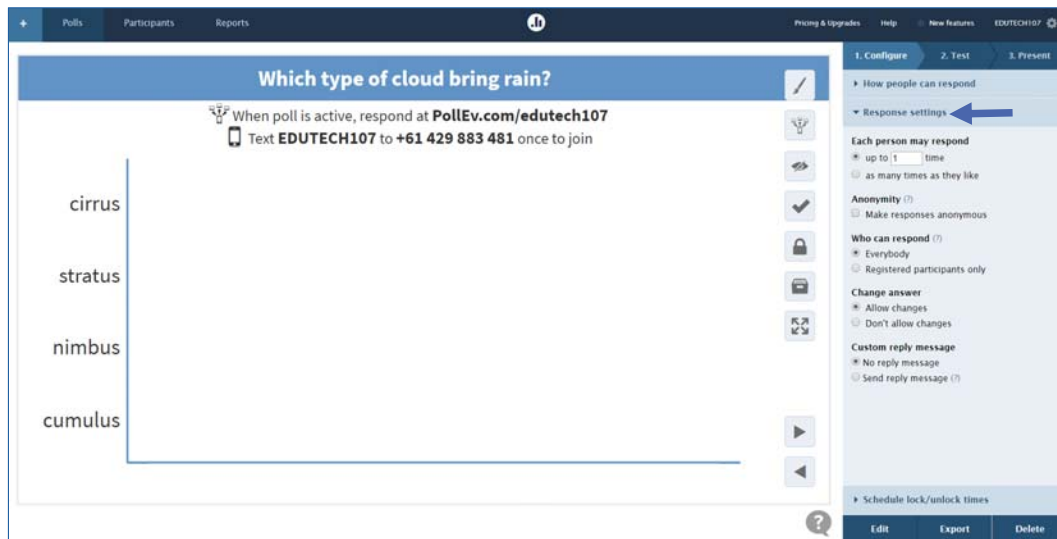
1. Go to website - > www.polleverywhere.com .
2. Log in with your account.
3. Click **Create**.



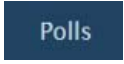
4. In the pop-up:
 - a. Select a question **type**, e.g. **Multiple Choice**.
 - b. Enter **question**.
 - c. Enter text or image **options**.
 - d. Select the correct answer for objective question. The correct answer will be shaded in green.
 - e. Click **Insert**.



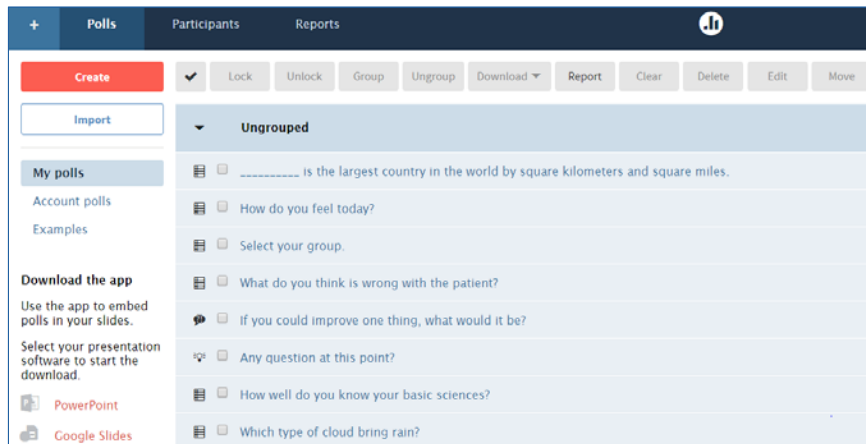
5. The question will be created. On the right panel of the question, select the appropriate response settings. Selected settings will be saved automatically.



6. To create more questions, click  and repeat steps 4-5.

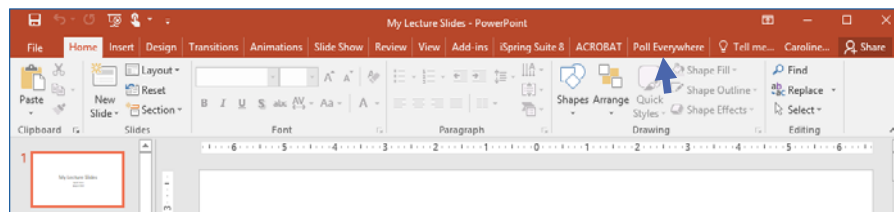
7. When done, click  to see all questions created.

8. By default, any new questions will be displayed under **Ungrouped**.

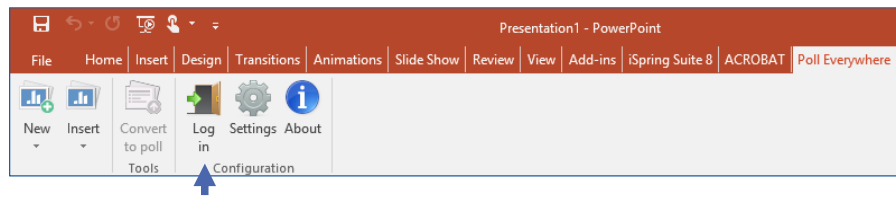


9. To insert the question(s) into your slides:

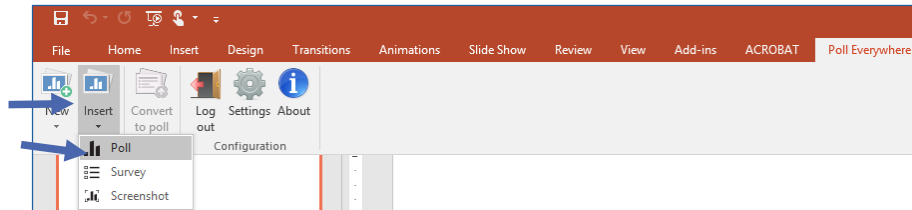
- a. Open your presentation slides.
- b. Select **Poll Everywhere** tab.



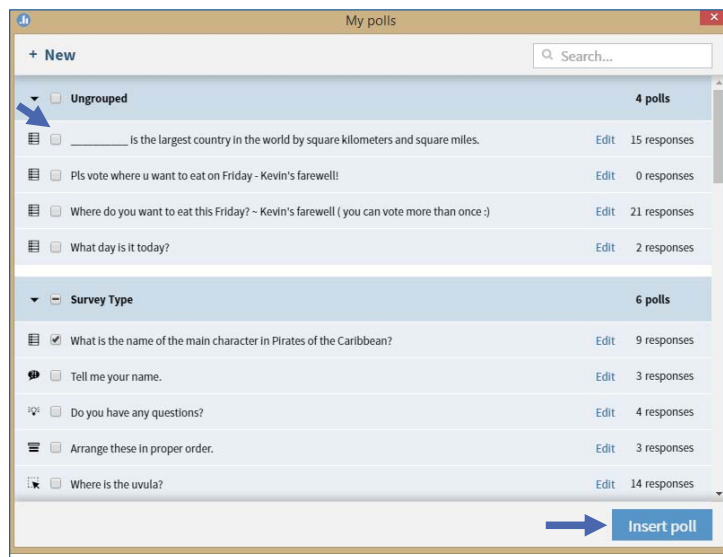
c. **Log in** with your account.



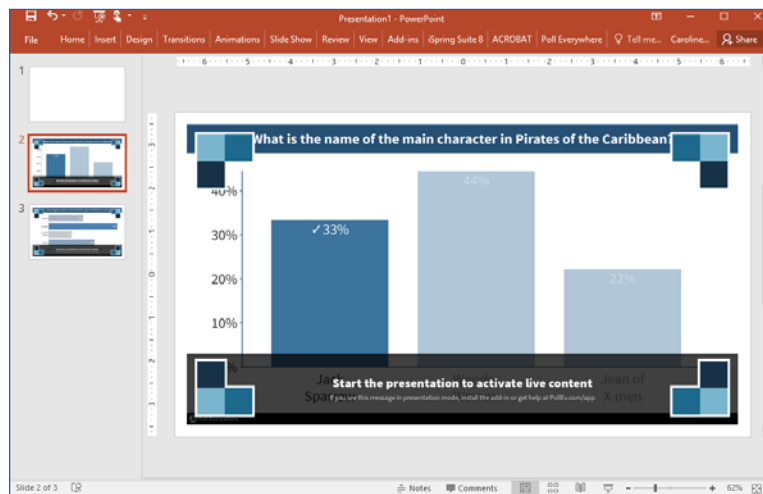
d. Click **Insert**. Select **Poll**.



e. Select the question(s) you want to add to your slides.



f. The question(s) will be added into the slides.

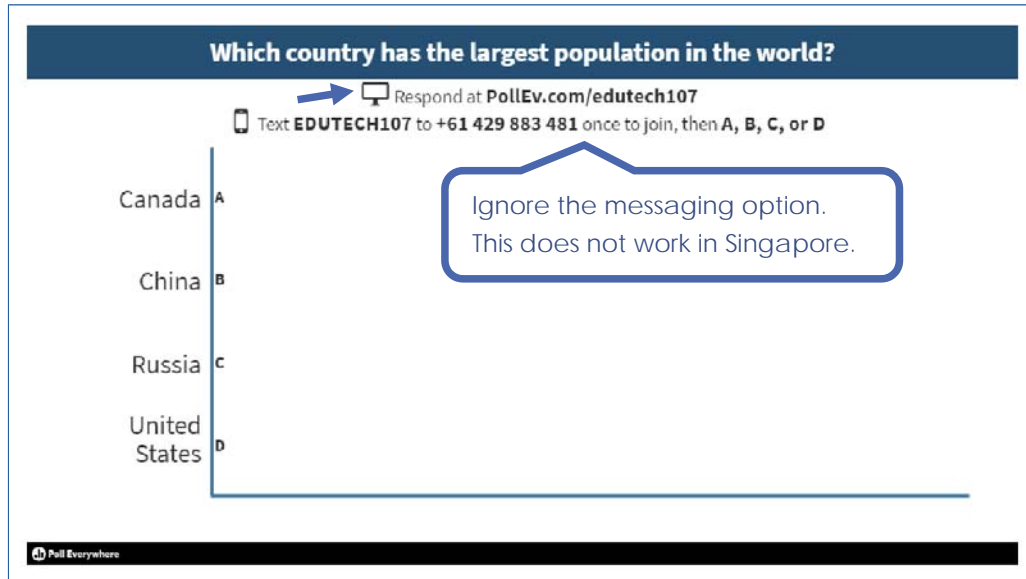


g. Re-arrange your questions by dragging the question slide to the correct position. **Save** your presentation.

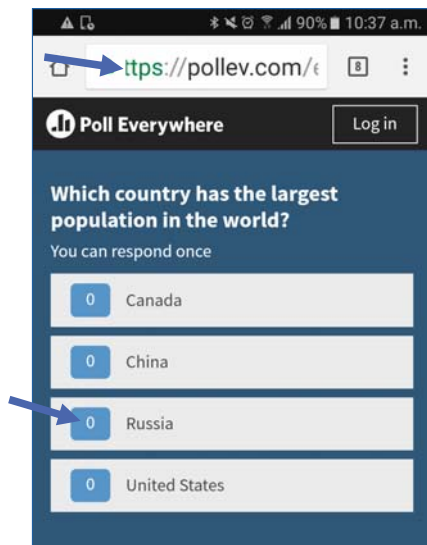
Test the poll

Test the poll to ensure everything is in place before delivery.

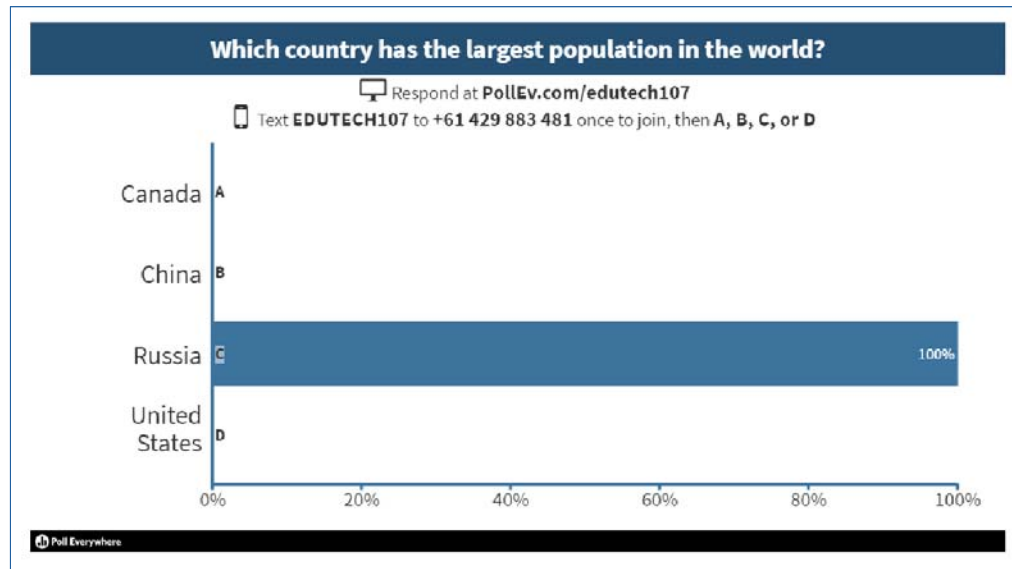
1. Launch presentation in **slideshow** mode.
2. Select any poll slide. Note the **poll URL** that appears just below the question.



3. Enter the **poll URL** to any web browser on your mobile device or laptop . Select any option.





4. From the instructor's slideshow view, you will see real time responses coming in. Some delay may occur if network is congested.

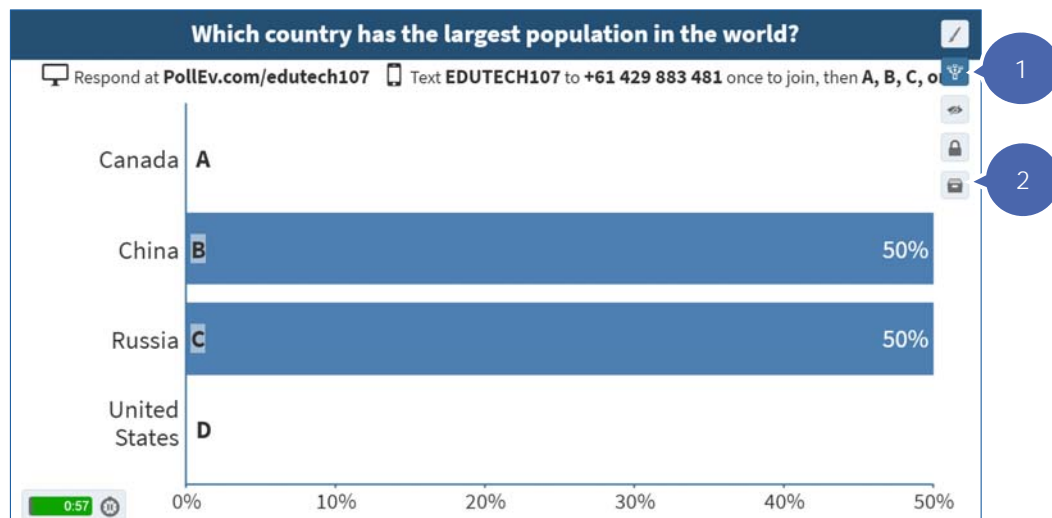


IMPORTANT:

After each testing, remember to **1) deactivate poll** and **2) clear test responses**. This ensures that the poll will start only when you deliver it during actual session.

To do this, move your mouse pointer to the right side of the poll in slideshow mode then:

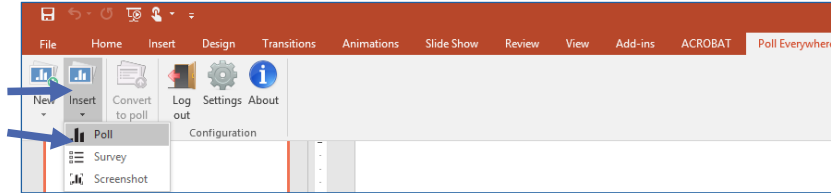
- 1) click  to deactivate the poll.
- 2) click  clear responses.



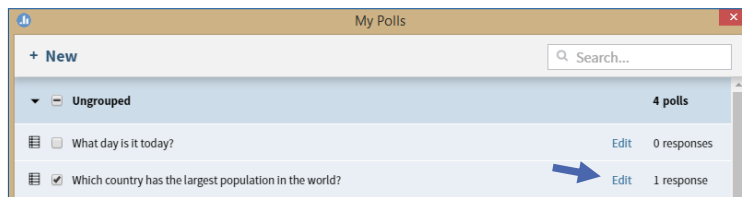
Edit poll question

All created poll questions will be saved automatically into the server under your account. To edit an existing poll question:

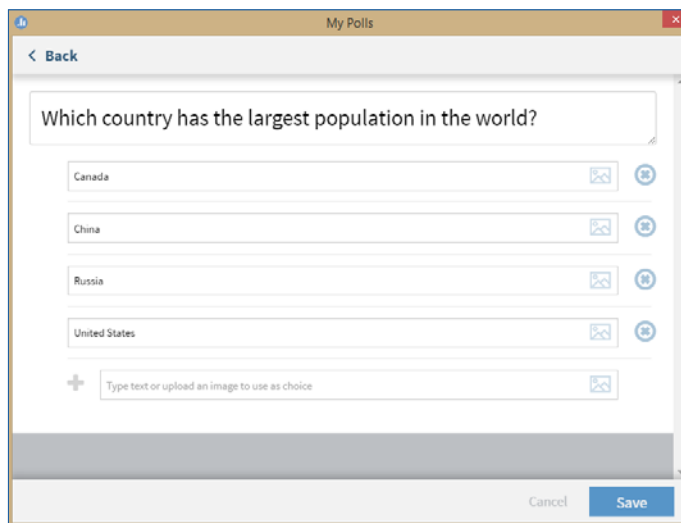
1. Click **Insert**. Select **Poll**.



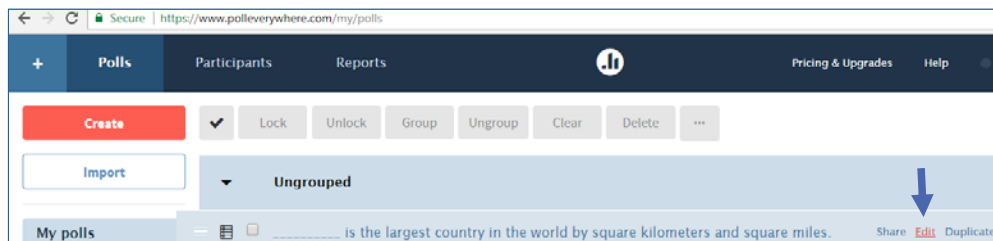
2. Select/search for the question. Click **Edit** next to the question.



3. Edit the question. Click **Save** and close the window.



4. To edit via web server, go to website - > www.polleverywhere.com.
5. Log in with your account and click **Edit**.

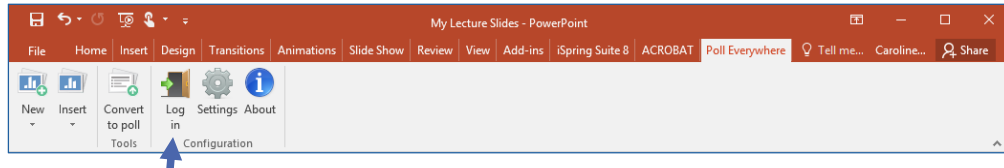


Note: Edits done either via PowerPoint or web will synchronised in slideshow mode.

During Class

Prepare and deliver the poll

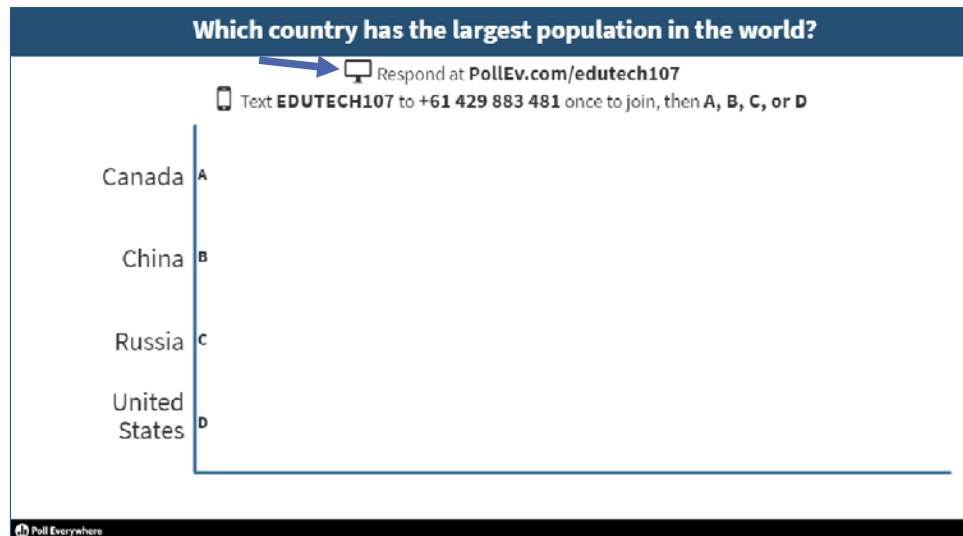
1. Load your slides onto the computer at the lecture theatre/classroom.
2. Open your slides. **Log in** with your Poll Everywhere account.



Note:

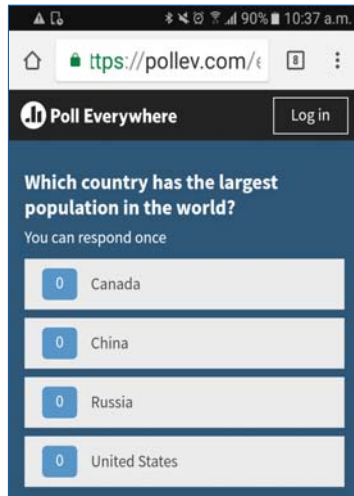
- If you are using the common PC at the lecture theatre, ensure to log out other users first and log in with your account.
 - If you are using your own laptop, ensure that you have logged in.
3. Launch your presentation in **slideshow** mode.
 4. Present your content as usual.
 5. When you reach the first poll, instruct students to enter the URL into their **Poll Everywhere app** or mobile web browser. The URL is at the top of the slide.

Instructor's view:

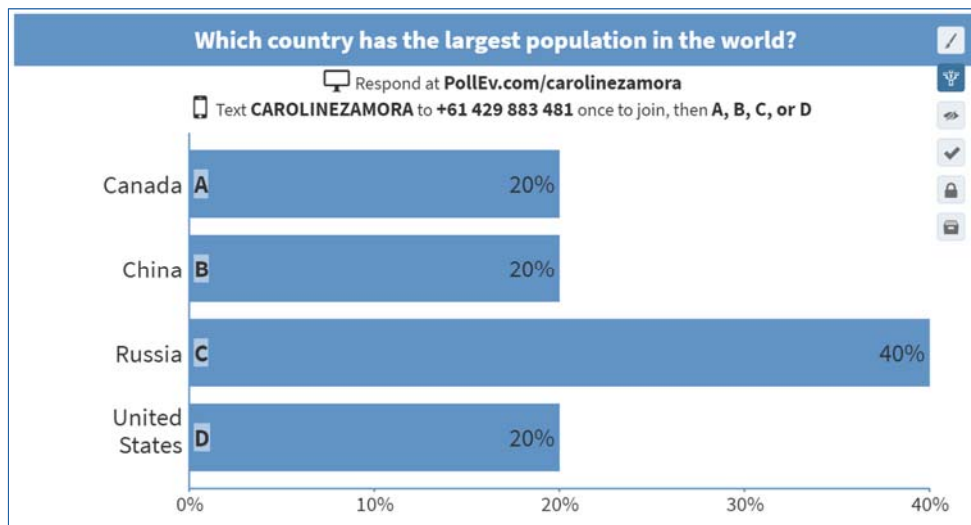


Note: Please advise students to ignore the SMS version, as this doesn't work in Singapore.

Student view:



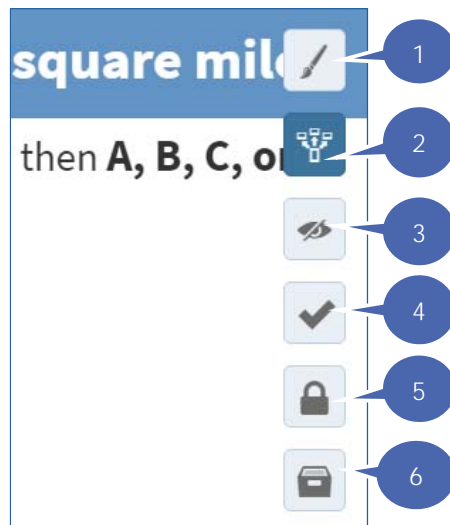
6. As students submit their answers, the chart on the projector screen will update accordingly.




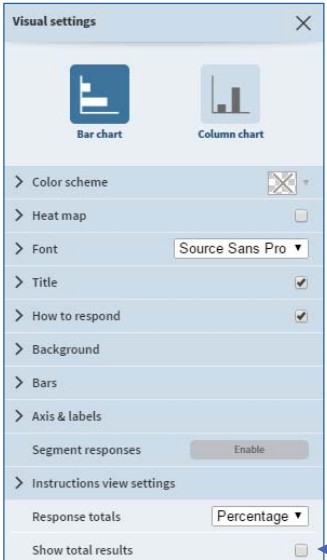
Default display:

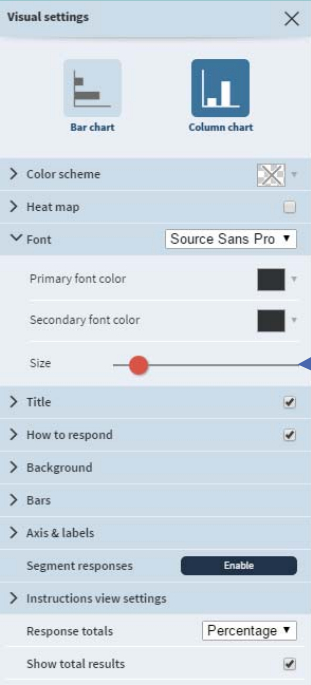





- Response chart is shown
- Correct answer is hidden
- Total results is hidden

7. Use the **control panel** to control and customise your poll.
To access the control panel, move your mouse pointer to the right side of the slide.



Below are what each icon is for:


1		<p>Click on this icon to edit poll settings in the Visual settings panel.</p> <ol style="list-style-type: none"> a. To monitor how many students have answered a poll, click on the Show total results check box.  <ol style="list-style-type: none"> b. To adjust the font size of the question, use the Font Size slider.
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2		<p>Click on this icon to toggle poll to active/inactive.</p> <ul style="list-style-type: none"> • By default, all polls are activated. • To deactivate poll, click on this icon. It will become unshaded. This will hide the question entirely from students.
3		<p>Click on this icon to hide the response chart. This will help students focus on answering, rather than the results.</p> <ul style="list-style-type: none"> • By default, the response chart is visible to students. • To hide response chart, click on this icon. It will become shaded. This will hide the response chart on the projector.
4		<p>Click this icon to lock/unlock poll.</p> <ul style="list-style-type: none"> • By default, all polls are unlocked and students can view and respond to the polls. • To lock the poll, click on this button. It will become shaded to indicate that students can view but cannot respond to poll.
5		<p>Click on this icon to clear responses.</p>
6		<p>Click on this icon to show/hide the correct answer.</p> <ul style="list-style-type: none"> • By default, the correct answer is hidden from students. • To show correct answer, click on this button.

8. At the end of the class, remember to **deactivate** the last poll question by clicking



9. To keep a copy of the results, [download a report](#) via the server.

IMPORTANT: If you will be reusing a poll question for another session, click  to **clear responses** and reset the poll.

After Class

Download reports in server

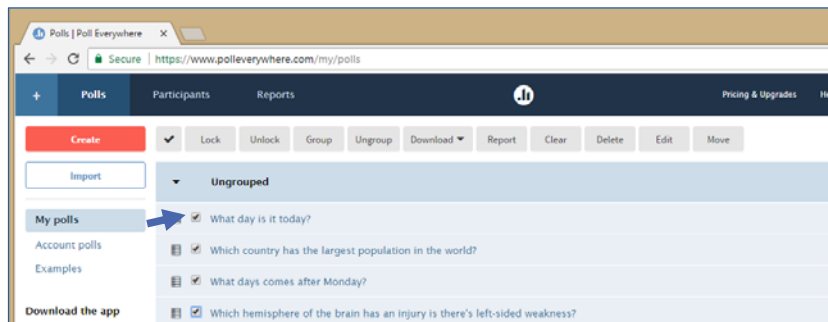
The report of any completed poll is stored in the Poll Everywhere server.

1. To access the server, enter this URL in any browser - > www.polleverywhere.com .
2. Select **Log in**.

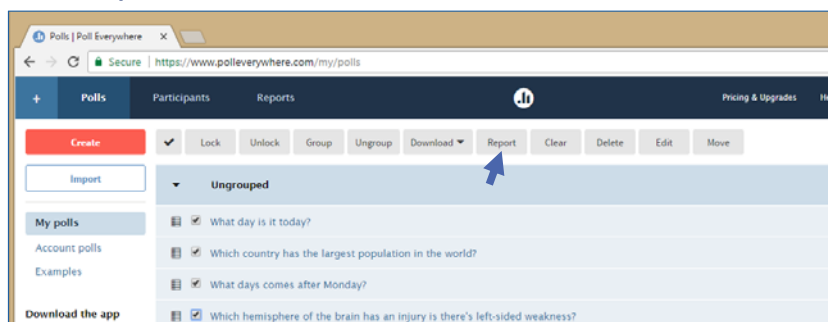


3. **Log in** with your account.

4. Select the question(s) which you want to download reports for.




5. Select **Report** at the functions menu.




- Select the [type of report](#) you want to view.
The recommended report formats are **Executive summary** and **Participant response history**.


Select Report Type




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.

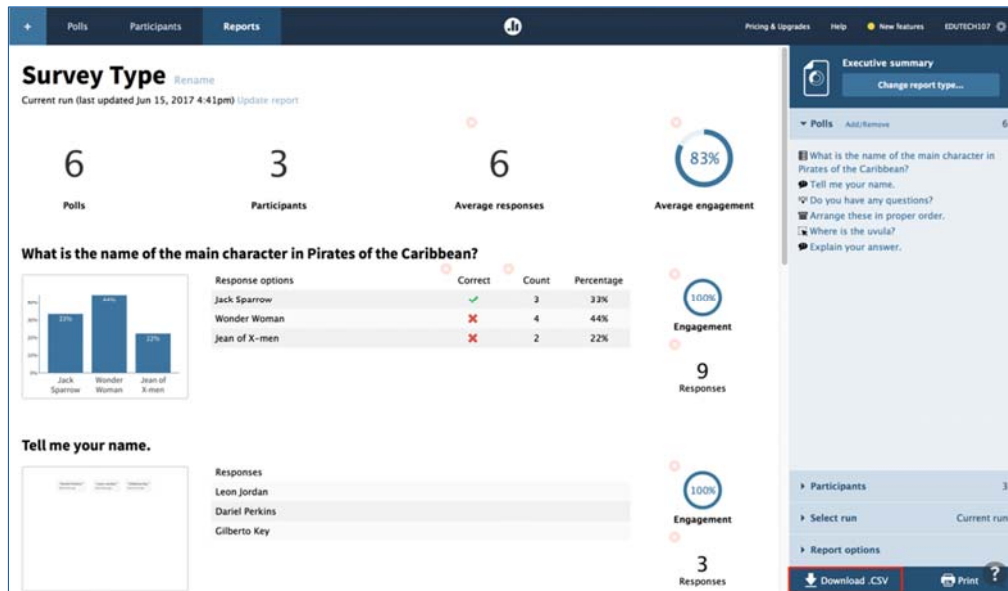


Participant response history
One section per participant, one line per response. Shows when and how each individual response was submitted.



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.

- Click **Download.CSV**. The report will be downloaded as an excel spreadsheet onto your computer.



The screenshot shows the 'Survey Type' report interface. At the top, there are summary statistics: 6 Polls, 3 Participants, 6 Average responses, and 83% Average engagement. Below this, there are two poll questions. The first question is 'What is the name of the main character in Pirates of the Caribbean?' with a bar chart and a table of response options. The second question is 'Tell me your name.' with a list of responses. On the right side, there is a sidebar for the 'Executive summary' report type, which includes a 'Download .CSV' button highlighted by a blue arrow.

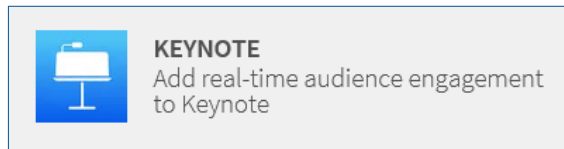
Response options	Correct	Count	Percentage
Jack Sparrow	✓	3	33%
Wonder Woman	✗	4	44%
Jean of X-men	✗	2	22%

Helpful Tips

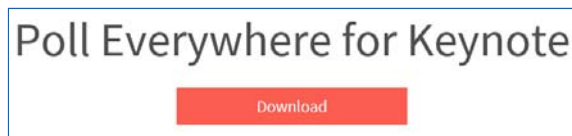
1. Have a clear purpose for the polling, e.g.:
 - a. poll at the start of the class to elicit prior knowledge
 - b. poll in between topics to check student understanding before moving on to the next topic
 - c. poll at end of class to assess students and consolidate learning
 - d. re-poll the same question(s) at the end of any discussion to see if students' understanding has changed
2. Align questions to learning objectives.
3. Use the appropriate question type.
4. Add a "fun/warm-up" question at the start to cater time for students to log in and test access during class.
5. Add "I am not sure" or "I don't understand" in MCQs to see what concepts students find difficulty in.
6. Use the Q&A type to get burning questions and get students to vote. Address items with the most votes.
7. To improve your questions, test the poll with other faculty members and seek feedback.

Appendix A: Installing Poll Everywhere for Keynote

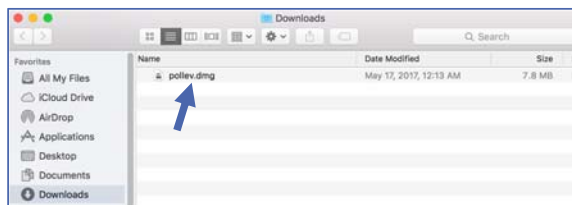
1. Go to website - > www.poll everywhere.com .
2. Scroll down to the **Poll Everywhere slideware integrations** section.
3. Select **Keynote**.



4. Click **Download**.



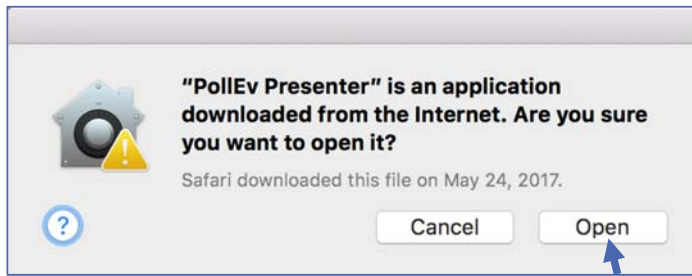
8. Open **File Finder** and navigate to the **Downloads** folder.
9. Double click **pollev.dmg**.



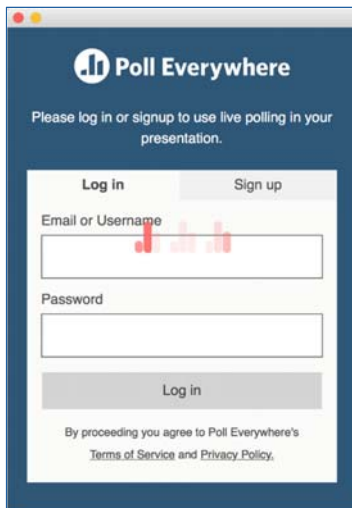
10. Drag and drop the **PollEv Presenter** application icon to the Application folder.



11. Click **PollEv Presenter** application at the Launchpad.
12. Click **Open**.



13. Log in with your account.

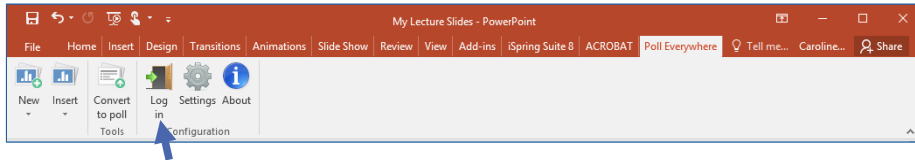


14. Proceed to [Add poll questions to presentation slides.](#)

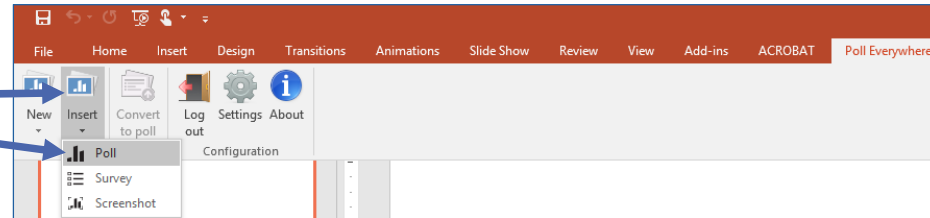
Appendix B. Reusing poll questions for other classes

All created poll questions will be saved automatically in the server under your account. To reuse poll question:

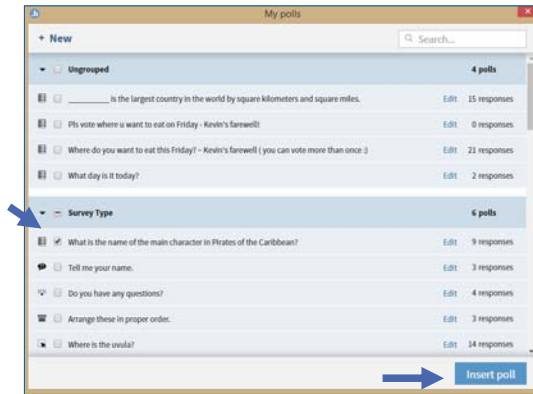
1. Open your presentation slides, which you want to add existing poll question.
2. **Log in** with your Poll Everywhere account.



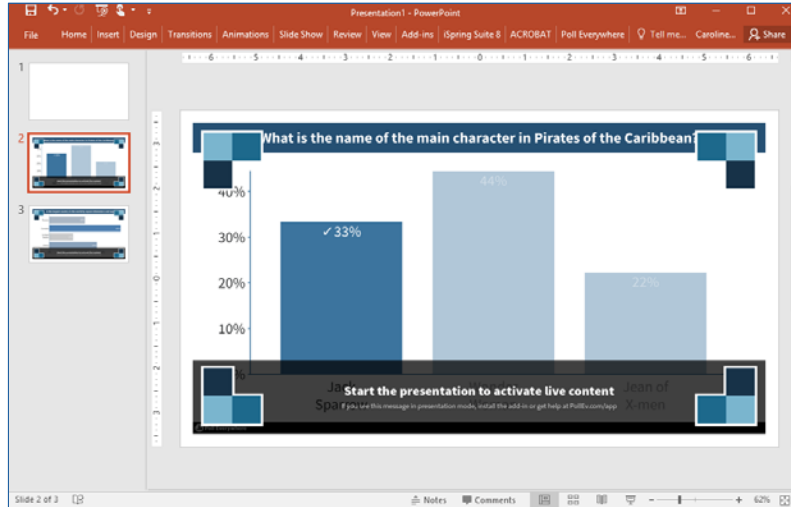
3. Click **Insert**. Select **Poll**.



4. Select/search for the question. You can select more than one question. Click **Insert poll**.



- The question(s) will be added into the slides.

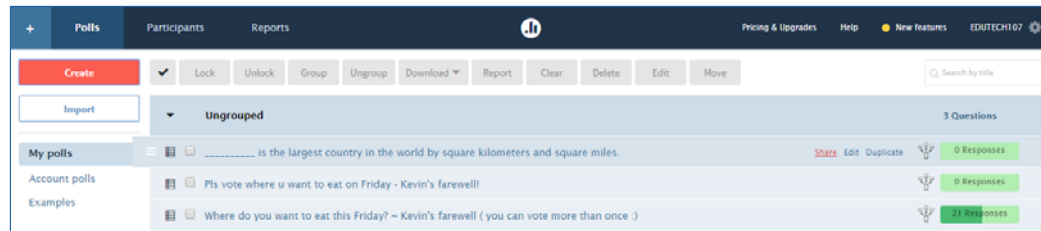


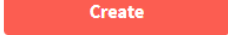
- Launch in slide show and click  to **clear responses** and reset the poll.

IMPORTANT: If you intend to keep a record of results of previous session for the poll questions to be reused, always [download the report](#) first before clearing results, else these will disappear completely.


Appendix C. Creating, customising and organising polls in the server

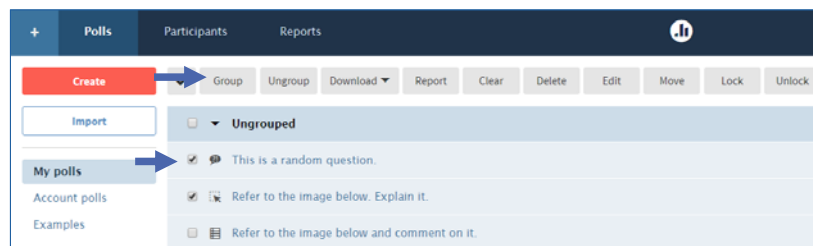
1. Go to website - > www.polleverywhere.com .
2. Log in with your account.
3. Select **My Polls**.
4. You will see the Poll Everywhere web user interface.



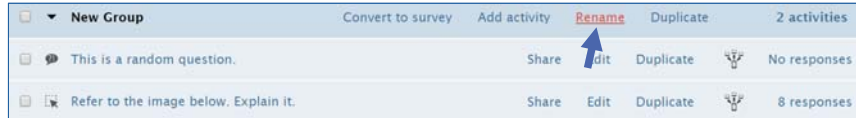
5. To create new questions, click  .
6. Select the appropriate settings on the right panel. The settings will be saved automatically.



7. To organise polls by teaching event, click  .
8. Select the questions to group for a teaching event. Click **Group**.



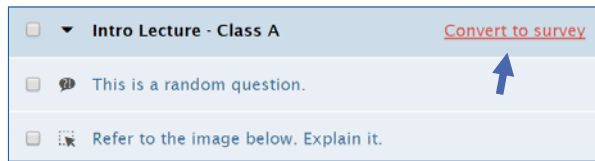
9. **Rename** the new group according to your teaching event.



10. **Duplicate** if the same set is to be used for another class. Rename the duplicated set according to your teaching event.



11. To send a group of polls as survey, click **Convert to survey**.



12. Click **Share** and send the link to students.

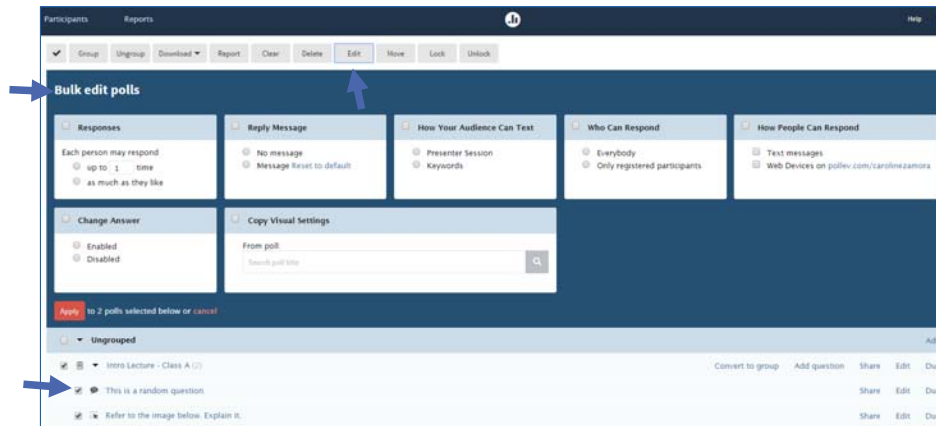


13. To move a question to another position or group, drag and drop it to the desired position.

14. To view responses for each question, click the **responses link**.



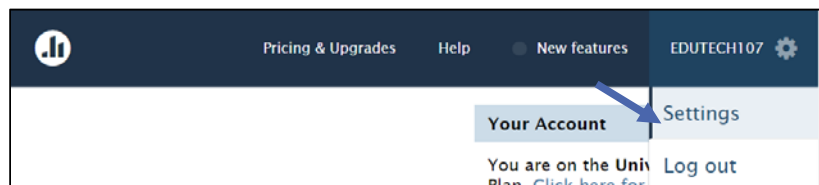
15. To bulk edit polls, select the questions and click **Edit**. Choose the settings to be applied for questions selected.



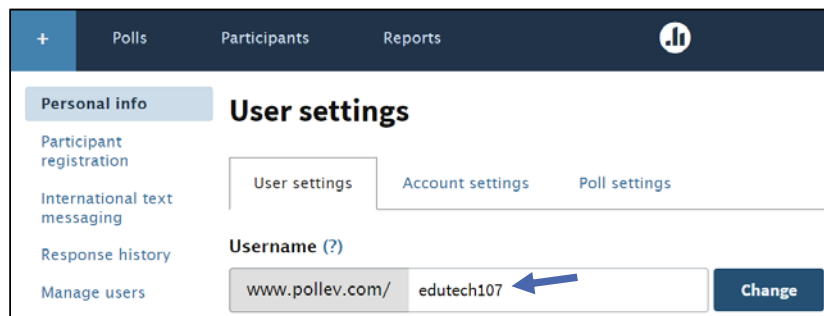
Appendix D. Personalising the poll URL

If you wish to change the default URL (generated automatically by the system) to something meaningful or shorter, follow the steps below:

1. Go to website - > www.polleverywhere.com .
2. Login with your account.
3. Click your profile name.
4. Select **Settings**.



5. Edit the URL and click **Change**. Scroll below and click **Save**.



Appendix E. Other useful information

	<p>1. Support Center https://www.polleverywhere.com/support</p>
	<p>2. The Benefits of a Real-Time Web-Based Response System for Enhancing Engaged Learning in Classrooms and Public Science Events http://bit.ly/2fnvtO8</p>
	<p>3. Creative Ideas on Using Poll Everywhere http://www.polleverywhere.com/blog/</p>
	<p>4. System Requirements https://www.polleverywhere.com/app/powerpoint/system-requirements</p>
	<p>5. Question Types Supported https://www.polleverywhere.com/guides/presenter/getting-started</p>
	<p>6. Report Types https://www.polleverywhere.com/guides/presenter/reporting</p>
	<p>7. Creating Surveys https://www.polleverywhere.com/guides/presenter/getting-started#surveys</p>
	<p>8. Presenting from the Web https://www.polleverywhere.com/guides/presenter/getting-started#presenting-from-the-web</p>
	<p>9. Frequently Asked Questions https://www.polleverywhere.com/faq</p>

For any questions beyond this guide, please write to Education Technology @ medbox77@nus.edu.sg.