

# Connecting and Using Poll Everywhere with Canvas

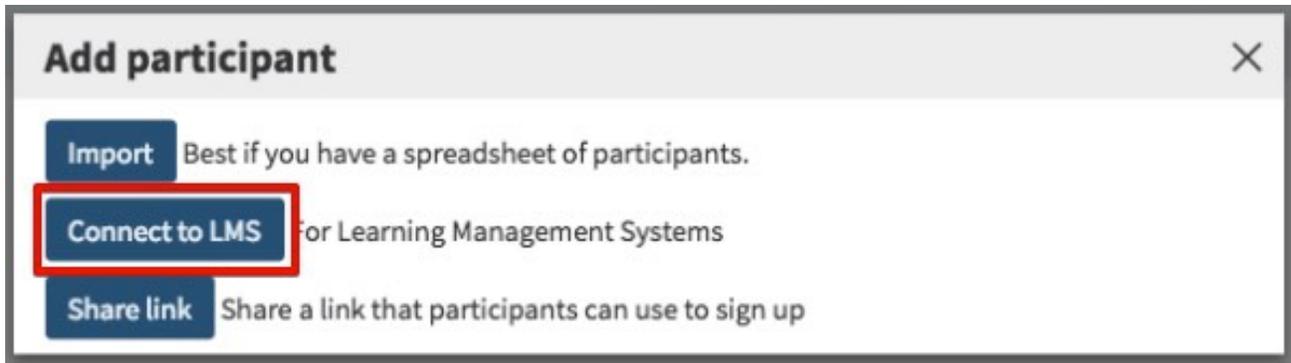
## PART 1: Import student roster from Canvas

You can import your course rosters from Canvas into Poll Everywhere. This lets you easily identify how students enrolled in your class responded to your polls. This is necessary if you plan to export selected results from Poll Everywhere into Canvas as grades. Keep in mind, that you can still create anonymous polls that are ungraded if you choose.

**Step 1:** Log in using your Stanford single-sign-on at <https://pollev.stanford.edu>. Click the **Participants** tab and then click **Add participants**.



**Step 2:** Click **Connect to LMS**.



**Step 3:** Click **Canvas**.

## Connect to LMS

1. Select LMS    2. Authorize    3. Select courses



**Helpful tip:** In the future, anytime you want to import additional participants, you can do so by repeating this process. Re-importing will not overwrite previously imported students. It will simply add students which were not yet in your Poll Everywhere account.

**Important:** Your roster will likely change frequently during the add/drop period at the beginning of a quarter. We recommend that you import your roster frequently during this time, and/or avoid giving non-anonymous graded polls that would be exported to Canvas.

**Step 4:** Click the link with your login name under **“Your available Canvas logins:”**

**Step 5:** Select the course you want to import the roster from and click the **Continue** button.

**Connect to LMS**

1. Select LMS 2. Authorize 3. Select Courses

**Step 3: Select Courses**

Advanced Rhetoric  
 Intro to Civilization

Default password \* for example, "pollevpass" (?)

Continue +

**Helpful tip:** This will automatically create participant groups by course in your Poll Everywhere account in the right-side panel of your participants page. Please be sure to import all of your students from your LMS, even those you may have previously imported. This may take a few minutes.

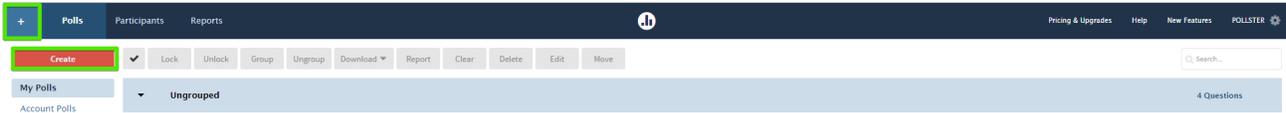
**Bonus tip:** Student accounts reside at the institution account level, not instructor level. Just as there are students at your institution which aren't in your classes, so you may see students in the participant list which are unknown to you. Unlike students, participant groups are specific to the instructor. They help you organize the students that are relevant to you. If you are using participant groups with the LMS integration, then your groups will mirror your class sections.

**Step 6:** Students will receive an auto-generated email providing them a link to create a new password and log in.

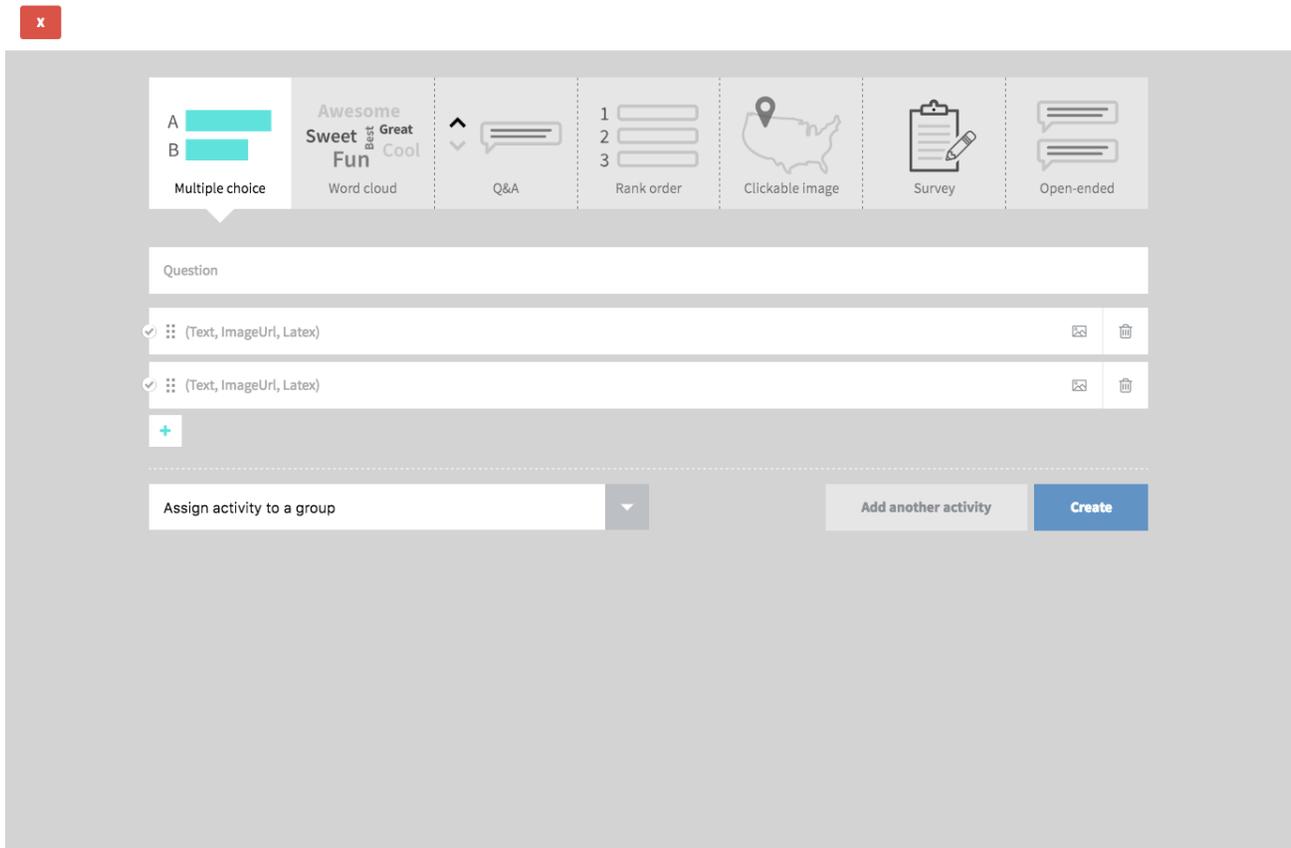
## PART 2: Create a graded activity

A Poll Everywhere activity is a single question or prompt you pose to your audience. While there are many types of activities, only the Multiple-choice, Rank order, and Clickable image activities allow you to designate a correct answer that can be scored.

**Step 1.** To create an activity, tap the red Create button at the top left of your My Polls page.



**Step 2.** Select the activity you would like to create for the audience. There are several different activity types to choose from.



**Step 3.** Enter your question or prompt. There are several different question types. The Multiple-choice, Rank order, and Clickable image activities allow you to designate a correct answer. Other activity types cannot have a designated correct answer and therefore cannot be graded. See the example of a multiple-choice poll below.

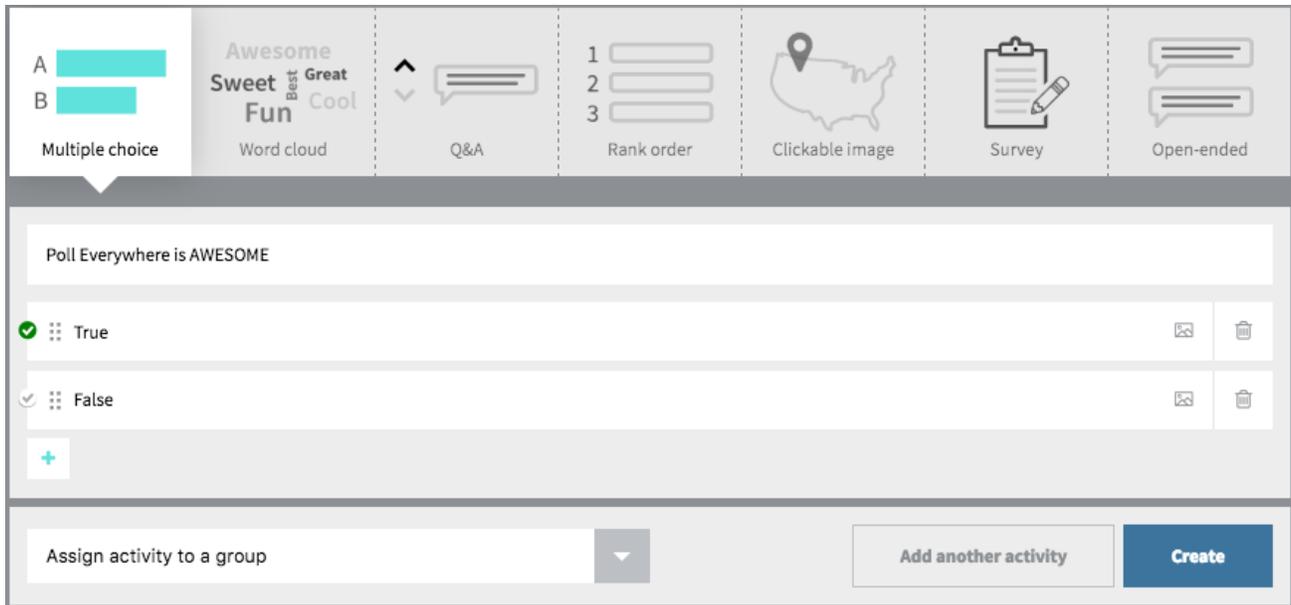
**Helpful Hint:** If you want to grade participation in non-graded polls, such as an Open-ended poll, we recommend that you include a follow-up Multiple-choice poll where all of the choices are marked as correct that can stand in for participation.

## EXAMPLE

**Multiple choice poll:** Now that you have a question, enter the response options you want the audience to select from. You can use images as response options by pasting a direct link, or uploading one from your computer using picture icon. To add a response option, click the plus icon. You can delete a response option by clicking the trash icon on the far right.

The screenshot displays a poll creation interface. At the top, there is a navigation bar with seven poll type icons: Multiple choice, Word cloud, Q&A, Rank order, Clickable image, Survey, and Open-ended. Below this bar, the main area shows a poll question: "Which of these volcanoes has erupted most recently?". Underneath the question, there are three response options, each with a checked checkbox on the left and a trash icon on the right: "Mount Etna", "Mount Rainer", and "Mount Vesuvius". A plus icon is visible below the response options. At the bottom of the interface, there is a section for assigning the activity to a group, with a dropdown menu, an "Add another activity" button, and a "Create" button.

You can designate the correct response to a multiple-choice poll. Check the box to the left of the correct response option(s). A correct response will be highlighted green, when you reveal correctness on the poll chart.



**Step 4.** When you're ready, click the create button to build your activity and save it to your account.

**Step 5 (OPTIONAL).** After creating an activity, select the **Configure** tab. Under **Audience restriction & identity > Who can participate?**, select **Restrict to registered participants only**.

**IMPORTANT** If you are using Poll Everywhere to grade students who are on your Canvas class roster, complete Step 5. If you are using Poll Everywhere anonymously and are not tracking student responses, skip Step 5.

The screenshot displays the Poll Everywhere interface. At the top, there is a navigation bar with 'Polls', 'Participants', and 'Reports' tabs. The main area shows a poll titled 'Poll Everywhere is AWESOME' with a question: 'When poll is active, respond at [Pollev.com/kenji](https://Pollev.com/kenji)'. The poll is currently inactive, as indicated by the 'Activate' button. The poll canvas shows a 'True/False' question with a vertical line for 'True' and a horizontal line for 'False'. The configuration sidebar on the right includes sections for 'How people can respond', 'Audience restriction & identity', 'Response settings', and 'Schedule lock/unlock times'. The 'Audience restriction & identity' section is expanded, showing options for 'Who can participate?' and 'How do you want to identify participants?'. The 'Who can participate?' section has two radio buttons: 'Everyone - no restrictions' (unselected) and 'Restrict to registered participants only (?)' (selected). The 'How do you want to identify participants?' section has three radio buttons: 'With their registered name and email' (selected), 'Completely anonymous ⚠ Careful!' (unselected), and 'Completely anonymous ⚠ Careful!' (unselected). The 'Response settings' section is also expanded, showing 'Response settings' and 'Schedule lock/unlock times' options. At the bottom right, there is a 'Help' button.

**Step 6.** Click **Activate** to make your activity live.

**Step 7.** Direct students to your [Pollev.com/USERNAME](https://Pollev.com/USERNAME) link to take the poll

**IMPORTANT:** Direct your students to login to their Stanford-affiliated Poll Everywhere accounts before they take the poll. The students can go to your [Pollev.com/USERNAME](https://Pollev.com/USERNAME) link and click the login link to enter through Stanford's portal, or login first at [pollev.stanford.edu](https://pollev.stanford.edu). Students must use their Stanford-affiliated accounts in order for the results to align with Canvas' roster.

## PART 3: Export graded responses into Canvas

Exporting grades from Poll Everywhere to Canvas saves you time by automatically creating and grading an assignment in Canvas. The following instructions will walk you through the process of exporting graded responses to Canvas.

**Important note:** For this feature to work properly, educators must first import their Canvas roster into Poll Everywhere by following the steps the [Importing Students](#) above.

**Step 1:** Click **Reports** tab in Poll Everywhere.

**Helpful tip:** The blog article [What's in a Gradebook?](#) has a great overview of gradebook reports. There is also a robust collection of [reporting articles](#) on this support page.

**Step 2:** Click **Create Report** (orange button)

**Step 3:** Select **Gradebook** when choosing the type of report

**Step 4:** Select the activities that you would like to export and click **Finish**.

**Helpful tip:** Canvas will automatically create an assignment and total score for each export, not each poll. If a single export includes ten polls in one report, it will add just one assignment with a single total score rather than ten. If you want one assignment per question and separate scores for each question, then export each question individually.

**Step 5:** Once you've created the report, select the **Export...** button in the bottom right to export to Canvas.

**Step 6:** Select which course you wish to export to and whether you want the grades to export as percentages or points, then click the **Next** button in the bottom right.

## Course Selection

In order to connect with Brightspace, we need to know what course you would like to export to.

Please select one of the following:

Polling 101 

Note: this will update your report

Export grades as:  Percentages  Points

Cancel

Next

*The name of the LMS, Canvas, and your course will appear in the above window.*

The grades will export from Poll Everywhere to your Canvas course. Remember, this will only work on students which have been imported into your Poll Everywhere account from your course roster as mentioned at the beginning of this article. Once exported, you can view the grades within Canvas on the Grades menu.

**Step 7:** Go to your course in Canvas, click **Grades**.