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 automatically registers each student as a Poll Everywhere participant. Registering students with Poll Everywhere lets you easily identify how students responded to your polls.

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

Step 2: Click Connect to LMS.
Step 3: Click Canvas.

Helpful tip: In the future, anytime you want to add additional participants or resync the roster, 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.

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.
**Helpful tip:** This will create participant accounts for any of your students who do not already have one. It will also automatically create participant groups by course in your Poll Everywhere account in the right-side panel of your participants page. Students who already have accounts established will not be affected, they will simply be organized into the correct participant group. 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 an activity

A Poll Everywhere activity is a single question or prompt you pose to your audience.

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. See the example of a multiple choice poll below.
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.

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.
Step 6. Click Activate to make your activity live.
PART 3: Export graded responses into Canvas

Exporting grades from Poll Everywhere to Canvas saves you time by letting you quickly record how students respond to your polls. 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 register their students with 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:** Exports appear in your LMS as one column per report, not question. So, exporting ten questions in one report will add just one column rather than ten. If you want one column per 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.
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**.