



Overview

Set up your account (one time only)

I. Request an account at bit.ly/LearnPollEv, accept the emailed invitation, and register your account

II. Update your PollEv.com username

Get Started with Polls

III. Create a poll

IV. Customize your poll

V. Present your poll

VI. Add more questions

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Explore Resources

Poll Everywhere @ NYIT: <http://www.nyit.edu/ctl/polleverywhere> Explore use cases, instructional materials, and guides

Poll Everywhere site: <https://www.polleverywhere.com/faq> Explore Frequently Asked Questions and find details in the User and Education guides (for instructors and students). See the Video Guides for a collection of brief, useful tutorials.





I. Request an account - if you don't have one already

Request a Pro account by completing the form at bit.ly/LearnPollEv. You will receive an email inviting you to join the account. Follow the link in the email to accept the invitation. Then fill out the information as requested.

A screenshot of the Poll Everywhere website's invitation form. The page has a dark blue header with the Poll Everywhere logo and navigation links: "Plans & Pricing", "Take a tour", "Help & FAQ", "Log in", and a "Sign up" button. The main content area is white and titled "Poll Everywhere Invitation" with a subtitle "Extended to you by Francine Glazer". The form includes several fields: "Full name" (empty), "Email" (containing "ctl@nyit.edu"), and "Password" (empty). Below these is a section for "What country will people be texting us from?" with a radio button selected for "United States" and a link to "Show more countries...". At the bottom, there is an "Agreement" section with a checkbox labeled "I agree to the Terms of Service and Privacy Policy". A red button at the very bottom says "Sign up for my Poll Everywhere account".



II. Update your PollEv.com username

Go to *Settings* to customize your profile. Set a *Username* so your audience can respond to your polls on the web.

N.B.: Short usernames are easier for your students to use!

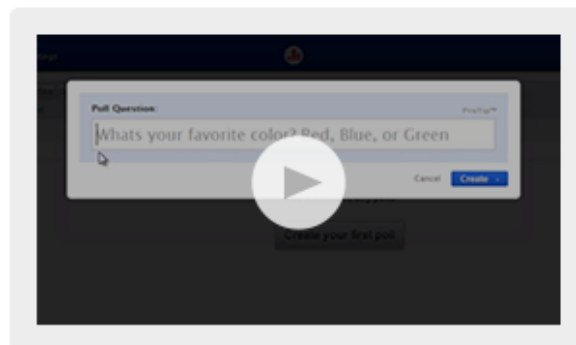
The screenshot shows the 'User Settings' page in PollEv.com. The navigation bar at the top includes 'Polls', 'Reports', 'Participants', and 'Settings'. The left sidebar lists 'Personal Info', 'Voter Registration', 'International Text Messaging', 'Response History', 'Manage Users', and 'Labs'. A 'ProTip™' is displayed: 'Present your poll from the web in full screen with the Presentation tab. While you're editing a poll, click the "Present" tab, then click "Full screen"'. The main content area shows the following settings:

- Username (?)**: PollEv.com/ [input field] [Change](#) (highlighted with a red box)
- Email**: ozhadko@nyit.edu [Change](#)
- Password**: [Change your password](#)
- First name ***: [input field]
- Last name ***: [input field]
- Mobile phone number**: [input field]
- Twitter username**: [input field] [Remove](#)
- Time zone**: (GMT-05:00) Eastern Time (US & Canada) ▼

III. Create a Poll

A Poll is a single question you pose to your audience. To learn how to create a poll visit https://www.polleverywhere.com/guide#creating_a_poll

You can create your first poll in less than 30 seconds without signing up. However if you do not sign up for an account, your poll question and any results will not be saved. It is free to sign up and create an account.



Step 1. To create your first poll, click on the Create Poll button.

- If you are signed in, you can find the Create Poll button from your My Polls page.
- If you have not signed in, you can find the Create Poll button on the Poll Everywhere homepage.

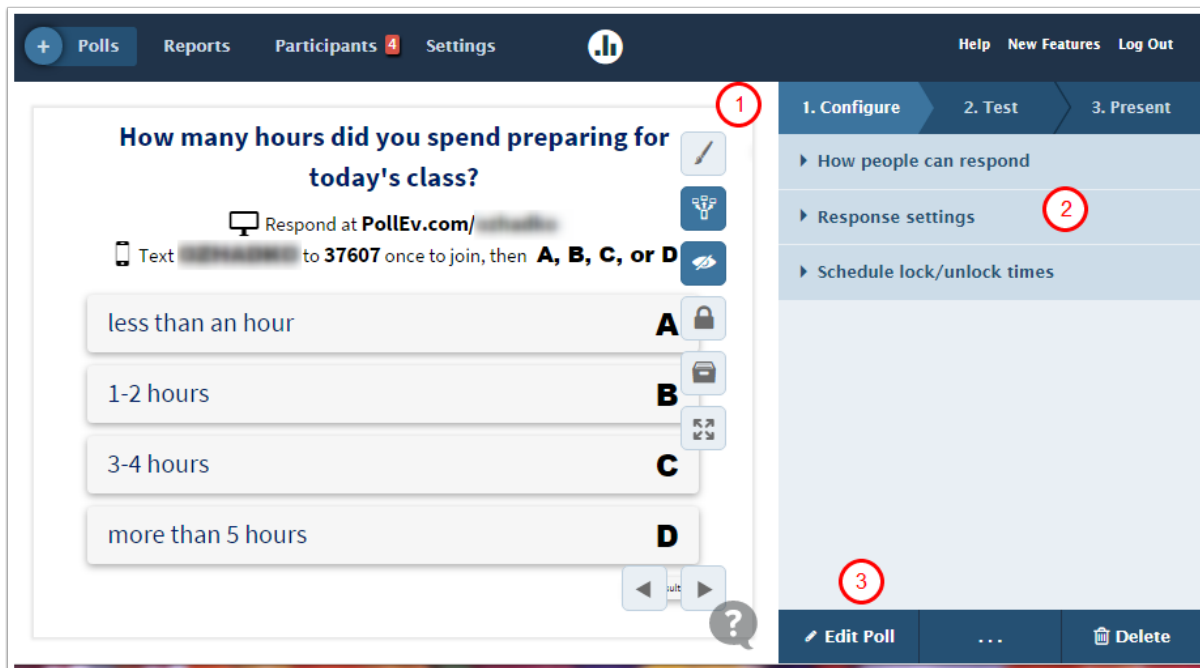


IV. Customize your poll

Configure

1. Visual settings (question text/title and instructions to display)
2. How students can respond (on the web or via text messaging), how many times students can respond, and whether responses are for registered users only.
3. Enable grading for multiple-choice questions

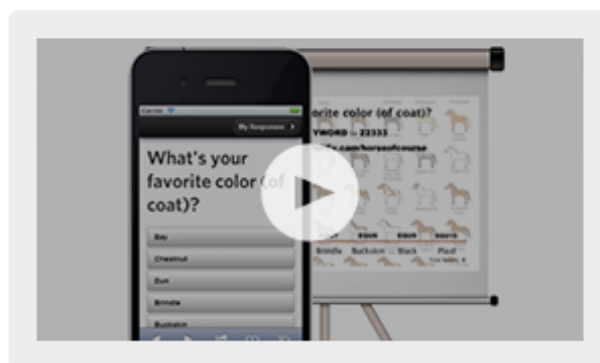
Learn more about customizing your poll https://www.polleverywhere.com/guide#customizing_your_poll



V. Present your poll

To learn more about presenting your poll visit https://www.polleverywhere.com/guide#presenting_your_poll

There are two steps to presenting your poll: first, you show the instructions, so your audience knows how to respond. Second, you display the live results.



The majority of poll types have a separate instructions view and results view. This allows you to show the instructions, and then wait to reveal the results when you're ready. Alternatively, you can display instructions directly on the live results chart. Many presenters find that showing the results live, as they come in, in real time, increases the excitement.

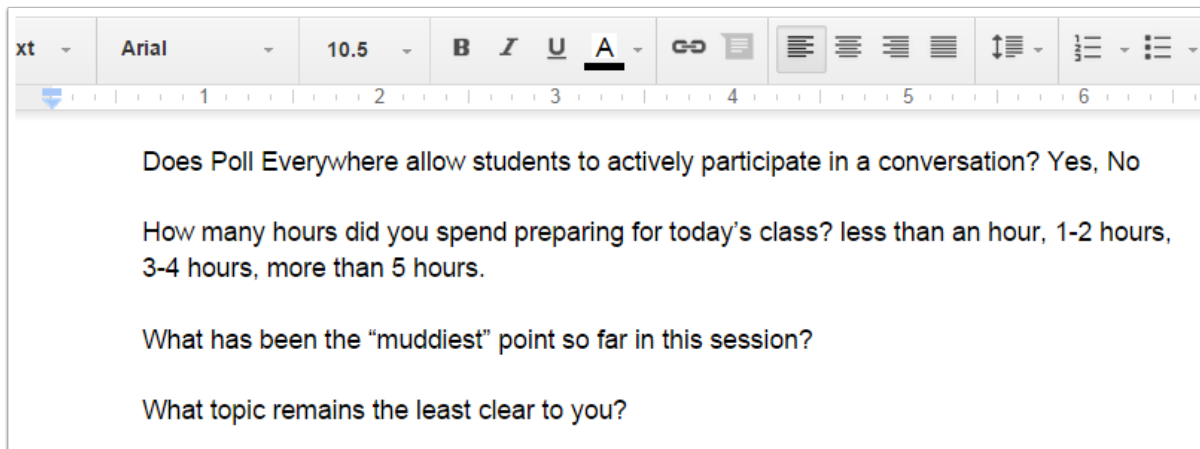


VI. Add multiple questions at one time

Prepare your questions in a Google Doc or Word document and copy-paste a long list of polls into a poll creation window.

Each question needs to be on a separate line and end with a “?”. You can then separate your responses, for multiple choice questions, by a comma or semicolon.

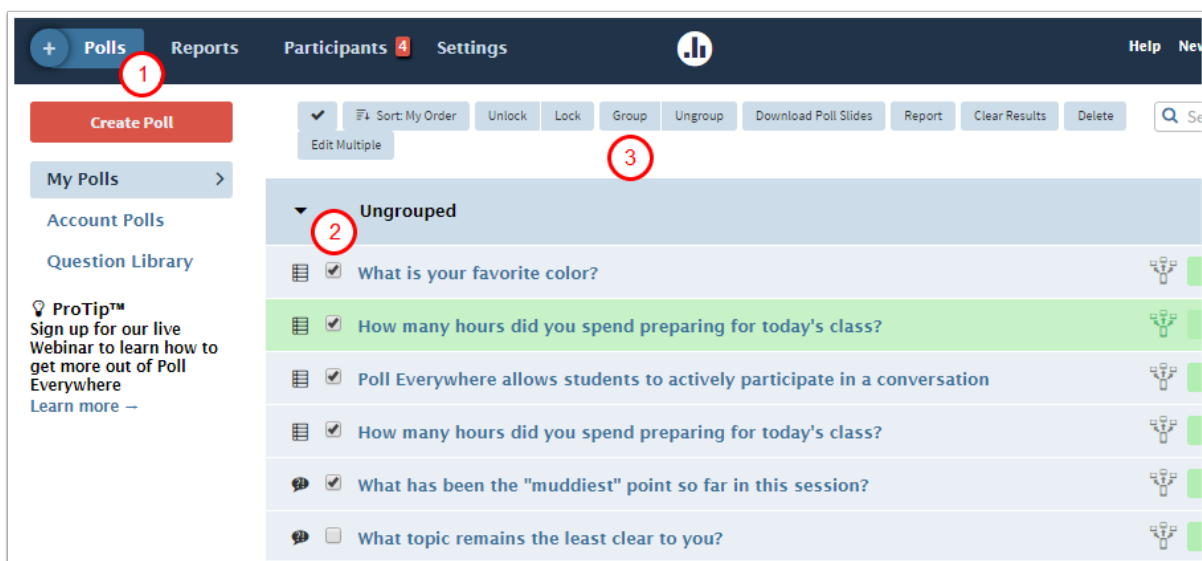
To view the instructional video visit <https://player.vimeo.com/video/27219261> For more information visit https://www.polleverywhere.com/guide#importing_polls_or_creating_multiple_polls_at_once



VII. Organize your polls

1. Navigate to the Polls page by clicking *Polls* in the top left corner.
2. Group your polls into a set by placing a checkmark next to each poll you want to include.
3. Scroll up and click group. Then name your group to use for a set for a class or for several classes on a specific topic.

N.B.: You can even turn your polls into a single-page survey that participants can complete on their own. This is useful when you want to collect information, and not all participants are together at the same place at the same time. This is also used by instructors who want to provide students with at-home material that can then be reviewed during class. For more information visit https://www.polleverywhere.com/guide#multipoll_survey



The screenshot shows the Poll Everywhere interface. The top navigation bar has tabs for '+ Polls', 'Reports', 'Participants', and 'Settings'. The 'Polls' tab is selected and marked with a red circle '1'. Below the navigation bar, there is a 'Create Poll' button and a 'My Polls' section. The main area displays a list of polls under the 'Ungrouped' section, which is expanded and marked with a red circle '2'. The polls are listed with checkboxes and icons. The 'Group' button in the top toolbar is highlighted with a red circle '3'. The polls listed are:

- What is your favorite color?
- How many hours did you spend preparing for today's class?
- Poll Everywhere allows students to actively participate in a conversation
- How many hours did you spend preparing for today's class?
- What has been the "muddiest" point so far in this session?
- What topic remains the least clear to you?



VIII. Browse the Question Library

Create polls easily using selected questions from the Question Library. Browse the library by Subject, choose a question, click “Create Poll”, customize it, and use it.

