

# Poll Everywhere step-by-step – creating polls & inserting into PPT

Usask resources:

<https://teaching.usask.ca/learning-technology/tools/poll-everywhere.php#WhatisPollEverywhere>

<https://teaching.usask.ca/learning-technology/tools/teaching-guides/polleverywhere-guide.php#Overview>

<https://wiki.usask.ca/display/public/ISDKB/Poll+Everywhere>

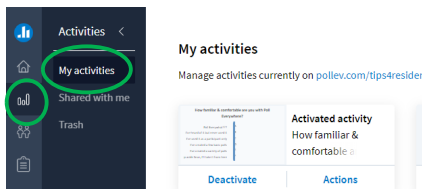
Customize your response URL;

[https://static.helpjuice.com/helpjuice\\_production/uploads/upload/image/11567/direct/Poll%2BEverywhere%2BCustomizing%2BYour%2BURL.pdf](https://static.helpjuice.com/helpjuice_production/uploads/upload/image/11567/direct/Poll%2BEverywhere%2BCustomizing%2BYour%2BURL.pdf)

## Creating Polls

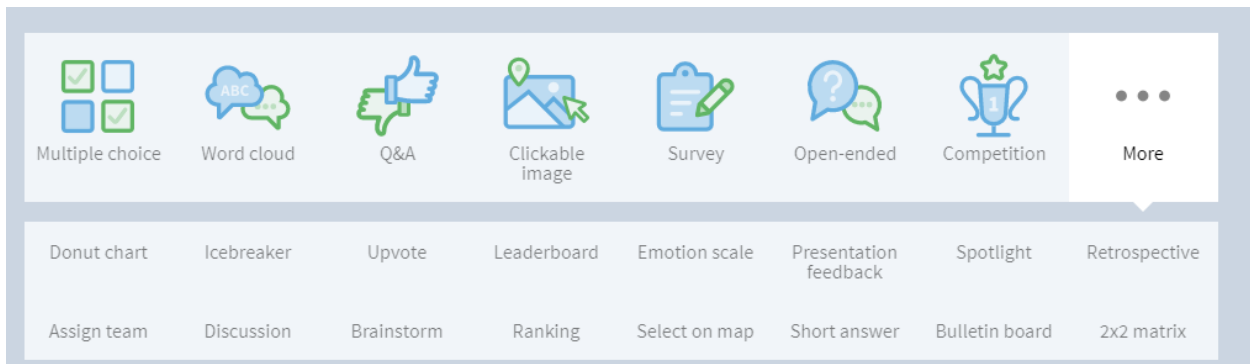
1. Access your Poll Everywhere account through PAWS (find “Surveys & Polls”) or polleverywhere.com (Log in with Usask email address).

2. Go to “My activities”



3. Create a folder (optional) & then click the blue activity button.

4. Choose the type of poll you want & type title & response options.



5. Click blue “Create” button.

## Using Polls

To have your poll **open automatically when you advance your slides in PPT**:

1. Ensure **Poll Everywhere is installed** – you will see it as an option in the **top ribbon** if it is.
2. If it isn't installed yet, & you use a PC, go to the **Software Center** (you can search for this on your computer), search for **Poll Everywhere** in the Software Center, & **install**. If you use a **Mac**, go to **Self Service** & search for Poll Everywhere there & install it. Your computer may need a restart. If you still do not see the Poll Everywhere tab in the ribbon, you may need to launch the Poll Everywhere app that you just installed - it should come up with a login window, where you can login using your nsid@usask.ca and PAWS password.
3. Click **Poll Everywhere** tab in the top ribbon; click “insert”; click “activity” (you will be taken to your Poll Everywhere activity page with all your polls); choose the poll you want; click “Insert Slides”.

You can also simply go to the website & control your polls from there - [www.polleverwhere.com](http://www.polleverwhere.com).

If the poll opens from PPT it will be active & ready to go. If your poll is open on the website, you need to click “Activate” or “Present” for participants to be able to respond.

A menu bar will either be present on the bottom of the poll or will pop up when you hover your mouse in that area (see image below).

## What can I do with the Polls?

Options will vary depending on the type of poll you are using. If you have multiple polls within a folder, you will see arrows to advance through them on the far left (this saves you from going back to the activity area of Poll Everywhere). Next to that is the lock/unlock icon – ensure it is **green (unlocked)**. Click “**Responses**” if you want your participants to see the answers of others as they are entered. To hide them, click the option to the left (the name of this will vary depending on the type of poll you are using). This allows you to reveal the answers once enough have been submitted (this number will show up in the bottom right-hand corner).

