Poll Everywhere is a student response system that allows students to respond to polls using internet-enabled devices. It helps to automate the collection of student responses and allows faculty to peer into student thinking as instructional materials are presented to them.

This how-to guide provides the instructor with instructions for:

1. Creating poll questions
2. Configuring questions
3. Running a poll
4. Grouping questions

Creating Poll Questions

1. Log into your account at ats.neu.edu/pollev.
2. Click Polls.
3. Click Create.
4. Write your question. Note there are five question options. For multiple choice questions, you can indicate a correct response with the green checkmark.
5. Click Create.

Configuring Questions

1. After you create your questions, you will be able to configure them on the menu to the right.

How will my audience respond?

- Multiple Choice
- Open Ended
- Q&A
- Ranking
- Clickable Image

Polls
Create

1. Configure 2. Test 3. Present

- How people can respond
- Response settings
- Schedule lock/unlock times
2. Click **How people can respond.**
   Here we’ve allowed students to respond via a browser or text message.

3. Click **Response settings.**
   This allows you to restrict how many times participants can respond, whether they’re anonymous, and if they must first register to respond. The Blackboard integration will ensure that student responses are linked to their user IDs in the Grade Center.

3. Click **Schedule lock/unlock times.**
   This allows you to set a time when the poll would become available. This would be more useful for surveys than live polls, which you would lock and unlock manually as you present.
Getting Started with Poll Everywhere

Running a Poll
Running a poll in Poll Everywhere can be accomplished by activating it or going full screen. View descriptions of the menu to the right, which is available prior to and during a live poll.

- Edit the visual settings of your poll.
- Activate your poll, which makes it viewable to participants.
- Hide or show responses.
- Hide or show correct answers.
- Lock or unlock the poll.
- Clear poll results.
- Go full screen to activate the poll.
- Toggle between questions in a group.
Getting Started with Poll Everywhere

Grouping Questions
You can add polls to a group, which acts like a folder in Poll Everywhere. This allows you to organize poll questions by class sections.

1. Select the questions you wish to move, then click **Move**.
   If you do not see the Move button, click the three-dot icon to expand the menu to see it.

2. Select **To another group**.

3. Search the group to which you wish to add the questions.
   Here we’ll search Lunch and Learn, which Poll Everywhere finds among my question groups.

4. Click **Apply**.
   When I return to my Polls, these questions now appear under the Lunch and Learn group of questions.

Depending on the size of your browser window, you may see either the Move button or the three-dot icon.