

Interface Updates

- Please note that Poll Everywhere commonly refers to polls as *activities* in its web interface and support resources.
- Poll Everywhere has recently announced some new visual features, including brighter colors, QR codes for participants, and activity results that are easier to read. To explore, check your visual settings in Poll Everywhere.
- Poll Everywhere users now have the ability to create nested subfolders for their polls. For an overview of the changes, visit Poll Everywhere's [introduction to the new poll organization system](#).

Creating Poll Questions

1. Align poll questions with instructional goals and students' knowledge. What is the purpose of the poll (e.g. formative assessment, springboard for discussion, identifying misconceptions, readings check)? Are your poll prompts clearly aligned with your lesson or course goals? What question type is most appropriate? What other learning activities can be used in conjunction with poll questions? Staff members at the [Center for Faculty Excellence](#) are available to help you think through your options. You can also access a [recorded version of our workshop Getting Started with Poll Everywhere](#).
2. Poll Everywhere offers a variety of question types to choose from when creating polls. Please note that many of the question types under Create are templates for primary question types. The primary question types include multiple choice, open response, clickable images, rank order, Q&A (rate responses). A question format called Competitions offers a game-based format for answering poll questions. Setting up questions as a Survey allows students to answer multiple questions at a time. Learn more about Poll Everywhere [question types and suggestions for implementing them](#).
3. All question types besides multiple choice and open response require devices that allow students to interact with the question with a mouse, stylus, or finger (e.g. laptops, tablet, or smartphone). We suggest that you check with students up front about whether any of them are still using devices that only support texting. If your students do not need a text option, you can disable it under How People Can Respond or your [default activity settings](#).
4. If you want to match student responses with their identities:
 - a. All students need to be registered through UNC-CH's account for Poll Everywhere. Instructions for registering are in the FAQs at poll.unc.edu. Students should use these instructions to register; they should not register through Polleverywhere.com.
 - b. Polls you create should be set to Restrict to Registered Participants Only (under Audience Restriction and Identity). This is highly recommended.
5. If you choose not to match student responses with their identities, you will not be able to track student participation. Some instructors have reported students posting inappropriate poll responses when there is no way to identify the author. The CFE encourages instructors to set polls up so that only registered users can respond.
6. Under Response settings when you are creating your poll, if *Allow changes* is selected, participants can clear their initial answer and submit a different answer during the time that the poll is open.
7. When assessing students' understanding of a concept, consider including an "I'm not sure" response option or an occasional follow-up question on students' confidence level answering the question.
8. Sources for poll question ideas include textbooks and publishers, colleagues, teaching assistants, standardized tests, open education repositories, and student responses to open questions on other

assessments; having students submit their own poll questions is a great critical thinking assignment and may also serve a source for new questions. If you have TAs, consider having them draft questions as well. Don't reinvent the wheel if you don't have to!

Transferring Poll Responses into the Sakai or Canvas Gradebooks

Instructors can port graded Poll Everywhere results into the Sakai or Canvas Gradebooks. Poll Everywhere has recently announced that instructors can also import poll results into Sakai Gradebook as participation points. Learn more about how transfer poll results [for Sakai](#) and [for Canvas](#).

Special Note on Graded Responses

If you have set up a poll to grade responses, please be aware of a potential loophole. There is a poll setting that allows students to change their answer if the poll is still open (Allow Changes under Response Settings).

When you are showing the results of a graded question, the *Correctness* button will appear with your presentation controls at the bottom of the page. When you select this button a check mark will appear by the correct answer. When the Toggle Correctness button is selected, students can also go to their Response History and see the correct answer. If the *Allow Changes* feature is enabled and the poll is still open, students can then go back in and change their answer.

You can prevent students from changing their answers by doing any ONE of the following: 1) refraining from using the *Correctness* button, 2) making the poll inactive (deactivate or lock poll) before you use the *Correctness* button, or 3) setting your poll to Don't Allow Changes under Response Settings.

Administering Poll Questions

1. If you are using presentation software (e.g., Powerpoint) to administer your poll, your poll will automatically be activated (appear on your student response page) when you are displaying it in presentation mode. If you are administering polls [via your Poll Everywhere web account](#), you can select the *Activate* button at the top of the page. Use the *Present* button to make your web-poll full screen.
2. Only one poll can be activated at a time unless you are making multiple questions available as a Survey or if you provide separate links through the [Copy response link option](#) for each poll. This feature is especially helpful for polls or surveys that students respond to outside of class.
3. Response bias may be a concern when students can see poll results in real time. You can hide incoming responses during a poll and reveal the results after you close the poll. To hide results, select the *Instructions* button at the bottom of the poll page (mouse over). To show poll results, select the *Responses* button next to it.
4. You can make these and other settings the default for new polls by going under your Profile (left side of page) and selecting [Activity settings](#).
5. In some cases, you may not want to show poll results at all. For example, when poll results suggest that a topic requires additional discussion, students who get the answer right the first time may not feel they need to be engaged during subsequent discussion.
6. It may be appropriate to conduct the same poll more than once to see how student understanding or opinion has changed after discussion.
7. If you want to integrate your polls into a PowerPoint, Keynote, Slack or Google Slides presentation,
 - a. Download the appropriate [Poll Everywhere Presenter app](#).
 - b. If you are using a Windows machine, a new Poll Everywhere menu item will appear within PowerPoint. If you are using a Mac, you will interact with Poll Everywhere Presenter as a separate application on your computer.

- c. If you are using Zoom and administering Poll Everywhere through Powerpoint, you should select *Screen* as the option for sharing your screen with students.
 - d. Please note that *survey* results can no longer be displayed via Powerpoint presentations. You can only display survey results through the web interface.
8. If you are interested in sharing polls with TAs or colleagues, do NOT share your Onyen. Instead, request the creation of a new group through the Poll Everywhere Teams feature. Information about how to proceed is available in the Instructor FAQs at poll.unc.edu.

Grading Policies

The Center for Faculty Excellence does not advise instructors to use Poll Everywhere for high-stakes assessments; there are simply too many potential points of failure in a system that depends on wireless connectivity and cell coverage. Instructors using polling to track class attendance should also be aware of the limitations of this technology. For in-person classes, consider the University's [Check-in App](#) to track attendance.

1. To minimize student concerns about poll responses not going through, make polls a small part of the overall participation grade and/or consider dropping scores for some percentage of the polls.
2. In past semesters, several faculty members have reported students responding to polls for credit when they are not physically in class (by following the class poll response page). If this is important to you, make your expectations about student poll participation and class attendance clear, both in class and in your syllabus. It is not hard to identify students who are responding to polls but are not in class (e.g., asking students what color shirt you are wearing), a fact that you may also want to share with students.
3. If you are using Poll Everywhere to track class attendance, make students aware. This is especially important if incentives for attending class and for participating in a poll are different.

Student Support

Instructors are most likely to hear from students about Poll Everywhere when their poll results do not show up. Refer your students to the Student FAQs at poll.unc.edu. Most student problems stem from one of two issues:

- The student has not registered or has not registered properly.
- The student has not logged in or has logged in with the wrong Poll Everywhere account.

Poll Everywhere is now mostly compliant with [accessibility guidelines](#), including support for screen-readers.

Resources

- poll.unc.edu: Resources, FAQs and help with Poll Everywhere at UNC
- [CFE Resources](#): Ideas for using class response systems to engage students and address instructional goals
- [Poll Everywhere Product Updates](#): Updates on new features
- [Poll Everywhere User Guide](#): Step-by step instructions
- [Poll Everywhere Video Guide](#): Various topics
- Sign up to receive news from Poll Everywhere by editing your preferences under *Profile/Personal info*.

Portions of this document adapted from Bruff, D. (2009). [Teaching with classroom response systems: Creating active learning environments](#). San Francisco: Jossey-Bass.