

# Getting started with Poll Everywhere

## What can Poll Everywhere do for you?

Poll Everywhere is a live audience response system that allows you to ask a question that's displayed on-screen, gather results live, and view them as they come in.

Poll Everywhere works where you work. With our software integrations you can easily create multiple activities and integrate them directly into your Powerpoint, Google Slides or Keynote presentation.

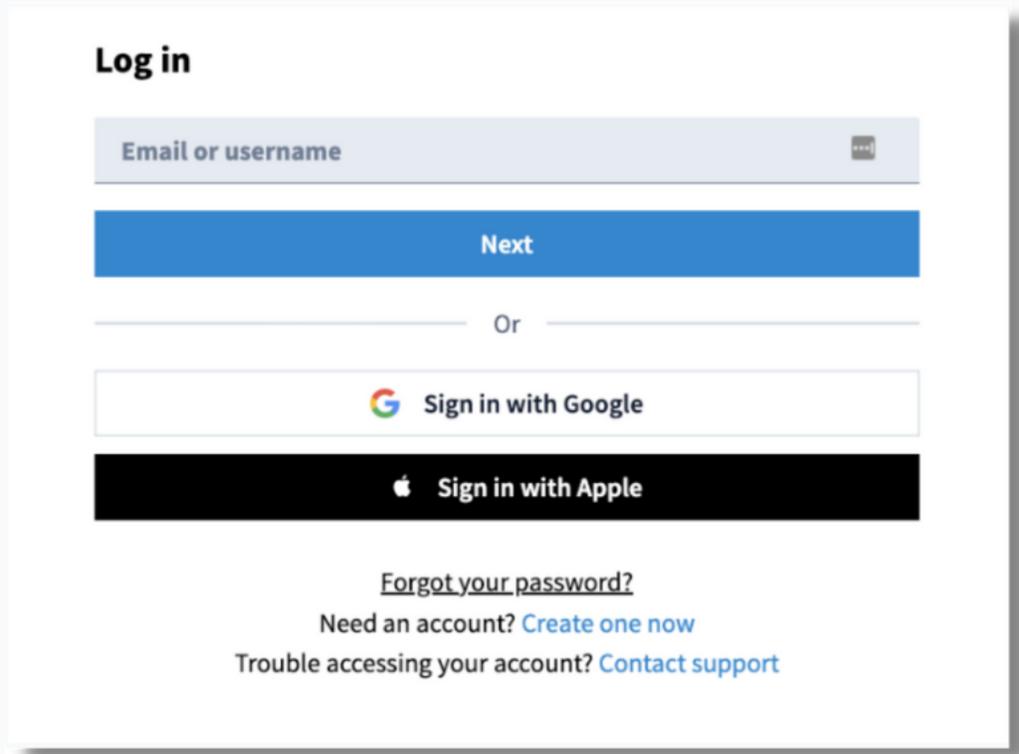
When you have an Activity on-screen, it becomes activated and can collect responses live. By default, only one Activity is activated at a time when presenting live; however, you can share multiple activities at once if you choose to utilize [response links](#).

## How to prepare before your presentation

### How to sign up and log in to your Poll Everywhere account

You may want to reach out to your department or school administration for an invitation to the account as a presenter. Alternatively, your institution may have Single Sign-On, and you can sign up through there — we will auto-detect based on the email entered when you click Sign Up.

In order to log in, navigate to <https://www.polleverywhere.com/login> to log into your account. If you have Single Sign-On, you will be prompted to redirect after entering your email.



👉 **Pro Tip:** When you log in, you will be brought to your home page. Here you will see your unique Poll Everywhere URL. This is where your participants will go to respond to your activities. You can customize this URL as often as you need. Some presenters like to change their URL to match the type of meeting or topic they are discussing.

## How to create your first activity

With your account set up, you're ready to engage your audience. Follow these steps to create your very first activity:

**Step 1:** From your Activities or Home page, select “+ Activity” to get to the Activity Creation screen.

**Step 2:** From there, you can select the type of activity you want to create and set the basics.

**Step 3:** Enter your question (The title is the question you want to ask) and answer choices (if your selected activity type is prompting answers).

**Step 4:** Click create and you will be redirected to the activity page.

For more information on how to create an activity, please visit our [support center](#).

## What are Poll Everywhere's most popular Activity types?

**Multiple Choice:** Ask a question and let participants choose from a list of answers, and correctness can be indicated with the checkbox.

**Word Cloud:** Visualize audience responses as a dynamic word cloud. This is great for single-word response questions, and to be used as an icebreaker for participants to get comfortable with using Poll Everywhere.

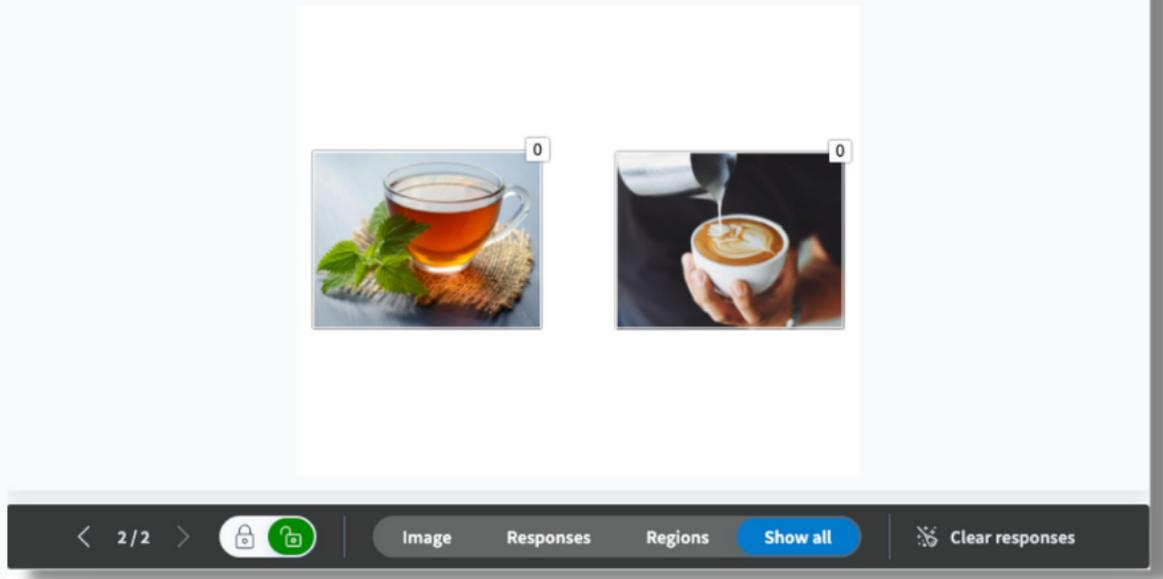


👉 **Pro Tip:** Moderation features are available for all activities. The [moderation](#) tool allows you to censor responses with inappropriate language and even emojis.

**Q&A:** Participants respond to a question, then can upvote and downvote other answers from their peers. Great for gathering consensus and directing discussions.

**Clickable Image:** Upload an image and ask a question. Participants click anywhere on the image to respond. You can define regions to count responses within them, and mark regions as correct. Clickable Image is a great way to break up a presentation and provide something different for the participants to do.

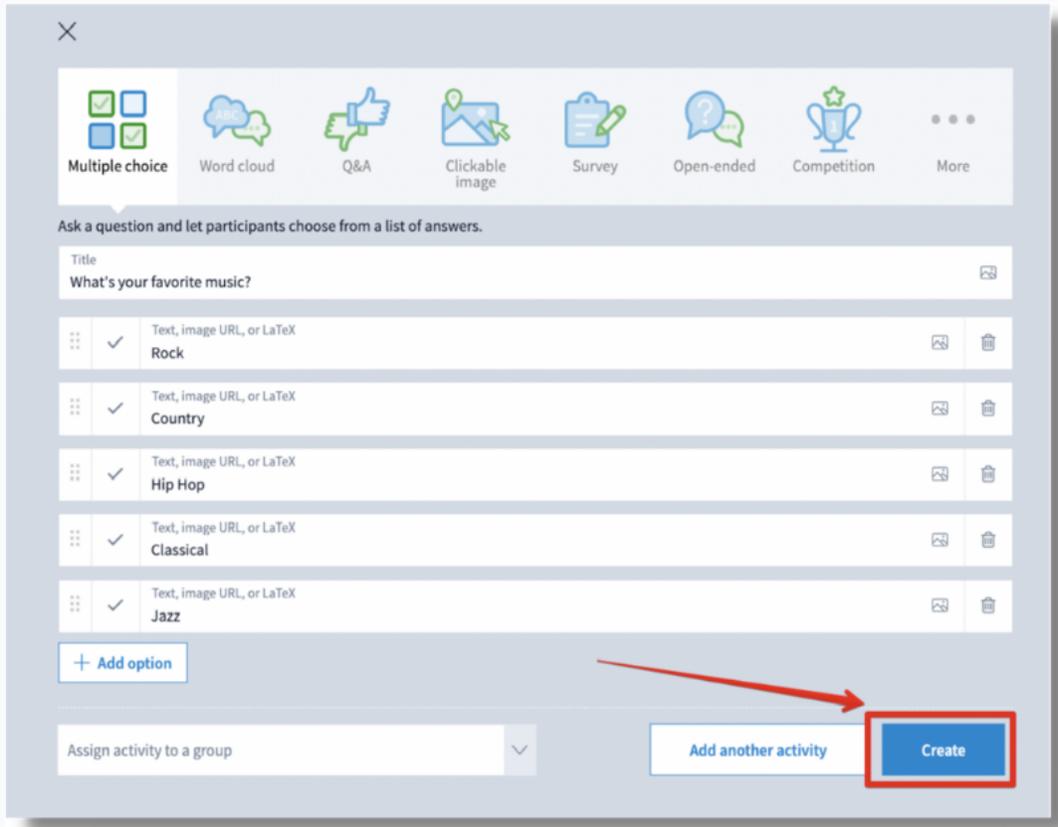
## Are You a Tea or Coffee Drinker?



👉 **Pro Tip:** Clickable Image is also a great option for an ice breaker at the beginning of your presentation. For example, you could ask your participants if they prefer tea or coffee.

**Survey:** Create a series of questions participants can answer at their own pace. This is great if you need to ask several questions at once, or need to gather feedback on multiple items.

**Competition:** Create a series of questions, then let participants compete to answer fastest. This is great for gamification and having individuals engage in friendly competition. Timers can be changed or even removed for greater accessibility.



For more information on how to create an activity, please visit our [support center](#).

## Integrating Poll Everywhere into Powerpoint, Google Slides & Keynote

What better way to present than to use a software you already know? With our software integrations, your Poll Everywhere activities can be inserted easily into your slide deck. Visit [polleverywhere.com/app](http://polleverywhere.com/app) to see how you can insert your activities into your favorite presentation software for Windows or Mac.

# Everything you need during your presentation

## Navigating the activity page and settings

Let's look at a brief overview of the activity page controls.

## What is the capital of North Carolina?

Winston Salem

Charlotte

Raleigh

Wilmington

< 4/4 >



Instructions

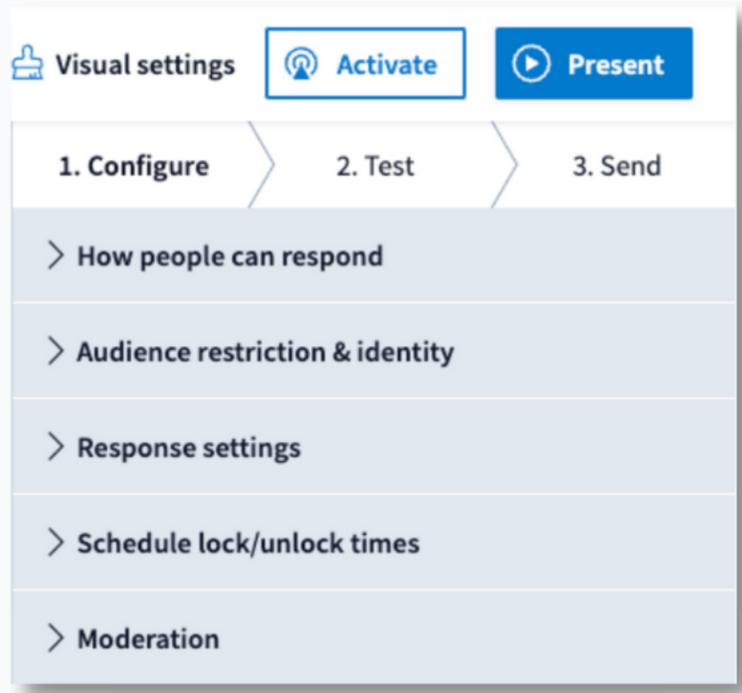
Responses

Correctness



Clear responses

- **Presentation Controls Bar:** This controls the live state of your Activity.
- **Lock/Unlock:** If an Activity is locked, even if it's active it can no longer receive responses. This is great if you want to stop receiving responses after a certain time and then discuss those results.
- **Instructions:** Allows responses to be visible for responders, but won't show the live chart of responses as they come in.
- **Responses:** Shows the entire chart with the responses as well.
- **Correctness:** Displays the responses with the correct response(s) highlighted. (This control is only visible if correct responses have been indicated)
- **Clear responses:** Can be used to remove responses from an Activity to start fresh.



Adjust your configuration settings to set how participants can respond. Here you can control:

- How people can respond
- Audience Restriction and Identity
- Response Settings
- Schedule lock/unlock
- Moderation

Visit our [support center](#) to learn more about the activity controls.

### Common Response Settings:

- **Each person may respond:** How many times each participant can respond to the Activity. Each response counts towards your total responses allowed per activity.
- **Each option may be selected:** How many times each option can be selected per participant.

### Visual Settings:

You can edit the visual look of your Activity in the Visual Settings section. Here you can change elements like color scheme, background, font, and even the overall visual format of the Activity. Make sure to click “Save” on any changes made here.

## Activate:

Use the **Activate** button if you want to have your Activity live on pollev.com to collect responses, but don't want to present it on the screen.

## Present:

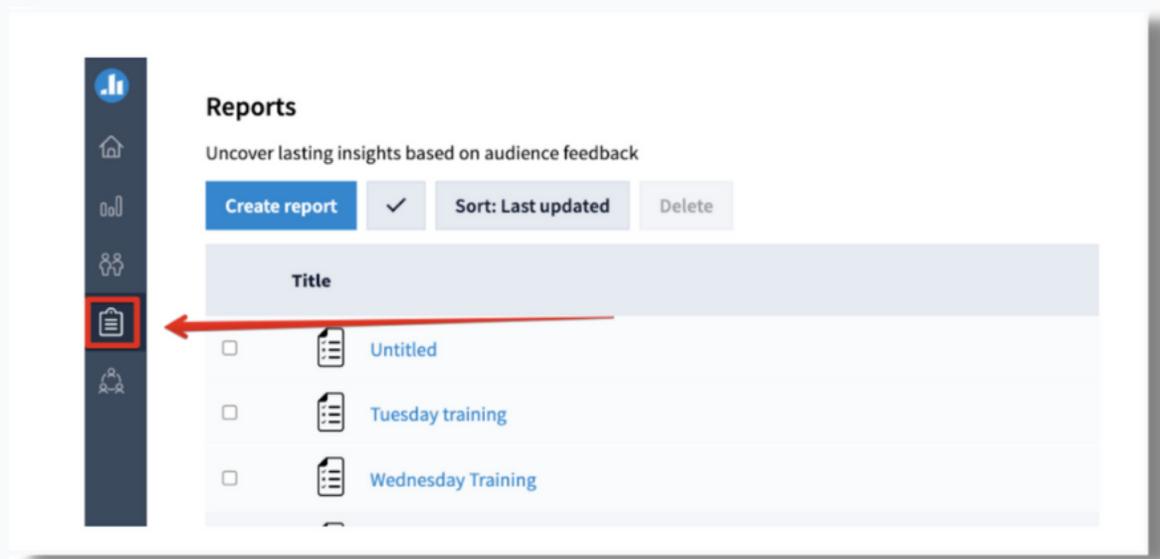
If you are presenting live to an audience, use the **Present** button to make the Activity fullscreen, which activates it automatically.

- Use your arrow keys to navigate through the Activities as you would a Powerpoint presentation
- Press Escape (or "Exit" on the Presenter Controls bar) to leave Fullscreen and deactivate the Activity

# Analyze and collect Activity data after the presentation

## Utilizing Activity feedback to build a report

Now that you are finished with your presentation, let's make a report with the results.



**Step 1:** Start by clicking the Clipboard icon on the left-side navigation.

**Step 2:** Click **Create report** to get started. The reporting tab allows you to choose multiple types of reports including executive summary, audience response, pivot tables, and more.

 **Pro Tip:** From the reporting tab you can download, export, and print your activity data.

Visit our [support center](#) to learn more about creating a report and to discover the different [reporting types](#) available.

## Additional Support

Please visit our Support center at [support.polleverywhere.com](https://support.polleverywhere.com) to find guides and walkthroughs.