Poll Everywhere for Mac

With Poll Everywhere, faculty can provide students with opportunities to engage more actively and openly during class on student owned, web-enabled devices.

For this response system to work,

- The Instructor must have
  - a free Poll Everywhere HigherEd account or a paid instructor account.
  - The Mac Presenter App installed on your computer.
- The Students use their own web-enabled devices (laptop or mobile device) to class to participate.

The following instructions will provide faculty with enough information to get started with Poll Everywhere in the classroom. Consultation and training sessions on Poll Everywhere are available through Educational Technologies.

To request more information or to schedule a session, please send an email to Educational.Technologies@dartmouth.edu. We look forward to working with you.
Lecture Preparation: Creating Questions and Question Settings

Step 1: Create Questions

To Create a Multiple Choice Poll in Poll Everywhere:

1. Log in to Poll Everywhere.
2. Click [Create Poll].
3. From the resulting page, enter the question in the Poll Question field.

4. Under How will my audience respond select **Multiple Choice**.  
   **Note:** The system default is Open Ended.
5. In the spaces provided, type the possible **answer options**.
6. To add additional answers, click [Add an answer].
7. Select [Create] or [Add another poll].
8. Create all of the poll questions, Open Ended and Multiple Choice, you plan to insert into your lecture prior to moving to the next step.

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To Create an Open Ended Question in Poll Everywhere:

1. Log in to Poll Everywhere.
2. Click **Create Poll**.
3. From the resulting page, enter the question in the **Poll Question field**.
4. Under How will my audience respond select **Open Ended**.  
   **Note**: The system default is Open Ended.
5. Select **Create** or **Add another poll**.
6. Create all of the poll questions, Open Ended and Multiple Choice, you plan to insert into your lecture prior to moving to the next step.

Congratulations on successfully creating your first Poll Everywhere question set.

**Continue to Step 2 to Organize Questions into Groups.**
Step 2: Organizing Questions into Groups

Creating Groups will make it much easier to manage the question sets created in Poll Everywhere. Groups are most commonly used to associate questions with a Lecture or Topic.

To Organize Questions into Groups:

1. Select the check box in front of the questions you wish to group.

2. Click [Group].
   Note: All selected questions will be added to a group called New Group.

3. Roll your mouse over the New Group.

4. Select [Edit] to rename the group.

5. Click [Save] to submit the new question set name.
   Note: Questions listed in Blue with a Green response indicator means that the poll is running and accepting responses. Greyed out polls are not accepting responses.

Congratulations on successfully creating a new group for your question set.

Continue to Step 3 to Editing Question Settings for Multiple Polls.
Step 3: Editing Question Settings for Multiple Polls

To Edit Question Settings for Multiple Polls at Once:

1. Select the check box in front of the questions you wish to Edit.

2. Select [Edit Multiple].

3. On the resulting page, select the Responses option appropriate for the class.

   - Up to X time
   - As much as they like

4. Select the Reply Message option.
   - No Message
   - Message

5. Select Who Can Respond option.
   - Everybody (User needs the URL where the polls are being presented)
   - Only registered participants (only available for Paid Account)

6. Select How People Can Respond, select from the following options:
   - Text Messages from United States – (problematic in buildings at Dartmouth)
   - WebDevices via pollev.com/your_name (recommended)

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- Tweets to @poll
- Private Link
  **Note:** This feature will allow you to send the poll to others via email or post the questions within Blackboard.

7. Click [Apply].
   **Note:** A confirmation message will appear on the screen asking you to approve the updates. Select OK.

Congratulations on successfully editing multiple question settings at once.

**Continue to Step 4 to Embed the Questions in a Presentation.**
Step 4: Embedding the Questions in a Presentation (Mac users)

This step is for Mac users who use PowerPoint or Keynote and want to integrate the questions throughout the presentation. Mac users will need to download and install the Poll Everywhere Mac Presenter application. Everything within this set of instructions occurs between the Mac Presenter and PowerPoint.

**Note:** Skip to Lecture Day if you do not use PowerPoint/Keynote or if you are a PC user.

To Embed Questions in a Presentation:
1. Open the **PowerPoint Presentation**.
2. Open and **Log in to the Mac Presenter** Application.
3. Select the **PowerPoint slide** where you want the question to appear.
4. **Click in the Add Notes Section** of the slide.
5. Click on the Mac Presenter to open the desktop interface.

6. Pick a question from the dropdown list.  
   **Note:** The question will appear on the screen for your review.

7. Click on the **P+ icon**.

8. Check your presentation slide to ensure the “question code” has been added to the Notes field.

   **Note:** You can still use the Notes Field for instructor notes, just do not edit this code.

9. If you want the poll question to appear at a certain location on your slide, draw a solid rectangle on the slide.

10. Enter **Presentation Mode** to test the appearance of the question.

11. Repeat on all slides where you’d like a question to appear during the presentation.

   **Congratulations on successfully adding the questions to your presentation.**

   **On Lecture Day, continue to Step 5.**

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Lecture Day
Since Poll Everywhere is just one of many programs running on your computer at any one time, it is important to respect the following recommendations, particularly if you will be bringing your own laptop into the lecture hall:

What to Bring:
• Laptop power cord
• VGA display adaptor appropriate for your computer
• USB drive or external hard-drive with backup course materials in case of laptop failure. (highly recommended)

Order of Operations in Laptop Setup (before class)
• Shutdown your computer before bringing it to class
• Connect your laptop to the display, microphone, etc.
• Start your computer.
• Continue to Step 5 for remaining setup instructions.

Note: It is highly recommended that if you arrange to meet with someone from Classroom Technology Services prior to the first class meeting for an orientation to the technology in the lecture hall in which your class will be held. CTS can be contacted via
• Email: classroom.scheduling@dartmouth.edu
• Phone: 646-2302.

Order of Operation in Laptop Breakdown (after class)
Important: You may want to stop your polls within Poll Everywhere before closing the Mac Presenter.

The next three steps address what you need to do on lecture day when using Poll Everywhere.

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Step 5: Running the Presentation and Poll Everywhere Interactions

For the most part, the lecture will proceed as you would normally present a PowerPoint. These instructions describe how to use the Mac Presenter for Poll Everywhere when you reach a slide on which a question.

1. Open the PowerPoint.
2. Open and log in to Mac Presenter.
3. Start the Slide Show.
4. Direct students to bring your Poll Everywhere URL up on their mobile or laptop browser.
   
   **Example:** pollev.com/your_account_name

5. Proceed through the presentation until you reach a slide that presents a question.
6. When you reach a slide with an embedded poll question, the question will appear on the screen.
7. To start polling, click the question area and click the Play icon to the right.

8. As students respond, the **Total Results** indicator will be updated or, in the case of open response, the responses will appear on the screen.
9. To show results for multiple choice questions, select **Show Chart**.

![Poll Everywhere](image)

Which of the following best represents your smallest class size?

- less than 10: 663338
- 11 - 20: 663935
- 21 - 40: 663936
- 41 - 60: 663937
- 61 - 100: 663938
- 101+: 663939

10. To stop polling, click the **Stop** icon.

11. Once results are in you can:
   a. Spend time discussing the incorrect as well as the correct responses before moving to the next question.
   b. Give students the opportunity to discuss the answer and then repoll the group.

   **Note:** You can always repoll a question by clicking ![X](image) to clear results and then start the poll again. You will lose previous responses with this option.

12. Click in the slide area to advance and repeat 5 – 11 until presentation is complete.

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**To create a poll question on-the-fly during lecture:**

1. Click ![+] on the Mac Presenter.

2. Enter your question in the resulting field.
   - For **Multiple Choice**, the format is as follows:
     What is the question? Answer1, Answer2, Answer3
     (Each answer must be separated by a comma.)
   - For **Open Ended**, the format is as follows:
     Do you have a question?

3. Click the Check Mark.
4. The poll will immediately present on screen.

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**Congratulations on successfully using Poll Everywhere.**

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