

Poll Everywhere Activities - Instructor Guide

Disclaimer: If you need this document in a different format, please contact Kevin Tressler at kt5jn@virginia.edu.

Select by status or group

Click for My settings or to log out

Activities Page Layout

The screenshot shows the Poll Everywhere interface with several callouts:

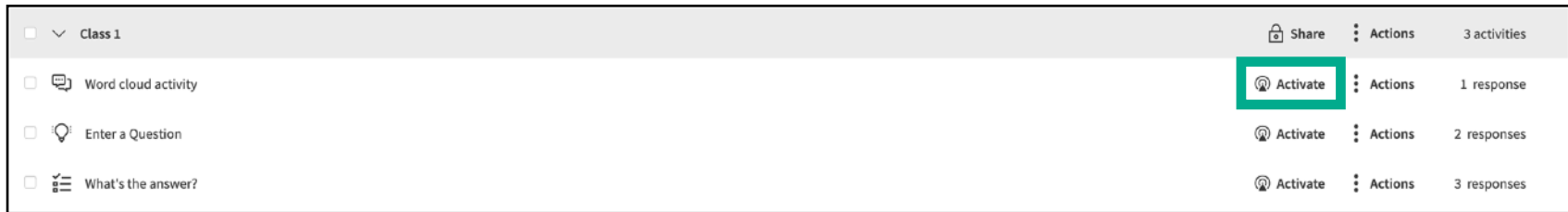
- Create a new activity:** A green box with an upward arrow pointing to the 'Create' button in the top left toolbar.
- Create a new group of activities:** A pink box with an upward arrow pointing to the 'New group' button in the top toolbar.
- Click to select an individual activity and use the tool bar:** A blue box with a leftward arrow pointing to a checkbox next to an activity in the list.
- Quickly activate/deactivate an activity:** A green box with a rightward arrow pointing to the 'Activate' button in the activity's action menu.
- Click to reveal additional options for the activity including edit, duplicate, and delete:** A purple box with a rightward arrow pointing to the three-dot menu icon for an activity.
- Indicates the number of responses for the activity:** A blue box with a rightward arrow pointing to the 'No responses' text in the activity's response count column.
- Allows for the sharing of a group with others. Currently only available to share university-wide:** A red box with a rightward arrow pointing to the 'Share' button in the group's action menu.
- Click to reveal additional options for the group of activities including add activity, rename, duplicate, and delete:** A purple box with a rightward arrow pointing to the three-dot menu icon for a group.
- Indicates the number of activities within the group:** A grey box with a rightward arrow pointing to the '1 activity' text in the group's activity count column.

Creating Activities

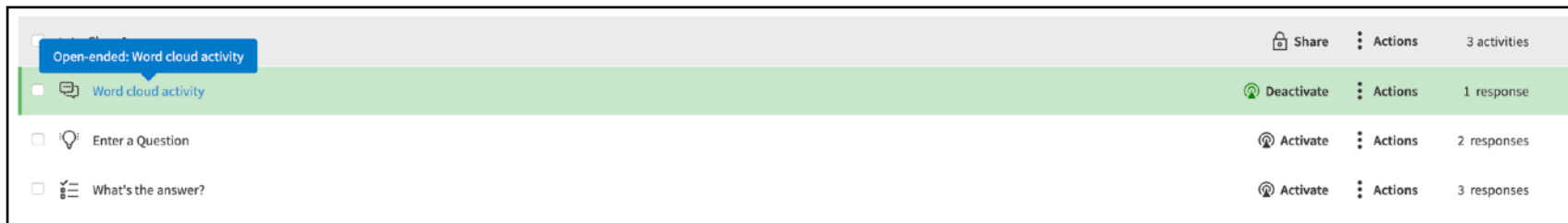
For a thorough guide on creating and managing activities, navigate to <https://www.polleverywhere.com/support/articles/create-activities/creating-an-activity>.

Activating an Activity

Locate the activity you want to use. If it is a group of activities, be sure to activate the first (top) in the series.



Once active, click on the title of the activity to open a new window for the live activity view.





Implementing an Active Activity

The header shows response options which may vary by activity type.

Responses will show up here.

Activity controls for the activity shown.

If this is an activity from a group of activities, these buttons will allow you to move between them.

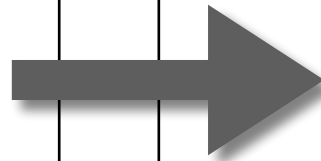
Specific settings for the active activity or group of activities.

The screenshot shows the Poll Everywhere interface. At the top, there's a navigation bar with 'Poll Everywhere', 'Activities', 'Participants', 'Reports', and 'Teams'. Below that, a header area contains the text 'Respond at PollEv.com/ktressler2200' and 'Text KTRESSLER2200 to 37607 once to join, then text your message'. The main content area is titled 'Word cloud activity' and has a message: 'No responses received yet. They will appear here...'. On the right side, there's a vertical menu with buttons: 'Visual settings', 'Activate', 'Show responses', 'Lock', 'Clear responses', and 'Full screen'. At the bottom of this menu are 'Next' and 'Previous' buttons. On the far right, there's a settings panel with tabs for '1. Configure', '2. Test', and '3. Present'. The 'Configure' tab is active, showing options like 'How people can respond', 'Audience restriction & identity', 'Response settings', and 'Moderation'. Below these are sub-tabs for 'Web' and 'Text message'. A preview window shows a 'Word cloud activity' with the text 'You have not responded' and an 'Enter a response' field. At the bottom of the settings panel, there are 'How to present' and 'Share' options.

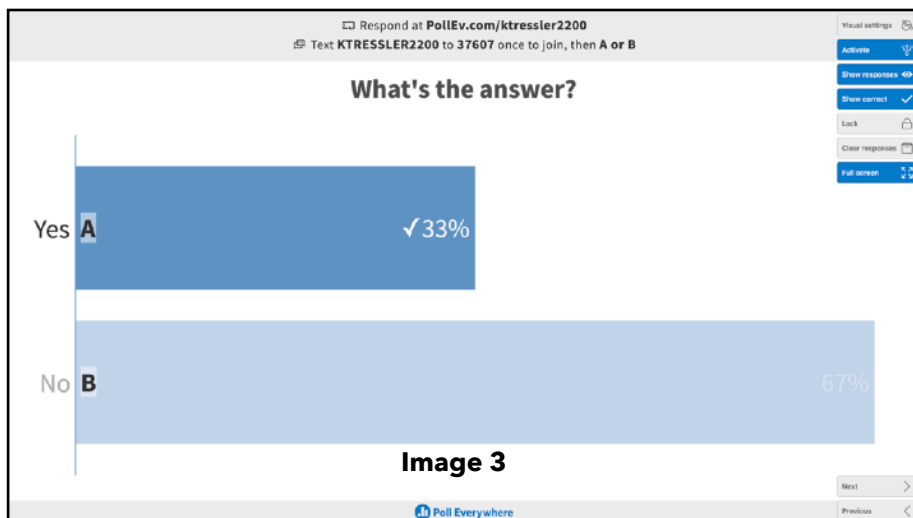
This screen will be open in a browser window. If desired, you can share this screen during a Zoom session for students to see the response options (header) and responses as they are entered. Full screen is recommended if sharing the screen. Full screen details are shown on the next page of this guide.



Full screen view and controls



Entering full screen mode hides the right-hand control panel from view (*image 1*) to maximize the participant response view. In order to reveal the control panel, hover your mouse over the right-hand side of the screen (*image 2*). Please note that different activity types may have different response options (web or web/text).



Please note that different activity types may have different response options (web or web/text) as shown in the header. The various activities also have different view options. For instance, the word cloud automatically shows responses while the multiple choice activity will not show responses unless selected from the control panel (*image 3*). To stop full screen view, click on the Full screen button. To end the activity, click Activate to switch to deactivate.