



Poll Everywhere Workflow Quick Reference



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

Instructors

- Navigate to <https://www.polleverywhere.com> and click “Log in” in the upper right-hand corner.
- Enter your academic UVA email then click on “Log in with UVA NetBadge”
- Set default settings and preferences by clicking on your identifier in the upper right-hand corner. See the Poll Everywhere Settings document for support.
- Create groups and/or activities. These also have specific settings you can adjust as needed.
- Share access information with participants. They can use the Poll Everywhere app on a mobile device or a website using any connected device.
- When ready, activate the activity. If you have a series of activities to use in one session, activate the first for participant access.
- Share your Poll Everywhere screen via Zoom to show participants the results if desired.
- It is NOT recommended to launch through Collab at this time.

Participants

- Accessing via a web browser (device agnostic)
 - Open your preferred browser
 - Navigate to the site provided by your instructor (pollev.com/_____)
 - Review any provided guidance, questions, or information on the wait screen.
 - Respond as applicable
- Accessing via the Poll Everywhere app
 - Download the Poll Everywhere app from your device’s app store
 - Under Join Presentation, enter the instructor-provided username and tap Join.
 - Review any provided guidance, questions, or information on the wait screen.
 - Respond as applicable.
- To respond via text, follow the on-screen prompts found on the instructor-provided browser address (pollev.com/_____).