



## HOW TO USE POLL EVERYWHERE IN YOUR COURSE TO TAKE ATTENDANCE

To get started, first you must log into Blackboard and choose the course you wish to begin enrolling students into Poll Everywhere from. Next, you'll be adding course content, so be sure to be on the course page you'll want to add that content to, such as "Course Content."

Under your course content, click on "Build Content" drop down and select "Poll Everywhere" from that list. It will ask you to name the content, so name it something appropriate such as "Poll Everywhere Attendance" and save.

Once the content link is added to your course, you can click on that link to take you to Poll Everywhere for your course. You will then need to log into Poll Everywhere (through single sign-on with your MUNet username and password) and click on "continue to developer.blackboard.com" and this links you to your course's poll everywhere site.

Click the button to sync roster which will import your course's students.

The screenshot shows the Poll Everywhere interface. At the top left is the Poll Everywhere logo. The main heading is "Your roster is importing" in bold. Below it, the course ID "Course: MKT-400-201" is displayed. A message states: "Poll Everywhere is currently importing the roster you selected. Students will appear on your Participants page as soon as the import is completed. This may take up to a few minutes." A reminder follows: "Reminder: To identify participants in a gradebook or report, set all of your activities to Registered participants only." Below the reminder is a link: "Learn more best practices at [training.poll everywhere.com](\"http://training.poll everywhere.com\")." At the bottom center is a blue button labeled "Go to Participants page".

## TAKE ATTENDANCE

Please Note: We are licensed institution wide. So when reading instructions choose those.

### CREATE AN ATTENDANCE ACTIVITY

The easiest way to take attendance is by creating a "Word of the Day" multiple choice poll to take attendance.

Try this yourself by copying the poll on this website:

<https://www.polleverywhere.com/examples/attendance>

and simply telling your students which word is the correct answer. In the poll's response settings, enable 'Registered participants only' to keep track of how each person responded.

Use the timer feature to automatically lock the poll again. You can mix up the polls by using the Character of the day (Mickey, Minnie, Donald, Goofy...), How am I feeling today, or Choose the professor's correct Harry Potter house.

Pro tips:

- Enable **registered participants only** when you create your attendance activity. This ensures that the correct students are tracked and only those registered for that specific class can participate. If your Poll Everywhere activities aren't restricted to registered participants and you haven't imported your roster, the students who aren't logged in with their school affiliated email will not be able to get credit.
- Set one response as correct by clicking the checkmark icon on the poll editing screen.
- Include lots of responses to decrease the likelihood of someone guessing the right answer.
- Let students respond as many times as they like.
- Set a timer (bottom left) so they can't log in as their friend.
- You can also take advantage of the **do not show activity title** on participant devices setting. Enabling this setting will hide the title of that Poll Everywhere activity on students' devices. That means only students who can see your presentation screen (i.e. those in class) will see the title of that activity.

Present your attendance activity to your students and state aloud which response is correct. In theory, only the students in class will respond correctly. Again, it is not foolproof but it can reduce instances of fraudulent behavior.

<https://blog.polleverywhere.com/take-attendance-online/>

## **PRESENT AND TAKE ATTENDANCE**

Present your attendance activity to your students and state aloud which response is correct. In theory, only the students in class will respond correctly. Again, it is not foolproof but it can reduce instances of fraudulent behavior.

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## **INSTRUCTOR GUIDE**

<https://www.polleverywhere.com/poll-everywhere-instructor-guide.pdf>