Export Poll Everywhere Activity Results to Brightspace

Objectives

By following the guide, you will be able to:

Part 1: Turn on weighted grading in Poll Everywhere

Part 2: Edit points for an activity

Part 3: Sync roster from a Brightspace course

Part 4: Clear and rename the response archive from Poll Everywhere

Part 5: Export Poll Everywhere Activity Results

Best practices of exporting activity results to Brightspace Grades

- **Sync Rosters**: It is recommended that instructors sync their Brightspace rosters before launching an activity that will count for grades. Sync roster from a Brightspace course automatically registers each student as a Poll Everywhere participant.
- **Multiple Sections**: If you plan to use multiple activities in a class with multiple sections, you can select all the activities and archive them in bulk (see part 4 in this guide). Learn more on clearing responses.
- **Question Types**: Only multiple-choice questions should be used to export results to gradebook items in your course.
- **No Negative Points**: No negative points should be used for options.
- **Activity Sharing**: Your account *Activity response URL* is recommended. This link can be found and edited on your homepage. We do **NOT** recommend using an activity response link because students can always view the questions. The activity must be locked to stop accepting new responses.
- **Survey or Competition**: Use '**Survey**' or '**Competition**' to include more than one question in one activity. The difference is that surveys are self-paced. Students will not see the correct answers until you reveal them. Participants can respond to your Competition either on the web using your **pollev.com/your-username response** URL or via the Poll Everywhere mobile app. Competitions are presenter-paced. There is no response link for competitions. Students can see the correct answers and their rank in the leaderboard.
- **Team sharing**: If you share the same activities with other instructors, it is recommended that you duplicate the activities to present for easier reporting. To request a Poll Everywhere activity sharing as a team, please contact the Help Desk.
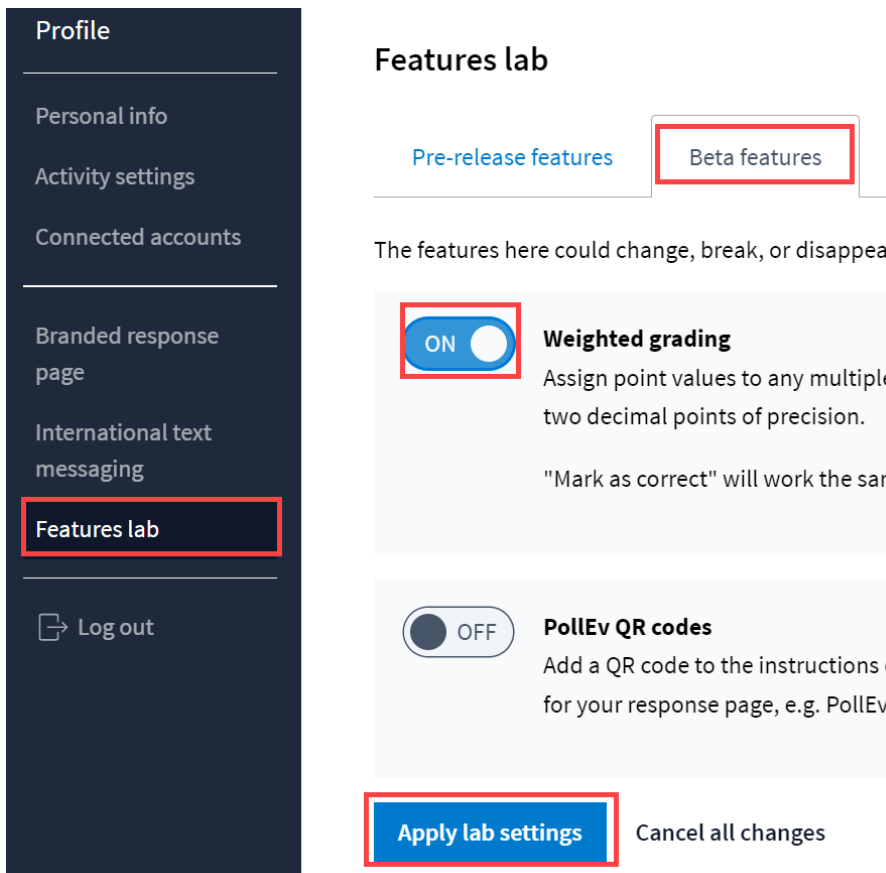
Part 1: Turn on weighted grading in Poll Everywhere

Weighted grading allows you to assign different point values to different activities. You can decide that certain questions are harder than others and therefore should be worth more.

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1. Go to https://www.polleverywhere.com/.
2. Sign in with your university email. [Refer to PDF guide or video.]
3. click the '**Profile**' icon at the bottom left of the page.

4. Click '**Features lab**' and choose '**Beta feature**' page.
5. Toggle '**Weighted grading**' on, and click '**Apply lab settings**'.

Part 2: Edit points of an activity

After you enabled '**Weighted grading**' (see part 1), Poll Everywhere will automatically assign 1 point to the correct option. The following steps shows you how to modify the points for an activity.

Multiple-choice Activity

1. From the '**My Activities**' page, locate the specific activity you wish to edit.

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2. Click the three vertical dots beside the activity; and choose '**Edit**'.
3. In the edit view, use the up and down arrow to change the point value. [Please do not use negative points for incorrect answers.]

4. Click the '**Save**' button.

Survey or Competition

1. From the '**My Activities**' page, locate the specific activity you wish to edit.
2. Click the three vertical dots beside the activity and choose '**Edit**'.
3. Click the question you want to edit.
4. Click the '**Edit**' button in the shape of a pencil.

5. In the edit view, use the up and down arrow to change the point value for the correct answer. [Please do not use negative points for incorrect answers.]
6. Click the '**Save**' button at the bottom.

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Part 3: Sync roster from a Brightspace course

Note: Sync roster from a Brightspace course automatically registers each student as a Poll Everywhere participant. Students still needs to login to Pollev.com to be identified for grades syncing.
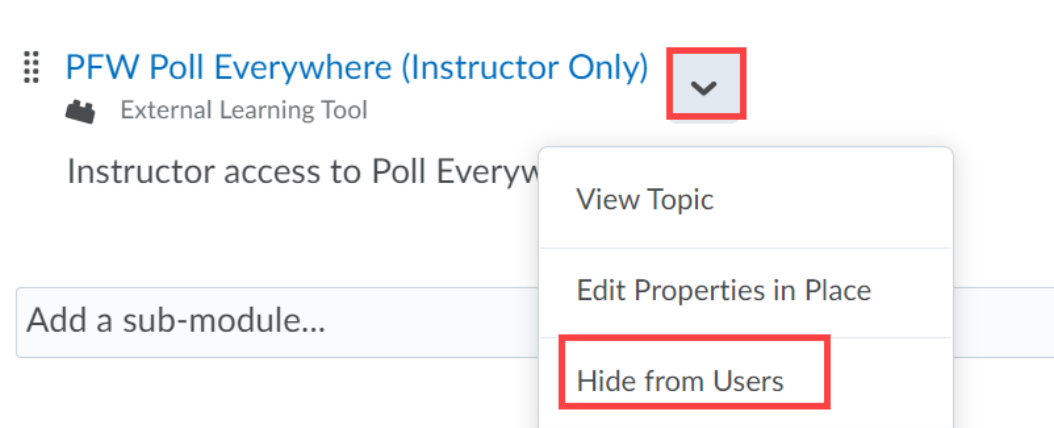
1. Login to your Brightspace course and go into a module. [This can be any module.]
2. Click '**Existing Activities**' and choose '**External Learning Tools**'.
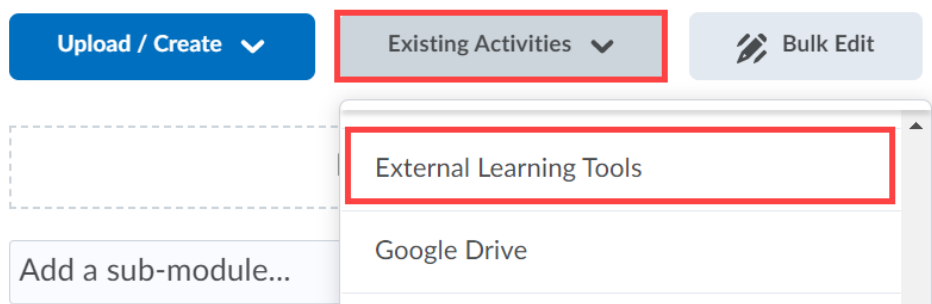
3. In the '**Add Activity**' pop-up window, click '**PFW Poll Everywhere (Instructor Only)**'. [The link should be added in the module.]
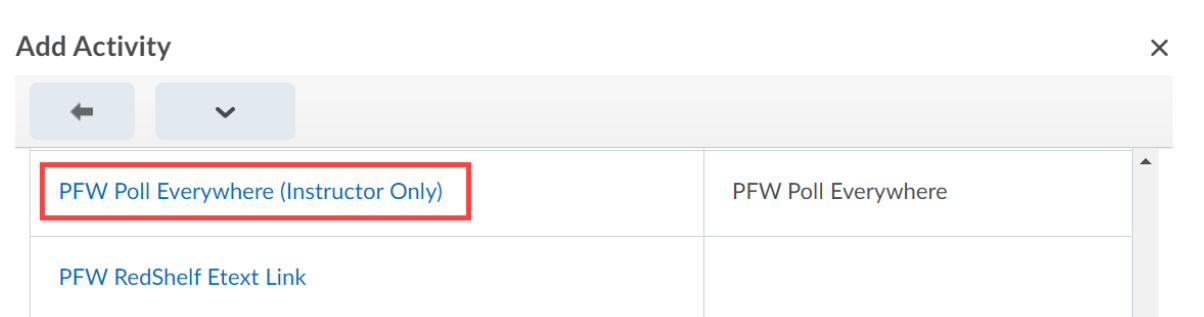
4. Click the down-arrow next to the link title and choose '**Hide from Users**'.

5. Click the title '**PFW Poll Everywhere (Instructor Only)**'. [A new window should open.]
6. In the new window, click '**Continue to purdue.brightspace.com**'.

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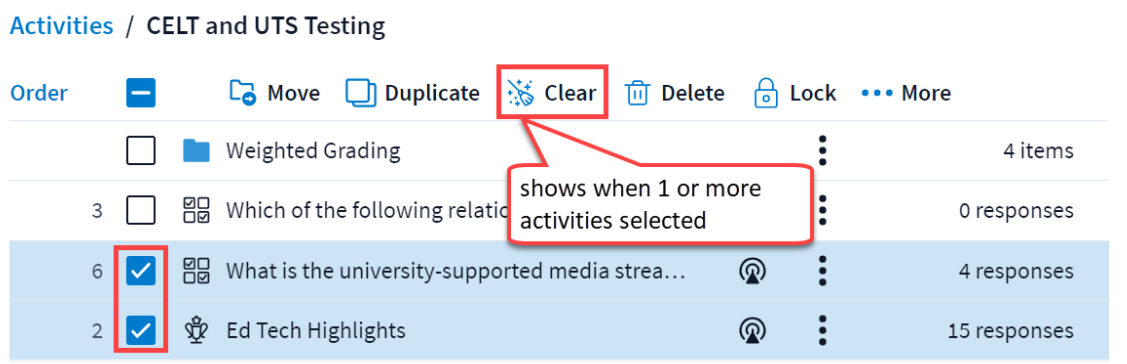7. Click '**Sync roster**'. The roster will start syncing.
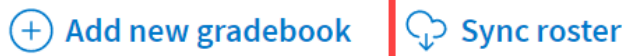
8. Click '**Go to Participants page**' to view students in different courses. The courses appear as '**Groups**' in the Poll Everywhere dashboard. [After the roster is synced, you can view the '**Participants**' page from the Poll Everywhere website. See screenshot below.]
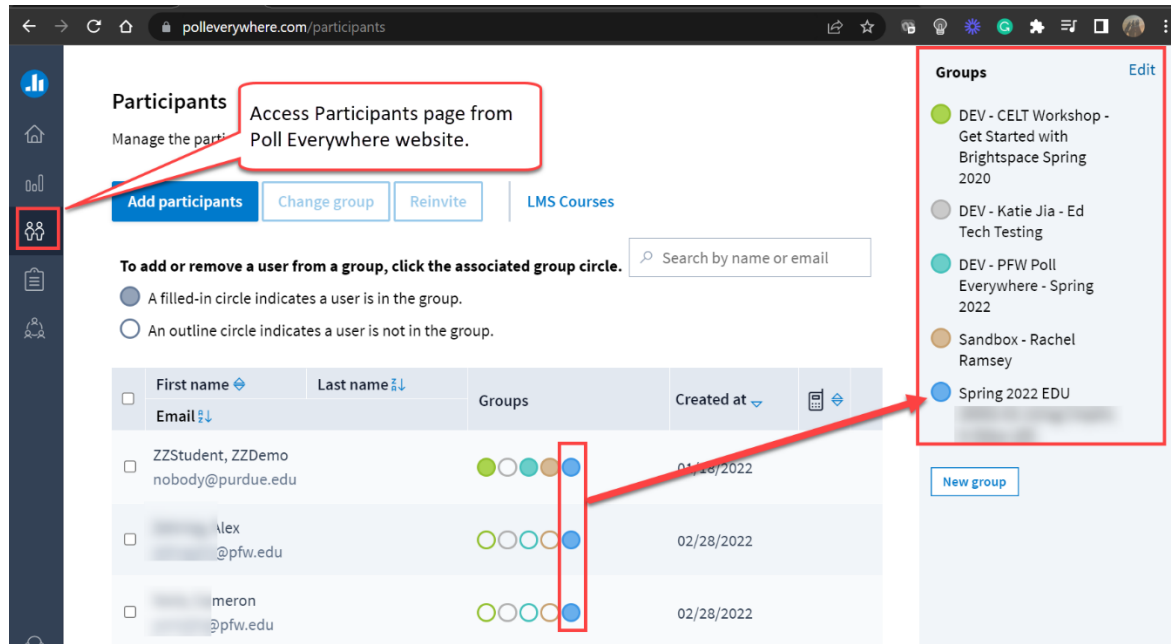
Part 4: Clear and rename the response archive from the activity page

Activity responses can be cleared and archived for reusing activities in a later session. Responses can be cleared from the activity page or the activity slide. This guide covers clearing responses from the activity page.

1. Identify the activity or activities to clear responses.
2. Check the box in front of the activity or activities; click the '**Clear**' button.

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3. Rename the archive version, and click '**Archive**'. [By default, the Archive name will be the timestamp of when you clear the responses.]

For clearing responses in PowerPoint, please refer to part 6 of [Poll Everywhere for PowerPoint on Windows Guide](#).

Part 5: Export Poll Everywhere activity results

You can initiate this process from two places.

Option 1

1. Click the '**PFW Poll Everywhere (Instructor Only)**' link in your Brightspace course module.
2. In the new window, click '**Continue to purdue.brightspace.com**'.
3. Click '**Add new gradebook**'.

Option 2

1. Login from https://www.polleverywhere.com/.
2. Click '**Reports**', and click '**Create report**'.

Either option 1 or option 2 will open the '**Gradebook report**' tool on the right side of the page. Follow the following steps to import the results of an activity back to a Brightspace course.

1. Click '**Gradebook**' in the '**Gradebook report**' tool on the right side of the page.
2. Click '**Continue**'.
3. In the '**All activities**' list, browse and find the activity to import results.

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4. Click '**Create report**' at the bottom.

Note: If you have cleared and archived responses, you can select which run you want to import results.

5. After selecting the current run, click the '**Export**' button at the bottom.
6. In the '**Export report**' pop-up window, choose the course, select '**Grade**', and click '**Next**'.

7. After the export process completes, click '**Close**'.

Note: By default, the exported grade item is NOT included in the Final Grade calculation. To include the grade item into the final Grade calculation in Brightspace, please follow the following steps.
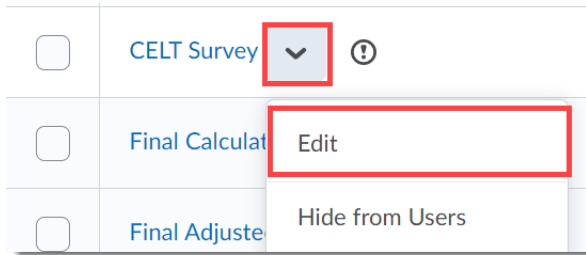
1. Go to your Brightspace course '**Grades**' tool and select '**Manage Grades**'.

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2. Click the down arrow beside the grade item for the exported Poll Everywhere activity; choose '**Edit**'.

3. Uncheck '**Exclude from Final Grade Calculation**'.
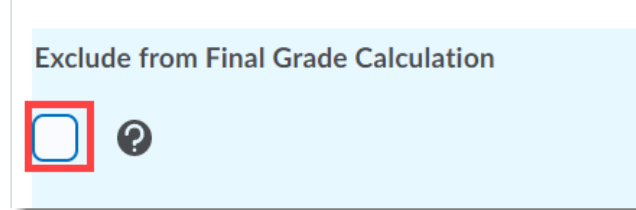
4. Click '**Save and Close**'.

Need Technical Support?

If you have used your PFW.EDU email to sign up for a free Poll Everywhere account, you might encounter login issues. The support team is working with Poll Everywhere to resolve the issue. Please submit a help desk ticket so that we can identify and resolve the issue for you as soon as possible.

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