

Sync Poll Everywhere Activity Results to Brightspace

Objectives

By following the guide, you will be able to:

Part 1: Sync roster from a Brightspace course

Part 2: Create an assignment and add activities

Part 3: Customize the assignment for grade syncing based on activity participation

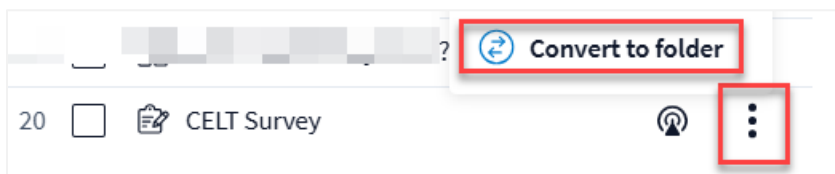
Part 4: Customize the assignment for grade syncing based on activity correctness

Part 5: Change Brightspace grade item setting for Final Grade Calculation

Part 6: Delete unwanted grade item in Brightspace

Key Terms and Tips

- **Sync Rosters:** Sync roster from a Brightspace course automatically registers each student as a Poll Everywhere participant. See part 1 for details.
- **Required Registration:** For grades to sync correctly, participants need to register in Poll Everywhere with their PFW account.
- **Poll Everywhere Assignments:** The term 'assignment' in the Poll Everywhere course management feature is **not** the same as the Assignments tool in Brightspace. Its title will be synced as a grade item in Brightspace Grades.
- **Grading Options:** Instructors can configure grading settings after selecting activities to include in an assignment. You can choose either or both grading types:
 - **Participation:** Points for attempting activities
 - **Correctness:** Points for answering correctly [Use with caution]
- **Competition Question:** Competition Question results **cannot** be added yet.
- **Survey Question:** If you want to include survey question results, please convert the survey question with responses into a folder.

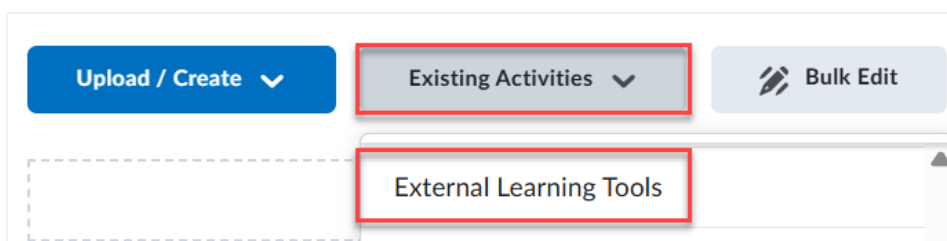


- **Must be checked in when questions are submitted:** Only counts responses if students are marked present via Attendance Management. Use this setting **with caution** as it might slow down the in-class activity.
- **Ignore activities with zero responses:** Ignores polls with NO responses. This prevents grading penalties from unused polls.

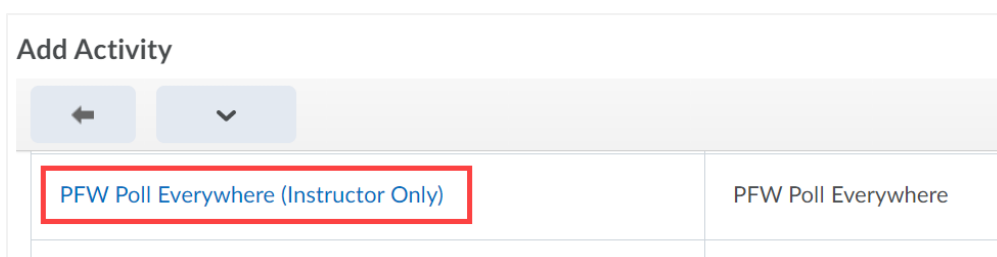
Part 1: Sync roster from a Brightspace course

Note: Syncing roster from a Brightspace course automatically registers each student as a Poll Everywhere participant. Students still need to login to Pollev.com with their PFW account for grades syncing.

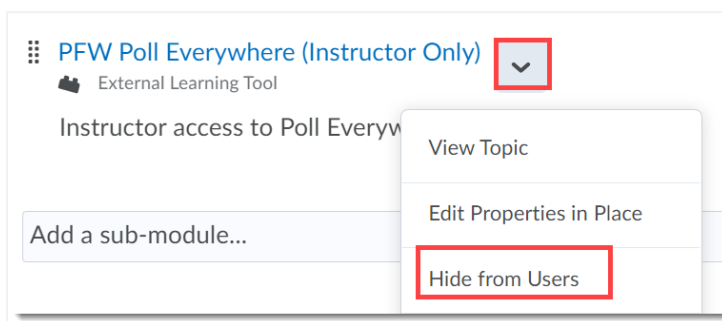
1. Login to your Brightspace course and go into a module. [This can be any module.]
2. Click '**Existing Activities**' and choose '**External Learning Tools**'.



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 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, use your pfw.edu email to sign in.
7. Click '**Continue to purdue.brightspace.com**'.
8. Click '**Sync roster**'. The roster will start syncing.
9. [Optional] Go to '**Participants**' to view students in different courses. The courses appear as '**Groups**' in Poll Everywhere dashboard.

Part 2: Create an assignment and add activities

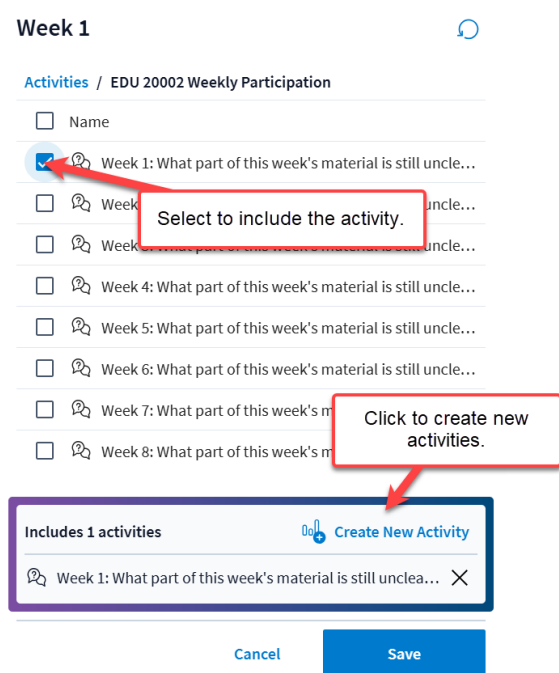
Note: The term 'assignment' in the Poll Everywhere course management feature is **not** the same as the Assignments tool in Brightspace. Its title will be synced as a grade item in Brightspace Grades.

If you continue from Part 1, go to step 3 directly.

1. Click the '**Courses**' tool on the left side of the screen shown as an open book.
2. Click the name of the course. Note: An empty state screen appears if no assignments have been created, and an arrow will prompt you to click the Add New Assignment card.
3. Click the '**Add New Assignment**' button. A flyout window will appear on the right side of the screen.
4. Add the '**Assignment Name**' (e.g., Week 1), and click '**Save**'.

Note: You can't save until you enter the 'Assignment Name.' However, you can save the assignment name without activating participation or correctness. Initially, '**sync grades**' is inactive until activities are added.

5. Click '**Add Activity**' ( **Activity**) to open the updated flyout, and all activities will now be displayed in a single window.
6. Select activities from the list. If no activities are created or you need to add new ones, click the '**Create New Activity**' button. Included activities will show at the bottom.



The screenshot shows the 'Week 1' assignment flyout. At the top, it says 'Week 1' with a refresh icon. Below that, it says 'Activities / EDU 20002 Weekly Participation'. There is a list of activities, each with a checkbox and a question icon. The first activity is 'Week 1: What part of this week's material is still unclear...'. A red box highlights the first activity with the text 'Select to include the activity.' Below the list, there is a 'Create New Activity' button. A red box highlights this button with the text 'Click to create new activities.' At the bottom, there is a summary bar that says 'Includes 1 activities' and 'Create New Activity'. Below this, the first activity is listed again with a close icon. At the very bottom, there are 'Cancel' and 'Save' buttons.

7. Click '**Save**'.

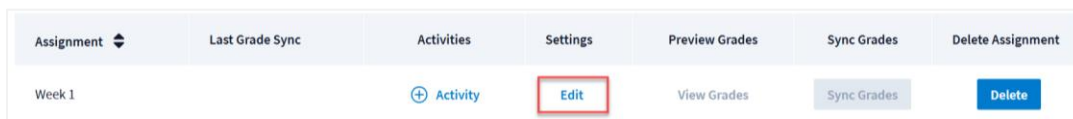
Instructors can configure grading settings after selecting activities to include in an assignment. You can choose either or both grading types.

- **Participation:** Points for attempting activities (Continue to part 3)
- **Correctness:** Points for answering correctly (Continue to part 4)

Check the [Understanding Participation and Correctness Grading Options](#) page to decide which option meets your needs.

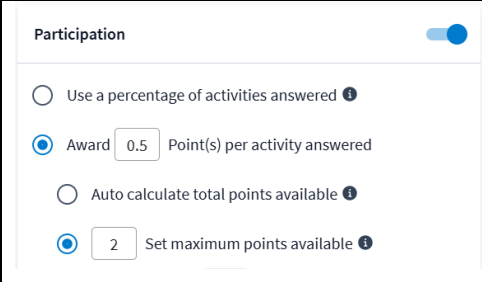
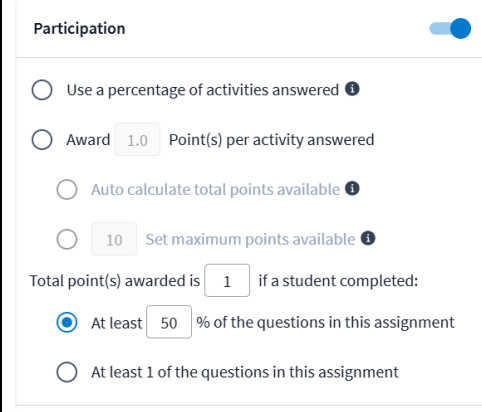
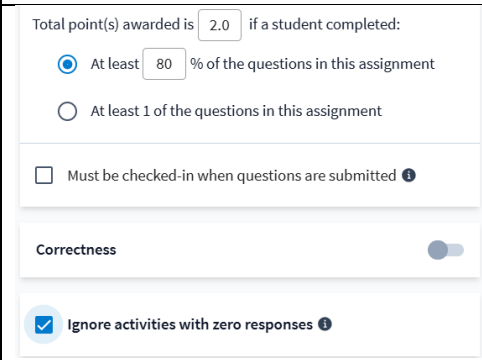
Part 3: Customize the grade syncing based on activity participation

1. Click 'Edit' under Setting.



2. Toggle on 'Participation'.
3. Choose the preferred settings for grade syncing. See examples below.

Example Screenshot	Example Setting	Example Sync Results
	Grading Type: Participation Settings: • Use a percentage of activities answered • Ignore activities with zero responses	Activities included: 5 Activities used: 4 • Answer 0 question: 0 point • Answer 1 question: 25 points • Answer 2 questions: 50 points • Answer 3 questions: 75 points • Answer 4 questions: 100 points
	Grading Type: Participation Setting: 0.5 points per activity	Activities included: 1 Students who submitted response are awarded 0.5 point.

Example Screenshot	Example Setting	Example Sync Results
	Grading Type: Participation Setting: 0.5 points per activity with a max of 2 points	Activities included: 5 Activities used: 5 • Answer 1 question: 0.5 point • Answer 2 questions: 1 point • Answer 3 questions: 1.5 points • Answer 4 or 5 questions: 2 points
	Grading Type: Participation Settings: • Max Points: 1 • Complete at least 50% of activities. • Do not ignore activities with zero responses	Activities included: 8 • Answer 1-3 questions: 0 point • Answer 4-5 questions: 1 point
	Grading Type: Participation Settings: • Max Points: 2 • Complete at least 80% of activities. • Ignore activities with zero responses	Activities included: 8 Activities Used: 3 • Answer 1 or 2 questions: 0 point • Answer 3 questions: 2 points

- Click **'Update'** to save the change.
- Click **'Sync Grades'** to push the results back to the Brightspace course. Note: If there is no response from students, this will push zero for all students. To avoid the confusion, you can check the **'Ignore activities with zero responses'** in the settings.

Assignment	Last Grade Sync	Activities	Settings	Preview Grades	Sync Grades	Delete Assignment
Week 1	11/11/25 08:01 AM	1 Activity	Edit	View Grades	Sync Grades	Delete
Week 2		5 Activities	Edit	View Grades	Sync Grades	Delete

Click to add or delete included activities.

Click to preview grade and make needed adjustments

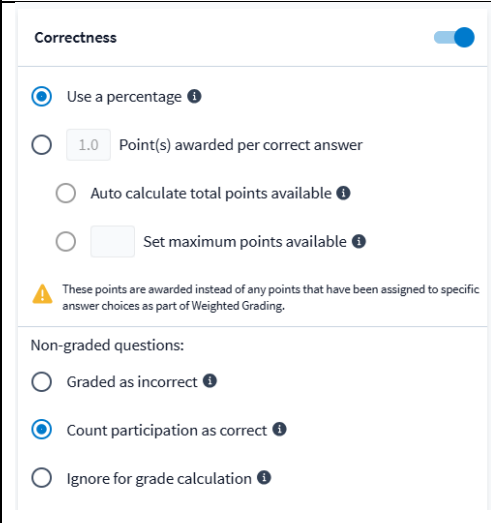
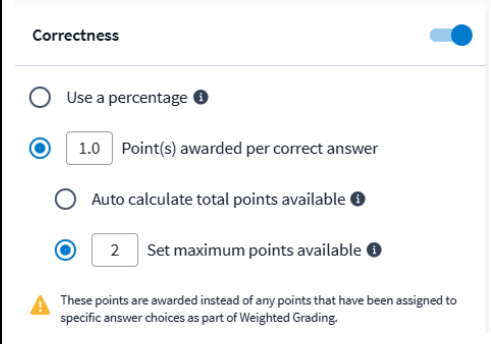
Part 4: Customize the grade syncing based on activity correctness

In general, setting activity grades based on correctness is **NOT** recommended. Polling activities in class are typically used as engagement strategies or to check students' understanding.

1. Click 'Edit' under Setting.

Assignment	Last Grade Sync	Activities	Settings	Preview Grades	Sync Grades	Delete Assignment
Week 1	11/12/25 09:38 AM	5 Activities	Edit	View Grades	Sync Grades	Delete
Week 2		4 Activities	Edit	View Grades	Sync Grades	Delete

2. Toggle on 'Correctness'.
3. Choose the setting for grade syncing. See examples below.

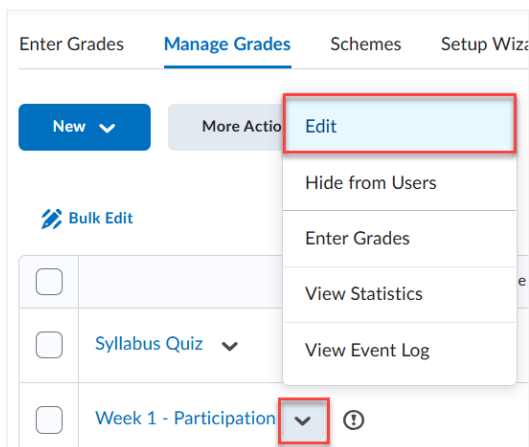
Example Screenshot	Example Setting	Example Sync Results
	Grading Type: Correctness Setting: • Use a percentage • Count participation as correct	Activities included: 5 total • 4 multiple choice • 1 non-graded open-ended question Activities used: 5 • Each correct answer is 20 points • Participation in the open-ended question is 20 points.
	Grading Type: Correctness Setting: • 1 point per activity • Max of 2 points	Activities included: 4 Activities used: 4 • Answer 0 question correctly: 0 point • Answer 1 question correctly: 1 point • Answer 2 to 4 questions correctly: 2 points

4. Click 'Update' to save the change.
5. Click 'Sync Grades' to push the results back to the Brightspace course. Note: If there is no response from students, this will push zero for all students. To avoid the confusion, you can check the 'Ignore activities with zero responses' in the settings.

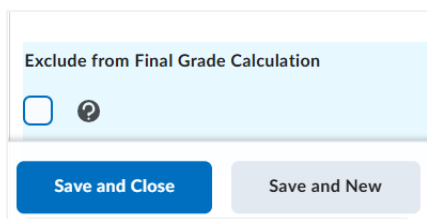
Part 5: Change Brightspace grade item setting for Final Grade Calculation

Note: By default, the grade item synced in Brightspace is **NOT** included in the final grade calculation.

1. Go to your Brightspace Courses '**Grades**' tool.
2. On the '**Manage Grades**' page, locate the grade item that is synced from Poll Everywhere. Items based on participation have '- Participation' at the end.
3. Click the more actions button beside the grade item, and select '**Edit**'.



4. Uncheck 'Exclude from Final Grade Calculation', and click 'Save and Close'.



Part 6: Delete an unwanted grade item in Brightspace

Use only when you are sure you do not need the grade item in Brightspace.

- If the grades are not synced to Brightspace yet, follow steps 1-5.
 - If the grades are already synced to Brightspace, follow all steps below.
1. Go to [Poll Everywhere](#) and log in with your PFW account.
 2. Navigate to your Poll Everywhere '**Course Management**' page.
 3. Click on the desired course.
 4. Locate the assignment and click the '**Delete**' button under Delete Assignment.

Assignment ▾	Last Grade Sync	Activities	Settings	Preview Grades	Sync Grades	Delete Assignment
Week 1	11/11/25 08:01 AM	1 Activity	Edit	View Grades	Sync Grades	Delete
Week 2		5 Activities	Edit	View Grades	Sync Grades	Delete

5. Click '**OK**' in the pop-up window to confirm.

Note: If the assignment was synced before, you also need to delete the synced grade item in Brightspace. See steps 6 to 10 below.

6. Go to your Brightspace Courses '**Grades**' tool.
7. On the '**Manage Grades**' page, click the '**More Actions**' button, and select '**Delete**'.
8. Select the check box for each grade item you want to delete.
9. Click '**Delete**' at the bottom.
10. In the pop-up '**Confirmation**' window, click '**Delete**'.

Additional Resources and Support

- [Getting Started with Course Management for Instructors](#)
- [Getting Started with Course Management for Students](#)
- [Understanding Participation and Correctness Grading Options](#)
- If you need technical support, please [submit a help desk ticket](#).
- If you need pedagogical support, please [book a one-on-one consultation with a CELT consultant](#).