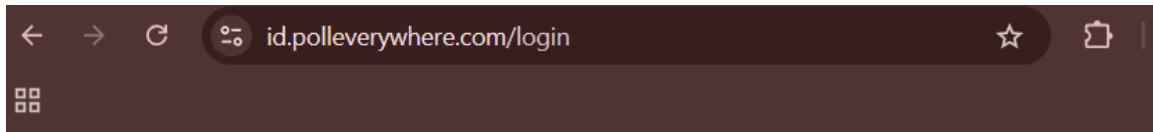


Poll Everywhere Guide for Instructors (Free Version)

Purpose: This guide provides quick instructions on using Poll Everywhere's free version to engage students in live polls during lectures and manage polls across different student groups.

1. Getting Started

- **Sign Up:** Go to [Poll Everywhere] (<https://www.polleverywhere.com/>) and sign up for a free account using your LUMS email.



Log in


Email or username*

|

Next

Or

 Sign in with Google

 Sign in with Apple

[Forgot your password?](#)

Need an account? [Create one now](#)

Trouble accessing your account? [Contact support](#)

Select the kind of work you do

Customize your experience with Poll Everywhere



Higher education



Conferences and events



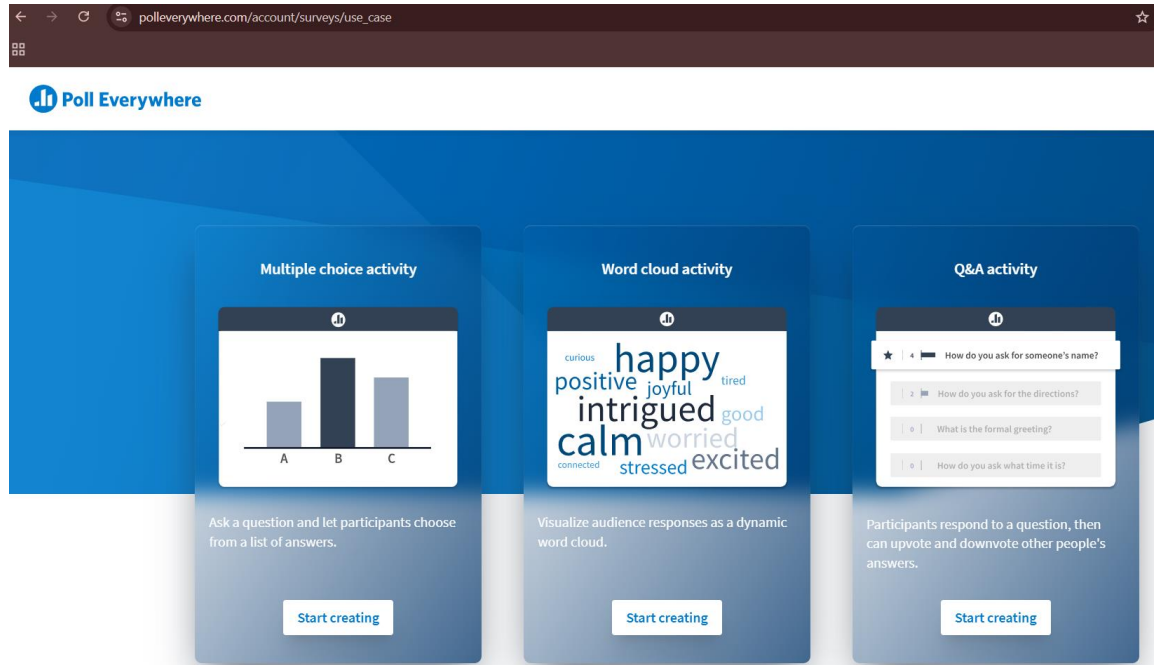
Remote meetings



2. Creating Your First Poll

- Create a Poll:

- From your dashboard, click **Create** and select a poll type (e.g., Multiple Choice, Open-Ended, or Q&A).
- Enter your question and any options (if applicable), then save.



- Free Version Limits:

- **Audience Size:** Limited to 25 responses per poll.
- **Basic Poll Types:** Only multiple choice, open-ended, and Q&A questions are available.

3. Presenting the Poll in Class

- Launching the Poll:

- Click **Activate** to make your poll live. Share the poll's link or QR code displayed on the screen for students to join.

- Collecting Responses:

- Student responses appear in real-time on your screen. To close the poll, click **Deactivate**.

4. Tips for Engaging Students

- **Use Clear, Short Questions:** Simplify responses to keep students focused.
- **Limit Polls Per Session:** Avoid using too many polls to keep sessions dynamic and engaging.
- **Encourage Anonymity:** For sensitive topics, allow anonymous responses, especially for open-ended questions.

5. Using Poll Everywhere Across Different Lectures and Groups

The free version limits responses to 25 per poll, but with careful management, you can reuse polls for multiple lectures and student groups.

Reusing Polls Across Lectures

1. Clear Responses After Each Session:

- After using a poll with one group, clear the responses to make it ready for the next group.
- Go to the poll's **Response History**, select **Clear Responses**, and confirm.
- **Tip:** Before clearing, save a screenshot if you want to keep a record.

2. Organize Polls by Lecture or Group:

- On the dashboard, create folders by lecture or group to keep them organized.
- Example: Folders labeled "Intro to Economics – Group A" and "Intro to Economics – Group B."

Customizing Polls for Different Groups

1. Duplicate Polls:

- For slight question variations or separate response tracking, duplicate the poll for each group.
- Select the poll, click **Duplicate**, and rename it (e.g., "Topic 1 – Group A" and "Topic 1 – Group B").

Using Polls for Different Lectures or Classes

1. Rotate Polls:

- For recurring topics, reuse polls across terms. Clear responses and make updates as needed.

2. Best Practices for Limited Responses:

- **Stagger Polls:** Split the class into smaller groups or assign specific questions to each group.
- **Use Polls Selectively:** Limit polls to key points or review sessions to stay within the 25-response limit.