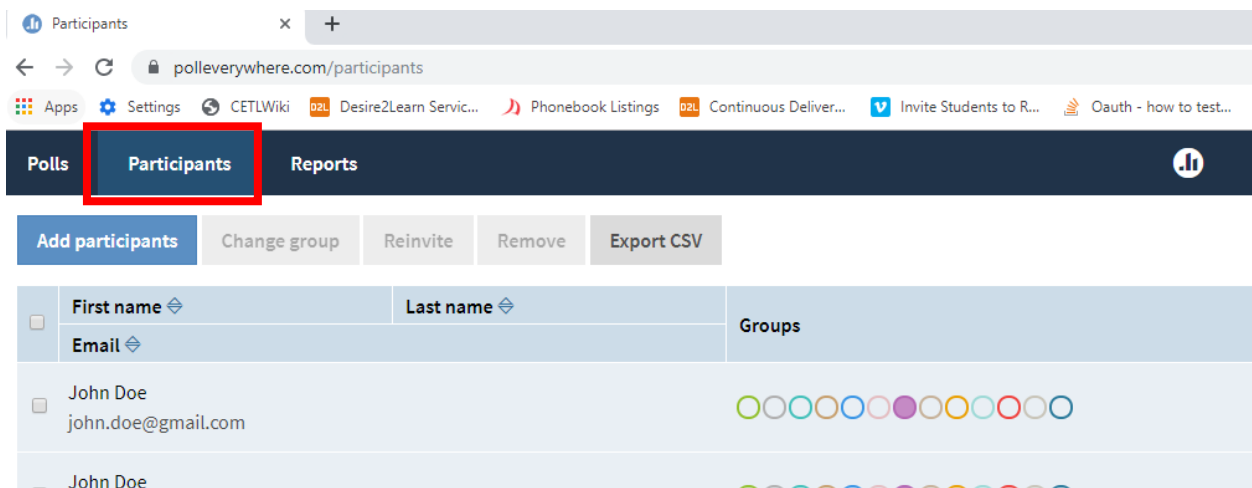


How to Register Students in Poll Everywhere – Instructor Guide

This guide will show you how to synchronize your classlist in Poll Everywhere with UNB's D2L system in order to register your students in Poll Everywhere. Students who don't already have Poll Everywhere accounts will get an email asking them to join Poll Everywhere.

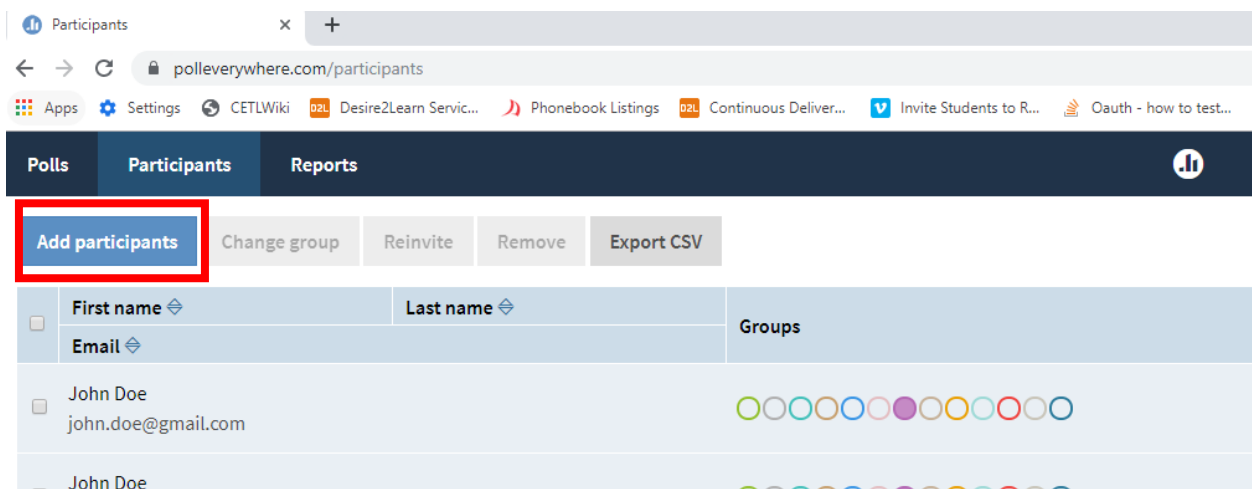
Login to Poll Everywhere www.polleverywhere.com

Click the **Participants** Tab



The screenshot shows the Poll Everywhere web interface. The browser address bar displays 'polleverywhere.com/participants'. The navigation menu at the top includes 'Polls', 'Participants', and 'Reports', with 'Participants' highlighted by a red box. Below the navigation menu, there are buttons for 'Add participants', 'Change group', 'Reinvite', 'Remove', and 'Export CSV'. The main content area features a table with columns for 'First name', 'Last name', 'Email', and 'Groups'. The first row of the table shows 'John Doe' with the email 'john.doe@gmail.com' and a row of colored circles representing group assignments.

Click **Add participants**



This screenshot is identical to the previous one, but the 'Add participants' button in the top navigation bar is highlighted with a red box.

Click **Connect to LMS**

Add participant ✕

[Import](#) Best if you have a spreadsheet of participants.

[Connect to LMS](#) For Learning Management Systems

Click **brightspace**

[Polls](#) [Participants](#) [Reports](#)

Connect to LMS

1. Select LMS
2. Authorize
3. Select courses



Contact us to learn more about connecting with your LMS.

Click **Login** (you will be prompted to login using your UNB credentials)

Connect to LMS

1. Select LMS

2. Authorize

3. Select courses

Your available Brightspace logins:



Add more Brightspace connections:

Please note that adding a new Brightspace connection will disable participant self-registration for your account. All participants must be imported from Brightspace or added via CSV-import.

Brightspace accounts available for your institution:

<https://lms.unb.ca/d2l/>

Login

You will be asked to allow Poll Everywhere to access your D2L account. (This will get your student's names/emails from D2L and use them in PollEverywhere).

*No screen shot available.

Click **Import Roster**

Connect to LMS

1. Select LMS

2. Authorize

3. Select courses

Your available Brightspace logins:

Import Roster (<https://lms.unb.ca/d2l/>) [Delete](#)



Add more Brightspace connections:

Please note that adding a new Brightspace connection will disable participant self-registration for your account. All participants must be imported from Brightspace or added via CSV-import.

Brightspace accounts available for your institution:

<https://lms.unb.ca/d2l/> [Edit](#) [Delete](#)

Check the box next to your course name (This will import your classlist into Poll Everywhere.

Students will be sent an email with their Poll Everywhere username and be asked to reset their password, unless they already have an account). Click **Continue**

Connect to LMS

1. Select LMS

2. Authorize

3. Select courses

Select your courses

- 360 Stay Safe - 360 Stay Safe
- Emily Clark Healthy Sandbox - Emily Clark Healthy Sandbox
- UNB Co-Curricur Program Testing - Co Curricular valence
- Instructional Technologies Training - Instructional Technologies Training
- Em Clark Test - Em Clark Test

Students must set their own password by requesting a password reset email from polleverywhere.com/login unless they already have an account.

Continue

Your classlist from D2L will be imported into Poll Everywhere. Click **Got It**.

Connect to LMS

1. Select LMS 2. Authorize 3. Select courses ✓

LMS connection in progress!

Poll Everywhere is importing your roster. This may take a few minutes. You will see the results at [Participants](#) soon. Remember to set all polls and activities to "Registered participants only," so you can identify participants in Gradebook and reports.

Got it!

If students join your course later, you will need to manually synchronize your course with D2L again, by following the instructions in this guide.

Only new students will get an email from Poll Everywhere when this happens (this is an email asking them to setup a Poll Everywhere account).