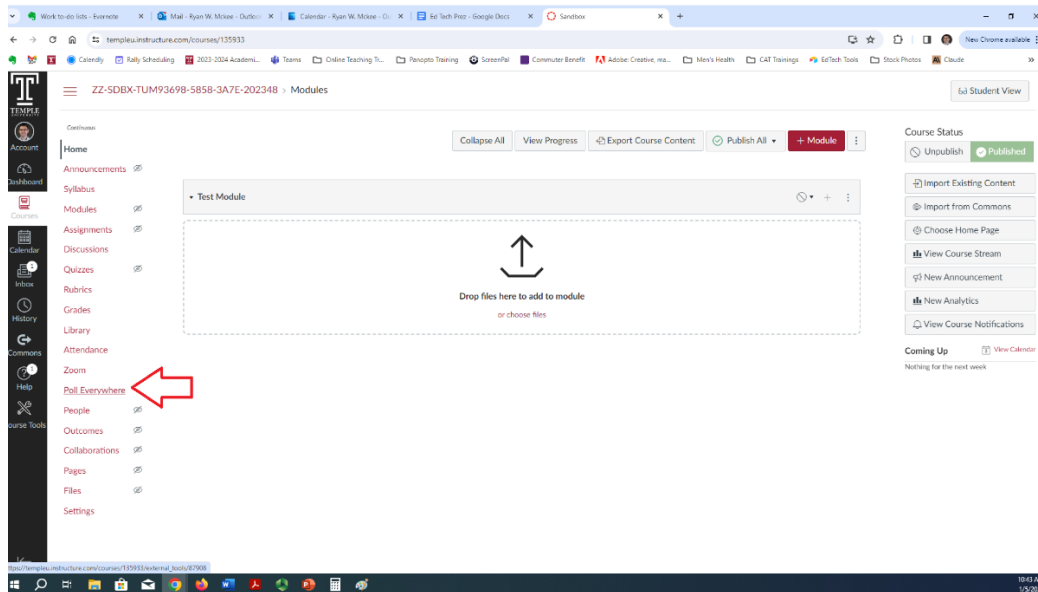


# How to Sync Poll Everywhere to the Canvas Gradebook

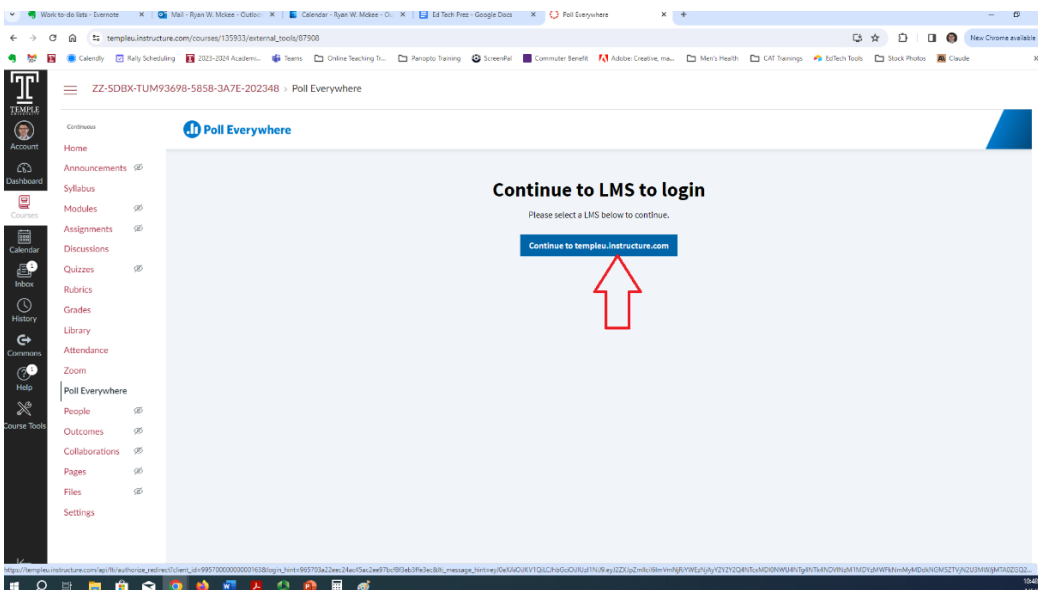
Ryan McKee, PhD & Jennifer Vaughn, Ed Tech Student Partner

2024 CAT Conference

1. This presentation assumes that you already know how to create and administer a Poll Everywhere poll.
2. Open your Canvas course and click the Poll Everywhere link.

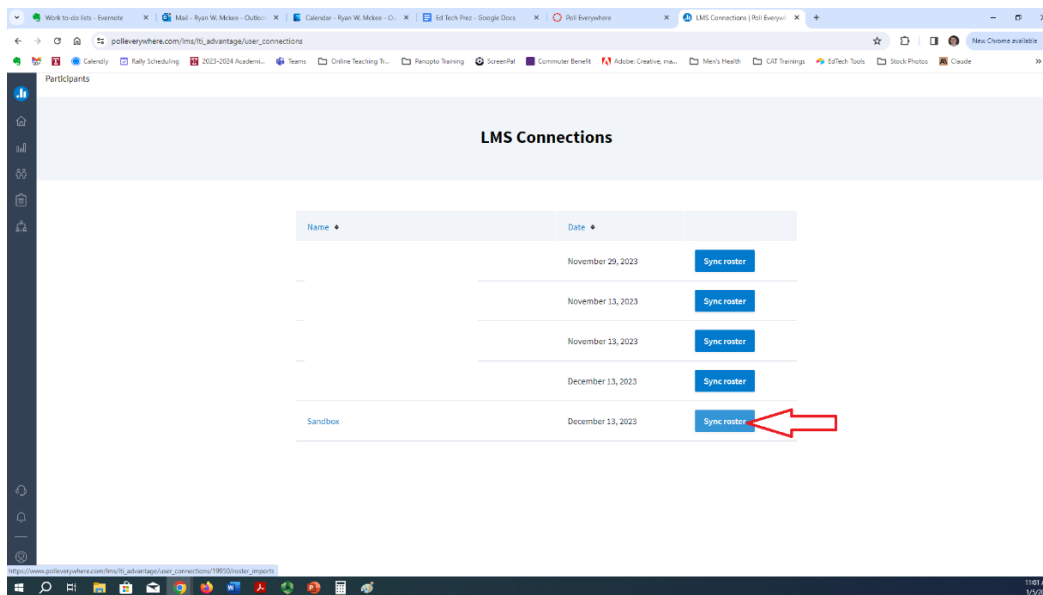


3. Click to login to Poll Everywhere through your Canvas course account.

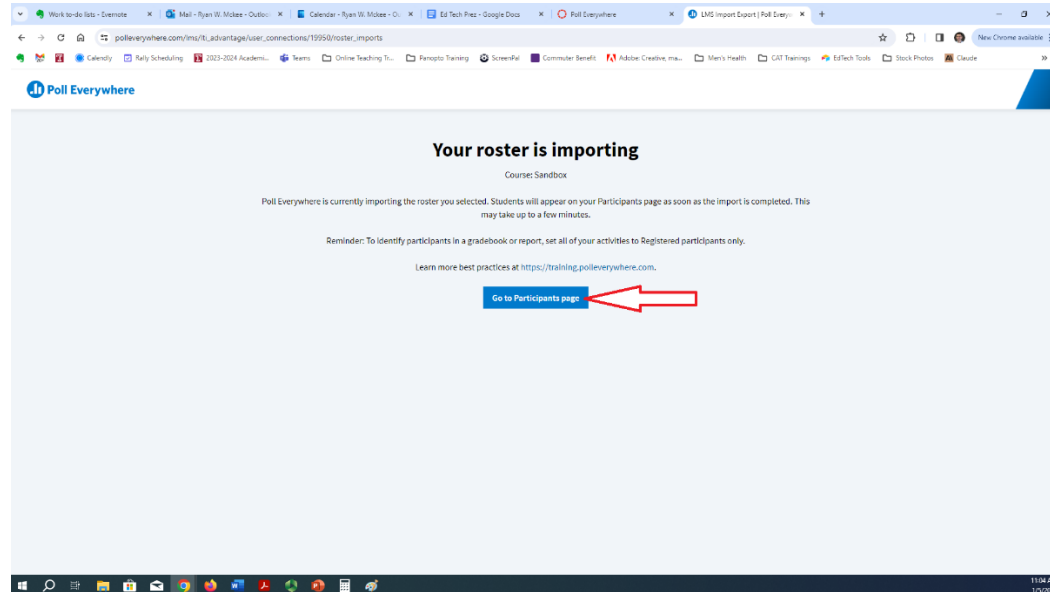




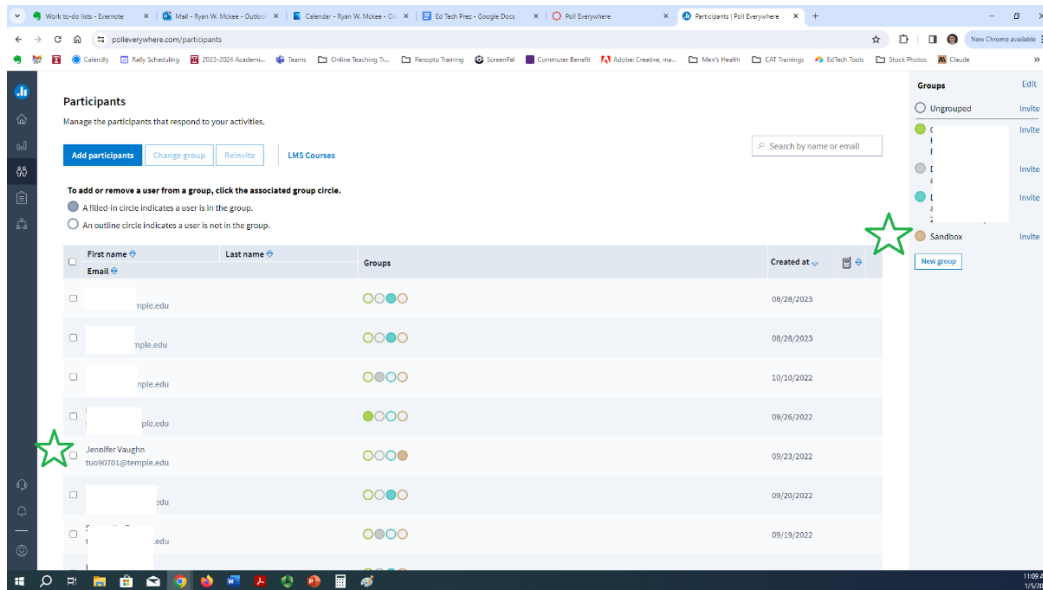
6. Click Sync Roster for the Canvas course you wish to sync.



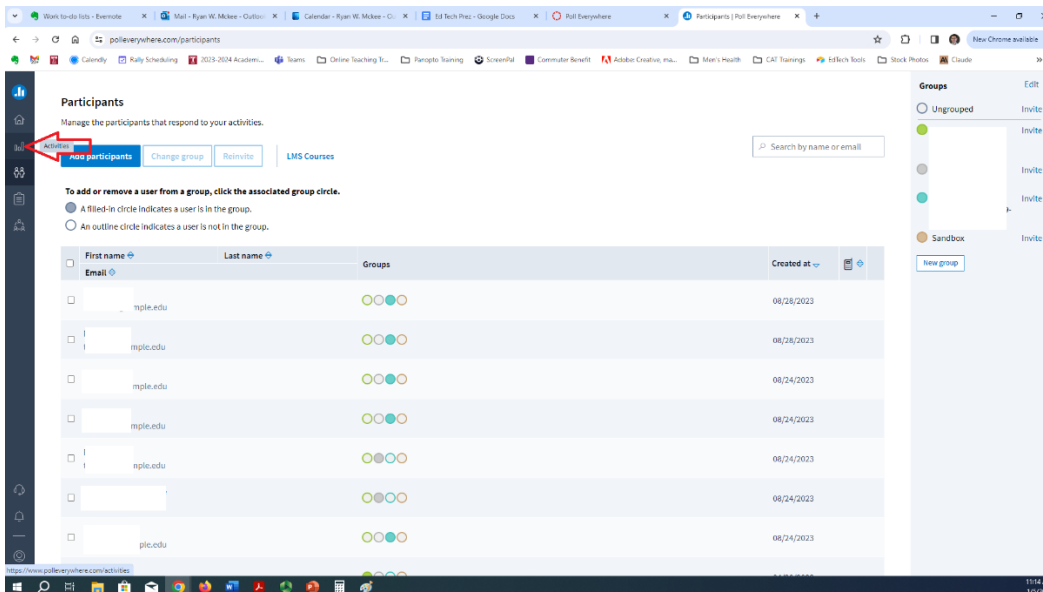
7. Click the Go to Participants page link.



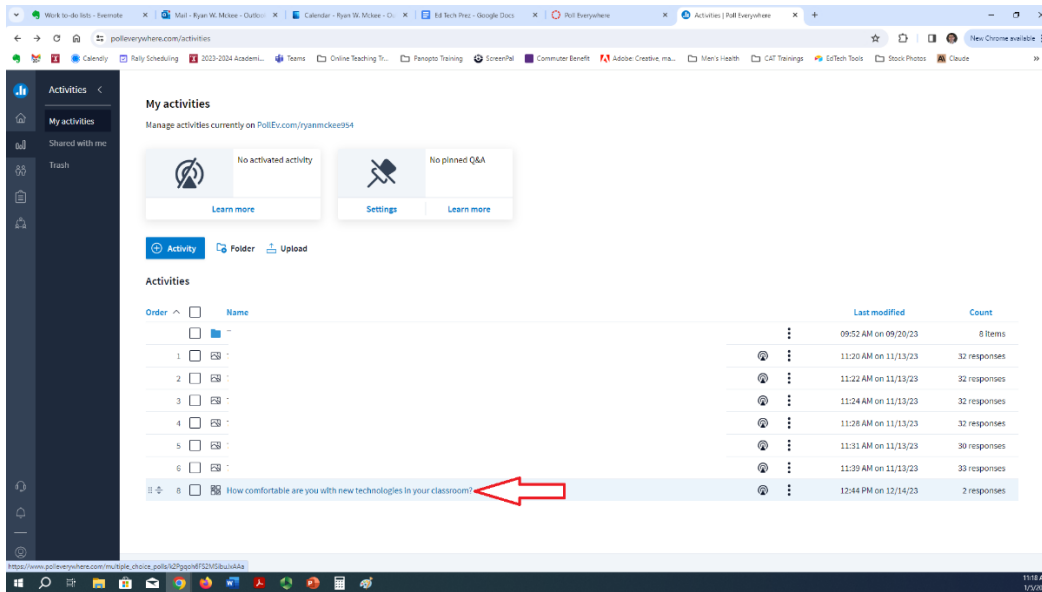
8. Note that you can now see your course listed in the column on the right, as well as students from this course listed in the Participants list.



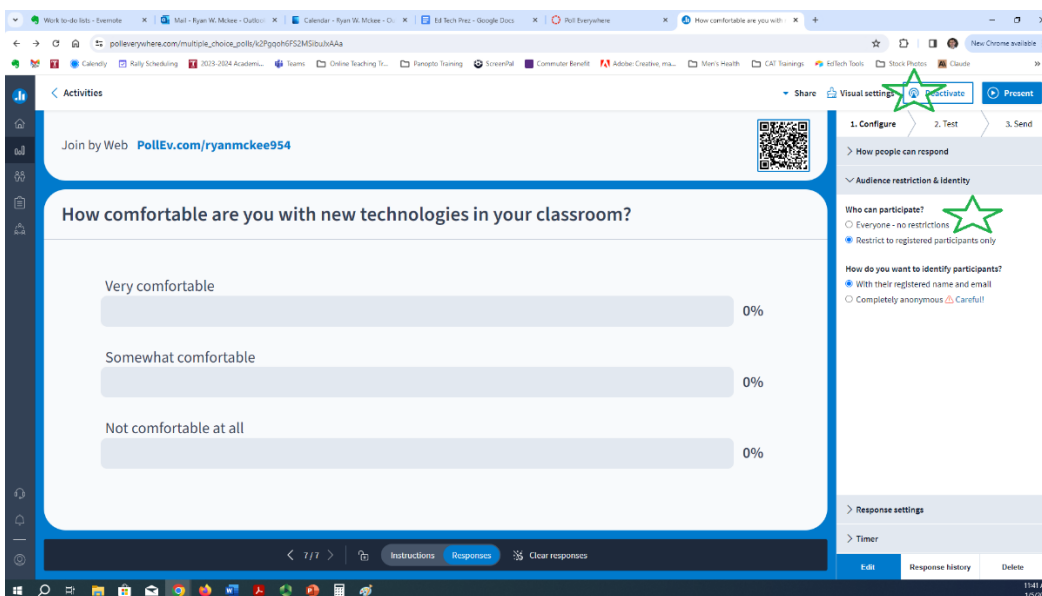
9. Click the Activities icon on the left.



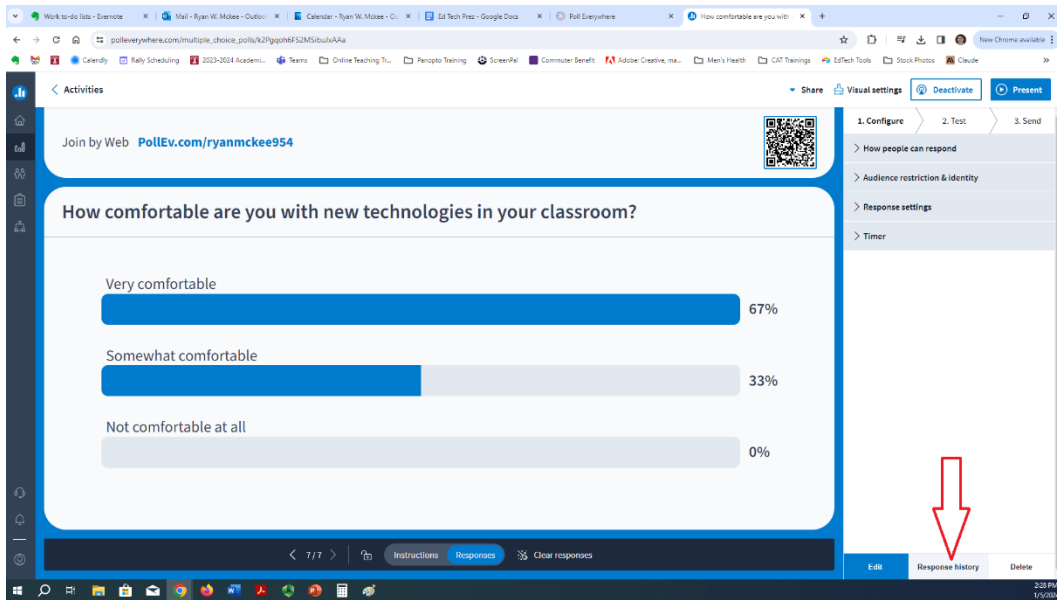
10. Click on the poll you wish to sync to the gradebook.



11. Remember to activate your poll before asking for responses. Additionally, be mindful of who can participate – only registered students who access the poll through Canvas will be automatically synced to the gradebook. If non-registered participants take the poll, they will need to enter their names or Student ID #s so you can manually add their scores to the gradebook.



12. Once you have collected poll data and the activity is complete, click the Response History tab at the bottom right.



13. Notice below that we have three participants. Jennifer V. took the poll signed into her Canvas account. Jen and Ryan took the poll without logging in. Only Jennifer V.'s response will ultimately be synced to the Canvas gradebook.

Click the Show Full Report link on the right.

The screenshot shows the "Response history" page for the same poll. It includes a summary table and a list of individual responses.

**Summary**

Response	Count	How people responded	Count
Very comfortable	2	poll Everywhere	3
Somewhat comfortable	1		
Total	3		

**Individual responses**

Response	Via	Screen name	Registered participant	Received at
Very comfortable	poll Everywhere	Jen		January 5, 2024, 01:27 PM
Very comfortable	poll Everywhere	Jennifer V.	Jennifer Vaughn	January 5, 2024, 01:27 PM
Somewhat comfortable	poll Everywhere	Ryan		January 5, 2024, 10:52 AM

On the right side of the page, there is a "Show full report" link highlighted with a red arrow.

14. Click the Change Report Type link on the right.

The screenshot shows a web browser displaying a poll report titled "How comfortable are you with new technologies in your classroom?". The report is presented by Ryan W. Mckee and was last updated on Jan 5, 2024 at 2:35pm. The main content area features four summary cards: Activities (1), Participants (3), Average responses (3), and Average engagement (100%). Below these is a table of participant responses. On the right side, there is a sidebar with a "Participant response history" section and a "Change report type" link highlighted with a red box. Below the sidebar are options for "Select run", "Report options", and "Select presenter", along with "Download" and "Print" buttons.

Participant	Screen name	Responded by	Time received (CST)
Jennifer Vaughn	How comfortable are you with new technologies in your classroom?	Jennifer V.	01/05/24 01:27 PM
Ryan (Unregistered)	How comfortable are you with new technologies in your classroom?	Ryan	01/05/24 10:52 AM
Jen (Unregistered)	How comfortable are you with new technologies in your classroom?	Jen	01/05/24 01:27 PM

15. Select the Gradebook option, and then click Save.

The screenshot shows the same poll report page as in the previous image, but with the "Change report type" dialog box open on the right. The dialog box lists several report options: Executive summary, Audience response, Pivot table, Participant response history, and Gradebook. The "Gradebook" option is selected and highlighted with a red box. Below the dialog box, the "Save" button is highlighted with a red arrow.

Participant	Screen name	Responded by	Time received (CST)
Jennifer Vaughn	How comfortable are you with new technologies in your classroom?	Jennifer V.	01/05/24 01:27 PM
Ryan (Unregistered)	How comfortable are you with new technologies in your classroom?	Ryan	01/05/24 10:52 AM
Jen (Unregistered)	How comfortable are you with new technologies in your classroom?	Jen	01/05/24 01:27 PM

16. Click the Export tab at the bottom right.

How comfortable are you with new technologies in your classroom? Presented by: Ryan W. Mckee

Current run (last updated Jan 5, 2024 2:42pm) [Update report](#)

Fi Sort: Name Legend

None of the polls included in this report are graded. In order to report on grading, include one or more polls that specify a correct answer.

Name	Custom Report Identifier	Participation (%)	Polls
Jen (Unregistered)		100%	1
Jennifer Vaughn		100%	1
Ryan (Unregistered)		100%	1
<b>Average Participation</b>		<b>100%</b>	<b>100%</b>

Gradebook [Change report type](#)

Activities 1

How comfortable are you with new technologies in your classroom?

Participants 3

Select run Current run

Select presenter

Download Export Print

17. Select the Canvas course name you would like to sync the results to in the drop-down menu. If you want to give low-stakes participation credit to all who took the poll, select Participation. Then click Next.

How comfortable are you with new technologies in your classroom? Presented by: Ryan W. Mckee

Current run (last updated Jan 5, 2024 2:42pm) [Update report](#)

Fi Sort: Name Legend

None of the polls included in this report are graded. In order to report on grading, include one or more polls that specify a correct answer.

Name	Custom Report Identifier	Participation (%)	Polls
Jen (Unregistered)		100%	1
Jennifer Vaughn		100%	1
Ryan (Unregistered)		100%	1
<b>Average Participation</b>		<b>100%</b>	<b>100%</b>

Export report

Please select a connected LMS course for this report

Sandbox

Would you like to export grades or participation?

Grade

Participation

Cancel Next

Gradebook [Change report type](#)

Activities 1

How comfortable are you with new technologies in your classroom?

Participants 3

Select run Current run

Select presenter

Download Export Print



18. When you see this screen, you can check your gradebook in Canvas to make sure the grades have been synced.

The screenshot shows a web browser displaying a Poll Everywhere report titled "How comfortable are you with new technologies in your classroom?". The report is presented by Ryan W. McKee and was last updated on Jan 9, 2024 at 2:47pm. A table lists participants and their participation percentages. An "Export complete" dialog box is overlaid on the table, stating: "The gradebook is now processing in the background. The results will appear in the Grade/Results center for the course in a few minutes." The dialog box has a "Close" button.

Name	Custom Report Identifier	Participation (%)	Polle
Chastity L. Stodick		0%	1
Jennifer Vaughn		100%	1
Michelle Scarpa		100%	1
Shelley Washin		100%	1
Susannah Anderson		100%	1
Average Participation		33%	

19. Return to your Canvas course and click on Grades

The screenshot shows a Canvas LMS course page for "ZZ-SDBX-TUM93698-S858-3A7E-202348" titled "Poll Everywhere". The page displays a "Continue to LMS to login" message with a button that says "Continue to templeu-instructors.com". On the left sidebar, the "Grades" link is highlighted with a red arrow. Other sidebar links include Home, Announcements, Syllabus, Modules, Assignments, Discussions, Quizzes, Rubrics, Library, Attendance, Zoom, Poll Everywhere, People, Outcomes, Collaborations, Pages, Files, and Settings.

20. Each Poll Everywhere Assignment you sync will now appear in your gradebook and all registered participants' scores will be automatically entered. Any unregistered participants will need to be entered manually. These scores always show up as 100s, but you can adjust the weight of the grades in the Assignments section of Canvas.

templeinstructure.com/courses/135933/gradebook

ZZ-SDBX-TUM93698-5858-3A7E-202348 > Grades

Gradebook

Student Names

Assignment Names

Search Students

Search Assignments

Apply Filters

Student Name	How comfortable are you with new technologies in your classroom? Out of 100	Assignments	Total
Jennifer Vaughn	100	100%	100%
Test Student	-	-	-

2:52 PM 1/5/2024

21. Each Poll Everywhere poll that you sync also appears in the Assignments section of Canvas.

templeinstructure.com/courses/135933/assignments

ZZ-SDBX-TUM93698-5858-3A7E-202348 > Assignments

63 Student View

Search for Assignment

Group + Assignment

Assignments

- How comfortable are you with new technologies in your classroom? 100 pts

2:56 PM 1/5/2024

Thank you for attending our presentation!

To keep up with Ryan McKee, scan the QR code or visit [ryanmckeehd.com](http://ryanmckeehd.com) for email and social media links.



If you are Temple faculty member or student and would like to learn more about the Ed Tech Student Partners Program, scan the QR code below!

