



Poll Everywhere Configurations & Visual Settings

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To log into Poll Everywhere:

- Go to polleverywhere.com
- Click **Log in**
- Enter your university email address
- Click **Next**. The button will update to read **Log in with University of Colorado Denver**
- Click **Log in with University of Colorado Denver** and you will be taken to the university's single sign-on page.
- Enter your university credentials.

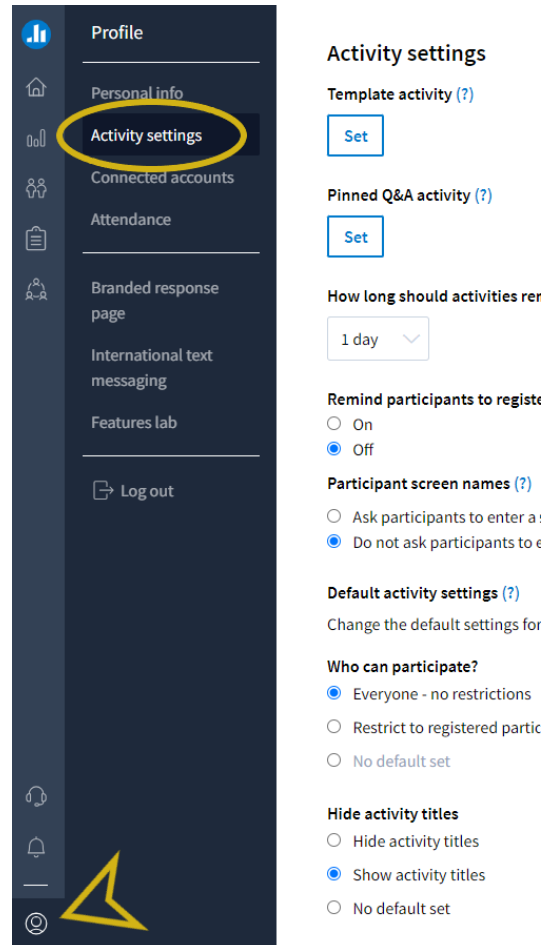
The following are some settings and best practices to note before using Poll Everywhere with your classes or audience.

Global Activity Configuration

You can find the global settings for your Poll Everywhere activities by navigating to **Profile** at the bottom of the left-side menu then to **Activity Settings**.

These are your global activity settings that affect any new activities that you create.

You also have activity-level settings to customize individual activities if you need to deviate from the global settings.



Profile

- Personal info
- Activity settings**
- Connected accounts
- Attendance
- Branded response page
- International text messaging
- Features lab
- Log out

Activity settings

Template activity (?) [Set](#)

Pinned Q&A activity (?) [Set](#)

How long should activities rer

Remind participants to regist
 On
 Off

Participant screen names (?)
 Ask participants to enter a :
 Do not ask participants to e

Default activity settings (?)
Change the default settings for

Who can participate?
 Everyone - no restrictions
 Restrict to registered partic
 No default set

Hide activity titles
 Hide activity titles
 Show activity titles
 No default set



Global Activity Settings

- Under **How long should activities remain activated before automatic deactivation?**
 - In the dropdown menu, select **30 days**.
- **Remind participants to register for all graded activities?**
 - Set to **Off**
- **Who can participate?**
 - Select **Everyone – no restrictions**
- **Hide activity titles**
 - Select **Show activity titles**
- **Change answer**
 - Select **Do not allow participants to change their answer**
- **Web responses enabled**
 - Select **Allow participants to respond via the web**
- **Text messaging enabled**
 - Select **Do not allow participants to respond via text message** (this can be changed on any activity where you may want to allow participants to respond via text message).
- **Show results on participant devices**
 - Select **Show chart**
- **Show instructions or results**
 - Select **Show the instructions**
- **When should correct responses be visible to participants?**
 - Select **Immediately** from the dropdown menu.
- **Participant counter**
 - Uncheck **Hide participant counter**
- Click **Save** at the bottom of the page to save your changes.

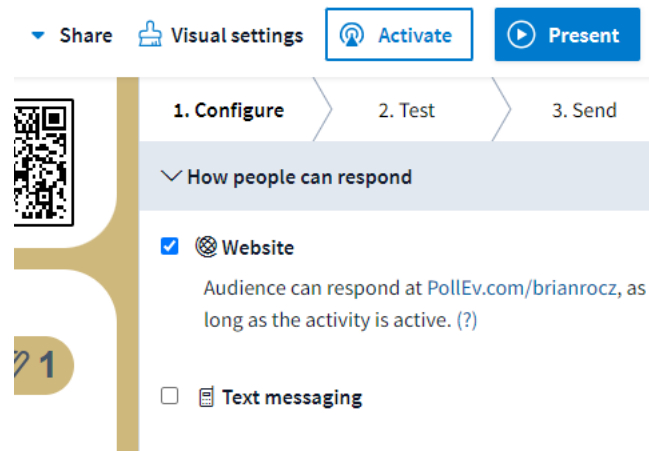


Activity-Level Settings

Activity-level settings can be viewed and changed by clicking on an activity from your list to open the layout view and activity settings panel.

In the **Configure** menu and under the **How people can respond** dropdown:

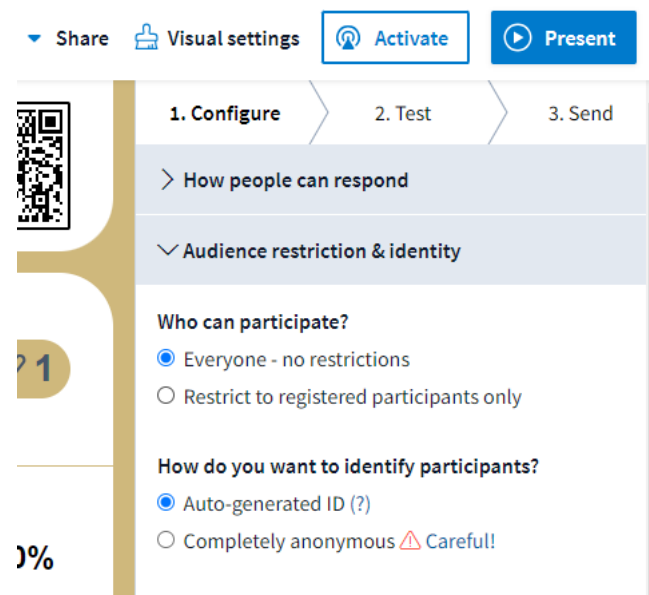
- Select only the **Website** checkbox. If you feel that allowing participants to respond via text would work in your learning context, you may also enable the **Text messaging** checkbox.



In the **Configure** menu and under the **Audience Restrictions & Identity** dropdown:

- Select **Everyone – no restrictions** under **Who can participate?**
- Select **Auto-generated ID** under **How do you want to identify participants?**

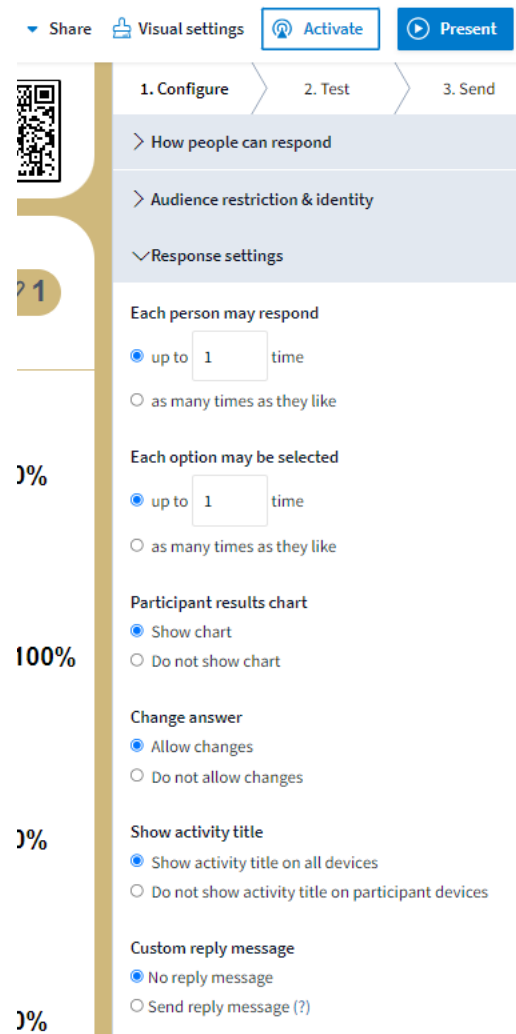
Note: Use **Completely anonymous** for things like focus groups* Be aware that selecting the completely anonymous option will lock this setting against any future changes. Hover over the **Careful!** tooltip link for details.





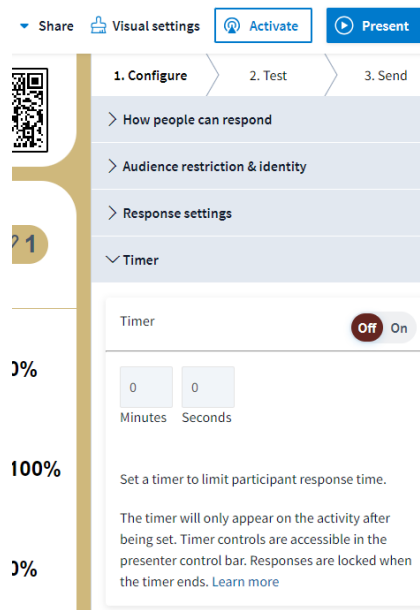
In the **Configure** menu and under the **Response settings** dropdown:

- The settings shown are the default response settings.
 - Most of these default settings .
 The **Change Answer** toggle may be useful in some cases.



In the **Configure** menu and under the **Timer** dropdown:

- Leave set to **Off**. This could be a feature for specific use cases.

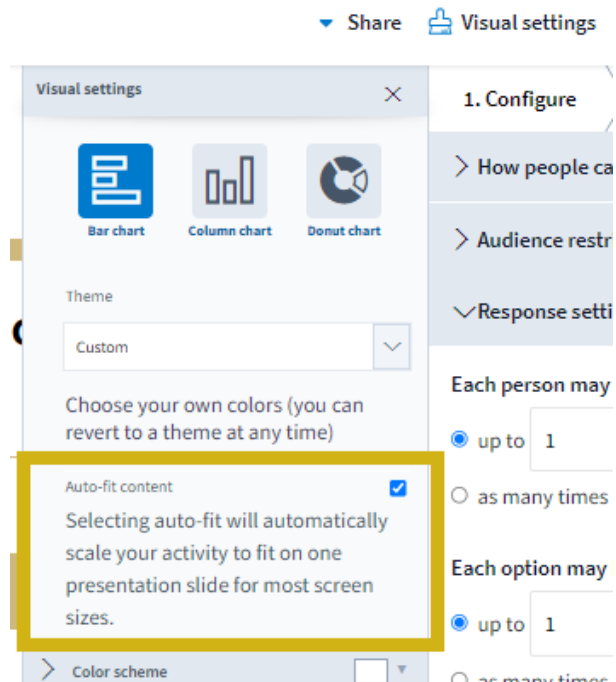


Visual Settings

To open an activity's visual settings, click **Visual settings** found above the **Configure** menu.

Auto-Fit Content

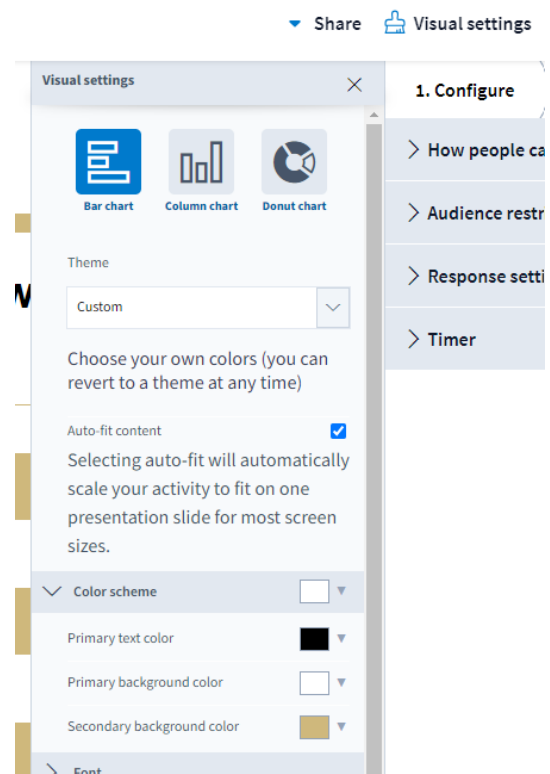
Enable the **Auto-fit** content checkbox. Marking this box will scale your activity content to fit on one slide for most screen



Theme: Custom

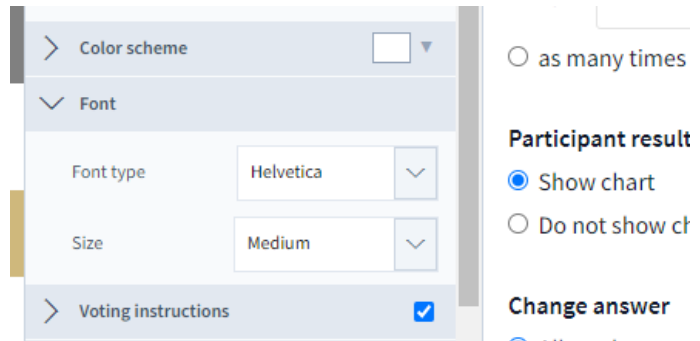
Note: You will not see a **Custom** option under the **Theme** dropdown menu until you make changes to any of the default visual settings.

Changed **Color scheme** to match CU Anschutz branding standards. See a sample of how this theme looks on the last page of this document.



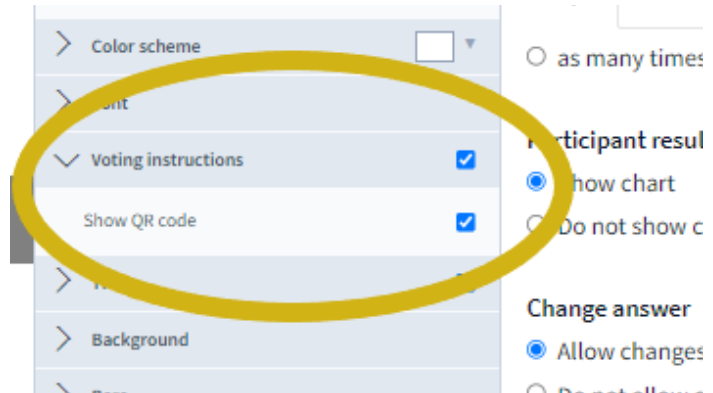
Font

Under the **Font** dropdown, select **Helvetica** for the **Font type** and **Medium** for the font size.



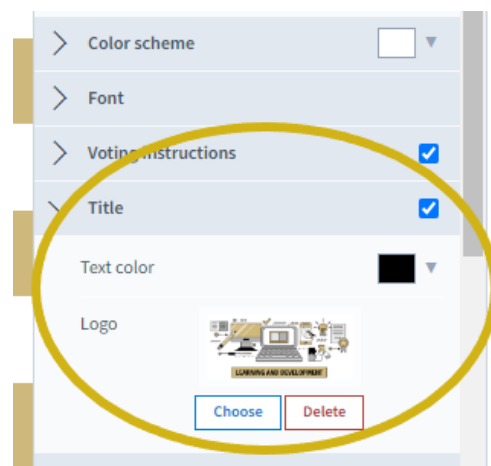
Voting Instructions

Enable **Voting Instructions** and **Show QR code** under the dropdown.



Title (Logo)

Leave the **Text color** as black and use department specific logo or graphic.

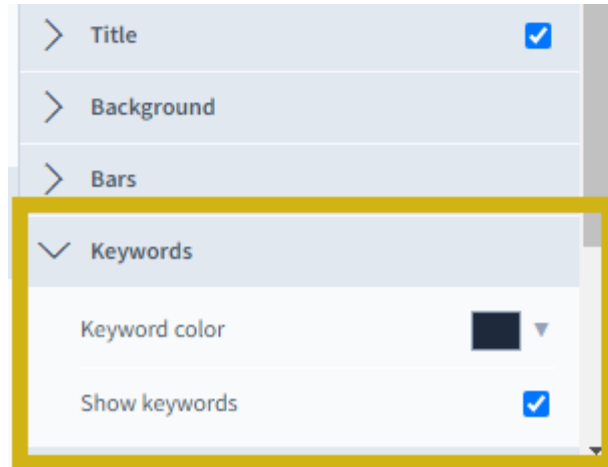




Keywords

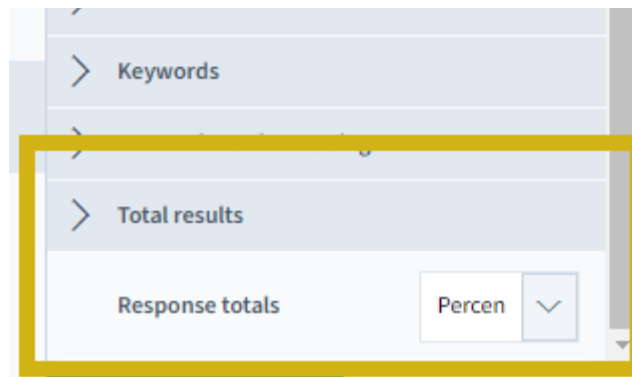
This option applies only to responses being submitted by text message.

- Set **Keyword color** to black.
- Enable **Show keywords**.



Total Results


Response totals is set to Percent by default. This setting applies to how the total number of submitted responses is displayed.






Question Slide Example

< 5 Choices of Extraordinary Productivity Share


When poll is active respond at PollEv.com/brianrocz 


 **1) Choice 1 Quadrants: (multiple options) In which of the two quadrants, should you allocate the most time and energy?** 0

Q1	<div style="width: 0%;"></div>	0%
Q2	<div style="width: 0%;"></div>	0%
Q3	<div style="width: 0%;"></div>	0%
Q4	<div style="width: 0%;"></div>	0%

Response Slide Example

< 5 Choices of Extraordinary Productivity Share

Join by Web PollEv.com/brianrocz 

 **1) Choice 1 Quadrants: (multiple options) In which of the two quadrants, should you allocate the most time and energy?** 1

Q1	<div style="width: 0%;"></div>	0%
Q2	<div style="width: 100%;"></div>	100%
Q3	<div style="width: 0%;"></div>	0%
Q4	<div style="width: 0%;"></div>	0%



Survey Activity Type Settings

When you open a survey type activity to edit, you will have a list of **Survey settings** specific to the survey type and that you won't find in any other type of activity.

A survey type activity allows you to ask multiple questions at the same time. Use the **Survey settings** shown here as a guide for your survey activities.

- **Show questions on single page:** On
- **Allow changing answers:** Off
- **Limit responses per person:** On
- **Anonymous participants:** Will be On if your global activities setting has Auto ID enabled.
- **Restrict participants:** Off

Share Activate Present

Survey settings

Show questions on single page ON

Survey questions show on a single page rather than individual pages.

Allow changing answers OFF

Allow participants to undo their response and respond again.

Limit responses per person ON

Each activity has a limit on the number of responses it can receive. Letting people respond more than once may trigger this limit sooner.

Responses per person 1

Change the number of times a participant may respond to this activity.

Participants will not be asked for a name. Unregistered participants will be assigned a system-generated identifier.

Anonymous participation ON

Allow participants to respond without their identities being revealed, even if they are registered with your account. You will not be able to correlate anonymous responses from the same participant with any other responses from the same participant. Anonymous activities are also excluded from certain reports.

Once an activity is made anonymous, the change cannot be undone.

Restrict participants OFF

Restrict this activity to only participants who are registered with you. Participants must log in or sign up for a Poll Everywhere participant account.