

Using Shared Activities

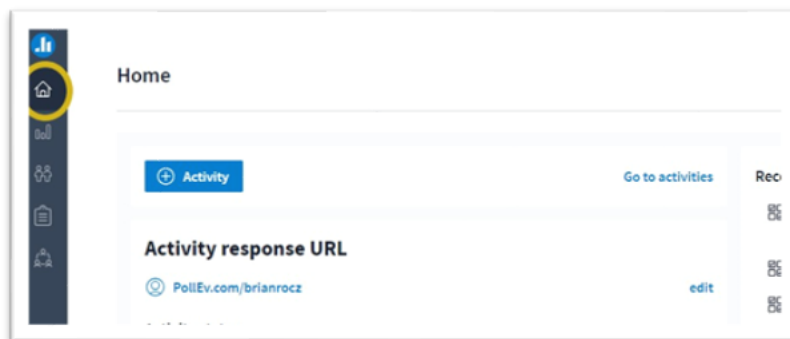
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To log into Poll Everywhere:

- 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.

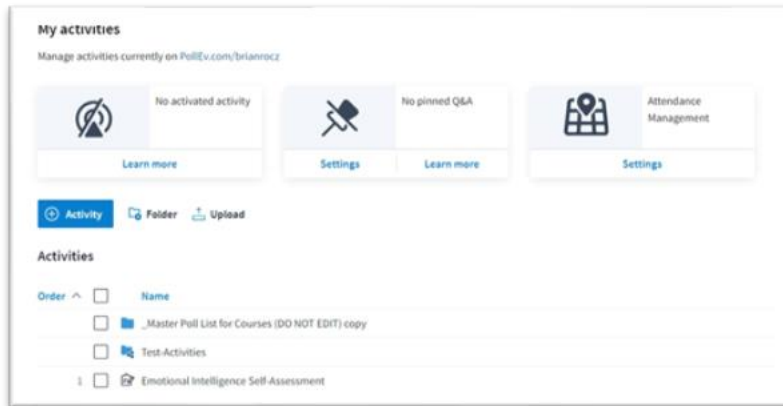
General Interface Options

When you log into Poll Everywhere, you'll see the dashboard and the home tab on the top part of the left side menu.

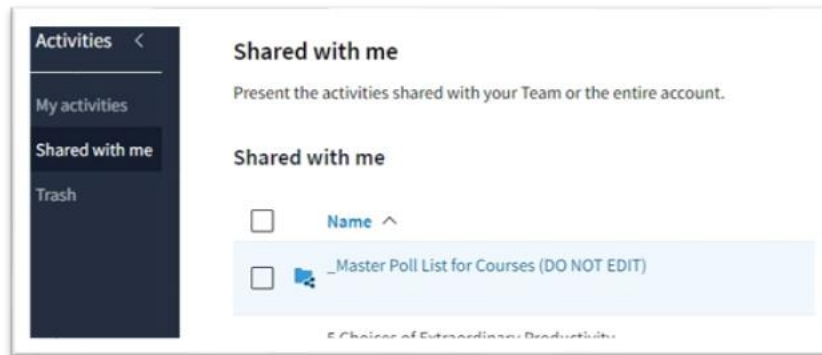


Underneath the Home button is the **Activities** tab where you have a few options.

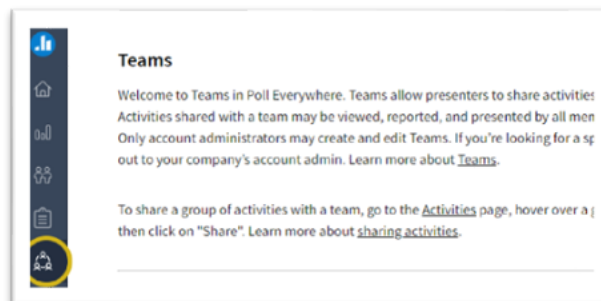
My Activities is where you can create activities and manage your content.



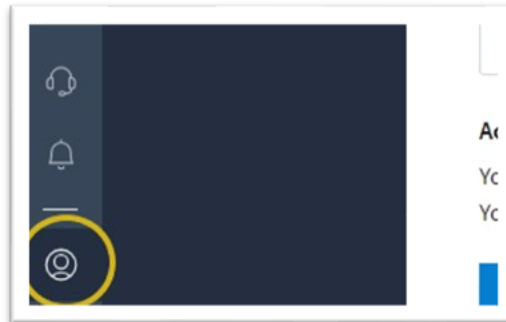
The **Shared with me** tab shows all the folders with activities that have been shared with you.



The Teams tab shows you the teams that you have been added to and opening any one of these lists out the team members.

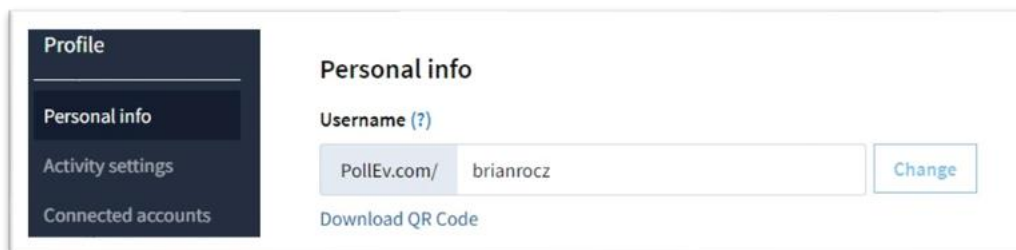


The bottom of the left-side menu is your **Profile** information. This is also where your global activities settings options are located.



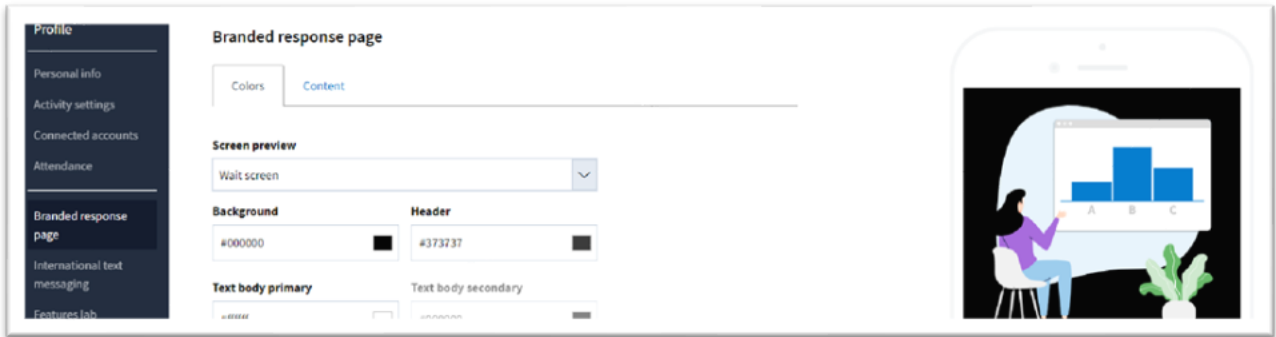
In the **Personal Info** tab, the first global setting is the URL that participants would use to access the activity or the QR code that you can use in your presentation that participants can scan to access the activity.

Note: The QR code is linked with the URL. So, if you were to change the suffix of the URL for any reason, you would need to download a new QR code and insert that into your presentation.

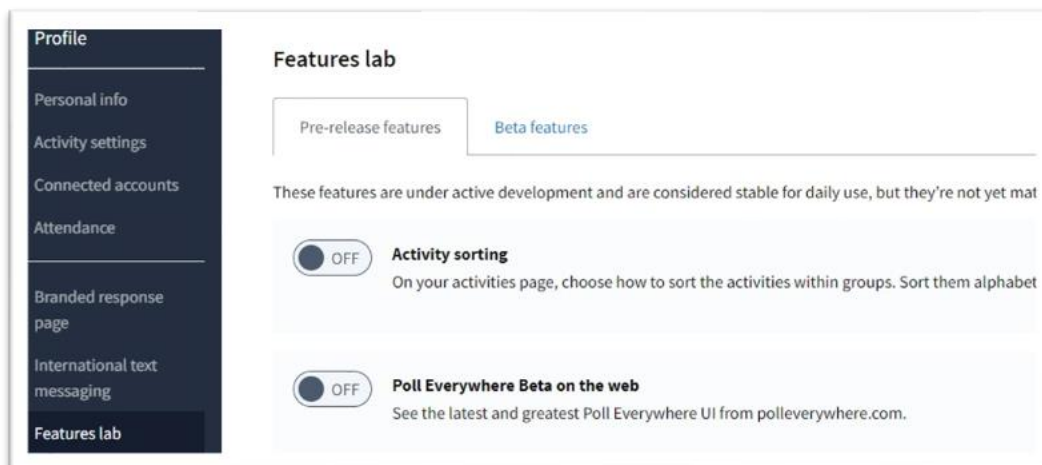


Under **Activity Settings**, you will find the global settings for any new activity you create. These settings aren't set in stone for all your activities. You can always change any of these settings at the activity level as needed without affecting the global settings.

Under **Branded response page**, you can update any of the color schemes and content like logos and descriptions. The preview on the right-hand side will update as you make changes.



Under the **Features tab** there are prerelease and beta features that you can turn on and off to test them out.



Note: Since these options are prerelease and beta features, they may not work as intended.

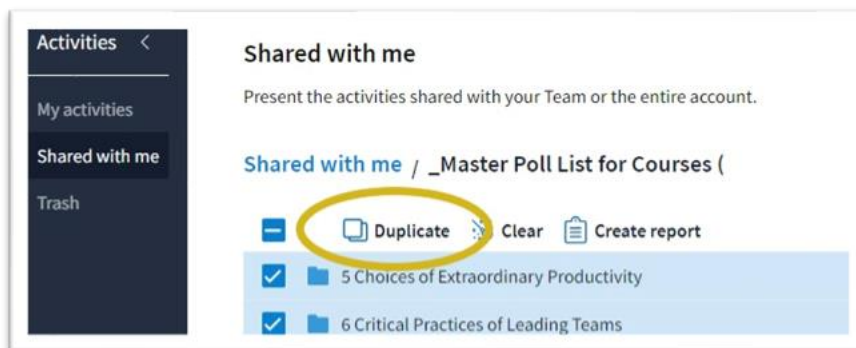
Using Shared Activities

The best practice for using activities that have been shared to a team is to duplicate the folders or activities to your profile.

Navigate to the **Activities** menu on the left-side menu.

Click **Shared with me** in the **Activities** sub-menu.

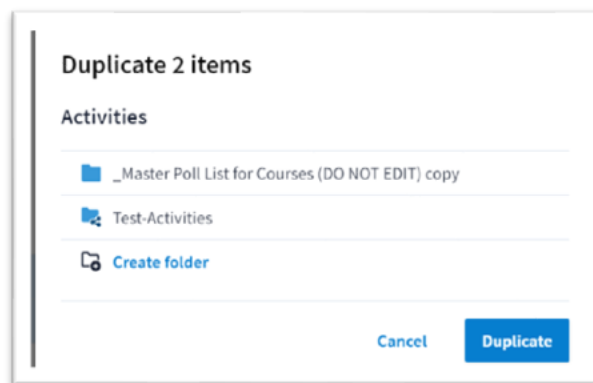
Select the folders or activities you want to copy to your activities list and click **Duplicate**.



A panel will appear on the right-side of the screen. It shows a list of the folders that you currently have on your profile.

You have three options when duplicating a shared folder or activity to your profile:

- You can just click **Duplicate** to duplicate the selected folder or activity to your Activities list.
- You can select a folder that already exists in your Activities list, then click **Duplicate**.
- Or you can create a new folder to duplicate the selected folders/activities into.



You will receive a pop-up notification on the top-right of your screen.

When you navigate back to your My Activities tab, you will find the duplicated activities or folders.

Duplicating shared folders or activities before using them ensures that any edits you make to the duplicated activities don't affect the content in the shared list.

It also mitigates issues on the rare instance that two people may need to use the same activity at the same time. If multiple people are trying to use an activity from a shared folder, there will be an activation and collection issue in Poll Everywhere.