

Using Shared Activities

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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.

	Home		
000 660	Activity	Go to activities	Recei
	Activity response URL PollEv.com/brianrocz Activity status	edit	

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

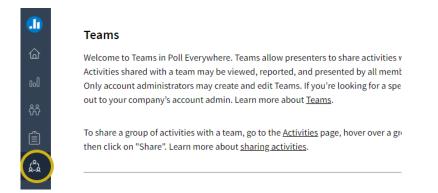
My Activities is where you can create activities and manage your content.

Ø	No activated activity	*	No pinned Q&A	£ ₽ }	Attendance Management
Learn more		Settings	Learn more	Settings	
① Activity	🔓 Folder 📩 Upload				
Activity	Solder 📩 Upload				

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

Activities <	Shared with me Present the activities shared with your Team or the entire account.
Shared with me	Shared with me
Trash	Name ^
	5 Choices of Extraordinary Productivity

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



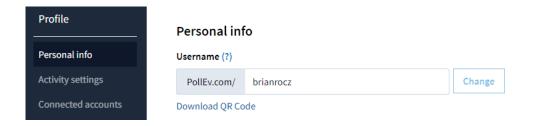
The bottom of the left-side menu is your **Profile** information. This is also where your global activities settings options are located.





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**, most of these settings are good by default. There are special case settings for the most part, except the option for changing answers which allow or disallow participants to change their answer. Changing this to "Do not allow participants to change their answer" can help control the flow of activity engagement.

Change answer

- Allow participants to change their answer
- Do not allow participants to change their answer
- No default set



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.

Profile	Branded response p	age	
Personal info	Colors		
Activity settings	content		
Connected accounts	Screen preview		
Attendance	Wait screen		\sim
Branded response	Background	Header	
age	#000000	#373737	
ternational text essaging	Text body primary	Text body secondary	
Features lab	#ffffff	#000000	

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

Profile	Features lab
Personal info Activity settings	Pre-release features Beta features
Connected accounts	These features are under active development and are considered stable for daily use, but they're not yet matu
Attendance Branded response page	OFF Activity sorting On your activities page, choose how to sort the activities within groups. Sort them alphabetic
International text messaging Features lab	OFF Poll Everywhere Beta on the web See the latest and greatest Poll Everywhere UI from polleverywhere.com.

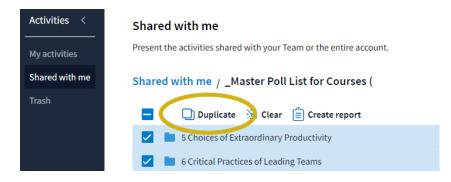
Note: Since they are prerelease in beta, they may not work as intended.



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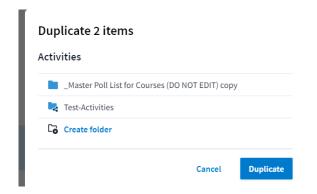
The best practice for using activities that have been shared to a team is to duplicate the folders or activities to your profile.

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



This reveals a list of the folders that you have on your profile on the right-side of the screen.

You can select a folder that already exists or you can create a new folder to duplicate them into.



You will receive a 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.

Doing this before using the shared activities ensures that any edits you make to the duplicate activities don't affect those 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.

So, separating out what you want to use specifically and duplicating them into your activities list ensures that any changes or deletions made from your list don't affect those from the shared list.