How to Take Attendance with Poll Everywhere

Poll Everywhere is much faster than the traditional ways of taking attendance for a medium-large size class.

This is how it works: during your class, you launch a poll that only students who are present will know the answer to. For example, you could announce a word of the day while launching a poll question like, "What is my word of the day?" Students who answer the poll via Poll Everywhere will get credit for being in attendance. Ideally, students who are not present will not know that you have launched the poll, nor will they know the word of the day, and thus will not get credit. After class, you can export the "grades" from the poll into Canvas as an attendance grade or wait and export students' average scores over multiple days.

Note: it is technically possible that students can "cheat" Poll Everywhere. A student in class could text a peer who is not in class with the URL to the poll and the correct answer. There are some ways to prevent this:

- Don't take attendance at the same time every day- activate the activity at a random time during the class period, so that students who are not present won't be able to just log on at the usual time.
- Set a timer for the attendance activity. Limiting the response timer to 20 seconds will give enough time for students to respond in class but won't leave time for students to text friends and allow them to respond from home.
- Instead of giving students a URL, give them a QR code that Poll Everywhere generates for you.

Follow the steps below in order to use Poll Everywhere to take attendance.

Enable Poll Everywhere in your Canvas Course

1. Inside of the Canvas course where you want to take attendance, click on the **Settings** link.
2. Click on the **Navigation** tab.
3. Locate Poll Everywhere. Click the three dots for Poll Everywhere and click **Enable**.
4. Click Save.
5. **Poll Everywhere** will now exist in your list of links. Click on it and enter Poll Everywhere.
6. Click **Sync Roster**.
7. Click **Visit Participants Page** or similar.

Important: Decide how often you want to export attendance to Canvas (once a week, once a month, twice a semester, etc.). We suggest once per month or twice a semester. Next, create folders accordingly. **See Appendix A:** Folder names for Poll Everywhere polls.

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Create Polls for Attendance

1. Inside of each folder, create one activity per day you'd like to take attendance. Name them in a way that makes sense to you, e.g., "Attendance - DD/MM."
2. For each of these activities, make sure to **restrict to registered participants only**. See image below.
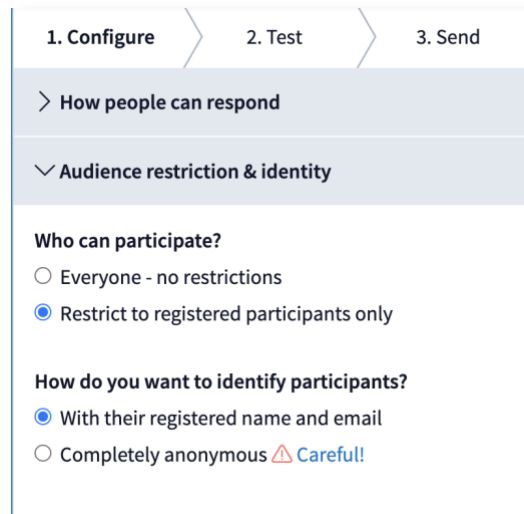
Deliver Polls for Attendance

1. Make sure the poll is **active** for students to take (see Activation)
2. Give students your Poll EV link or QR code so they can take the poll (or embed it in your PPT).
3. Deactivate the poll after you've given them time to use it.

Next, we'll cover how to export attendance to the Canvas gradebook.

Important: each time you export attendance, you will create one Canvas Assignment, and one corresponding column in the gradebook. Therefore, if you export attendance twice (for example, once in the middle of the semester, and another time at the end of the semester), it will create two columns. To prevent any inaccuracies, you'll want to: 1) pick and choose polls that don't overlap between the two exports, or 2) delete the first Canvas Assignment after you create the second Assignment. You can also use this logic if you'd like to export attendance more frequently, e.g. once a week.

How to Export Grades from Poll Everywhere to Canvas:

1. In Poll Everywhere, select **Reports** (see image below).
2. Click **Create Report**. Select **Gradebook**.
3. Select the polls you want to include in the report.
4. Rename the report something that makes sense to you. **Important:** click "Done."
5. View the report to get a sense of it.
6. Click **Export**
7. Choose either "Grade" or "Participation." **Important:** You'll want to click on the "?" for more information on what those mean, and then choose what makes sense for you.
8. After exporting, an assignment and gradebook column will appear for you in Canvas.
9. You may want to put this assignment into an assignment group of your choice, to stay organized
10. By default, each export creates an assignment that's 100 points. You can edit the assignment to change its point value.
11. **Note:** if the assignment/column is called "Untitled" or something else, it's probably because you forgot to click "Done" in step 4. You can still rename the assignment in Canvas.

Reports button

Appendix A

If you intend to export attendance to Canvas once per week:

Folder names for any semester (Fall, Winter, Spring, Summer)
Week 1 (ending DD/MM)
Week 2 (ending DD/MM)
Week 3 (ending DD/MM)
Week 4 (ending DD/MM)
And so on...

If you intend to export attendance to Canvas once per month:

Folder names for Fall semester	Folder names for Spring semester
August & September	January & February
October	March
November	April
December	May

If you intend to export attendance to Canvas twice a semester:

Folder Names for any semester (Fall, Winter, Spring, Summer)
First Half
Second Half