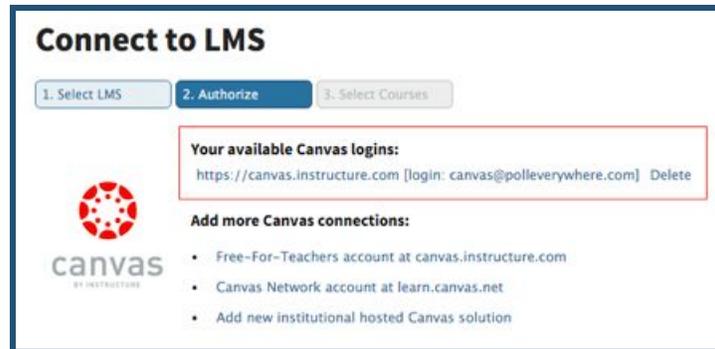


Integration Guide for Faculty in canvas

1. **Log in** or create your Poll Everywhere account at www.polleverywhere.com
2. **Visit polleverywhere.com/participants**, find the button “Add participants” and “connect to LMS”. Select Canvas and follow the instructions on the screen.



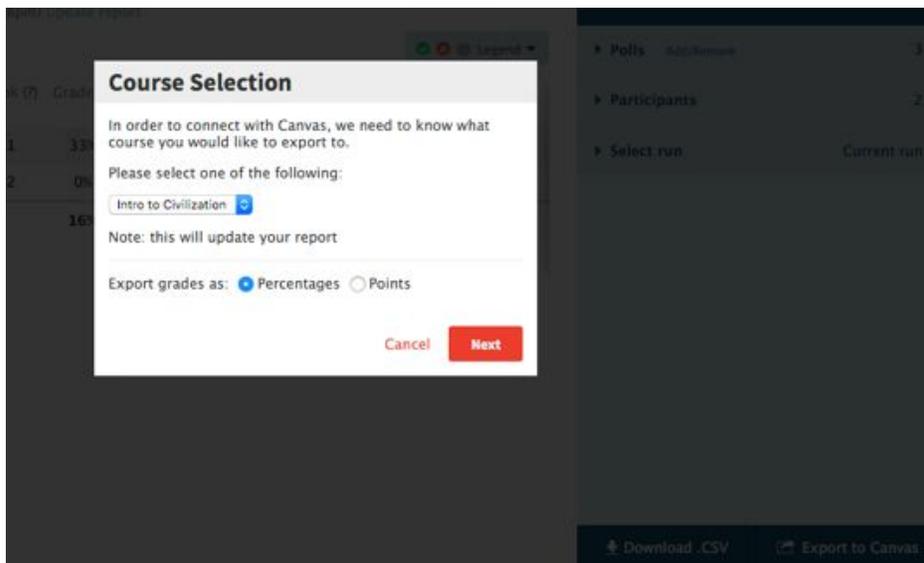
When asked to choose either hosted or self hosted choose “**Hosted**” . Anytime you want to import participants or resync them, you can do so through polleverywhere.com/participants under this LMS button.

3. **Import students.** When you click on the tool, it will redirect you to a polleverywhere.com page where you can select and import your course rosters.



This will create participant accounts for any of your students who do not already have one. The participant user login will be the email address from Canvas and a password that you choose. **Designating a password** here will only apply to new student accounts. Students who already have accounts established will not be affected, they will simply be organized into the correct participant group. Please be sure to import all of your students from Canvas, even those you may have previously imported. This may take a few minutes.

- 4. Now you have designated participant groups.** This import will automatically create participant groups by course in your Poll Everywhere account in the right-side panel of your participants page, <https://www.polleverywhere.com/participants>.
- 5. Communicate to your students** either via email or in class that they should log in to www.polleverywhere.com using their email from Canvas, and the password you've designated. Have them log in and **change their password** to something private.
- 6.** In order to export grades from Poll Everywhere to Canvas, a gradebook report in Poll Everywhere must be created first. Refer to our blog post for more information on creating gradebook reports: polleverywhere.com/blog/whats-in-a-gradebook. Once you've created the report, select the option in the bottom right, "export to Canvas."



This report will only export grades for students that have been previously imported through the steps above, rather than through any other method like registration link.