**Live Polling Using Poll Everywhere**

1. **Log in to the Poll Everywhere site**
	* Sign up for, or log in to, your account at <https://www.polleverywhere.com>
	* When signing up, choose “You’re presenting” as your primary use
2. **Create and activate the poll**
	* From the Poll Everywhere homepage, navigate to the “My Polls” section
	* Click the “Create activity” button
	* Select “Open-ended” as the activity type, and type the poll question in the text box: “What are our goals for giving grades?”
	* Click the “Create” button to finish creating the poll
	* Click the “Activate” button so that participants can send their responses during the session
3. **Install the Poll Everywhere app for PowerPoint**
	* Go to <https://www.polleverywhere.com/app/powerpoint/win> if using a Windows computer, or <https://www.polleverywhere.com/app/powerpoint/mac> if using a Macintosh
	* Click the “Download” button
	* Open the downloaded file to install the Poll Everywhere app for PowerPoint
4. **Embed the poll in the PowerPoint presentation**
	* Open the PowerPoint session slides to the spot where you would like to insert the poll
	* In PowerPoint, navigate to the “Poll Everywhere” tab
	* Click the “Insert”button , and then click “Activity”
	* When prompted, enter the email address and password of your Poll Everywhere Account, and click “Log in”
	* Click the activity that you created in step 2 (“What are our goals for giving grades?”), and then click the “Insert activity” button
5. **Direct participants to respond during the session**
	* When the PowerPoint is in presentation mode, the poll slide will display instructions on how participants can send their responses via website or text message
	* When in presentation mode, decide when to display participants’ responses by hovering the cursor in the top right corner of the slide and toggling the “Show responses” button