# How to Take Attendance Online and Create a Report

**Step 1: Register students with Poll Everywhere**

You must register students with Poll Everywhere in order to track their attendance. You will do this by, sending students a personal invitation link. When your students open this link, they will be prompted to certify their email, phone number, and to create a password. Students must use their university email (uthsc.edu) to avoid grading discrepancies that may occur from different emails. If you do not register your students, you will not see their names after you take attendance.

Organize students into participant groups based on course, such as Medicine 101, with the invitation link or manually after students are registered.

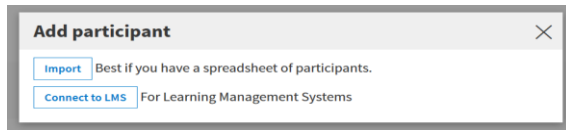1. Click Invite.
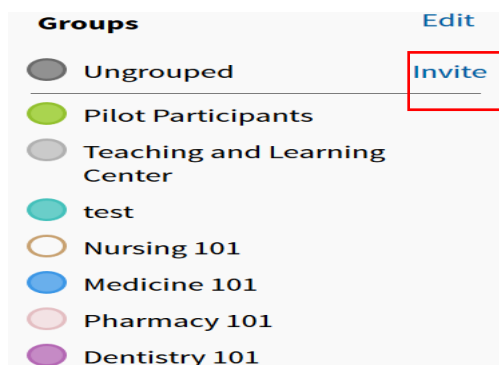
2. Share link below with your participants.
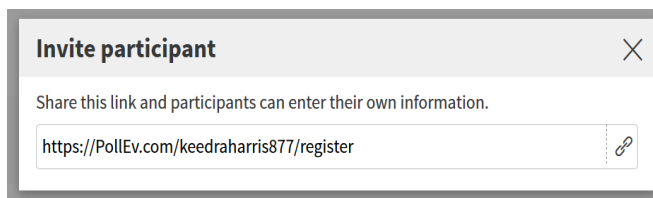
Step 2: Import student rosters from Blackboard

You must import your student rosters from Blackboard into a Poll Everywhere participant group. This instantly creates a participant account for every student. Students are automatically organized into participant groups based on the course names from Blackboard.
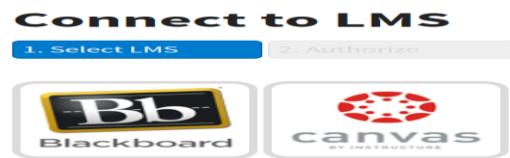
1. Click Add participants.

Add participants

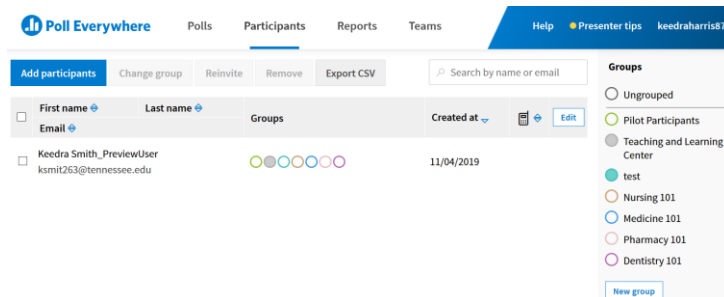2. Click on Connect to LMS.

Add participant   ✕

Import   Best if you have a spreadsheet of participants.

Connect to LMS   For Learning Management Systems

3. Click on Blackboard.

Connect to LMS

1. Select LMS   2. Authorize

Bb Blackboard   canvas

4. Select the course you want to import into Poll Everywhere.

Select your courses   🔍 Search by title

☐ Teaching and Learning Center (EDTECH)
☐ Fall 2017: Blackboard Training Course (Test_Samba)
☐ Professional Development (ProfDev)
☐ Adobe Captivate (CAPTIVATE)
☐ Karen Shader Dev Course 3 (DEV3)

Note: Students without an email address cannot be imported.

Continue

5. Once the participants have been added, it will look like the image below.

## Step 3: Create and present your attendance activity

Once all students are registered and organized in your Poll Everywhere account, it's time to create your attendance activity.

An attendance activity would be a question with no meaning and with no clear right answer (such as the example below). You want a question like this so that it's harder for students who aren't in attendance to guess the correct response. Multiple choice activities are best because the correct answer can be easily displayed in a gradebook report.

Tip: Enable registered participants only when you create your attendance activity. This ensures that the correct students are tracked and only those registered for that specific class can participate. Present your attendance activity to your students and state aloud which response is correct. In theory, only the students in class will respond correctly.

Here are some additional tips for making this activity more effective:

- Set one response as correct by clicking the checkmark icon on the poll editing screen.
- Include lots of responses to decrease the likelihood of someone guessing the right answer.
- Set a timer of 30 – 45 seconds. When that timer runs out, the activity automatically locks.
- Set the Show Activity Title setting to "do not show activity title on participant devices". Enabling this setting will hide the title of that Poll Everywhere activity on students' devices. That means only students who can see your presentation screen (i.e. those in class) will see the title of that activity.
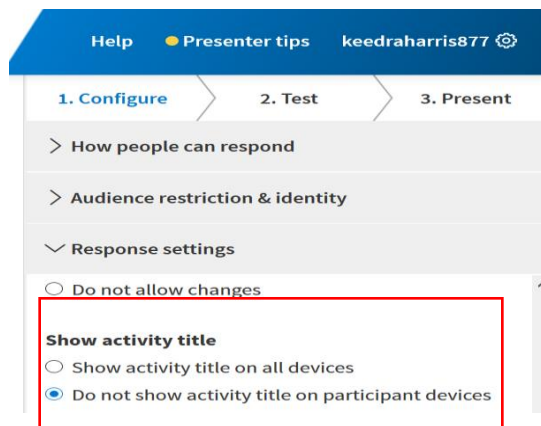

Step 4: Review attendance scores

After your students respond to your attendance activity, you can review those results to see exactly how each person answered.

Here are two ways to review student's results:

- Transfer a Gradebook report from Poll Everywhere to your LMS, complete with overall participation scores and graded multiple choice activities. The Gradebook is a compact table with participants listed down the left and questions across the columns.
- Create a new Gradebook report. The Gradebook report shows scores, participation, and attendance. You can export the report to a CSV or Excel file to add attendance data to your preferred record.

Follow the steps below to create and download/export your report:

1. Click Create report.
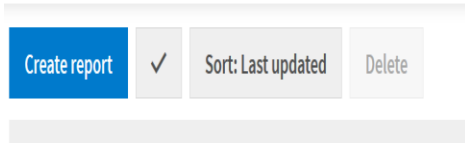
2. Select Gradebook from the different types of reports you can choose from.


Gradebook

Compact table with participants listed down the left and questions across the columns. Shows scores, participation, and attendance. Sort by rank to use as a leaderboard.

3. Select which poll you would like to include in the report by clicking on the check box. Click on the number of responses title.
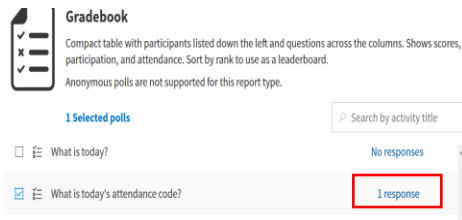
4. Click on Show full report.

Results Options

Download spreadsheet (.CSV)
Show full report
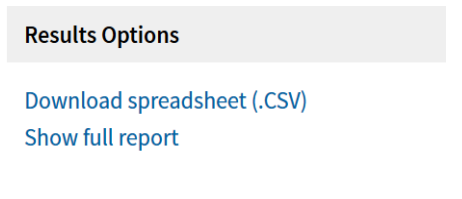
5. Select if you would like to download the report or export to Blackboard.