

Poll Everywhere: Setting Up an Account

Step 1. Create your (free) basic account

1. Go to www.polleverywhere.com and click the “Sign Up” button (top right).
2. Click on “Getting Started” button and select “You’re Presenting”.
3. Fill out the web form to create your account. On the form, check the box for “I am an educator” and select “I am a Higher Education educator” when asked.

Note: use the email address that you will be most comfortable logging in with (this can be a personal email or your UCSF email).

Step 2. Install the (free) PollEv Presenter Add-in

1. Go to www.polleverywhere.com/app
2. **Mac users:** download & install the standalone Presenter App.
PC users: download & install the Presenter App plug-in for PowerPoint.
3. **Mac users:** open the Presenter App and log in to your account.
PC users: open PowerPoint and click on Poll Everywhere option in top menu. Click Log In button, and log in to your account.
4. You can begin creating polls immediately!

Step 3. Upgrade Your Account*

(* applicable to UCSF School of Medicine Faculty and Staff only)

If you are a School of Medicine faculty or staff member involved in teaching or implementing the Bridges Curriculum, you can upgrade your account to access several additional features. These features include:

- Ability to change your “Username.”
- Upgrades maximum number of responses from 40 to 200
- Allows archiving of poll results as “runs” (beneficial if you want to create reports).
- Segmentation and Moderation features.

To Upgrade:

1. Contact Greg Gadwood (irocket@ucsf.edu) to request an upgrade invite, and provide the email address you have associated with your account.
2. Greg, via iRocket, will send you an email invitation to upgrade. Click on link provided in the email, or log in to your Poll Everywhere account and accept the invitation to upgrade in the “My Settings” page of your account.
3. While on the “My Settings” page, change your default username to something that is meaningful to you. This will customize the URL that students will use to participate in your polls (e.g. “www.pollerv.com/jsmith”). Don’t forget to scroll down to bottom of page and click the “Save” button.