How can I adjust scores for a poll question after polling?

Tell Me

**Note**

Using Poll Everywhere for low-stakes assessment and feedback is one of the primary ways faculty gauges students attendance, participation, and knowledge. Questions points can be applied per question to gather total grades for a set of polling questions. Adjustment of the points and ultimately the grade is possible within Poll Everywhere. As faculty you need to adjust/change scores for one or more of the questions based on a criteria that necessitates an adjustment.

1. The polling questions are made available to students and their responses are captured while the question is activated

2. Within the Reports tab, click Create report

3. In the Select Report Type window that appears, choose Gradebook
4. Click the checkbox beside the poll question, or questions, you wish to select

5. Click Finish
6. The report is created and a preview opens. You can rename the report, if desired

7. Click the Polls tab to change the point value for this question
8. Click the question to open (you will be adjusting the points or score)
9. Click Edit to make changes
10. Check the boxes **Mark as correct** depending on which change you are making. By checking both questions to mark as correct, you are allowing correct grades if students choose either responses.

![Image of the interface showing the question about transient students and the options to mark as correct.](image1)

11. Click **Save**

12. Click on the **Reports** tab

13. Click the previously created Gradebook report

![Image of the reports tab with a list of gradebook reports.](image2)

14. Click **Update report**. Students who previously received a zero will receive full points and the average grade calculation will be updated to reflect the points change.

![Image of the Transient students report showing updated grades and participation.](image3)
15. Click **Export to** to export these grades into the Canvas course gradebook

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**Related FAQs**

- How do faculty/staff login to Poll Everywhere?
- How do students login to Poll Everywhere to use a license?
- How do I create polls with Poll Everywhere?
- How do I archive or reuse my Poll Everywhere questions?
- How do I move/copy Poll Everywhere questions to another faculty?