How can faculty and staff import their class roster from Canvas to Poll Everywhere?

Tell Me

Faculty will need to import their class rosters into Poll Everywhere.

1. Login to Poll Everywhere
2. At the top of the page, click on Participants

3. Once on the Participants page, click Add Participant

4. On the Add participant screen, click on Connect to LMS

5. On the Connect to LMS > Select LMS screen, click on Canvas by Instructure
6. On the Authorize screen, click **Login**

7. Confirm the information is your name and UNC Charlotte email address. Click **Authorize**

8. You will now see **Your available Canvas logins**. Verify your name is after login. Click on the link
9. On the Select Courses screen, click the checkbox for each course in which you will be using Poll Everywhere. Click **Continue** when finished.

10. You should see the following screen. Click **Got it!** when ready.

11. You should now see your course names listed under **Groups** on the right hand side of the page.
12. To view/hide participants in Ungrouped or a specific course, click on the **colored circle** for that specific instance. You will notice the **Ungrouped** circle is no longer dark gray, so those participants will no longer be displayed.

13. Your students will now be able to respond to poll questions through their account which has been created through the class roster import.


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**Related FAQs**

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- How do I archive or reuse my Poll Everywhere questions?
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