

# How do I setup my Gradebook Report page in Poll Everywhere?

## Tell Me

The Poll Everywhere Gradebook report is a compact table with participants listed down the left and questions across the columns. This report requires your polls to have Grading enabled, with the correct answers indicated. For questions used in multiple sections or classes, faculty will be able to archive the different responses based on the classes to run either individual reports or combined reports.

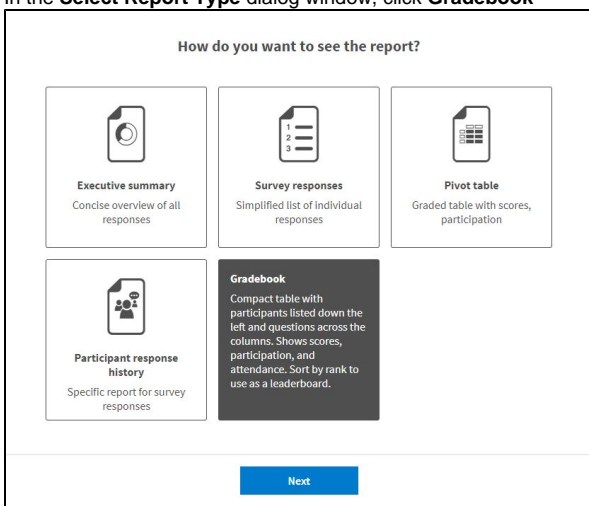
1. After creating all poll questions and collecting the desired responses, click the **Reports** tab



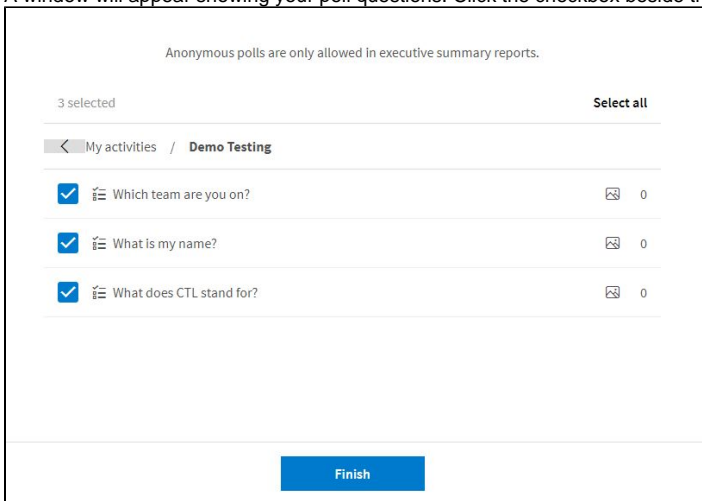
2. Click the **Create report** button



3. In the **Select Report Type** dialog window, click **Gradebook**



4. A window will appear showing your poll questions. Click the checkbox beside the targeted group or the desired polls. Click **Finish** to save report



5. The compiled gradebook report will appear

**Tuesday week1** [Rename](#)  
 Current run (last updated Jul 12, 2017 11:49am) [Update report](#)

Sort: Participation Legend

Name	Rank (?)	Grade (?)	Participation (?)	Poll:	1	2
				Weight:	2	-
Student 1	1	100%	50%		2	0
Student 2	2	100%	50%		2	0
Student 3	3	100%	50%		2	0
Student 4	4	50%	50%		1	0
<b>Average Grade</b>		<b>88%</b>			<b>88%</b>	<b>-</b>
<b>Average Participation</b>			<b>50%</b>		<b>100%</b>	<b>0%</b>

6. You can Sort students by several options including Name, Grade, and Participation

**Tuesday week1** [Rename](#)  
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Sort: Participation

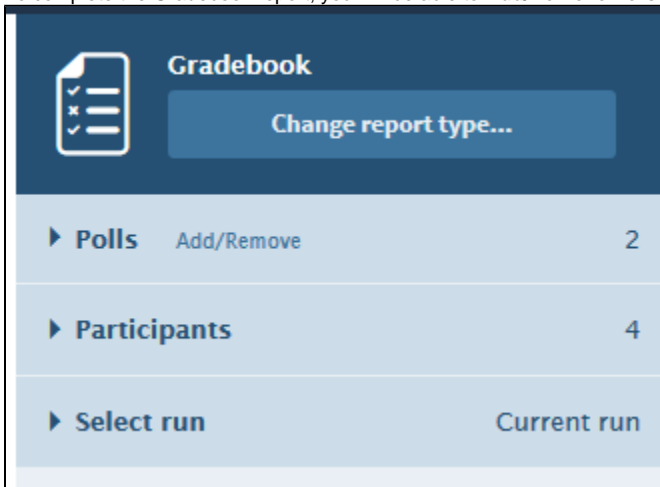
- First name
- Last name
- Rank
- Grade
- Participation

7. There is a Legend to identify type of responses

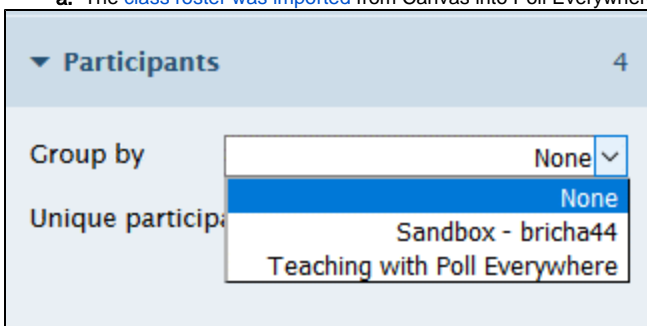
Legend

- Correct response
- Incorrect response
- Incorrect because of no response
- Ungraded response, participation credit only
- No response to ungraded question, no participation credit

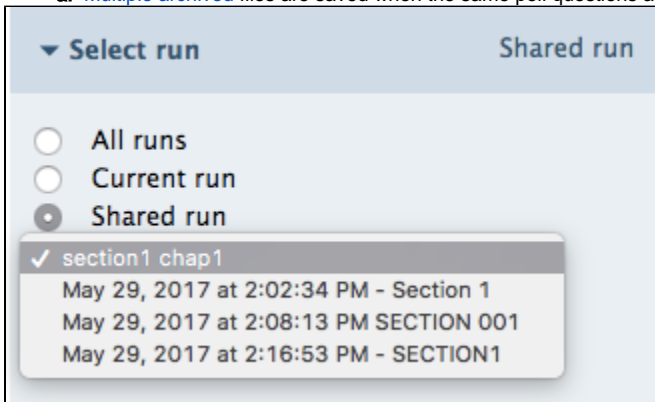
8. To complete the Gradebook report, you will be able to **Add/Remove Polls**



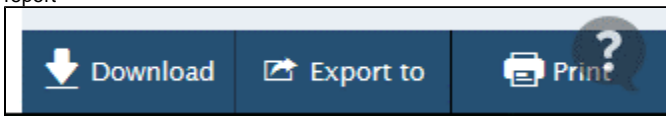
9. You can choose your **Participants** (class roster) to assign to the report  
a. The [class roster was imported](#) from Canvas into Poll Everywhere through the **Participants** tab



10. Use the **Select run** option to choose the archived responses saved when you cleared your poll questions  
a. [Multiple archived](#) files are saved when the same poll questions are used in multiple classes



11. Once the above options are chosen, you can either **Download** a CSV file, **Export to Canvas gradebook**, or **Print** a PDF copy of the Gradebook report



## Related FAQs

- [How do I embed poll questions using External URL in Canvas?](#)
- [How do I embed Poll Everywhere survey questions into Canvas pages?](#)
- [How do I combine Multiple Poll Questions into a Survey Report?](#)
- [How do I create a Survey using Poll Everywhere?](#)

- [How do I add weighted grades to multiple choice and clickable image questions in Poll Everywhere?](#)