How do I archive my Poll Everywhere question data?

Tell Me

If you are interested in archiving your poll data for future reference or the purpose of clearing polls for reuse, complete the following steps.

1. **Check** the boxes near your desired poll group or by individual polls

   It is advised that you arrange your questions in groups prior to archiving

2. Click the **Clear** button on the top menu-bar

3. **Name** your archive

4. Click **OK** to clear and archive

5. To conduct a **report or export** your archive to Canvas, reselect your questions or group
6. Click the **Report** button on the top menubar

7. Select a **Report Type**

8. To run any report on your **Archived data**, click the **Select run** dropdown

9. Select **Shared run**

10. Choose your archive using the **dropdown** list below
11. If you are using the Gradebook report type, select Export to, and go about the exporting process as usual.