



Please use the following information when setting up your user account and classes with the TeachBack mobile application, available on the Google Play Store and through Apple's App Store.

If there are additional questions, please write to: [info@teachbackapp.com](mailto:info@teachbackapp.com).

## Teachback User Instructions

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1. Log in with your user name and password.
2. Go to the "My Classes" tab and Add a class by tapping the + sign. You will be assigned a unique class code. Copy and paste that code into an email to send to all of the students in this class. When they receive it, they will be directed to any polls you create in this class.
3. Go to the "my polls" tab and tap the + sign to create a new poll. Select the class name from the drop down list of classes you've created.
4. Select a poll type from the 4 standard polls. Engagement, instruction, instructor and hybrid (a combination of the others)
5. Name your poll with a two or three digit number, e.g., 001, 100, 101. Etc.
6. It is suggested that you use the same poll type (instruction, engagement, etc.) for each of the polls in your class in order to show a change over time.
7. Naming your polls in chronological order will allow you to see the change in responses over time more easily.
8. To see the results of your poll, go to the My Polls tab and tap the poll you'd like to see.
9. The type of poll will be at the top of the page and also under the donut chart
10. The number of responses, subscribers (includes non-responders) and the average overall rating are summarized on top along with the donut chart breakdown of total responses. This will give you a top line idea of how many 5's your poll was given.
11. Tap on "view results" for more details. Each question in the poll is listed along with the average rating for that question.