First - create a Mentimeter account
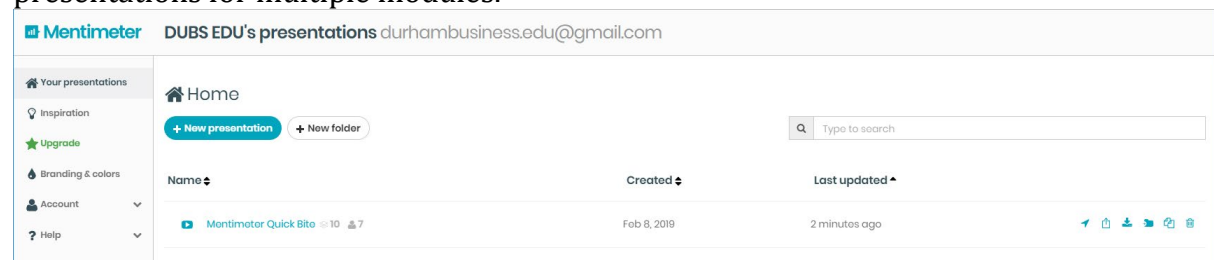
Go to https://www.mentimeter.com/signup. We recommend signing up with your Durham email address. Press sign up and you will have an account. No downloads!

In the free plan you get the following:
- Unlimited audience size - Please note that quizzes are limited to up to 500 users.
- All question types – multiple choice, image choice, word cloud, scales, open-ended, who will win? And Q&A session
- Maximum two questions and five quiz questions per presentation – you can create up to two questions and five quiz questions per presentation. If you need more, you can create as many presentations as you like.

Navigating the dashboard

The dashboard is the homepage for Mentimeter where you will manage and create your presentations. You can also create folders to manage multiple presentations for multiple modules.

Creating a presentation

Create a new presentation by clicking the blue button (+New presentation) on your dashboard. Start by giving it a name, and then decide what type of slide you want and on the right-hand side of the dashboard. You can edit the options and text pending on the type of slide you choose for the polling or quiz. You can also add quick slides with just text, headings or images just PowerPoint.

Technically you can build your whole slide deck in Mentimeter, but if you find yourself using a lot of interactive sessions there is an education plan which allows you to import your PowerPoint and add in questions but this is $6.99 per month and you would need to check with your department for budget requests.

Mentimeter has six different types of interactive Quick Slides and nine different question types:

- Multiple Choice
- Image Choice
- Word Cloud
- Scales

- Open-Ended
- 100 points
- Ranking
- 2 by 2 Matrix
- Who will win?
- Q & A
- Quick Form
- Quiz Competition (Select Answer and Type Answer)

You can choose from all the different types when you create your presentation!

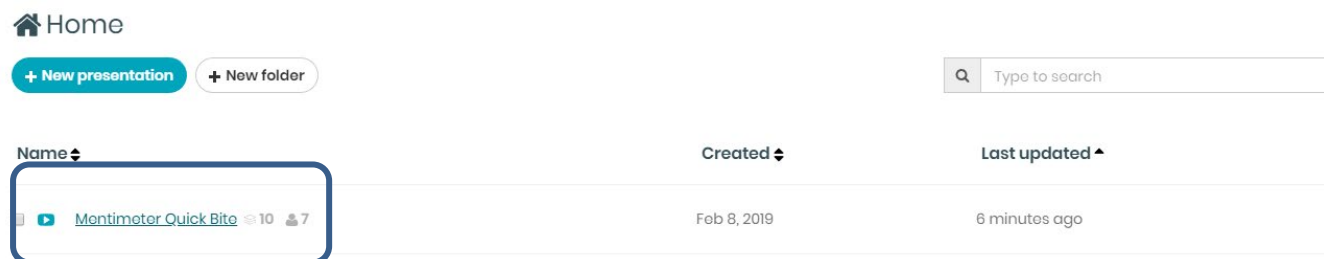Choose Quick Slides, create questions and enter the options for the answers and you're good to go.

Testing your presentation

There is a great article here which shows you how to test your presentation, voting and how to delete those votes before you use it in class. https://help.mentimeter.com/en/articles/1343096-testing-presentations

Presenting

Click on your presentation from the dashboard

Now you will see your fully created presentation and all slides down the left-hand side. Look to the top right-hand side it shows Click on the Present button.

When you start presenting, you will see the voting instructions at the top including the code, your slide/question in the middle, and the number of voters in the lower-right corner (most likely zero, since there are no votes yet!) and a cogwheel icon to open the settings in the lower-left corner. This is very similar to what you see when you create your question, as you have probably noticed.

To change slides click on the arrow on the right of the screen to go forward or press the forward arrow → on your keyboard.

Student Guidance

Students need access to the internet and they can use a browser or download the app which is available on Google play and iTunes.

The website that will always be used is (www.menti.com) and the code will be at the top of your presentation. The code is automatically generated when you create your presentation and renews when your presentation is not in use.

First-time notice for students
Keep in mind by using Mentimeter, we are going outside University-controlled spaces. Any interactions had on this platform (and platforms like Twitter, Skype) are subject to terms of service and it is well worth noting what that means in terms of data use, protection and responsibilities:
https://www.mentimeter.com/terms

Sharing the presentation and results (after your class)

You can export the pdf of the presentation and results to post on DUO. From your dashboard, go to the right of the title of your presentation and you will see small icons. Choose the 3rd icon - export results (you can hover over the icons). This will open up a new screen and you can choose to export the whole presentation with results or certain slides.

EDU has created a demo video on how to use Mentimeter from the presenter/student view which you can visit anytime in the [portal by clicking here](#).

Contact Jennifer Smith jennifer.smith@durham.ac.uk or ext. 45408 if you have any questions.