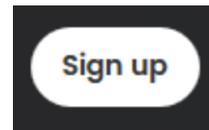


## Mentimeter Instructional guide

This manual will guide you through the process as a presenter/teacher on how to set up Mentimeter in order to poll or quiz students during your lectures.

### Step One – Getting started

1. In order to use Mentimeter you are required to make an account on their site first if you have not already. Visit [www.mentimeter.com](http://www.mentimeter.com) and click the 'Sign up' button at the top right.



2. You are then prompted to choose what you will use Mentimeter mainly for:

- Workshops
- Events (10-50 people)
- Training sessions
- **Education**
- Meetings or team management
- Conferences or large events
- Other

3. You are then greeted by an example quiz using Mentimeter giving instructions on how to participate in the quiz. Feel free to try out the example quiz if deemed beneficial.

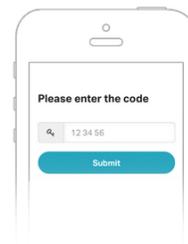
We created a question so you can try voting  
This is the presentation where you show the results to the audience.



**1** Grab your phone

[www.menti.com](http://www.menti.com)

**2** Go to [www.menti.com](http://www.menti.com)



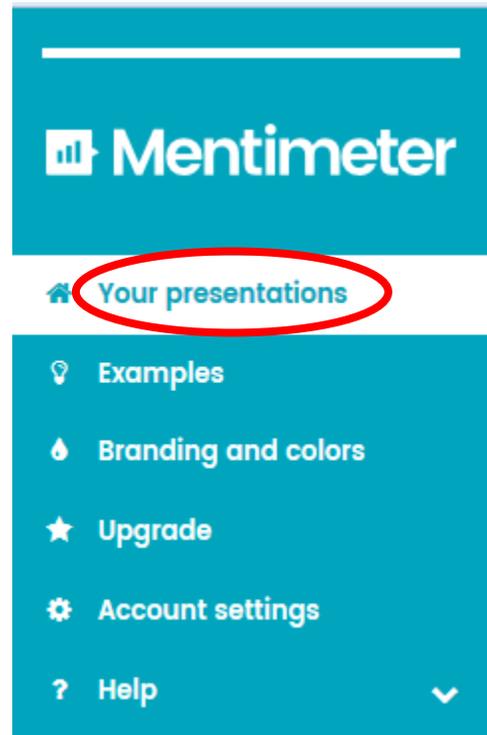
**3** Enter the code  
90 82 82 and vote!

Or create your own question

## Step Two – Creating your own presentation/quiz

After logging in on an account you can start creating your own presentations.

1. Click on **'Your presentations'** in the options menu
2. Click on the button  to start constructing your own quiz.
3. Name your presentation. In the following screen the  icon allows you to edit the name at a later stage.
4. Optional: Change the theme of the quiz to whatever your preference is. 
5. Optional: You can change the voting pace from **presenter pace** to **audience pace**. Presenter pace implies that the audience fills in the questions at the pace of the presenter. Audience pace would lead to the audience being able to answer all the questions at their own pace.
6. Optional: Share results with audience can be turned **off**.
7. Create a question by choosing a question type and the question/answers (More about the question types and a breakdown below).



### 2.1 Question types

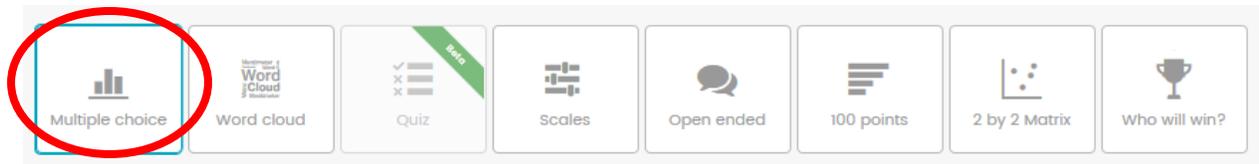
There is a variety of question types you can use to poll the audience:

- Multiple Choice
- Word Cloud
- Scales
- Open ended
- 100 points
- 2 by 2 Matrix
- Who will win?

## 2.1.1 Multiple Choice

Multiple choice allows participants to choose between multiple participants. In order to set up a multiple choice presentation, do the following steps:

1. Pick **multiple choice** (circled in red) as the question type.

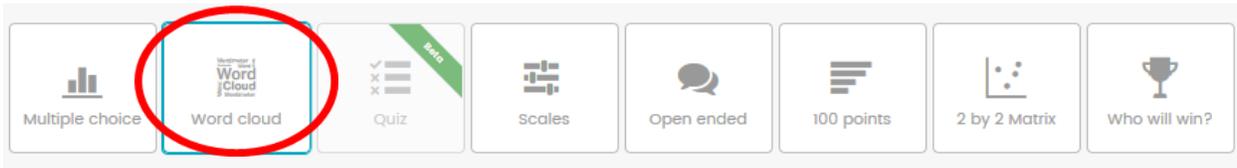


2. Enter the **question** you want to ask your audience (max 100 characters).
3. Enter the **alternatives** (possible answers/choices) that your audience can vote on.
4. **Optional:** by clicking **+ Add alternative** you can add an extra alternative the audience can choose from. You can change the order of the alternatives by holding your mouse button on the  icon and dragging it into a different order. The  icon allows you to delete an alternative from the question.
5. **Optional:** Show the results in % as default for this question.
6. **Optional:** Allow audience to vote on more than one alternative.
7. Finally, if the question is done, you can add another question to the multiple choice poll by clicking the **+ Add question** button.
8. Press  **Show presentation** to start getting response from the participants.

## 2.1.2 Word Cloud

A word cloud lets participants make a visual representation of words that they can enter through their devices. In order to create a word cloud you have to:

1. Choose word cloud from the question types.

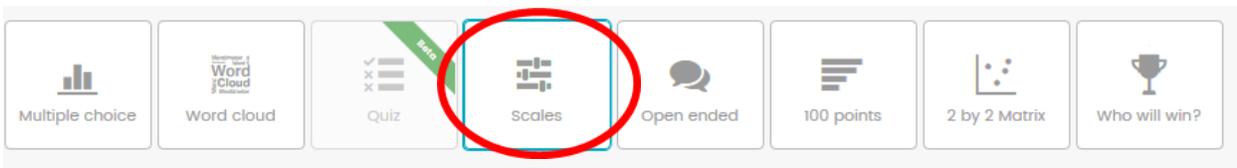


2. Enter the question you want to ask.
3. Decide the maximum number of entries each participant may enter to the word cloud (maximum of 10 words each person).
4. Decide which profanity filter should be used (if any).
5. In order to add another question, click the **+ Add question** button.
6. Press **Show presentation** to start getting response from the participants.

## 2.1.3 Scales

The scales option allows you to let participants rate statements on a scale from 0 through 5.

1. Choose Scales as your question type.



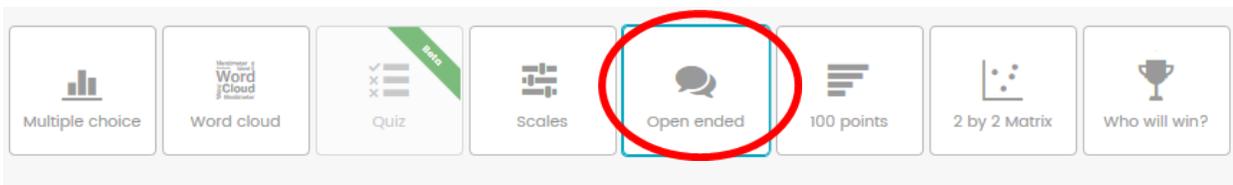
2. Enter the question you want to ask your audience.
3. Enter the statements that your audience can rate from 0-5.
4. In order to add another question, click the **+ Add question** button.
5. Optional: Enter short labels to explain the low and high value.

6. Press  to start getting response from the participants.

#### 2.1.4 Open ended

The open ended question lets participants freely type in their answers to the question. There is a character limit of 140 characters. In order to make an open ended question survey on mentimeter you must:

1. Click on 'Open ended' as your question type.



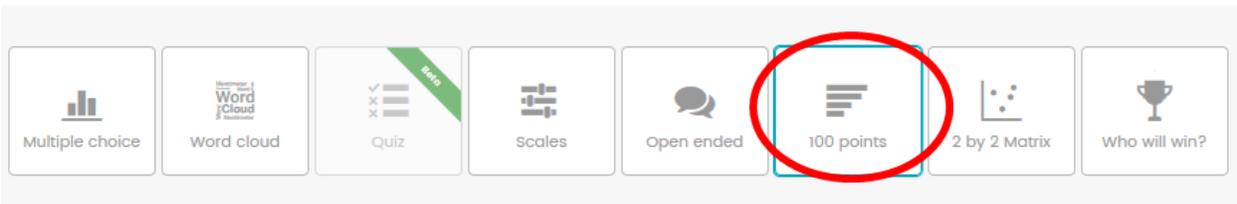
2. Choose the way in which the result should be displayed.
  - a. Speech bubbles (Great for capturing questions from the audience).
  - b. One by one (show the answers one by one by using the up and down buttons on the keyboard).
  - c. Flowing grid (Display the audience answers in a continuous flow).
3. Enter the question you want to ask the audience (Optional: add a description to it).
4. Implement a profanity filter if deemed necessary
5. Optional: Allow audience to vote more than once.
6. In order to add another question, click the  button.

7. Press  to start getting response from the participants.

#### 2.1.5 100 points

With the 100 points question type, participants can distribute 100 points to prioritize the choices. The ratings will be shown in percentage, always displaying the most popular choice on top.

1. Choose the '100 points' option as question type.

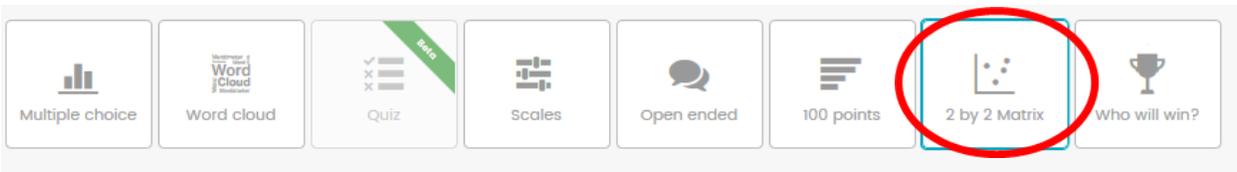


2. Enter the question you want to ask the audience (max 100 characters).
3. Enter the alternatives that your audience can vote on.
4. Optional: It is possible to enter more alternative by clicking the 'Add alternatives' button
5. In order to add another question, click the **+ Add question** button.
6. Press **Show presentation** to start getting response from the participants.

### 2.1.6 2 by 2 matrix

A 2 by 2 matrix question allows participants to rate each item in two dimensions. The results are then displayed as an average in a 2 by 2 Matrix.

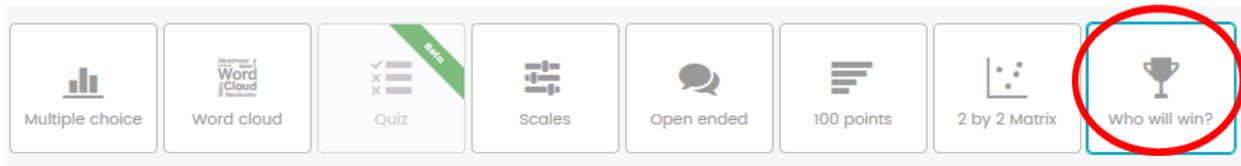
1. Click on the '2 by 2 Matrix' in the question type list.



2. Enter the question you want to ask your audience (max 100 characters).
3. Enter the items that your audience can rate.
4. Name the dimensions (the vertical and horizontal axis) and set the max value for them.
5. In order to add another question, click the **+ Add question** button.
6. Press **Show presentation** to start getting response from the participants.

## 2.1.7 Who will win?

Participants get one vote each and the winner is revealed when you, the presenter, decide to end the voting. If there's a tie, there will be more than one winner.



1. Click on the 'Who will win?' button as your question type.
2. Enter the question you want to ask your audience.
3. Enter the alternatives that your audience can vote on. (**Optional:** It is possible to expand the amount of alternatives by clicking the **+ Add alternative** button).
4. In order to add another question, click the **+ Add question** button.
5. Press **Show presentation** to start getting response from the participants.

## Step Three – Running the presentation/poll

After you are done with adding questions and clicked on 'Show Presentation' you will be brought to a new screen. In this new screen there will be a reference to the site students have to go to ([www.menti.com](http://www.menti.com)) and a randomly generated code for them to fill:

Go to **www.menti.com** and use the code

The part highlighted with the red box shows a randomly generated code that students have to fill in on their devices when they visit the site.

## Navigation bar

While running a presentation there are various options at your disposal on the left hand side.

**Fullscreen** allows you to switch to fullscreen mode.

**Hide result** allows you to hide the results from the participants. By clicking it again it unhides them.

**Close voting** will close the voting session. Participants can no longer influence the outcome of the question.

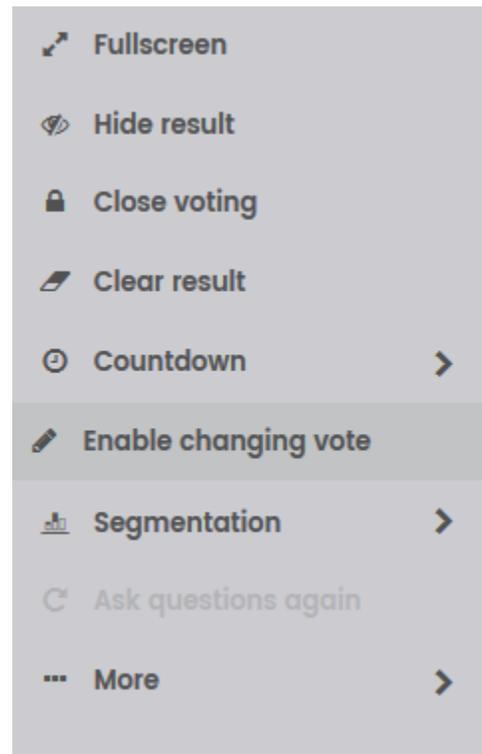
**Clear result** resets the current votes counted to 0.

**Countdown** enables a time limit at which participants can still vote.

**Enable changing vote** allows participants to change their vote into another answer.

**Segmentation** will segment the answers based on an answer on a previous multiple choice question.

The **More** button shows the QR code for the poll or leads to randomized test data.



## Results

After participants fill in their answers Mentimeter will immediately show the results for you to interpret. We hope this covers all aspects on how to create and poll your audience. If there are any questions, feel free to send a mail at [e-learning@rsm.nl](mailto:e-learning@rsm.nl).