

Getting Started with Mentimeter

This document is an introductory guide to using **Mentimeter**. For more detail, visit the vendor documentation and videos via the **Help & support** link on your Mentimeter home page.

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What is Mentimeter?

Mentimeter is an online presentation tool that allows you to deliver information and interactive activities to engage your learners. It can be used to enhance student participation during lectures, and provide instant feedback on how well students comprehend the course materials. It can help spark interest and engagement and even bring some fun into your course deliveries.

Presentations can be teacher-led, for synchronous polling, or participant-led, for asynchronous activities and information-gathering. They can also be used to make collective in-class decisions or doing quick surveys of student attitudes or opinions, with the questions prepared in advance or created quickly in real-time. They can even include even competition-based quiz questions with leader boards. Mentimeters are well suited to hybrid and Hy-Flex deliveries too, as presentations are easily shared with online users, as well as those on-campus. You can even use Mentimeter to quickly develop content to embed in your MyCanvas courses.

If you're looking to enhance your in-class deliveries with easy-to-build interactive experiences, Mentimeter is our platform of choice.

How Does it Work?

In Mentimeter, you'll be creating and delivering **presentations** from within the Mentimeter web-based application. A presentation is simply a collection of slides that you've organized for a specific purpose- to present information, or to get feedback or to poll students on certain topics or questions. Slides can contain static content, and/or interactive activities, generally in the form of questions.

Students view the presentation on their computers, smartphones, or other devices, and respond anonymously to these questions. The results are displayed in real-time for the entire class to see. Mentimeter does not require any dedicated hardware and there is no software to download.

Mentimeters can be configured to be **Presentations** or **Surveys**. You may configure a real-time class activity to be a Presentation- where the instructor controls the screen advances- while an asynchronous information-gathering exercise could be configured as a Survey. Similarly, any presentation that you've designed as asynchronous content would be a Survey.

Mentimeter users are intentionally anonymous. While there are some ways of helping identify individual users and responses, the intention and purpose of the platform is for the participants to be anonymous, which promotes "more honest and open answers, and ensures that everyone gets a chance to be heard".

Accessing Mentimeter

Creating and Managing Mentimeters (as an Instructor)

Mentimeter offers free accounts to the general public, as well as better-featured paid subscriptions, through their site at <https://www.mentimeter.com>. Here, you can create an account, using your College email address (first.last@mohawkcollege.ca) as your username. Many at the College have been using Mentimeter for years using a free account.

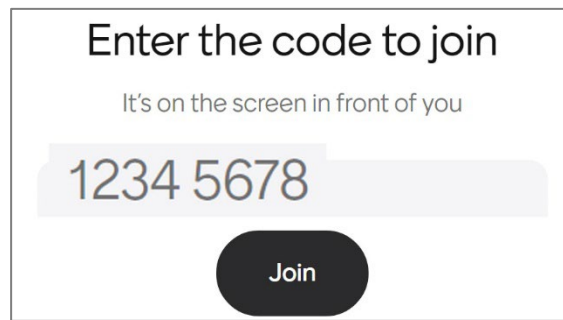
Mohawk has recently acquired an institutional license for Mentimeter which provide more user features, including the ability to create and store an unlimited number of presentations, easily share Mentimeters with colleagues, and create and customize themes.

There are two ways to acquire a Mohawk account:

- contact academictech@mohawkcollege.ca for an account, or to have your current private account added to the Mohawk account, or
- create your own account, by navigating to <https://www.mentimeter.com/app/join/mohawkcollege>
 - Select **SSO**
 - Use organization name: **mohawkcollege**

Viewing Mentimeters (as a Learner)

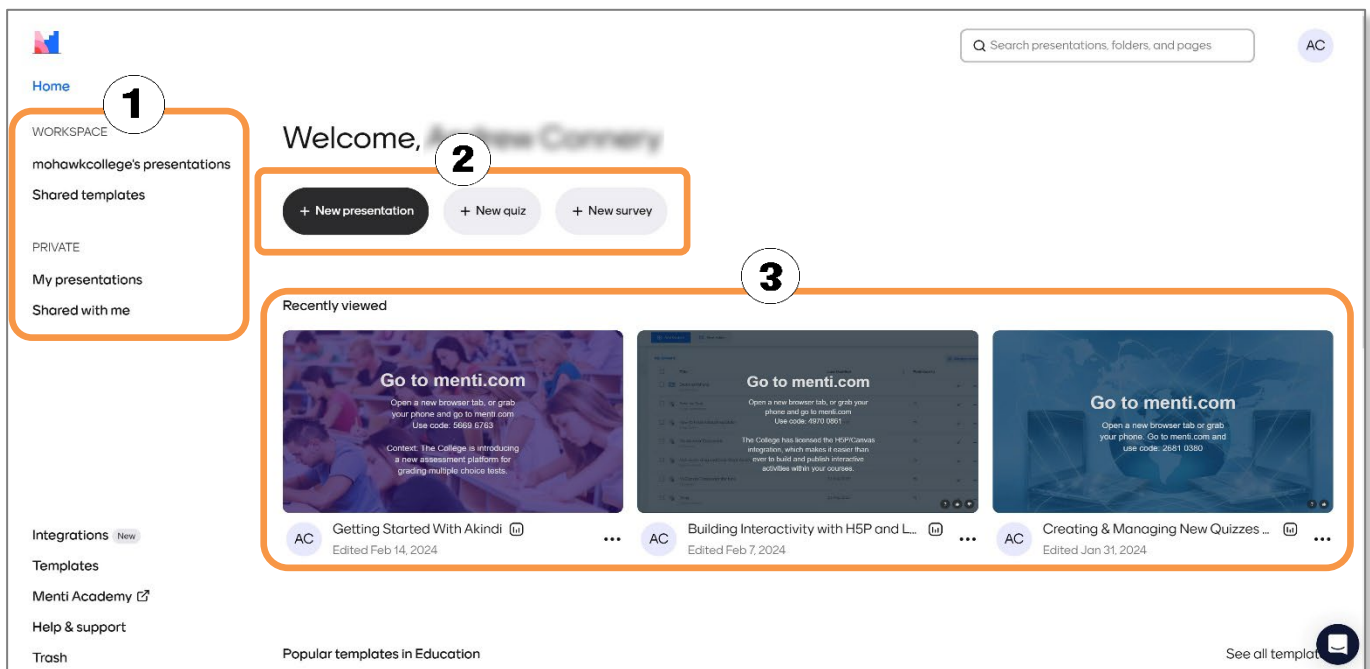
There are several ways for your students to access your presentation. A common way is for them to navigate to [menti.com](https://www.menti.com) and enter the code as shown in your presentation. Often a QR code will be displayed on the presentation's first slide, making it simple for mobile users to gain access to the polling features.



The Mentimeter Dashboard

Logging in to [mentimeter.com](https://www.menti.com) takes you to your **Dashboard**. From here, you can access all the functions of the platform:

- create new presentations
- edit your existing presentations and those that have been shared with you
- start presenting a Mentimeter
- access templates to help you create a Mentimeter
- get help



1. Choose to access public or private presentations and templates
2. Create a new Mentimeter
3. Access (to edit or present) recently-viewed presentations

The Mentimeter Presentation

In Mentimeter, you'll be creating and delivering **presentations**, which are collections of **slides** following a certain topic. You can think of a Mentimeter presentation as a series of questions or other information, in the form of presentation slides, that you use during a single lecture or on-line session, or as an asynchronous resource.

Presentations can be delivered in-class, through the Mentimeter website, or on Teams or Zoom on a shared screen or using the available Mentimeter integration.

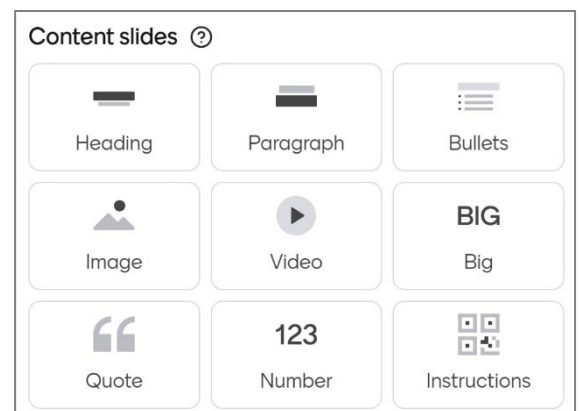
Types of Slides and Slide Functionality

While presentation slides can contain static information such as text, bulleted lists, and images, the real value in a Mentimeter is the ability to ask questions and gather responses.

Before creating your first Mentimeter, you'll want to think about its intended purpose and **what you'd like it to do**. Knowing these things makes it easy to choose the appropriate slide type to create. Of course, your presentation can include a mix of slide types. For example, you could begin your presentation delivering slides of content, follow that with a few polling (interactive) slides that gauge the learners' understanding of the content, and conclude with a timed competitive quiz.

Content Slides

Do you want to simply present information? Choose from the various **Content** slide types. Content slides don't include any interactive elements, and can be useful when you want to provide context before asking questions. Traditionally this information might be delivered through another medium- a PowerPoint presentation, or a MyCanvas Page, etc.- but using Content slides keeps your delivery simple. You, and your learners, do not need to switch between two (or more) presentation platforms.



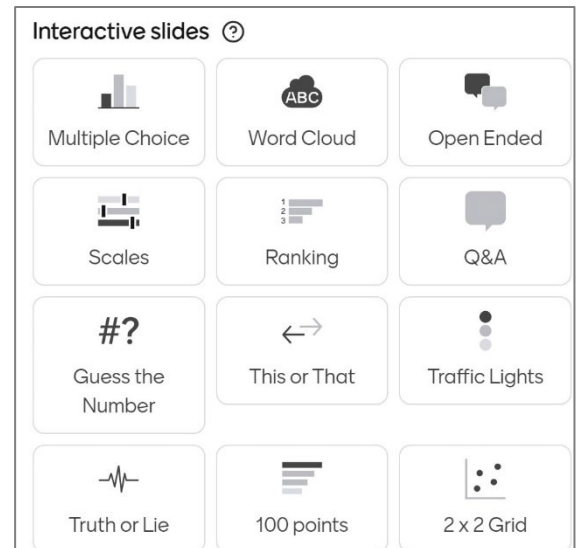
Interactive (Polling) Slides

Do you want to ask questions and have learners reflect and respond? Choose from the various **Interactive** slide types. Interactive slides are the heart of most Mentimeter presentations, and allow you to engage learners in **Presenter**

mode (instructor-led) or **Audience** mode (asynchronously) as with a survey.

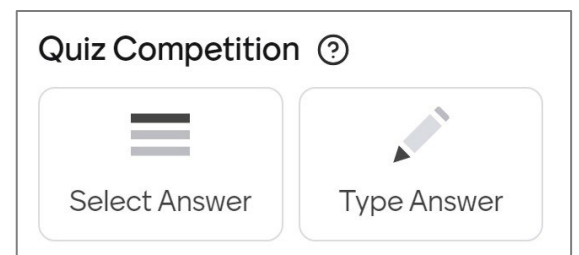
The following are a few of the popular question types found on polling slides that are often used to get feedback and promote discussion.

- **Multiple Choice:** a question with a predetermined list of possible answers. Results are updated live and represented via Bar, Donut, Pie or Dot (cluster) graph format.
- **Wordcloud:** a visualization of participant-submitted one-word responses. Multiple entries possible for each voter, and multiple submissions allowed. Each entry for a particular word in the cloud will increase its prominence.
- **Open Ended:** allows free-form text responses. Results are displayed via either speech bubbles, one-by-one or as a flowing grid.
- **Scales:** allows your participants to rate certain statements e.g. how much they disagree or agree. This question type can be heavily customised and is particularly valuable.
- **Ranking:** participants rank their preferences for a series of options. Results appear in real time in a vertical descending ranking.
- **Image Choice:** participants indicate their preference for one of several images.
- **Q & A:** allows the participants to submit questions to ask the presenter



Quiz Competition Slides

Do you want to have the learners engage in a competition, answering timed questions with points given to accuracy and speed? Choose from the two **Quiz Competition** slide types. Quiz Competition slides can be used to deliver a formative quiz, creating a sense of competition and fun, and can be configured to score each participant on accuracy and time.

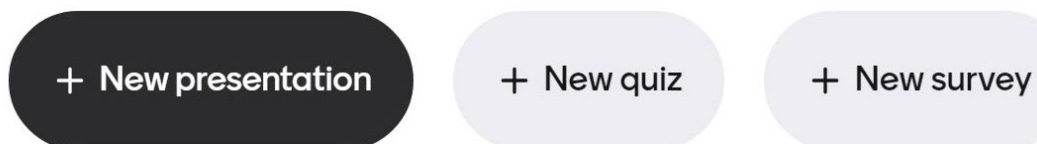


You also have the option to add a 'leaderboard' after a quiz question so participants can see the highest scores of the quiz. These special slide types are limited to the **Type Answer** (like fill-in-the-blank) and **Select Answer** (multiple choice or multi-select) question types.

Creating Your First Presentation

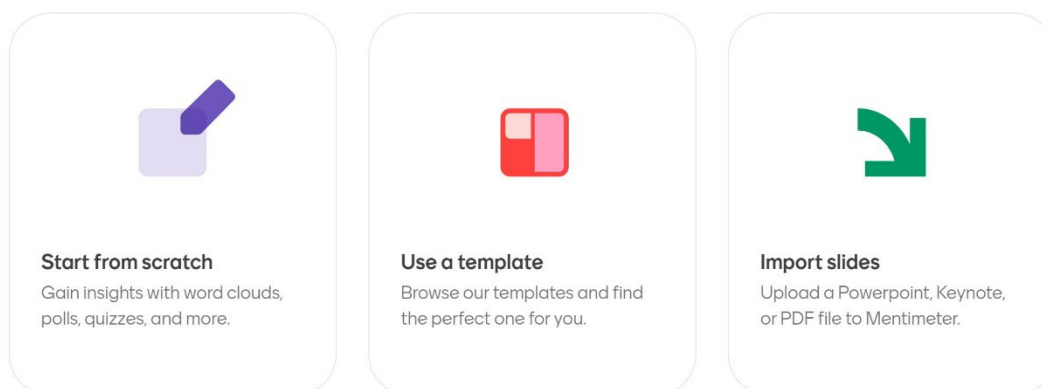
From the Dashboard, there are four ways to create a new Mentimeter:

- Click **+New presentation**. This presentation will be the container for all the slides to come, and can contain slides of any type.
- Click **+New quiz**. This provides a shortcut to creating a Competition Quiz, with scored responses.
- Click **+New survey**. A survey is intended to run asynchronously, allowing learners to answer questions at their own pace while controlling the navigation
- **Duplicate**. On the home page, and beside the name of an existing presentation's, click the **options** (three dots), choose **Duplicate**.



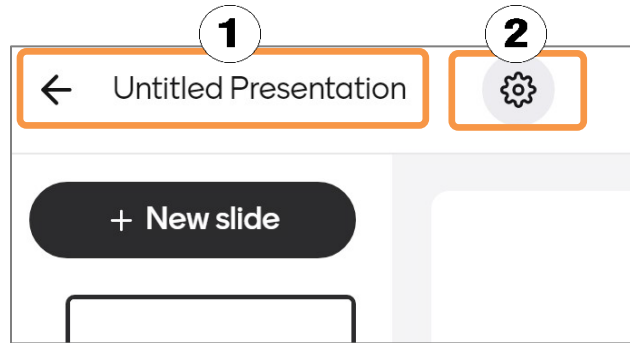
As the starting point for a new presentation, you'll be asked if you wish to:

- Start from scratch
- Use a template
- Import slides



For new Mentimeter users, it may be simpler to choose **Start from Scratch**, and plan to add design and aesthetic elements later. If you want to base your presentation on an existing PowerPoint, Keynote or PDF file, choose **Import Slides**.

Before preceding, you should name and configure your new presentation:



1. Click/press the **Untitled Presentation** title in the upper left of the screen, and enter the name of your presentation.
2. Click/press the "gear" (Settings), and set your new Mentimeter as a **Presentation** (instructor-led) or as a **Survey** (asynchronous).

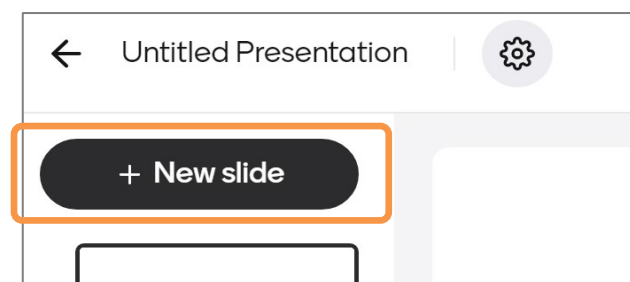
Note: On your **My Presentations screen**, you can further organize your presentations by creating folders. Click/press **+New folder**.

My presentations



Adding Slides

To add a slide, click/press **+ New slide** from the button in the upper left. Scroll through the various type of Interactive, Quiz Competition, and Content slides, and select the desired slide type.



You can always **Import** slides from an existing PowerPoint, Keynote, or PDF file. Importing a file in this manner will produce images (captures) of each page of the source document, and position each image on its own Document slide. Note that these slides may present accessibility challenges to some learners.

To add another slide, simply click/press + **New slide** to add as many slides as you wish. On the slide overview pane, you can click and drag slides to change their order.

Configuring and Customizing a Slide

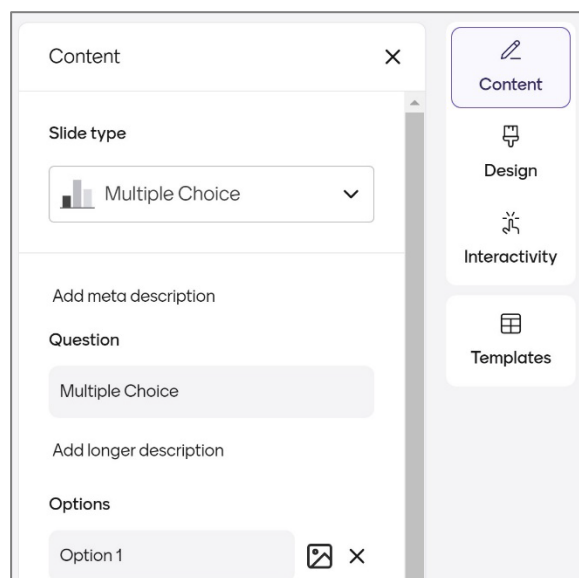
Once the new slide has been created, and any time a slide is open in the slide editor, you'll notice the panel on screen right, providing access to **Content**, **Design**, **Interactivity**, and **Templates** settings and configurations.

Content Tab

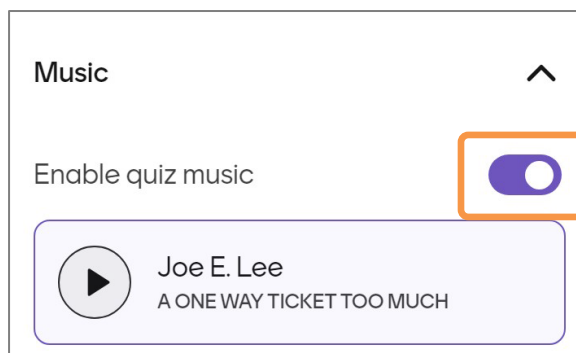
A new slide will open with the **Content** panel open. Depending on your chosen slide type, different content configurations can be made in the **Content** tab including:

- Select or change the question type
- Provide a text heading
- Configure available options
- Add an image if desired
- Other options related to the specific question type

Example: for a Multiple Choice (Interactive) slide, open the **Content** tab to add the question (and possible answers), and an image if desired.



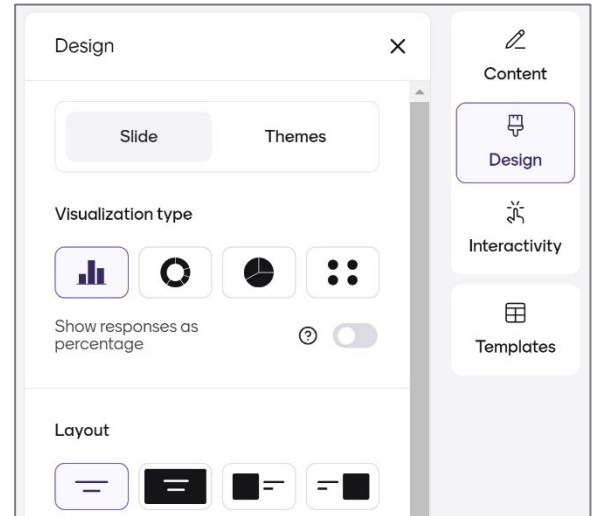
For Quiz Competition slides, you can also enable music to play during the session on the Content tab.



Design Tab

Functions in the **Design** tab allow you to configure the “look and feel” of the slide:

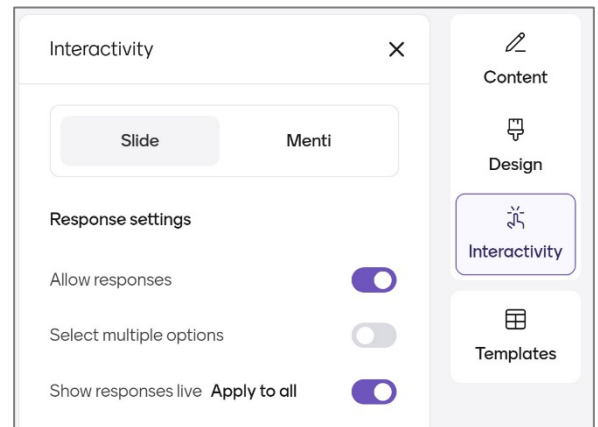
- Choose the basic layout (positioning of text and image elements)
- Choose text size
- Select/change colours (text and background)
- Add background image and opacity



Interactivity Tab

Functions in the **Interactivity** tab allow you to configure the basic interactivity options for the slide, and for the entire presentation:

- Enable all or some of the available Reactions (thumbs up/down, heart, question, etc.)
- Enable or disable Responses
- Other configurations- show/hide QR code, instructions



Reactions can be a valuable component of your presentations. They can be added to any slide, but are mostly used on Content slides. Enabling Reactions allows your audience to interact with the slide. You can enable or disable up to five different symbols, depending on the feedback that you want to get, including Heart, Question mark, Thumbs up, and Thumbs down.

Reactions (?)



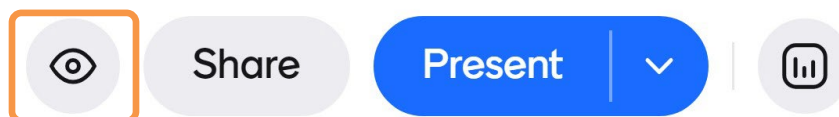
Once you Allow Reactions, click/press on the reactions you want to enable.

Templates Tab

The Templates tab allows you to select the basic template from various categorized templates. Templates save you development time by providing pre-configured slides, and various presentation ideas and methods.

Testing and Delivering a Presentation

When you've completed your Mentimeter, you'll be ready to test it to make sure you've configured it correctly. From the presentation editor, click/press the **Preview** button to simulate a live session.

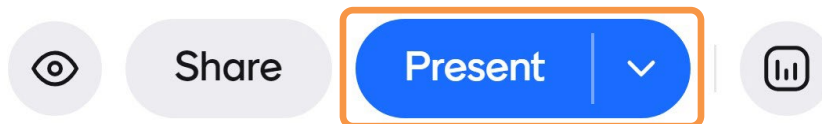


Upper toolbar showing the Preview button

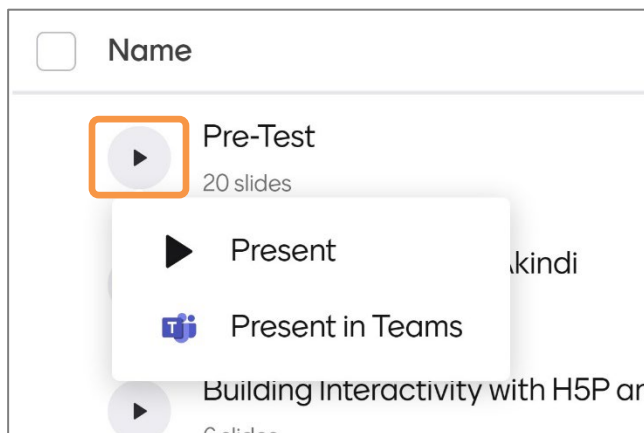
The Preview function allows you to experience the presentation as your students will, with results showing in real time on the Presenter screen.

After previewing, and once you're happy with your presentation and how it's configured, you're ready to present it to your class. To present your Mentimeter:

- From the presentation editor, click/press the **Present** button in the upper right-hand corner of the screen.

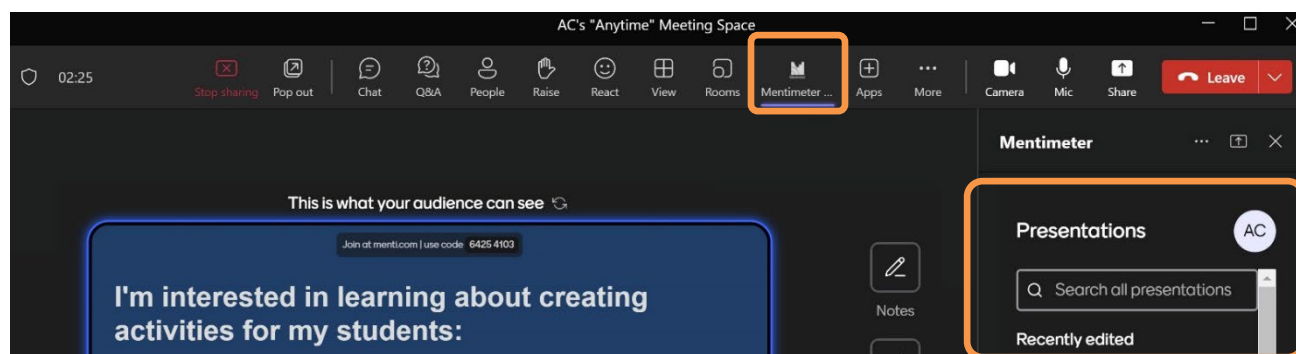


- From **My Presentations** or any screen with a listing of presentations, click/press the **Play** button and choose **Present** or **Present in Teams**.



In a classroom session, you should have your screen displayed to the class on a projector or monitor. Students view the menti.com address and the code that should be displayed on the first slide of the presentation.

If you are presenting online using **Microsoft Teams** or **Zoom**, you can share the screen, or use the available integration to share your Mentimeter directly in your meetings. The integration allows you to select from all your presentations, and share directly to the screen.



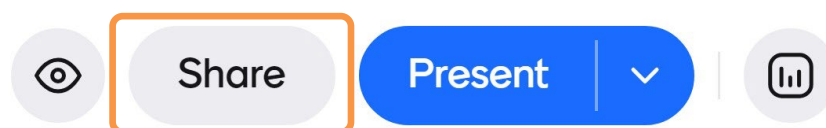
Installing the Mentimeter app in Teams allows for the quick sharing of any of your Mentimeters

Sharing the Voting Link

For students to be able to participate in your presentation and engage with your questions, you will first need to share with them a **code**, a **QR code**, or a **web link**.

Generally, the first slide of any Mentimeter is a content slide that provides the access code, a link to the application (menti.com), and if desired, a QR code for mobile use.

These values can be found by clicking/pressing the **Share** button, on the **Participation** tab, and then shared with your students.



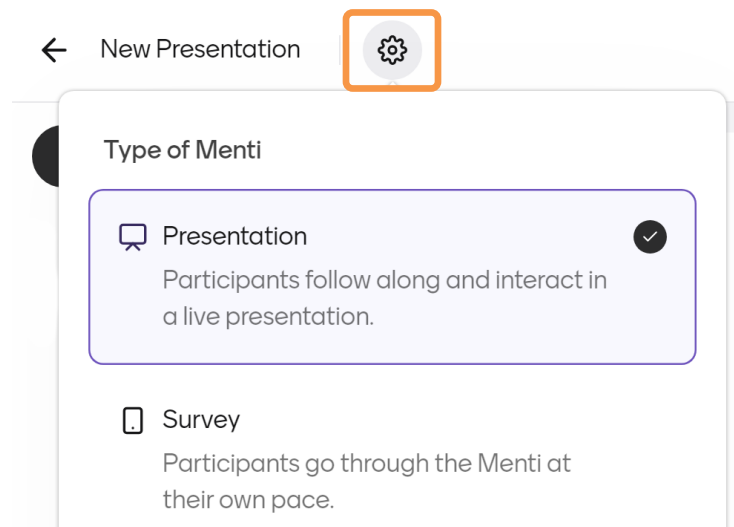
The **Share** panel provides access to three sections:

- **Participants**- displays the Invite link, provides functions to disable interactions, allows you to download the QR code for access.
- **Editors**- allows you to share and co-develop the participation with colleagues.

- **Results**- allows you to provide access to the results of the session, and provides the embed code to embed the presentation on a MyCanvas course Page.

Students will be able to view your content slides and participate in your interactive and quiz competition slides on their computer or mobile devices.

- If you've configured your Mentimeter as a **Presentation**, students will view the slides as you present them, using the **Previous/Next** buttons in the lower left corner.
- If the Mentimeter is configured as a **Survey**, students will be able to advance through it on their own.
- If your presentation includes any **Competition Quiz** slides, students will be asked to enter a nickname and pick an avatar.



Configure your Mentimeter using the options in the "gear" menu

As students vote on an interactive slide, or submit their response on a Quiz Competition slide, the visualization of the results on the presentation slide will change automatically. Note that, even with Quiz Competitions, **voting is intentionally anonymous**. Mentimeter is designed to keep the identities of the students hidden.

As you move your mouse toward the previous/next buttons on the bottom left-hand corner of the screen, a presentation toolbar will display. On it are various controls, allowing you to start a timer, enable or disable comments, hide results, etc.



The Previous/Next buttons, and the pop-up toolbar used when presenting

Presentation Tip! Be sure to provide clear instructions and sufficient context before you open a slide for feedback.

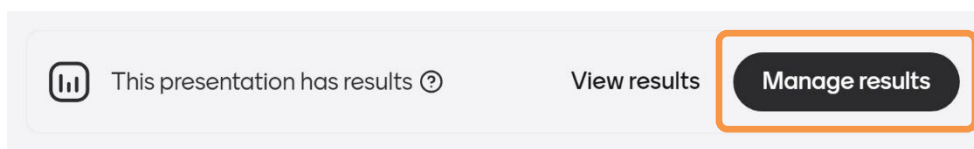
Viewing and Resetting Results

After you've presented and students have reacted and answered questions, the results are stored in the presentation, for the life of the presentation. From the Results page, you can view information about the results you've obtained and be able to download your presentation.

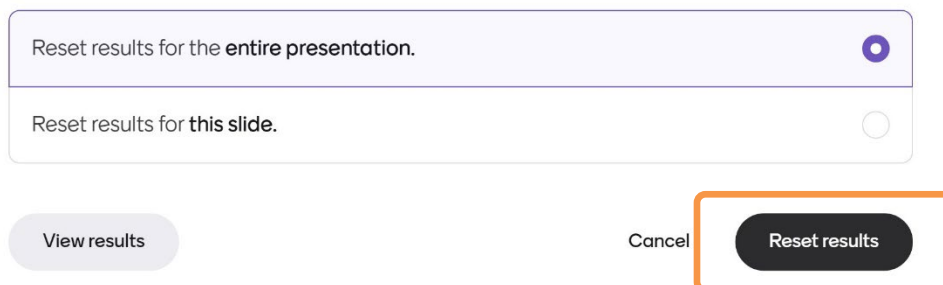
To access the Results page:

- From **My Presentations**: click/press **View Results** button beside the presentation's name, or click/press the three dots on the right column of the presentation name, then click/press **View results**.
- From the **presentation editor**: in the top right corner, next to the **Present** button, you will find the **View Results** button.
- From the **Share** button: click/press the Results tab and click/press **View results**.

If you want to reuse a Mentimeter, you may want to **reset** the results so that it presents to a new audience as a "fresh" presentation. To reset, open the presentation in the editor and click/press **Manage Results**.



From this screen, you can choose to reset all the results, or just the results of the displayed slide.

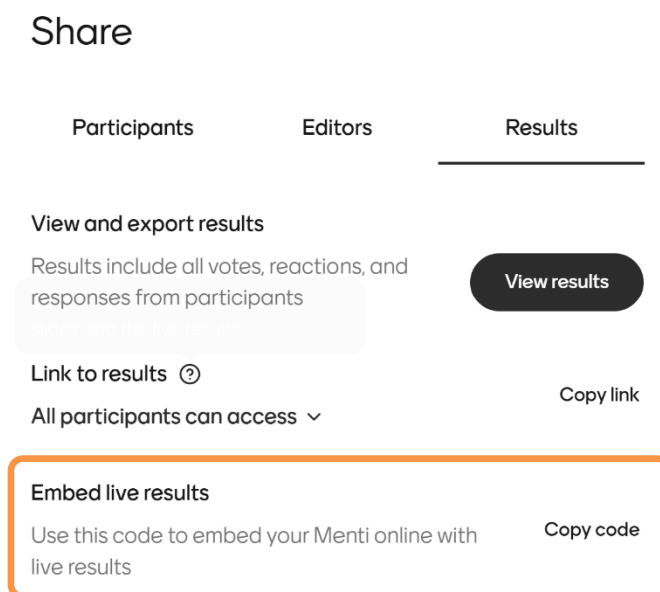


Embed in Your MyCanvas Course

You can choose to embed the results of any quizzing or polling session in your MyCanvas course. An embedded Mentimeter allows users to access all the content slides, and review all the responses given for Interactive and Quiz Competition slides.

You can even use Mentimeter to develop course content, using **Content** slides, that are embedded in your MyCanvas courses. When configured as **Surveys**, these presentations can be a welcome addition to your courses by offering students a different way to access information than from a typical document.

- Open your presentation in the editor
- From the **Share** button, open the **Results** tab
- Click/press **Copy code** to place the embed code on the clipboard
- In your MyCanvas course, open a Page in the Rich Content Editor and click/press the **Embed code** button on the toolbar
- Paste the code and click/press **Submit**



Strategies

1. While the Competition Quiz slide types, with timed settings and a leaderboard, can be a great engagement method, it can be for some learners. If this is the case, use Interactive slide types instead, and run your questioning more like a survey than a competition.

2. While its customary to prepare your presentation in advance of class, it's easy to create and present a Mentimeter in real time, with no advanced preparation.
3. Don't forget that you can use existing PowerPoint, Keynote, or PDF content to quickly create new Mentimeter content slides using the Import function. You can augment this content with new Interactive or Quiz Competition slides to provide interactivity and opportunities for engagement.

Technical Requirements

All that is needed to start using Mentimeter is an internet-connected device with a web browser; there are no installations or downloads. You can use Mentimeter on any device, in almost any context.

There are some factors that are important for an optimal experience: your device, web browser and internet connection.

Recommended Devices

Mentimeter recommends that you use a desktop computer for setting up your questions, and for presenting. The usual way to present a Mentimeter is to connect the computer to a projector, or via screen sharing in Teams or Zoom or the free application that can be integrated in both platforms.

Your presentations look best in widescreen (16:8 - 16:9 aspect ratio), but common projector formats such as 4:3 are also supported. All elements in your presentation rescale and reposition themselves automatically.

For learners, the most common way to engage with a presentation is with the web browser on a smartphone.

Recommended Browsers

Mentimeter supports all major web browsers- Chrome, Firefox, Safari, Edge. It is recommended you always use the latest version- both because it is safer and because it will ensure that Mentimeter run smoothly.

Recommended Internet Bandwidth

- 100 participants - 5 Mbit/s
- 500 participants - 15 Mbit/s
- 1000 participants - 30 Mbit/s