Getting Started with Mentimeter

Mentimeter is an online polling tool that allows the creation and presentation of different types of question. It can be used to add interaction during a session to help direct learning, understand the audience, and build ideas. It can also be utilised asynchronously as a pre- or post-session poll through our learning platform, Canvas, for example to shape the direction of a class or to gain feedback from learnings.

Set Up Your Mentimeter Account

Signing up to Mentimeter is free and the account allows the creation of unlimited presentations of unlimited slides. Popular question types include multiple choice, word clouds, scales, and ranking, all allowing for interactivity around a question with learners.

New users can create an account through their SSO directly through the below link:

https://www.mentimeter.com/auth/saml/sbsuniversityofoxford

Alternatively, on the Mentimeter sign up page, click 'Sign up with SSO' at the bottom, then enter your organisation as "**sbsuniversityofoxford"** and click 'Authenticate'.

Existing users who have updated their email address to their SSO address on Mentimeter can also use the above link to take them directly to their dashboard.

We have also created a little video to show you the steps to use the SSO sign up/login, which you can view here:

Accessing Mentimeter with SSO

Mentimeter Dashboard

The dashboard of Mentimeter shows options to create new presentations and folders into which presentations can be organised. You can click on the relevant button to set up a new presentation or folder. When you have created a presentation, you will see several icons on the presentation bar. From left to right, these are:

- Mentimate: When used on a mobile device, this feature acts as a remote control for slides
- Share links: This allows you to share the perma-link with others as well as an embed code for use on Canvas
- Export results: This links to the 'export results' page where you can save responses
- Move to folder: You can click this to move a presentation to a folder to organise the dashboard
- Copy: This is a good way to duplicate presentations for use on other sessions/modules
- Delete presentation: Click to delete the presentation

Creating Mentimeter Presentations

When you have created a new presentation, you can add questions using the different question types on the right-hand side of the page. Hovering the mouse over these will show a preview of these questions and how they will display. Click on the question type you wish to use to customise the question, possible responses (if relevant), and the formatting. You can add further slides for addition question by clicking 'Add Slide' on the left-hand side of the page.

To view and adjust presentation settings, click 'Settings' on the right-hand side of the page to bring up the list of options. One option you may wish to amend is the 'pace' option, which will allow you to switch between 'presenter pace', where learners can only answer the question shown, or 'audience pace', which will allow them to move to the next question once they have answered the preceding one. Another option is on whether to hide responses as they come in to be revealed by the presenter, which could prevent late responses being influenced by early ones.

Presenting a Mentimeter Poll

To launch the Mentimeter poll, click the 'Present' button in the top-right hand corner of the page and the presentation will automatically go to full screen mode to be shared. This window can then be shared on Zoom and in a classroom for the audience to view. Instructions showing how the audience can respond are shown at the top of the screen and these comprise of the link to the voting page menti.com and a unique code to be entered. The poll question and responses, once these come in, are shown below these instructions.

Moving the mouse to the bottom of the screen will show several options, allowing the presenter to:

- Hide/unhide responses
- Close voting,
- Start a countdown, and
- Move to the next question.

Exporting Results

After the presentation has been completed, a button will appear on the presentation page showing options available to export the results, either as a PDF or Excel document. An alternative option for quickly adding responses to a slide deck for sharing on Canvas is to re-open the presentation and press the Print Screen (PrtScr) button to copy the whole screen or use the Windows Key + Shift + S to select a section of the screen. The screenshot can then be pasted onto a slide and the slide deck then saved and shared accordingly.