




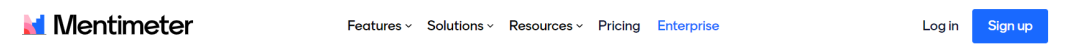
## How to get started with Mentimeter

The first thing you have to do is to **sign up (for free)** at this [link](#). Go to **Mentimeter.com**. The platform will ask you to write your email and create a password.

(If you already have an account just do the log in)

⚠ **Remember!** It is a freemium tool. It means that all the features showing this symbol  are only for premium users.

## HOW TO CREATE A NEW PRESENTATION



### Engage your audience & eliminate awkward silences

Our easy-to-build presentations, interactive Polls, Quizzes, and Word Clouds mean more participation and less stress

[Sign up for Free](#)

No credit card needed

To create a new presentation click on “+ My presentation”.

My presentations

[+ New presentation](#)

[+ New folder](#)

The gray button may be useful to create **folders** and organize your content.

When you start creating a new presentation you will be asked to **enter a title**.

Create new presentation

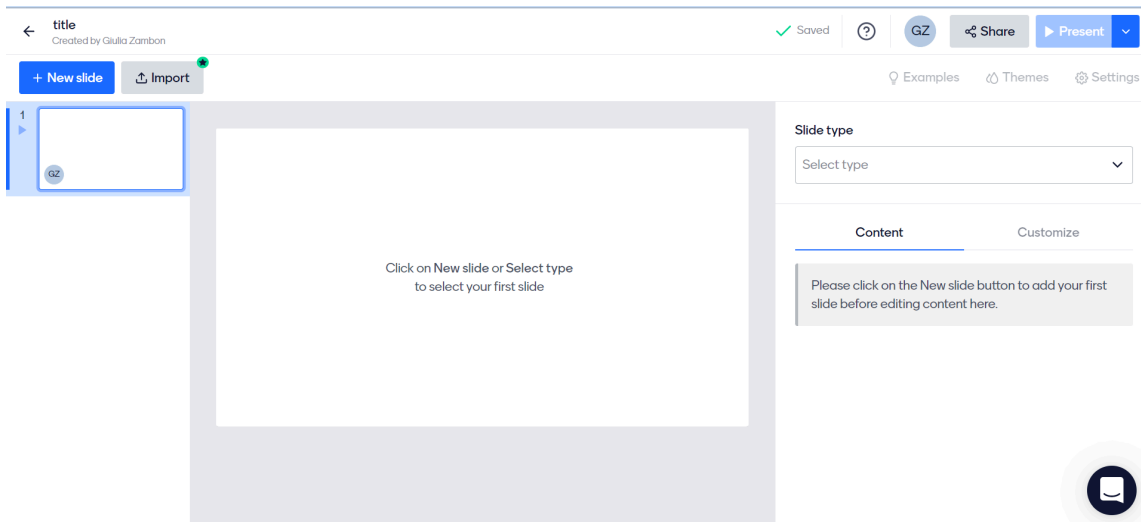
Presentation name

100

Cancel

[Create presentation](#)

This is how the editor looks like.



On the left side you will see all the slides you are going to create.

In the center you can see the currently selected slide while on the right side there is a window in which you can find 2 sections:

**Content**

in which you will be able to add, remove, modify the content of the slide

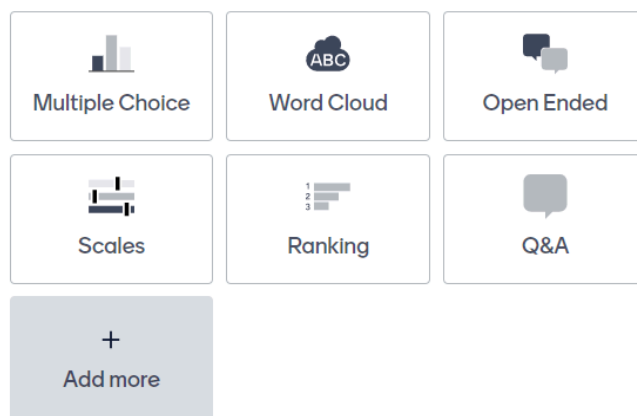
**Customize**

in which you will have the possibility to decide things like layout, settings about the participation of your students and so on.

By clicking on “Add slide” you can choose among different slide types and you will see a preview of all of them just hovering the mouse pointer on them.

You can use a maximum of 2 Popular question types.

Popular question types ?



You can use a maximum of 5 quiz competition slides.

If you select one of them, a proper game will be created and your students will be asked to enter their name and a Leaderboard slide will be automatically created (if you don't like it you can remove it)

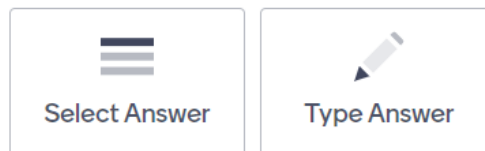
Leaderboard

Remove the leaderboard after this question.

Remove leaderboard

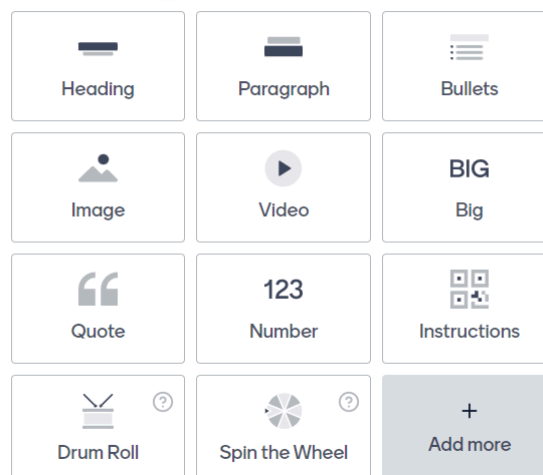
You can choose between Multiple choices and Open ended questions.

Quiz Competition ?



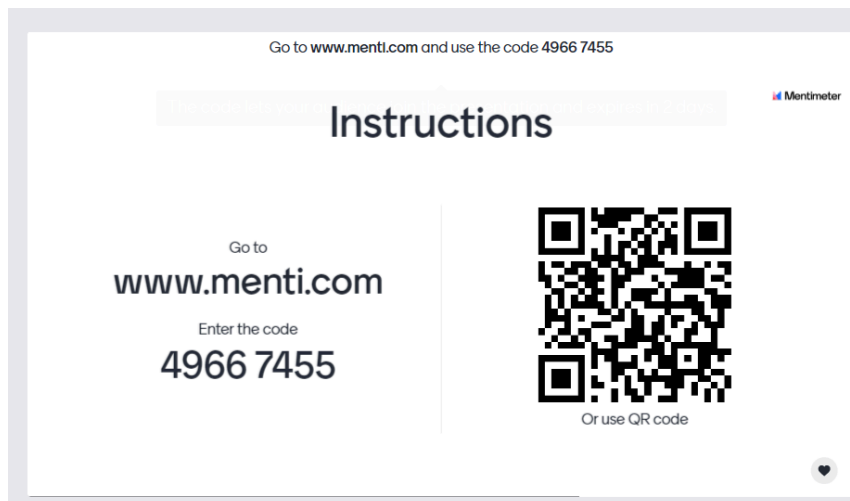
You can add **unlimited** content slides (images, written text...)

Content slides ?

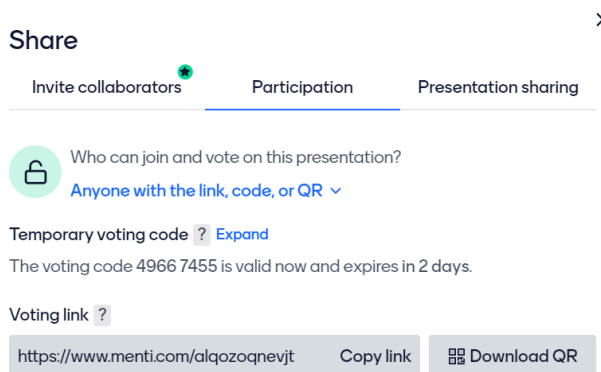


## HOW TO SHARE YOUR PRESENTATION

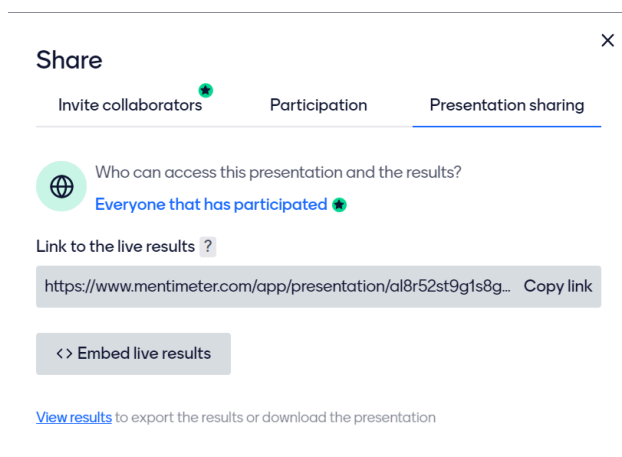
It is strongly advised to start your presentation with the slide "Instruction". Through this page you'll have the chance to share with your students the code they have to enter in **menti.com** or the **QR code** they have to scan if they want to join the presentation.



The code will expire in two days according to standard settings. If you want to modify the duration go to share “**Share participation**” and you can expand till a maximum of 7 days.



From “**Presentation sharing**” you can copy a link to send to the colleague you want to share your presentation with. They will have the possibility to see your presentation and to import it in their account as a template to be then modified and used.



⚠ Pay attention to the **triangle!**



The blue triangle indicates the slide from which your presentation will start.

To set up the position of the triangle follow these steps:

1. Click on the triangle
2. Close the slide presentation
3. Click on the slide you want as the first one
4. Click on "presentation"
5. Close the presentation again

## HOW TO CUSTOMIZE THE SLIDES. Examples (word cloud and multiple choice)

### WORD CLOUD

On the right side, in "content" you can add a question, the number of entries per participant and also you can decide to add an image.

Slide type

 Word Cloud ▼

Content

Customize

[Add meta description](#)

Your question ?


Word Cloud

[Add longer description](#)

Entries per participant ?

3

Image ?


 Drag and drop or click to select an image  
Supported file types are png, jpg, gif, svg

From “Customize” you can then decide the layout of the pages and manage a few other options.

Slide settings ?

- Show image
- Enable voting
- Show instructions bar ?
- Show results [Apply to all slides](#)

Layouts




Text size

- +

Image ?

Drag and drop or click to select an image

Supported file types are .png, .jpg, .gif, .svg



## MULTIPLE CHOICE

For the multiple choice option it is basically the same: you will have the possibility to insert your question and the different answers. If there is a correct one, remember to go to “customize” and flag “show correct answer”. So that you can flag the correct one.

Slide type

Multiple Choice

---

Content Customize

[Add meta description](#)

Your question ?

Multiple Choice


[Add longer description](#)

Options ?

Option 1

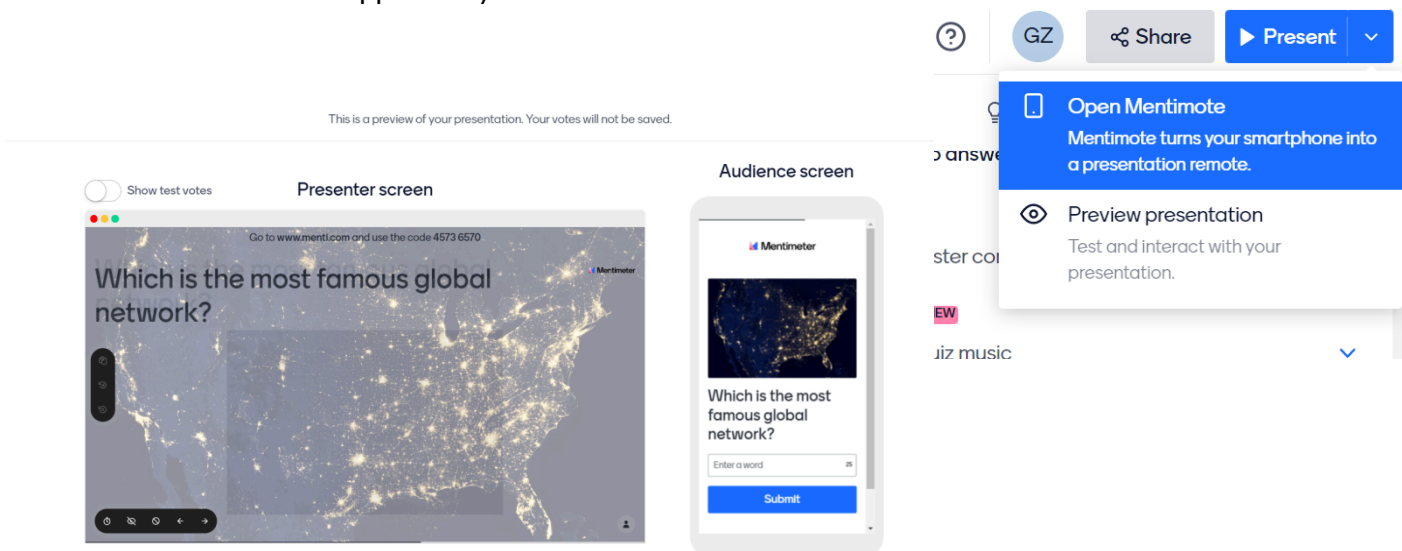
Option 2

Option 3



If you want to check your progress you have to click on the arrow near the button **“Present”**

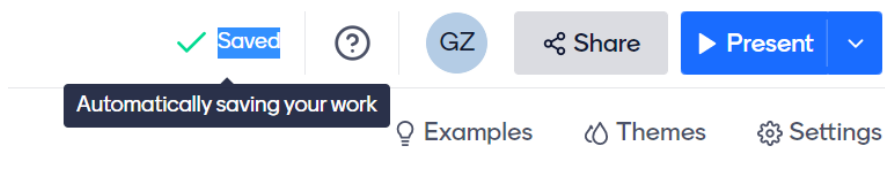
Choose **“Preview presentation”** and you will have the possibility to see both students' devices and what will appear on your screen



You can also try to interact with the presentation, the vote will not be saved since it is just a preview.

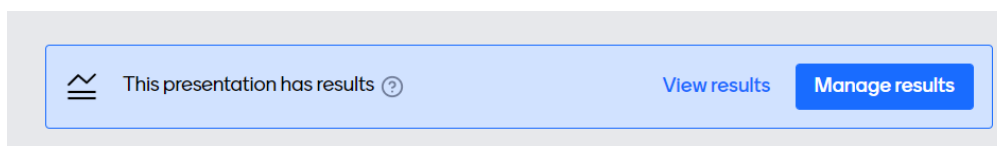
Everything is automatically saved in the cloud. To check it, have a look at this part of the page.

If there is not the green symbol just wait for it, maybe the platform needs more time to update your changes.



For all the other typologies of slides the process of creation is more or less the same and the platform provides you suggestions in the boxes you have to enter your content.

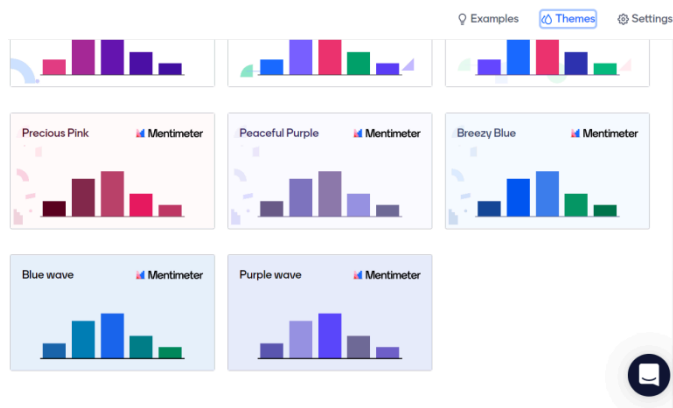
## HOW TO MANAGE THE RESULTS



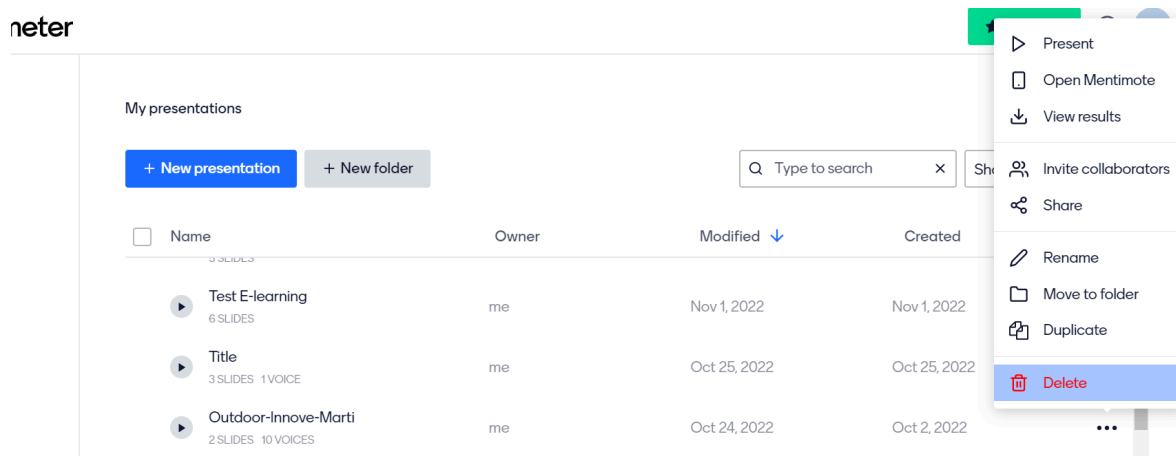
Once you implement the activities you planned in the presentation, you will have the possibility to:

1. Reset the result of a single slide
2. Reset the results for the entire presentation to use it again
3. Manage the results downloading them as a general pdf or as images for the single slides

Browse among many **themes** if you want to have something already prepared in terms of style



In the **dashboard** you will see all the presentations you created and all your folders. From the three dots on the right side you can do these actions:



## When in class

Open your presentation and click on present. It is teacher paced, it means you have to go on through the slides from your computer.

**!** Follow the instructions appearing at the bottom of the slides.  
Example with the word cloud if you can't see the words they are entering:

