

Mentimeter. Short user manual.



ICT tools for

Erasmus+ Project "Food conservation"



2019.01.01

Mentimeter – presentations with real time feedback.

1. Create your account.

Click **Sign Up** or **Get Started** buttons. You can sign up using Google and Facebook accounts or using email.

Mentimeter is free for as long as you'd like!

or using email

E-mail

Password

At least 6 characters.

First and last name

[Sign up](#)

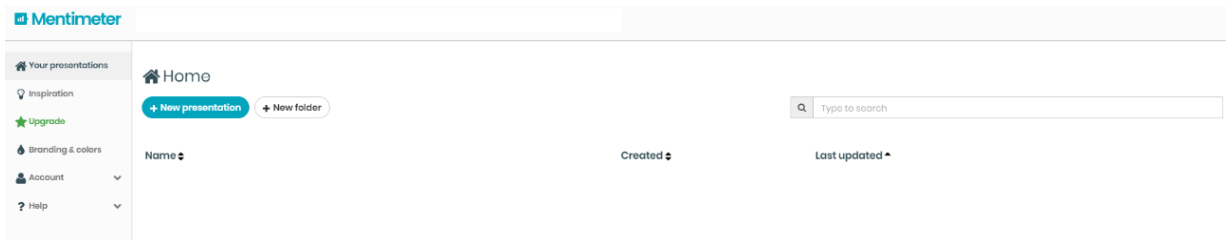
2. Mentimeter home window.

Your Presentations – home page with the list of your presentations.



Upgrade – you can upgrade for more possibilities.

Branding and Colors – you can create your own Themes and add logos (Pro, Teams and Conference plans).

Account – you can manage your account.




3. Create New presentation

Click **New presentation** button  and enter Name of presentation. Also, you can choose presentation settings by clicking  **Presentation settings** and choose voting pace (Presenter and Audience pace).

Create new presentation ✕

Name of presentation 100

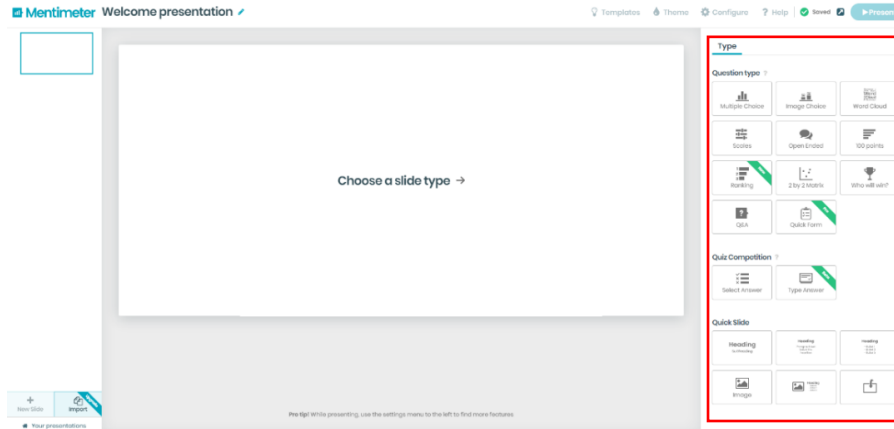
 **Presentation settings**

[Create presentation](#) [Cancel](#)

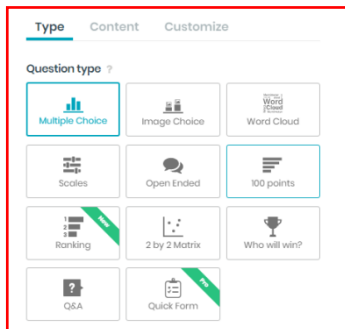
4. Choose slide type

Slides can be:

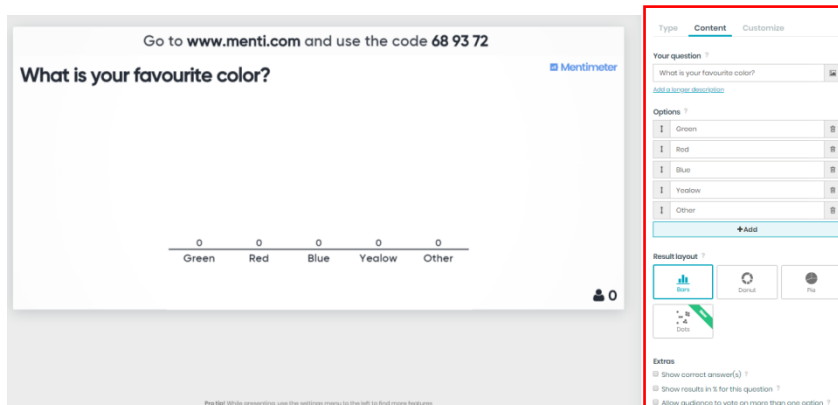
- a) Question type.
- b) Quiz competition.
- c) Quick slide.



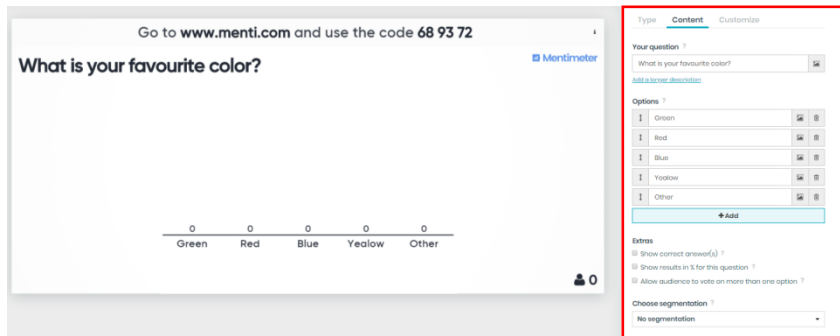
4.a **Question type** slides can be chosen to get real time feedback:



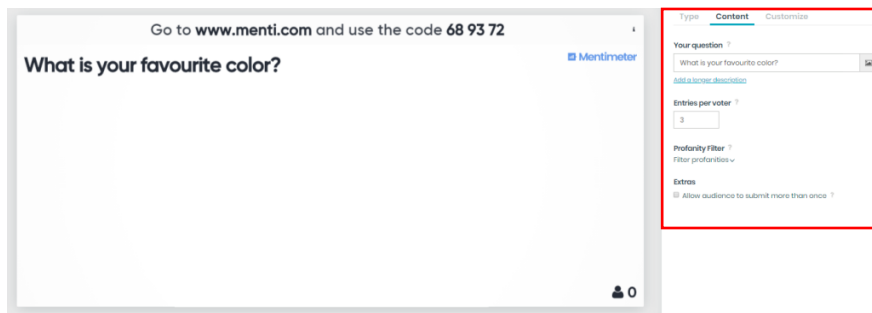
- **Multiple choice.** Write your question in **Your question** box (also can add image), add **Options** and choose **Result layout**. If necessary, you can choose Extras: Show correct answers, Show results in % for this question and Allow audience to vote on more than one option.



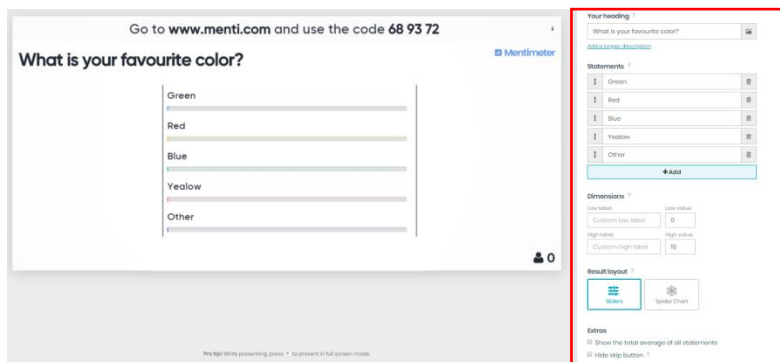
- Image choice. The same as Multiple choice slide, but you can add image to Options.



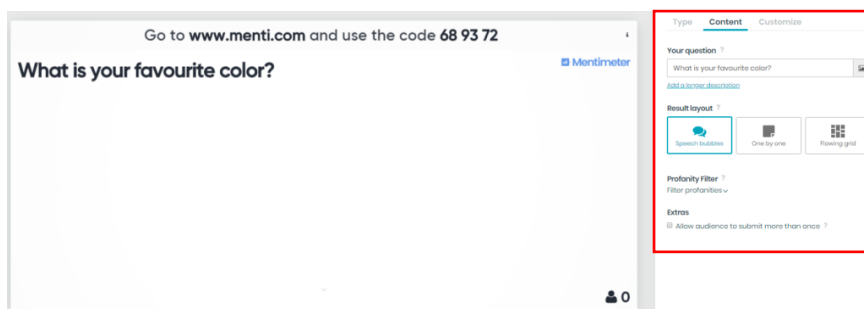
- Word cloud. Gives you Word cloud from audience. Write **Your question**, choose **Entries per voter**, use **Profanity filter** and can Allow audience to submit more than once as **Extras**.



- Scale. Write **Your heading** and **Statements**, choose **Dimensions** from Low to High, **Results layout** and **Extras**, if needed.



- Open ended. Write **Your question**, choose Result layout, **Profanity filter** and **Extras**.



- 100 points. Write **Your question** and **Items**.

The screenshot shows a Mentimeter poll slide. The main content area displays the question "What is your favourite color?" and a vertical bar chart with five categories: Green, Red, Blue, Yealow, and Other, each with a 0% progress indicator. The settings panel on the right, highlighted with a red box, shows the "Content" tab with the following configuration:

- Type: Content
- Your question: What is your favourite color?
- Items: Green, Red, Blue, Yealow, Other

- 2x2 matrix. Write **Your heading** and **Items**, choose **Dimensions**, **Axis limits**, **Grid layout** and **Extras**.

The screenshot shows a Mentimeter 2x2 matrix slide. The main content area displays the question "What is your favourite color?" and a 2x2 grid. To the right of the grid are five color-coded items: Green (blue circle), Red (yellow circle), Blue (green circle), Yealow (pink circle), and Other (purple circle). The settings panel on the right, highlighted with a red box, shows the "Content" tab with the following configuration:

- Type: Content
- Your heading: What is your favourite color?
- Items: Green, Red, Blue, Yealow, Other
- Dimensions: 2x2 grid
- Axis limits: 1 to 10
- Choose grid layout: 2x2

- Who will win. Write **Your question** and **Contestants**.

The screenshot shows a Mentimeter "Who will win" slide. The main content area displays the question "What is your favourite color?" and a horizontal bar chart with five categories: Green, Red, Blue, Yealow, and Other. Below the chart is a "Show the winner" button. The settings panel on the right, highlighted with a red box, shows the "Content" tab with the following configuration:

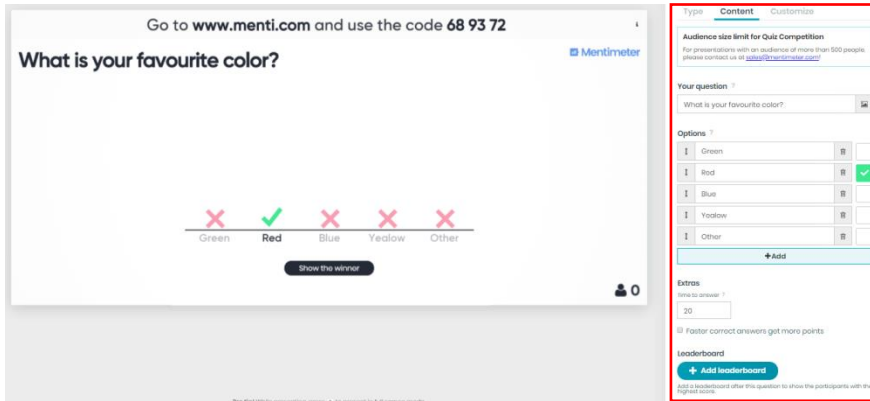
- Type: Content
- Your question: What is your favourite color?
- Contestants: Green, Red, Blue, Yealow, Other

- Q&A. Let audience ask you questions. Write **Your heading** and **Configure** this slide.

The screenshot shows a Mentimeter Q&A slide. The main content area displays the question "What is your favourite color?" and a message that says "No questions from the audience!". The settings panel on the right, highlighted with a red box, shows the "Content" tab with the following configuration:

- Type: Content
- Your heading: What is your favourite color?
- Configure:
 - Q&A: (checked)
 - Only on Q&A slides: (checked)
 - Allow audience to see each other's questions: (checked)
 - Moderation: (unchecked)

4.b **Quiz competition**, if you want to organize a quiz for audience. Write **Your question** and **Options**, choose the correct option, **Extras** and add **Leaderboard**.



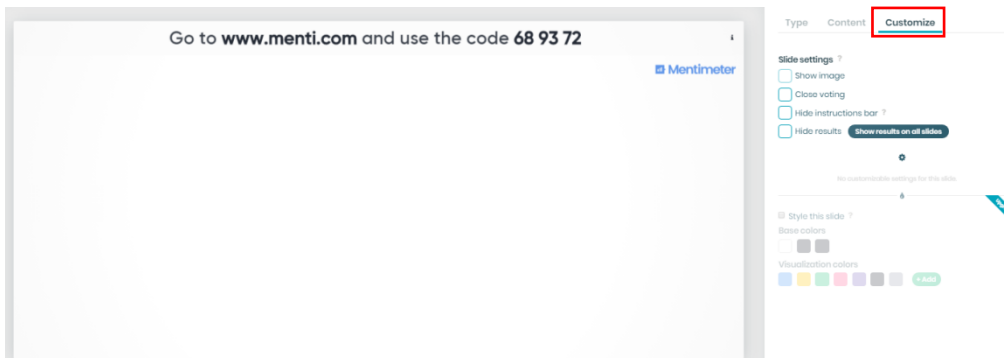
4.c **Quick slides** can be used as Headings, Images slides or import Presentations from files to a slide.

5. Add a new slide.

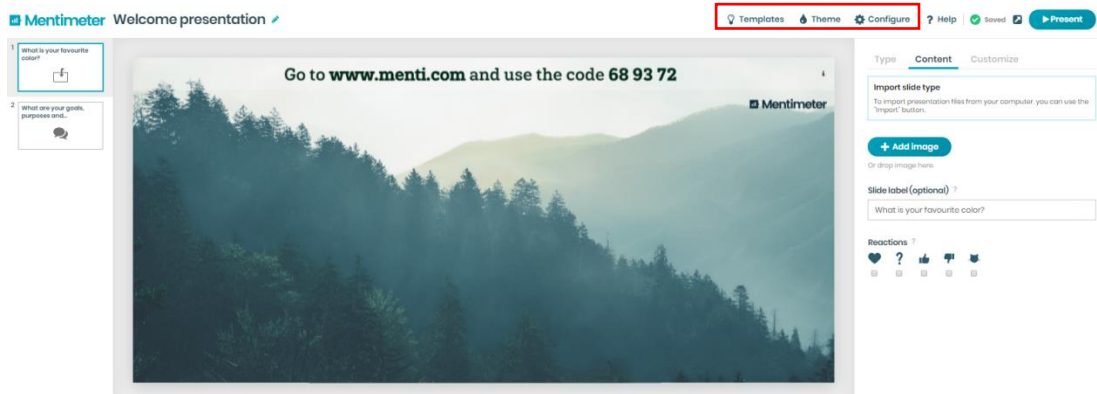



6. Customize your presentation.

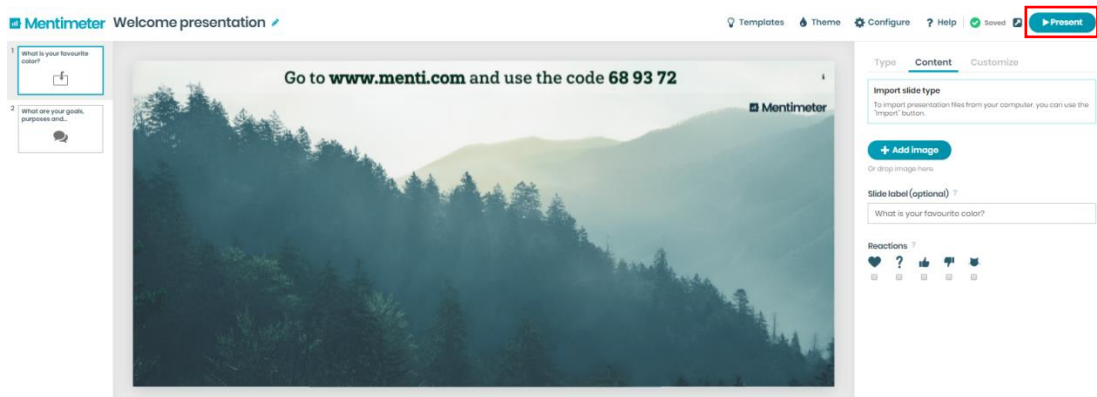
You can show Image, Close voting, Hide instructions bar and Hide results.



7. You can choose slides from **Templates**, choose **Theme** and **Configure** your presentation.



8. To start your presentation click Present button 



9. Audience can leave feedback by entering code and submitting.

