



# MANUAL MENTIMETER

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## 1. Log in

*Via a direct link*

- Go to [www.mentimeter.com/join/uu](http://www.mentimeter.com/join/uu)
- Use your Solis-id and password to log in .
- Click on the link in the confirmation email, which is sent to the email you inserted.

*Via the homepage of Mentimeter*

- Go to [www.mentimeter.com](http://www.mentimeter.com)
- Click on 'Log in '.
- At the bottom of the page you will find a button 'Login with SSO'. Click on this button (See screenshot).
- Fill in 'UU', and click on 'Log in '.
- The usual login screen of Utrecht University appears. Fill in your Solis-id and password and login.

## 2. Overview of Mentimeter and its functionalities

After you log in , you will find the screen as displayed on the image below.

Below, you can find a brief explanation of the buttons in the red marked area.

## 2.1 General options

### Your presentations

An overview of your presentations. You can create a new presentation by clicking on 'New presentation'. With the button 'New folder' you can create a folder in which you can sort presentations on for example topic, question type or seminar group.

### Inspiration

Here you can get inspired on cases when Mentimeter provides a useful tool, or on example questions, and lay-outs of presentations. In case you want to use an inspiration presentation, you can add this presentation to your presentations by clicking on 'Add to my presentations'.

### Shared

Here you can find presentations which are shared with you. In case there are no presentations shared with you, this page is empty. For more information, see <https://help.mentimeter.com/creating-presentations-and-questions/share-presentation/share-a-presentation-with-your-team>.

### Branding & Colors

More information on designing themes and using colours in your presentation. More on themse at point 2.3.5.

### Account

Information about your account and log in details.

### Your team

Here you can find the e-mail address of the key-user as well as other information about logging in to Mentimeter.

### Help

Here you can find additional information about the use of Mentimeter, the Help centre and Frequently Asked Questions (FAQ).

## 2.2 Your presentations.

Here you can find an overview of your presentations.

You can create a new presentation by clicking on 'New presentation'.

By clicking on 'New folder', you create a folder in which you can sort presentations on for example topic, question type or seminar group. This looks as follows:

The screenshot displays the Mentimeter user interface for 'Philip Bierkens's presentations'. The left sidebar contains navigation links: 'Your presentations' (highlighted), 'Inspiration', 'Shared', 'Branding & colors', 'Your team', and 'Account'. The main area shows a 'Home' section with '+ New presentation' and '+ New folder' buttons (both highlighted). Below is a search bar and a table of presentations. The table has columns for 'Name', 'Created', and 'Last updated'. A single presentation is listed with a video icon, a duration of 19, and a date of Apr 30, 2019. A red box highlights the action icons (edit, delete, share, etc.) at the end of the row.

When you've created a presentation, you will be automatically redirected to the editing environment of this presentation. The edit options will be explained later. First, it is important to understand the following options, at the right side of the title of your presentation. (Visible in the image below).



### **Open Mentimote**

An option to operate Mentimeter from another location or from distance. For more information, see: <https://help.mentimeter.com/presenting-with-mentimeter/different-ways-of-presenting/mentimote-our-presentation-remote>.

### **Share voting links or results**

By clicking on this button, several links appear. With the first, you can invite participants with a direct link to vote on your questions. Participants can also go to [www.menti.com](http://www.menti.com) and fill in the code of your presentation. See point '2.3.6 Configure', the part on 'Direct Access'. Last, the button allows you to share the results of your presentation.

### **Export results**

By clicking on this button, you will be redirected to a page where you can export results to Excel or a PDF-file. For more information, see point 2.3.6.

### **Move presentation to folder**

In case you have several presentations, you can drag these to a folder. Before you do so, make sure to create a folder first. Create and sort your folders in a way that works for your administrative work.

### **Duplicate**

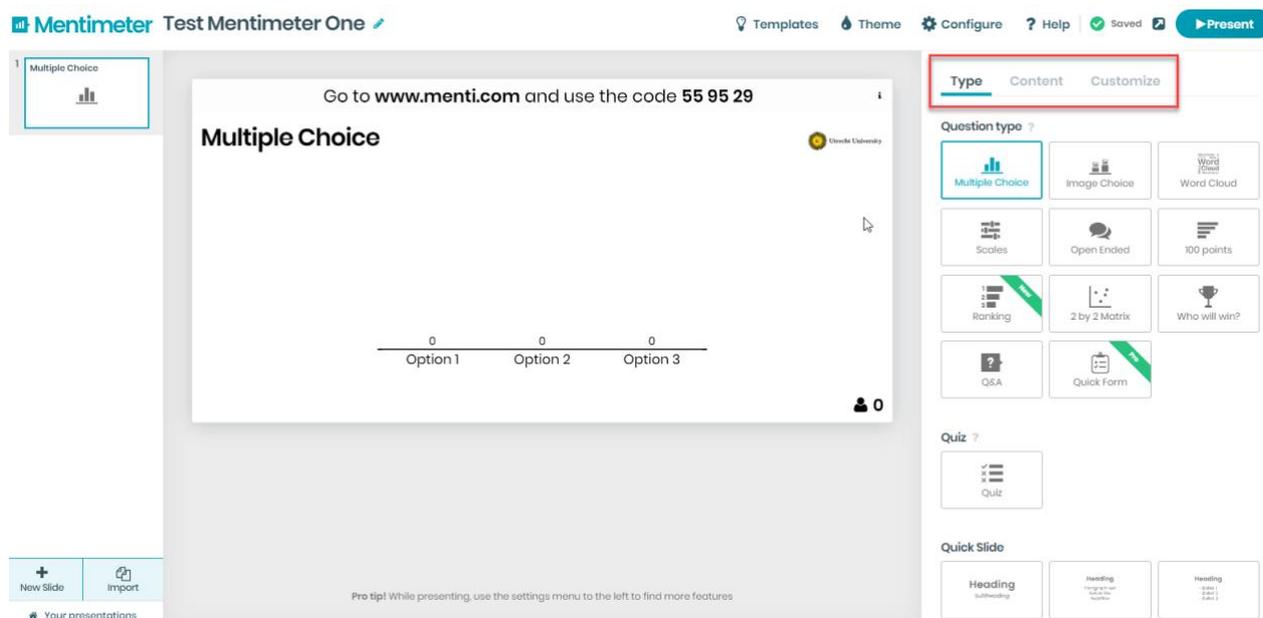
When you want to duplicate a presentation, for example when you want to use the same presentation again, click on this button.

### **Delete**

Delete this presentation.

## **2.3 Create a presentation**

Here you can get to work with your presentations and slides. The most important buttons are 'Type', 'Content' and 'Customize' (see image below). We will review each button.



### 2.3.1 Type

You can use the following question types per slide.

#### Multiple Choice

Allows participants to select several options. For example:

How old are you? A = 18-20. B = 20-22. C = 22-24.

You can also allow participants to select more than one answer, but then you'd have to rephrase your question.

#### Image Choice

Similar to Multiple Choice, but this type allows you to add an image per answer. For example:

Where do you want to spend your holidays? A = Ski area. B = Sun. C = Nature.

#### Word Cloud

Allows participants to describe what they think in one word. For example:

What do you think of the study economics? Or: How can we combat climate change?

#### Scales

Allows participants to share their opinion by scale on a certain issue. For example: I believe that housing construction should be more important than the conservation of nature.

#### Open Ended

Allows participants to say something or express themselves, irrespective of the question, such as: 'Nice lecture!'

#### 100 Points

Allows participants to assign points to a certain topic. For example: How many points do you assign to Mark Rutte, Donald Trump and Theresa May respectively?

## Ranking

Allows participants to rank topics or to make a Top # out of the topics presented.

## 2 by 2 Matrix

Allows participants to score answers on two variables. The answers then appear in a matrix. For more information, see: <https://help.mentimeter.com/creating-presentations-and-questions/let-your-audience-rate-items-or-allocate-points/2-by-2-matrix>. For an example, see the image below:

### Rate these Coca-Cola products in the BCG matrix



## Who will win?

Allows participants to select a winner. For example, which presentation was the most informative?

## Q&A

Allows participants to ask questions on these slides. You could use this halfway your presentation.

## Quick Form

With the quick form, you can create a small survey and have participants fill in their details such as e-mail address, date of birth and other relevant information you would like to know.

You are responsible for the information you request. This may not be in conflict with the privacy law.

For more information, see: <https://help.mentimeter.com/creating-presentations-and-questions/other-types-of-questions-and-slides/collect-email-addresses-and-other-information-from-your-audience-with-quick-form>.

At **Point 2.3.1, Type**, you will find two other functionalities next to 'Question type'. These are:

### 2.3.1.1 Quiz competition

Here you can ask a question with one or more correct answers, for example when you want to start a competition. The participants fill in their name and a ranking will be made when they fill in the questions. You can also select an option to make the response time of the participants count for the ranking in the competition. When the participants fill in the questions, a leaderboard will appear.

For more information, see: <https://help.mentimeter.com/creating-presentations-and-questions/let-your-audience-choose-between-predefined-options/mentimeter-quiz>.

There are two additional options at **Quiz Competition**.

Select answer. Here, you can provide several options for the participants to choose from.

Type answer. With this option, participant can provide an answer themselves, without selecting a predefined answer. It is also possible to add options with synonyms or different forms of spelling as the correct answer, to make sure that a broader range of answers, or answers with typos, are marked correct.

### **Creating a Quiz Competition from existing 'regular' slides.**

When you have questions/slides in your regular presentation, which you would also like to use in the form of a Quiz Competition, for example at the end of the lecture or presentation, you can perform the following steps without having to create a new slide every time.

- Go to the presentation in which you have the 'regular' question/slide, which you want to use as a 'Quiz Competition' too.
- Move your mouse over the left column, the overview of the slides. When you hover over the slide, three options appear. The first option is 'duplicate slide'.
- Click on 'duplicate slide'. The slide is now duplicated in this presentation.
- Select the duplicated slide and go to 'Type'.
- At the bottom of 'Type' select 'Quiz competition'.
- Now the slide contains the desired competition element. Further modifications can be made at Content and Customize.
- Repeat this process for other questions which you would like to duplicate in the form of a 'Quiz Competition' question.

Please note! The Quiz Competition questions are found in the same presentation in which you duplicated the slide. When you want to change individual questions from an existing presentation to a Quiz Competition question, and transfer these to a new presentation (for example: you want one presentation with only Quiz Competition questions from several presentations, at the end of the semester) you can follow the steps below:

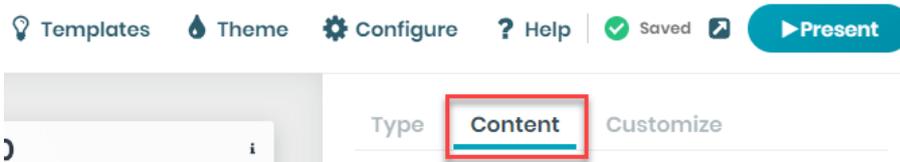
### **Copying a Quiz Competition question to another presentation.**

- Create a new presentation.
- Go to the presentation where you can find your 'Quiz competition' slide. (Please note! When you do not yet have a Quiz Competition slide, follow the steps under 'Creating a Quiz Competition from existing 'regular' slides'.).
- Hover with your mouse over the left column, the overview of the slides. When you hover your mouse over the slide, three options appear. The second option is 'Copy to another presentation'.
- Click on this option and select the presentation to which you want to copy the slide.

### **2.3.2.2 Quick Slide**

Here you can choose for a slide with text, for example to elaborate on a certain topic. This can also be useful when you don't have enough characters for the title of your question, so you could use this slide before your question to elaborate on it.

## 2.3.2 Content

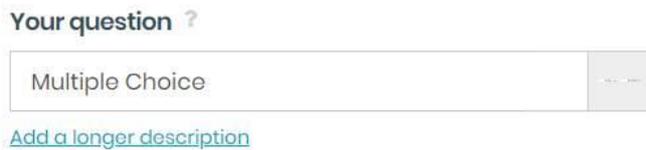


Per question type, you can add content. For example, the phrasing of the question itself, the number of answer options, how your questions are displayed and other options.

### 2.3.2.1 The maximum number of characters for your question

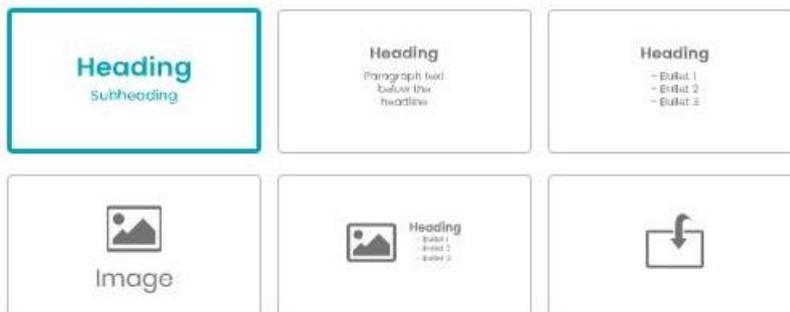
Mentimeter allows you to use a maximum of 150 characters for your question. Try to make your question as brief and to the point as possible, this makes it more comprehensible for the participants as well. In case you do need more characters, there are three ways to do so.

**1** Below the question, you can click on 'add a longer description'. With this, you can add another 250 characters to your question.



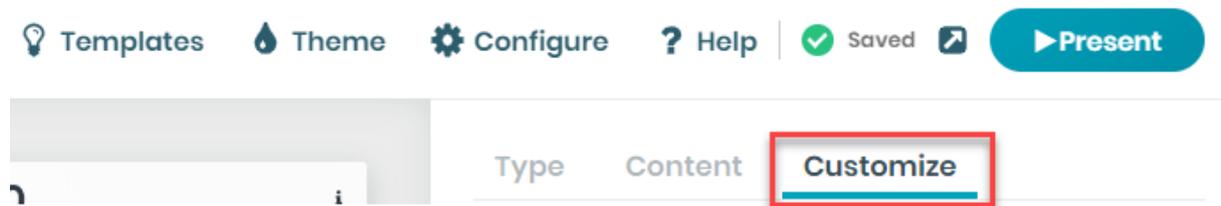
**2** You can add a 'Quick Slide' with all the necessary text, before the actual slide which shows your question. The Quick Slide options look as follows:

#### Quick Slide



**3** Create an image of your question and add this image to your slide. You can type your question in Word and then make use of the Snipping Tool (this is a standard app in Windows, search for it in your Windows apps) to create an image of the question. You can then add this image to this slide.

### 2.3.3 Customize



At **Customize**, there are four options below *Slide Settings*:

Show image – Whether or not you want to show an image.

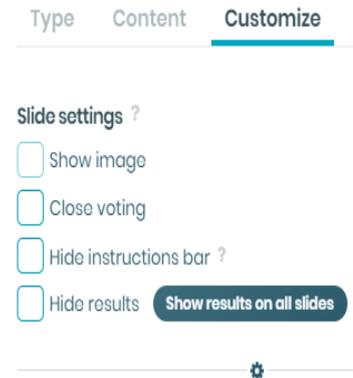
To do so, you first need to upload an image.

Close voting – When you check this box, participants cannot vote.

Hide instructions bar – When you check this box, you hide the bar in your presentation which shows how participants can access it.

However, it is more useful to show that bar.

Hide results – When you check this box, participants do not see the results of the question. You can see the results after the presentation.

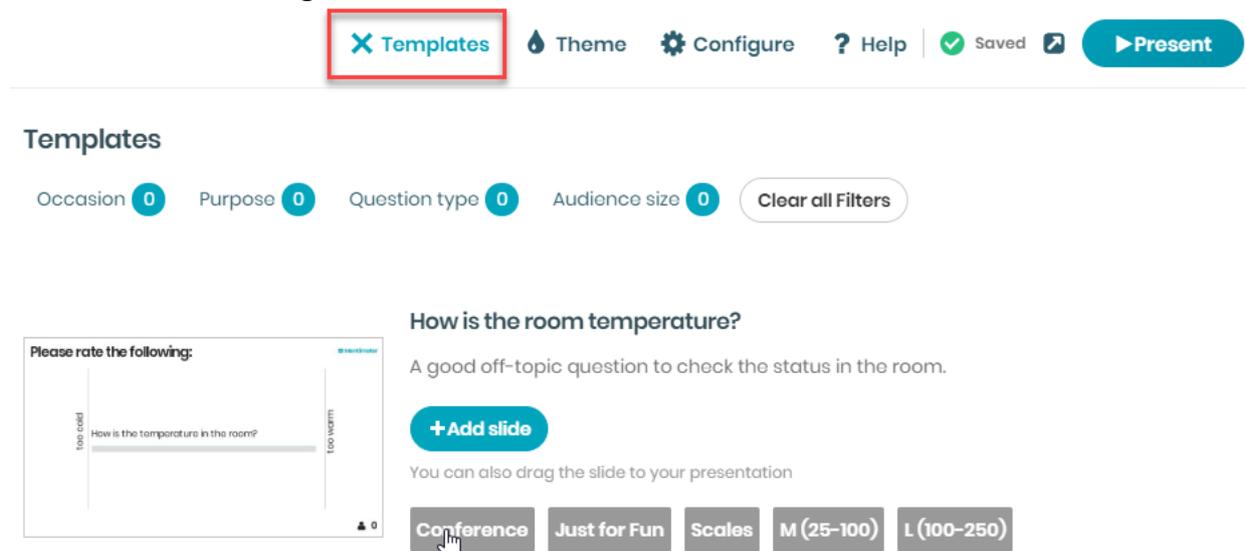


Add background image – With this option you can add an image for the background of this question. Furthermore, you can change the visibility of this image with the slider below that option.

Style this slide – Here you can edit the colour of the slide and text.

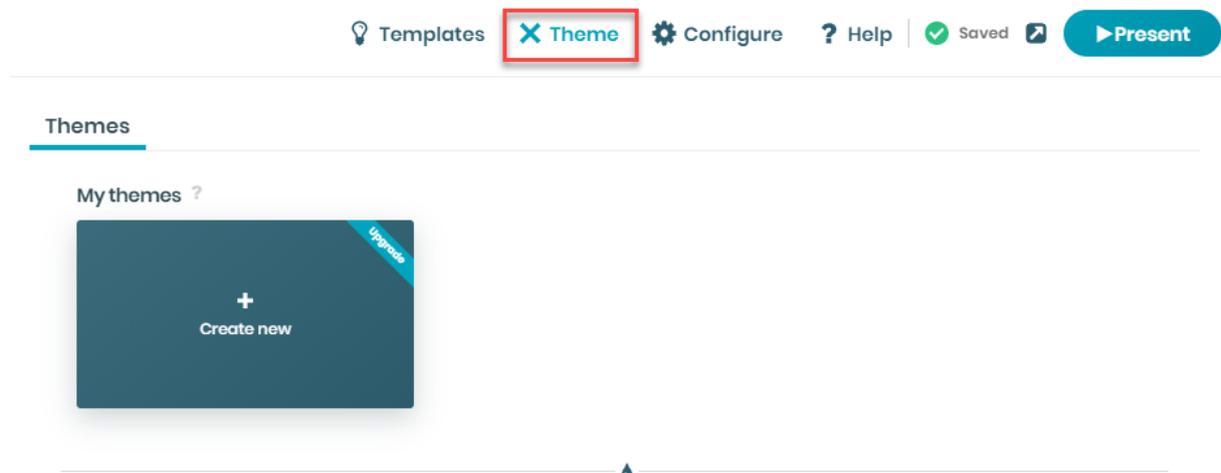
### 2.3.4 Templates

Here you can choose between several templates for your presentation. Moreover, you can gain inspiration for question types, such as how to start off your presentation with an informal icebreaker. See the image below.



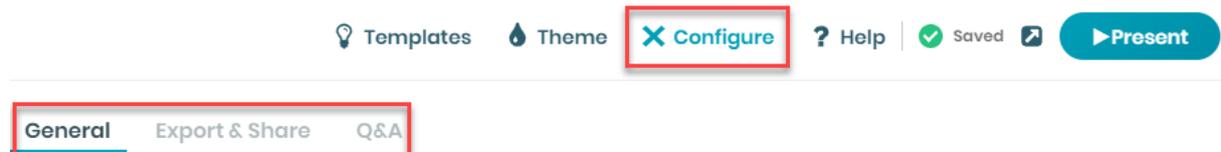
### 2.3.5 Themes

Here you can select a pre-set theme for your slides, so the colour of the background and text. See the image below.



### 2.3.6 Configure

Here you can further configure your presentation, such as the language, the name of the link which you share and alternative Q&A options.



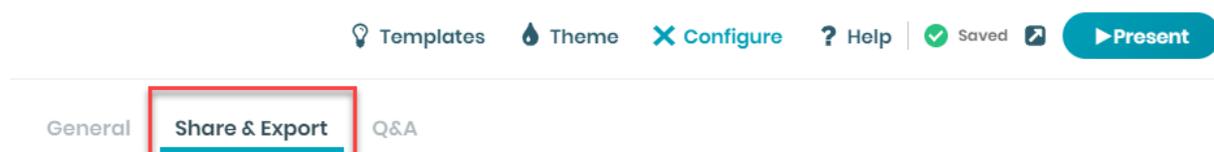
Additionally, under **Configure**, at the button *General*, the following is important:

At *Choosing Voting Pace*, you have two options.

- (1) With Presenter Pace you choose to be in control of the pace of your presentation, so you go to the next slides and mention when participants can fill in their answers. This option is most commonly used.
- (2) With Audience Pace participants can go through the presentation individually without having to be present at the lecture. They could also fill in all the questions before going to the lecture, after which you can review these answers.

The other option under **Configure**, *General* don't require further explanation.

Under **Configure**, at the button *Share & Export*, the following is important:



Digit Code: Here you can select how long the access code is valid for participants to access your presentation.

Direct access: Here you can find a link which you can share with participants to directly go to the voting page. They can also go to [www.menti.com](http://www.menti.com) and insert the code visible on the instructions bar on your slide. This is the same code as the Digit Code.

QR Code: Here you can download an image of the QR code. When participants scan this image, they will be directed to the voting page of your presentation.

Share the link to your presentation: Here you can find a link which directs you to the presentation itself. You can share this link with other teachers or with yourself when practising your presentation beforehand.

Embed the results on your blog or webpage: With this link, you can embed the results of your presentation in different programs or platforms, such as a blog or a website.

Export to Excel, screenshot or pdf:

When you click on 'Go to download center', you will be redirected to a page where you can download the results of your presentation.

**Export to Excel, screenshot or PDF:**

[Go to download center](#)

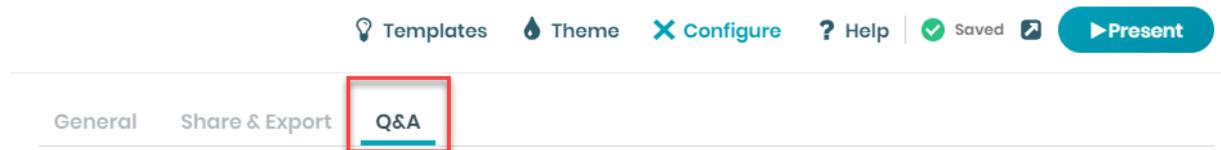
On this page, you find the following options:

-Export to Excel. This exports the results directly to Excel and opens that file automatically.

-Export PDF. This exports the results to a pdf-file. With this option, you can for example send the results to the participants or colleagues. Save the pdf and click on 'Previous page' in your browser to go back to the Export page in Mentimeter.

-Presentation screenshots. Here you can download individual slides/questions. In case you would like to send the results of only one out of the several questions, you can select that question here and you don't have to download the complete pdf-file.

Under **Configure**, at the button *Q&A*, the following is important:



Here you can allow participants to ask a question on each slide or only at Q&A question types. A Q&A question is selected at the question type page.

### 2.3.7 New Slide



Here you can add a new slide to your presentation in Mentimeter. A 'slide' is often noted as a 'question', since the foremost function of a slide is to ask a question. At 'Import', you can add files or presentations which will then be directly incorporated into your presentation in the form of a slide. By clicking on 'Your presentations' you will be redirected to the overview of your presentations.

### 2.3.8 Hotkeys

During your presentation, you can use the following hotkeys

- P** Show presentation
- E** Edit presentation
- F** Show presentation in full screen
- H** Hide or show the result
- C** Close or open voting
- 0 - 9** Start countdown
- I** Hide or show full voting instructions
- B** Hide or show top instructions bar
- V** Hide or show vote counter
- T** Show test votes
- S** Switch between image and results
- ↵ [ENTER]** Start Quiz, show the winner, show correct answer, or pause scrolling
- .** Show QR-code

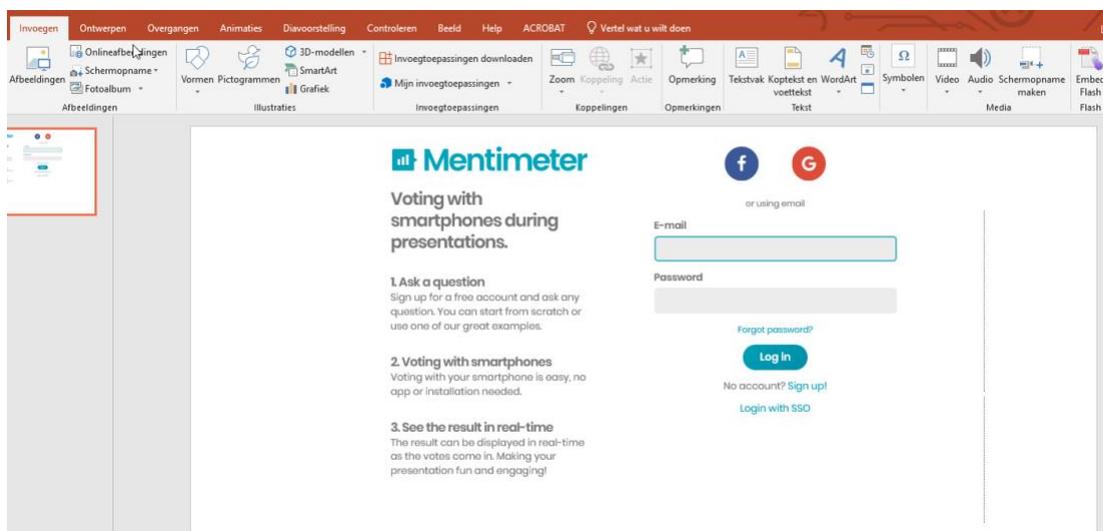
### 3. Embed Mentimeter into PowerPoint (PPT).

In Mentimeter you can present your presentation directly, but you can also embed slides from Mentimeter into PowerPoint. To do so, follow the steps below.

#### 3.1 Embed Mentimeter into PowerPoint (PPT).

Please Note! To embed PowerPoint in Mentimeter, you must at least have PowerPoint 2016. If you don't have this, try to download it through MyWorkplace or visit <https://www.mentimeter.com/powerpoint> for alternative solutions.

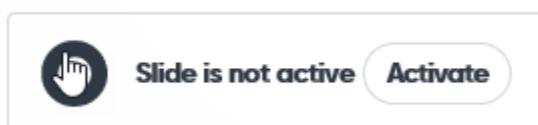
- Open PowerPoint.
- Click on 'Insert'.
- Click on 'My add-ins'.
- Search for Mentimeter and click on 'Add'. You will see something like the image below.



- Click on 'Login with SSO'.
- At 'Your company name' type in: UU. Then, click on Log in.
- When an error appears (similar to the image on the right here), again fill in UU.
- You are now redirected to the known login screen of the UU. Fill in your Solis-id and password to log in.

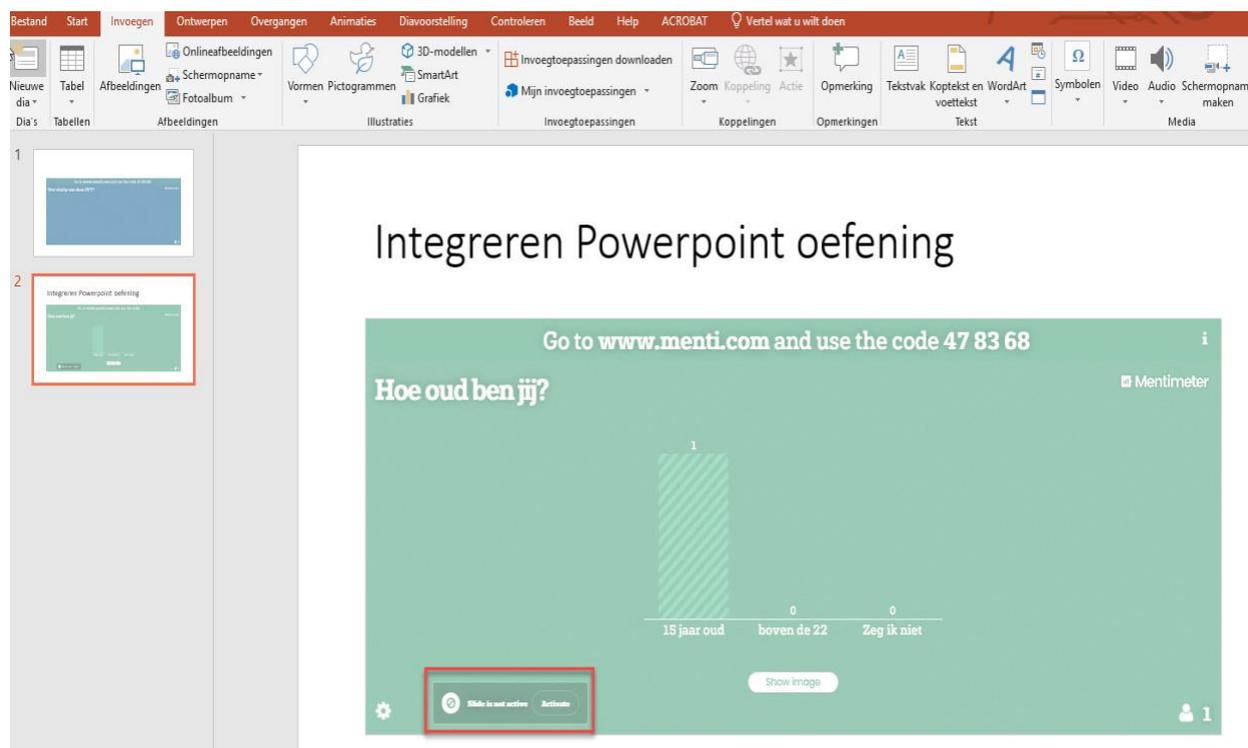
There was an error logging in. The status code of the Response was not Success, was Responder => RequestDenied.

- Now you can add a slide which you've made in Mentimeter, into your PowerPoint slide.
- Please note!** After adding the slide, a small notification appears with 'Slide is not active'. See image below.



- Do not forget to click on 'Activate'.

-Below you can find an example of how this can look. There you will also find the notification, with a red demarcation around it.



### 3.2 Add multiple slides/questions into PowerPoint (PPT).

When you want to add another Mentimeter slide into your PowerPoint, first create a new slide in your PowerPoint presentation. Then go to Insert and My add-ins. Here you should find Mentimeter, so you do not need to search for Mentimeter repeatedly.

### 3.3 Send a PowerPoint with embedded Mentimeter questions to others.

Do you want to create a PowerPoint with Mentimeter slides on a Utrecht University (UU) device and send it to others? That's possible. When you send the PowerPoint via email or USB to another UU-device, where you need to login with you Solis-id as well, the add-in of Mentimeter is automatically downloaded in PowerPoint. It is necessary to be connected to the internet when opening and using the presentation on another UU-device.

When you want to send the presentation to a device where you do not log in with your Solis-id and password, such as at another University or your personal device, it is important that you download the Mentimeter Add-in in PowerPoint on that device first. After you have done that, you can open the presentation with the questions.

In exceptional cases, it could occur that it is not possible to insert the Mentimeter add-in to PowerPoint. This has to do with an outdated version of PowerPoint, as Mentimeter requires PowerPoint 2016 as a minimum. the device or operating system and not with Mentimeter. So, in case you want to make a PowerPoint with embedded Mentimeter questions on your UU-device and send it to another non-UU device, such as a personal computer, we recommend to first check whether you can insert the Mentimeter add-in to PowerPoint on that device. Make sure to check this on time and not on the day of your presentation, as to overcome last minute issues.

In case this does occur, and you cannot insert the Mentimeter add-in to your PowerPoint, we recommend to use the regular 'Present' mode in Mentimeter itself.

In case you prepared a PowerPoint where you'd embedded Mentimeter slides halfway in your presentation, we recommend to leave PowerPoint and go to your Mentimeter presentation. Make sure you've set up Mentimeter before you start with your presentation. When you're finished with your Mentimeter presentation, you can go back to PowerPoint. These tips can also be found here: <https://www.mentimeter.com/powerpoint>.

**In conclusion!** You can send a PowerPoint with embedded Mentimeter questions to others. When you log in to a UU-device, the add-in is already downloaded in PowerPoint. When you log in to a non-UU device such as a personal device, it is useful to check in time whether you're able to insert the add-in on the device you are going to use for the presentation. In case this does not work, use the regular 'present' option in Mentimeter to overcome the issue and present your questions.

#### 4 Differences between Shakespeak, PresentersWall and Mentimeter.

Before Mentimeter, we used Shakespeak and PresentersWall.

Mentimeter offers numerous advantages over the other votingtools. The advantages and differences between the tools are summarized in the table below.

Support from Educate-it and licenses available			
	PresentersWall	Shakespeak	Mentimeter
From	Web based	PowerPoint plug-in	Web based and PowerPoint plug-in
Question types	1. Yes/no question 2. Multiple choice 3. Quiz question 4. 1 to 10 5. Free text field 6. Likert 7. Order question 8. MC with multiple answers	1. Multiple choice 2. Open question	1. Multiple choice 2. image choice 3. Word Cloud 4. Scales 5. Open Ended 6. 100 Points 7. Ranking 8. 2 by 2 Matrix 9. Who Will Win? 10. Q&A 11. Quick Form

Display form	1. Bar chart 2. Pie chart 3. Average value 4. Tag cloud	1. Column 2. Bar 3. Pie 4. Net promoter score 5. Word cloud	1. Bars 2. Donut 3. Pie 4. Dots 5. Word cloud 6. Slider 7. Spider chart 8. Speech bubbles 9. One by one 10. Flowing grid 11. Table 12. Pie chart
Word cloud available	Yes	Yes	Yes
Moderating/filtering open questions.	Yes	Yes	No
Segmentation/Crosstab	Yes	No	Yes
Registration participants + answer possible.	Yes	Yes	Yes, at the Quiz
Number of votes per person per question customizable.	No	Yes	Yes
Quiz functionality (overview participants)	Yes, top 10 is visible.	No	Yes, the response time counts.
Survey function/ student paced	Yes	Yes	Yes
Shareable with colleagues	Yes	PowerPoint can be shared	Yes
Maximum number of users	Unlimited	Unlimited	Unlimited
Particularities	License expires from the 2 <sup>nd</sup> period 2019-2020.	License expires from the 2 <sup>nd</sup> period 2019-2020.	License from 4 <sup>th</sup> period 2019.
Get to work.	Not possible anymore	Not possible anymore	<a href="http://www.mentimeter.com/join/uu">www.mentimeter.com/join/uu</a>