

# Mentimeter Instructor Guide

This manual will guide you through the process as a presenter/teacher on how to set up Mentimeter in order to poll or quiz students during your class.

## 1 Getting Started

In order to use the CMTN Mentimeter institutional licence, you need to send a request to the Learning Technologist at [VLiubomudrova@coastmountaincollege.ca](mailto:VLiubomudrova@coastmountaincollege.ca). You will then receive an email with the setup instructions and access to your Mentimeter account.

## 2 Creating your activity

After logging in on an account you can start creating your own presentations.

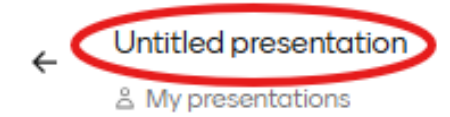
1. To start creating your presentation click the button



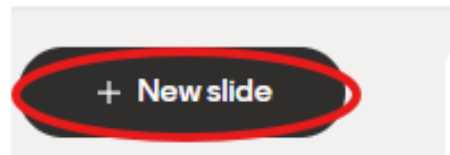
To upload a file add interactivities to your existing presentation click the button



2. Name your activity..



3. Click New slide to create an interactive task. .




4. Choose the type of Interactive question.

Interactive questions 


 Multiple Choice


 Word Cloud


 Open Ended


 Scales

 Ranking

 Q&A

 Guess the Number

 100 Points

 2 x 2 Grid

 Quick Form

 Pin on Image



## 3

## Running your activity

1. To present click the button

Start presentation

2. The students will see the message at the top of the screen

Join at [menti.com](https://www.menti.com) | use code 6289 7482

3. Additional sharing options can be found at the top of the screen.

These include displaying a QR code, sharing a link, and providing embed code.

4. Presentation settings can be found in the menu on the right-hand side. To protect privacy, it is recommended to turn the name requirement off.

5. You can display the results to the audience immediately or access the results later.

