

# Guide to Mentimeter

Mentimeter is a tool designed to aid interactions between the speaker/teacher and the audience/students. With the help of Mentimeter you can engage your audience by involving them actively in your presentation. Mentimeter is a tool for voting, that allows you as the presenter to involving your audience by submitting questions. The results are immediately available to presenter, who can use the simultaneously collected data in their presentation.



## This is how you get started:

### 1)

To become a AU-user with Mentimeter you will first have to use your AUID. You can find it here:

<http://www.au.dk/om/organisation/navnlist>

Next you will have to register on the homepage

[www.mentimeter.com/join/aarhus](http://www.mentimeter.com/join/aarhus)

Fill in your AUID in the blank box (see below), then verify your email.

An email will be sent to your AU-mail inbox, from where you will have to verify your email. The last step is to create a password to Mentimeter

Enter your email address to join Aarhus University's Mentimeter subscription

username

@uni.au.dk

Verify email

By clicking Verify Email you accept our [terms of use](#)

2)

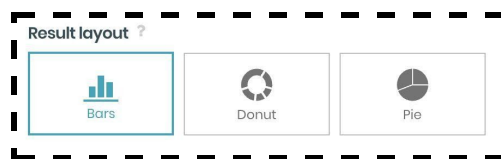
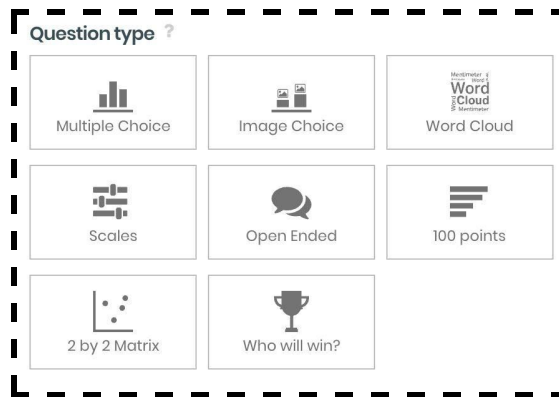
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When you have created an account, you may start to use Mentimeter. To start a new presentation in Mentimeter, click on the

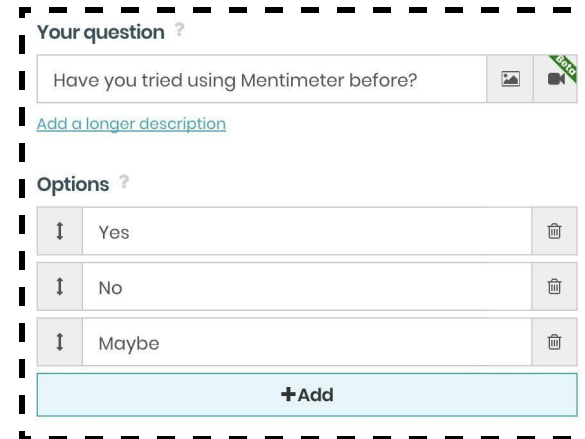
button labeled “New Presentation”



Now you may start to shape your questions in different ways. You have the choice, for example, to submit multiple-choice questions, or whether the answers will be shown as a bar or pie chart.

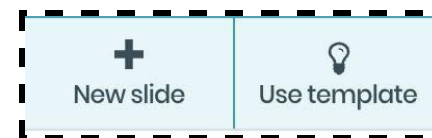


You can add alternative or extra answers for each question.



In the left side of the browser window you will find a list of all your questions. Below in the bottom left-hand corner you may add more questions. You may either choose a

Ude i venstre side har du en oversigt over alle dine spørgsmål og du kan tilføje flere nede i bunden af venstre hjørne. You may choose between a blank page by selecting "New Slide" or create your question from a template.



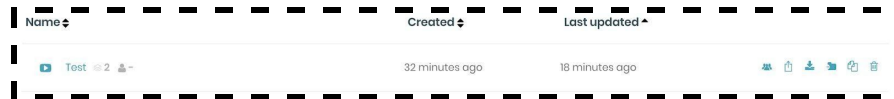
To see your presentation beforehand, click the button “Present” in the upper right corner.

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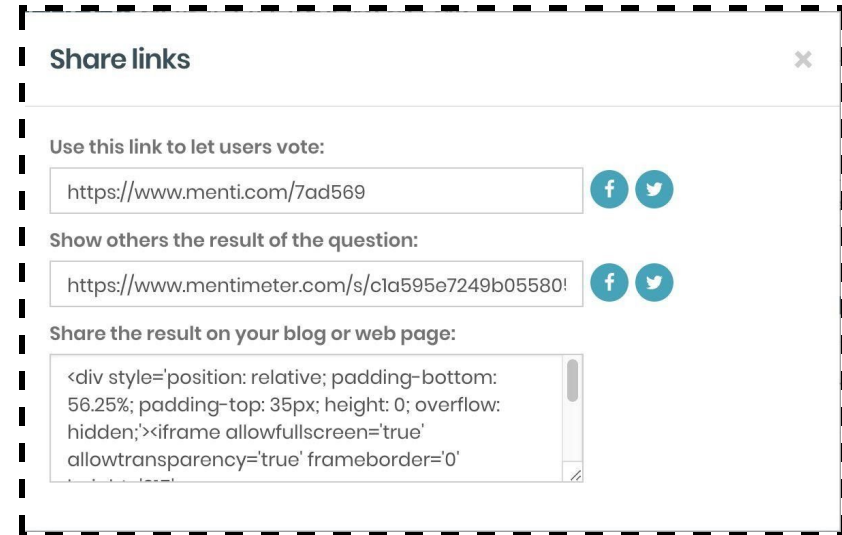


## 3)

When you have completed your questions, you can share or export the presentation on the front page. The options to do this can be found to the right of your newly created presentation.



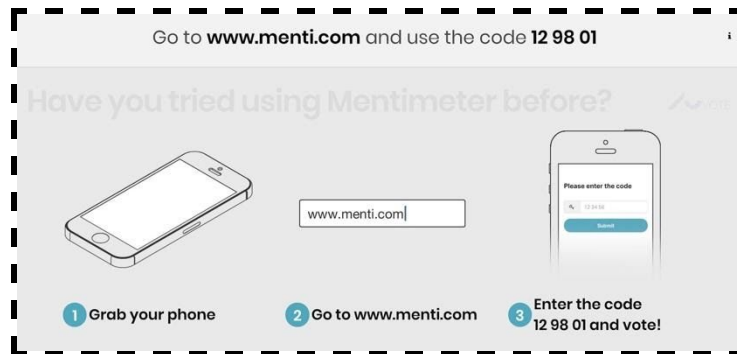
To share the presentation you will have the following options:



## 4)

The students vote by entering the voting code, which is unique to your presentation. It can be done either on the Mentimeter's own website or on their free app for smartphones.

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## 5)

PowerPoint allows you to use your Mentimeter presentation as a part of a slide show. However, the voting code will not appear automatically in your PowerPoint, so you will have to show it in another way, e.g. creating a slide with the code in the Mentimeter presentation. If you still want to view the polling results in your PowerPoint, simply download the Mentimeters Plug-in for PowerPoint: <https://www.mentimeter.com/powerpoint>

When you have installed the Plug-in, you will be able to find it in the top of PowerPoint.

Når du har installeret dette, kan du se det øverst i din PowerPoint. You can then select the poll "Insert question" you want to conduct.