Getting started with Mentimeter

UH Account Creation & FAQs

Below you will find instructions on how to create your UH Mentimeter account.
To get set up, follow the steps that apply to you:

I don't have a Mentimeter account

1) Follow the link to the UH login page for Mentimeter or go to https://www.mentimeter.com/signup, click 'Log in with SSO' and type '**hertfordshire**' in the company name box and click 'Log in'.
2) You will be redirected to log in through the UH single sign on page using your standard UH username and password (e.g ab15cde@herts.ac.uk).
3) Once signed in, your Mentimeter account will be generated as part of the University licence. If your browser is already signed into your UH account, you may find you are given direct access to Mentimeter.

I already have a free Mentimeter account

If you have a free Mentimeter account but would like full functionality, you can transfer your free account to the University licence and carry across all your existing presentations. **Please note, any presentations or results attached to the account will be preserved, however customised themes will not be transferred.**

1) Firstly, please make sure your free Mentimeter account is associated with your University single sign on (SSO) email address (e.g ab15cde@herts.ac.uk). You can change your email address via the user account settings menu option. Do not use the link in step 2 until you have completed step 1, otherwise you will not be able to make the transfer.
2) Follow the link to the UH login page for Mentimeter or go to https://www.mentimeter.com/signup, click 'Log in with SSO', type '**hertfordshire**' in the company name box and click 'Log in'.
3) You will be redirected to log in through the UH single sign on page using your UH username and password (e.g ab15cde@herts.ac.uk).
4) You will then receive an email asking you to confirm the single sign on connection. Follow the instructions provided in the email to confirm.
5) Once confirmed, you may login via the UH login page for Mentimeter and can continue using Mentimeter as before.

Note: If you transfer your account to the UH licence, it is not possible to transfer back to your personal subscription. If you leave UH your account will be suspended.

I have a paid Mentimeter subscription

You can decide if you wish to continue using your existing paid subscription until its expiry date or if you wish us to cancel it and move to the UH licence. IF you decide to transfer, reach out to the Mentimeter support team at support@mentimeter.com and they will help make the transition.

Note: Any presentations or results attached to your account will be preserved, however customised themes will not be transferred. Once you transfer to the UH licence, it is not possible to transfer back to your personal subscription. If you leave UH your account will be suspended.

FAQs

1) **What is Mentimeter used for?**
   Mentimter is an interactive presentation tool that allows you to include surveys and polls in order to gauge knowledge or gain feedback from students. It provides a selection of question types and enables participants to interact via their browser or mobile devices. It can be used during live online sessions, face to face or even asynchronously in order to:
   - gain insights on how students feel and how they are progressing,
   - increase participation and engagement,
   - break up a slide presentation and keep students focused,
   - facilitate discussion on points of interest,
   - enable students to assess their own knowledge.

2) **Can I add interactive Mentimeter slides to my existing Powerpoint presentations?**
   LCS have enabled the managed Mentimeter Add-in to Powerpoint that enables you to add Mentimeter slides to new or existing Powerpoint presentations. This has to be done one at a time, and the instructions are included at the end of this document. **NB:** Mentimeter recommend that you only add a maximum of 5 interactive slides in a presentation.

3) **Will I know who has responded to my survey or polls?**
   Mentimeter is anonymous by default so you won't know who has responded to your survey/polls. Although you can ask open ended questions which could be used to collect information that identifies individuals (name/email address), we advise against this for GDPR reasons. Anonymity can instead be used to encourage engagement from all students.

4) **What is the URL needed to log into Mentimeter via the UH licence?**
   The UH URL for Mentimeter is: https://www.mentimeter.com/join/hertfordshire.

5) **Will existing users keep their previously generated data and presentations when transferring to the UH licence?**
   Existing Mentimeter users will transition to the UH licence with all their presentations and data as long as the email addresses used are the same. Note, customised themes will not be transferred.

6) **Can I revert to my free/paid subscription if I decide I no longer wish to remain on the UH licence?**
   No, it's not currently possible to transfer your account back to you once you transfer to the UH licence. If you decide to leave the University your account will be suspended.

7) **I created my UH Mentimeter account before changing the email address on my pre-existing free account. Now I can no longer change the email address in my free account. Can I still transfer my free account to the UH licence?**
It's not simple to transfer your free account to the UH licence if you already have your UH account set up. However, there is a workaround to enable you to share presentation and access them from your UH account. To do this:
   1. log in to the two accounts using two different browsers,
   2. copy the URL of a presentation you wish to share and the paste it into a new browser window for the browser you are using for your UH account.
   3. Finally press the 'add to my presentations' option displayed down in the right-hand corner.

   Note. This workaround only shares the presentations between accounts but does not share any existing results.

8) **How do I get started with Mentimeter?**
Take a look at the following video guide which takes you through the steps in order to create your first Mentimeter presentation: How to create your first presentation.

9) **How do my students engage with my Mentimeter polls?**
When you create a Mentimeter poll or survey, you will be given with a six-digit code to share with your students or audience. Students can then visit https://www.menti.com/ and enter the code in order to participate.

10) **Where can I get help and support with using Mentimeter?**
For help with your account set up, please contact helpdesk@herts.ac.uk.
For support in using Mentimeter, contact TELSupport@herts.ac.uk or the Mentimeter Help Centre. You may also take inspiration from the Mentimeter blog posts and YouTube channel.
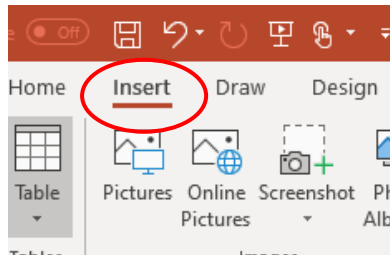
11) **Who can use Mentimeter?**
Mentimeter is available to all staff, both academic and professional.

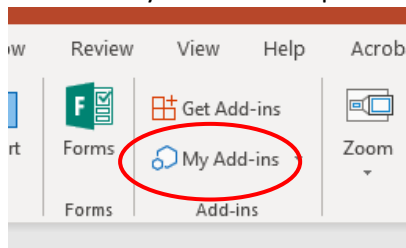12) **For how long are my questions saved?**
The questions are never deleted unless you delete them yourself.

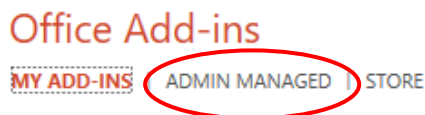## Adding Mentimeter Slides to Powerpoint

1. In Powerpoint, create a new slide for the Mentimeter slide
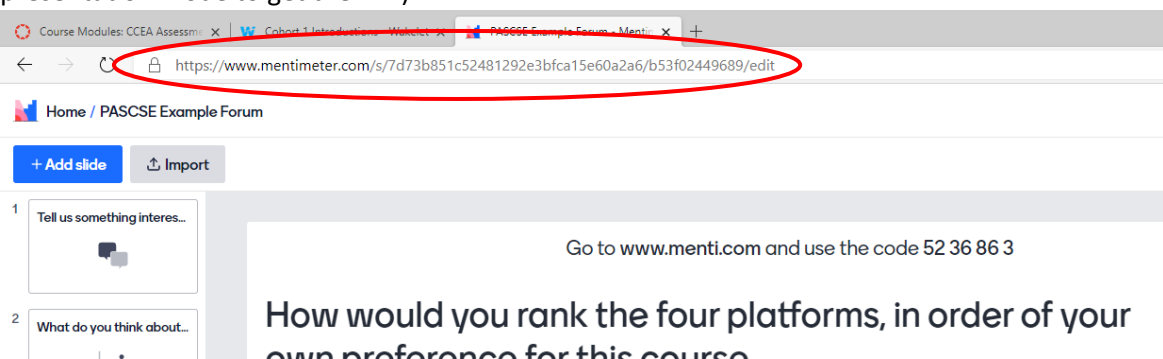
2. Click on the "Insert" tab

3. Click on "My Add-ins" to open the Add-ins pop-up window

4. Click on "Admin managed"

5. Click on "Mentimeter" and click on "Add" in the bottom right of the pop-up box

6. **NB:** At this point you may need to log in to Mentimeter again. Please ensure that you choose "Login with SSO" and type in "**hertfordshire**" as the company name.

7. You can then add the slide address from editing in Mentimeter (you don't have to put it into presentation mode to get the link)

8. **NB: You have to add the slides one by one and Mentimeter recommend a maximum of 5 interactive slides per presentation.**

There are more details available on the Mentimeter website, How to use the Office 365 plugin | Mentimeter Help Center