# **Guide to using UCL Continuous Module Dialogue (CMD) templates on Mentimeter**

This document will guide you through importing one of the three UCL templates, which have been developed to assist staff with running a CMD pulse survey using Mentimeter.

The basis for these templates is to support a focus on engagement and continuous dialogue between staff and students at the module level. Ensuring that student concerns are heard in real time, and staff have the information they need to make adjustments that benefit students while they are still on the module.

Three different templates have been developed to ensure teaching staff and students have regular opportunities to check-in at the early module, mid module and late module points. Focusing on key areas of teaching, resources and assessment information, with the subject matter of the questions changing as the module progresses.

Staff are recommended to run these within a synchronous teaching session, engaging students in live participation and discussion of the results and closing the feedback loop. Otherwise, the results can be summarised and discussed in the next class, especially for any concerns that can’t be addressed in the moment.

This guide covers:

* [How to find a UCL CMD template on Mentimeter](#howtofindaUCLtemplate)
* [How to use a CMD template during a synchronous teaching session](#howtouseacmdtemplate)
* [Discussing the results of your survey](#discussingtheresultsofyoursurvey)
* [After the survey](#afterthesurvey)
* [Customising the UCL CMD templates](#customising)

## How to find a UCL CMD template on Mentimeter

1. If you have already activated your Mentimeter account, skip to the next step. Otherwise visit <https://www.mentimeter.com/join/ucl> where you will be redirected to log in using Single Sign On, with your standard UCL username and password.
2. To use a UCL CMD template visit [www.mentimeter.com](http://www.mentimeter.com), **Log In** and click **Shared templates** from the menu bar on the left-hand side of the screen

Graphical user interface, application

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1. Scroll, or **Control + F** and type“feedback template” to find a template you’d like to use, and then click **Add to my presentations**

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1. Or alternatively, use the direct links below to access these templates

Early Module Feedback template: [Ctrl + Click to follow link](https://www.mentimeter.com/app/presentation/f191ef3c85dd0e3ee11d9e388cdcbd96)

Mid Module Feedback template: [Ctrl + Click to follow link](https://www.mentimeter.com/app/presentation/5974f8f1e9ef9a02840c4f1976140be0)

Late Module Feedback template: [Ctrl + Click to follow link](https://www.mentimeter.com/app/presentation/cfd04d552f996e52c7a79826eaf528da)

In the bottom right-hand corner, you will see a button to **Copy to your account**. Click this.

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## How to use a CMD template during a synchronous teaching session

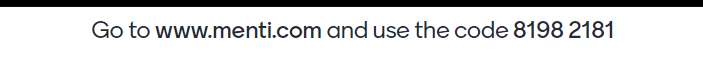
1. **Log In** to [www.mentimeter.com](http://www.mentimeter.com), click **My Presentations** and click the three dots beside the template you wish to use, and select **Present**.

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Your survey is now in Presentation view ready for students to access. It is recommended you load this up on your browser prior to your teaching session, so you can easily switch to it during class.

1. We suggest you run the survey either just before the students take a break, or towards the end of the session (e.g. the last 5 minutes). You can of course run this at an entirely different point if you prefer.
2. When you’re ready, switch to Mentimeter, and direct your students to visit [www.menti.com](http://www.menti.com) and use the unique voting code at the top of the screen to participate.



Tip: use the shortcut key, and press **“i”** to give a larger view of the voting instructions, or as a reminder to students

Qr code

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1. This is the easiest method to participate, but other options are covered in this short guide on [Mentimeter](https://help.mentimeter.com/en/articles/410537-how-to-vote)
2. Some things to bear in mind while in Presentation view:

* Voting instructions are at the top of the screen
* Your question in the upper-left corner
* Above that in top-left corner Exit Presentation view
* The number of votes in the lower-right corner (currently zero, as no one has participated yet)
* If you hover in the lower-left corner the Presentation Menu will appear

Graphical user interface, application

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1. The Presentation Menu is covered in more detail in this summary on [Mentimeter](https://help.mentimeter.com/en/articles/375448-this-is-the-presentation-view#:~:text=can%20see%20below%3A-,the%20presentation%20menu,-If%20you%20hover) but to get started:

* Use the countdown timer to close voting after several seconds or up to a minute
* Use the stop sign, or press the letter **“C”** to close voting manually
* Use the arrows, or press the arrow keys to move between slides
* Use H, or press the letter **“K”** to see keyboard shortcuts onscreen

## Discussing the results of your survey

To make the process more engaging and close the feedback loop with students, we recommend the results of the survey are discussed in-class right away. As an example, if over 50% of students don’t understand how they will be assessed, this is an appropriate time to explore the reasons why. This is also a useful opportunity to potentially resolve issues which can be addressed quickly through signposting to existing guidance, or resources on Moodle. On other occasions, it might be more appropriate to summarise the findings and outline how concerns will be addressed in the next session. For example, requests for more teaching in a subject area students are finding challenging, more practical sessions in the lab, practice quizzes, which take time to arrange, or confirm room/staff availability and cannot be answered immediately.

## After the survey

After the session has completed you can review the results of your survey, either within Mentimeter itself or download into Excel, or as PDFs.

1. **Log In** to [www.mentimeter.com](http://www.mentimeter.com), click **My Presentations** and click the three dots beside the survey you want to review the results of by selecting **View Results**

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1. The **Results** view for your survey will load up, and at the top of the next screen you will have the option to **Export results** into an Excel file or **Download PDF**. More information about exporting to Excel is provided in this guide by [Mentimeter](https://help.mentimeter.com/en/articles/410566-export-results-to-excel)
2. To reset the results of the survey for reuse for the next Term/Year your module runs, please follow this guide on [Mentimeter](https://help.mentimeter.com/en/articles/410568-reset-the-results-to-use-the-presentation-again) that covers the options available

## Customising the UCL CMD templates

Staff are welcome to adjust the templates, by either changing the questions to better suit their module or add additional or different question types. It is highly recommended that staff keep the surveys as short as possible, both to reduce the time taken to complete in class, and focus on the key areas of teaching, resources and assessment information.

A more thorough guide, and video walk through to the different question types and how to incorporate them is available on [Mentimeter](https://help.mentimeter.com/en/articles/375437-create-your-first-presentation).