FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Mentimeter: How to Create a Poll (Year 3 Lecturing Faculty)

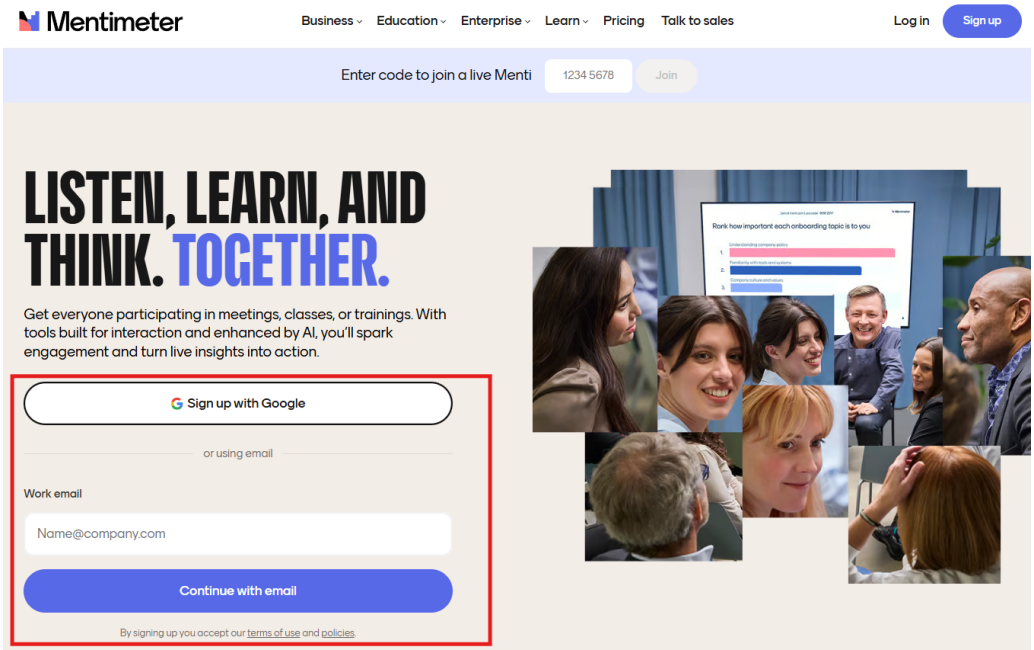
Samantha Starr - 2026-08-13 - Instructional Resources

Mentimeter

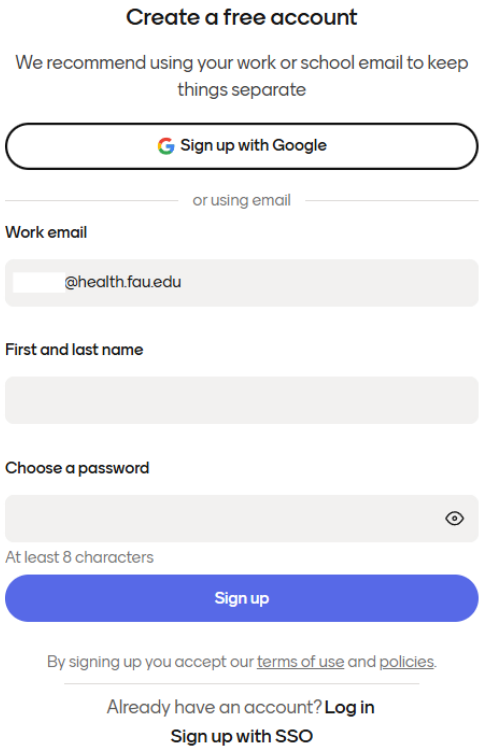
How to Create A Poll using Mentimeter

Step 1: Create a Free Mentimeter Account

1. Go to **https://www.mentimeter.com**
2. Click **Sign up with Google** or **Work email**



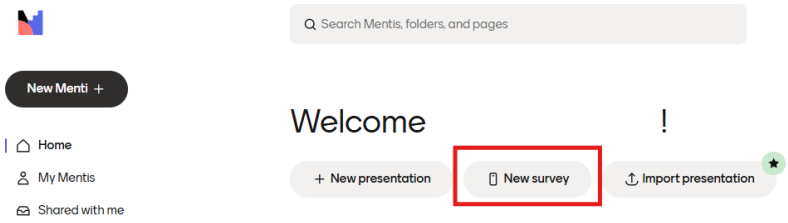
3. Fill in your first and last name and choose a password



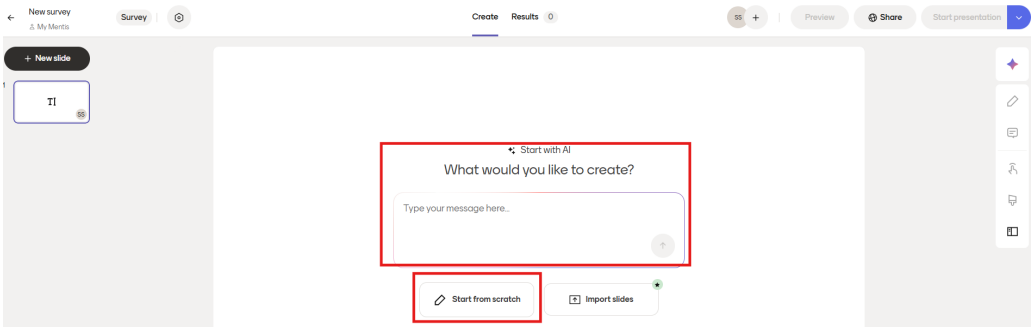
4. Click **Sign up**
5. You do not need a paid account — we will run the poll from our paid COM account.

Step 2: Create Your Poll

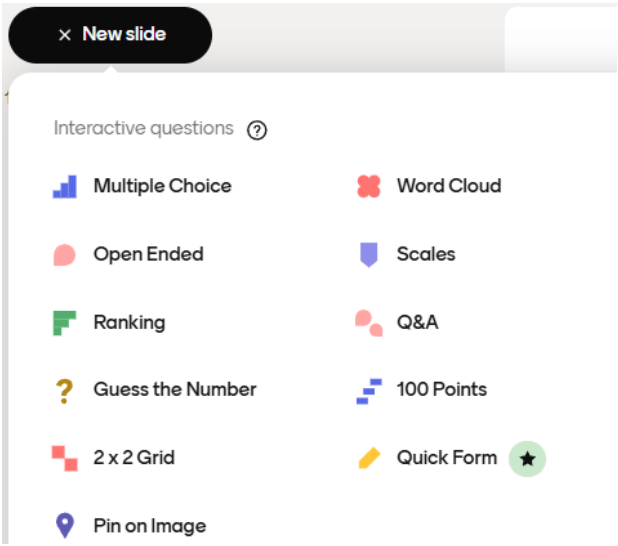
1. After logging in, click **New survey**



2. Choose a **Start from scratch** or use the **AI tool** to create a starting point for you

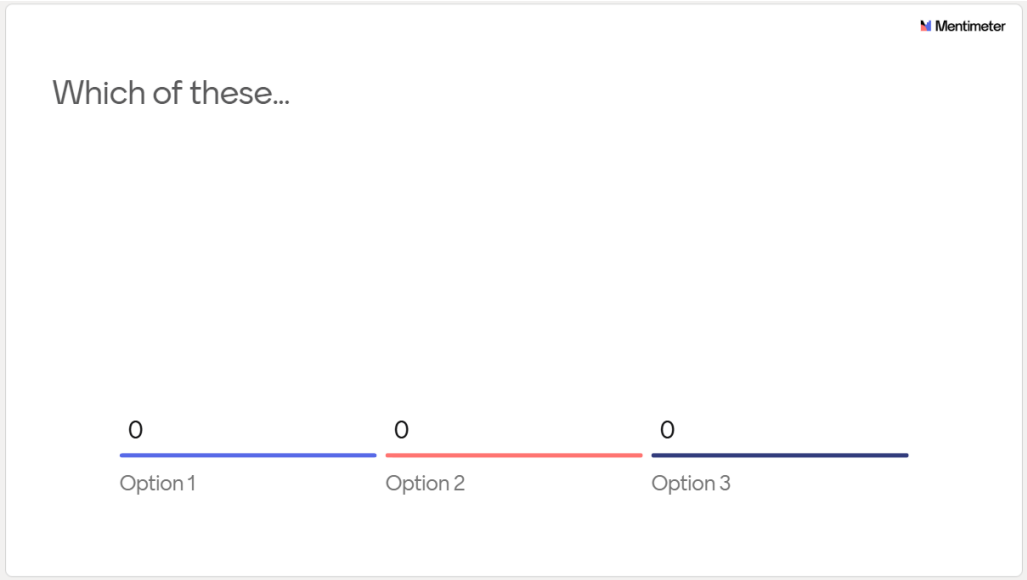


3. Choose a **Interactive question type** (e.g., Multiple Choice, Word



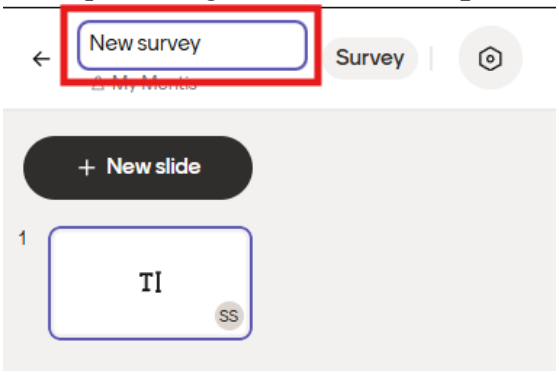
Cloud, Open Ended)

4. Enter your question(s)



5. Add as many slides/questions as you'd like

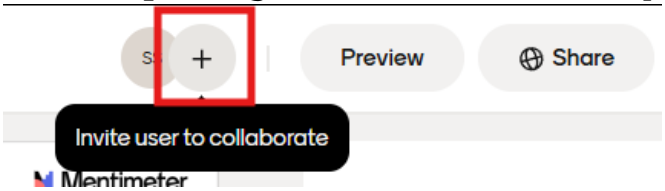
Step 3: Name Your Poll Clearly

1. Please rename your presentation using this format: **Your Name – Lecture Date**
   - Example: **Dr. Jane Smith – Sept 18, 2026**
   - 

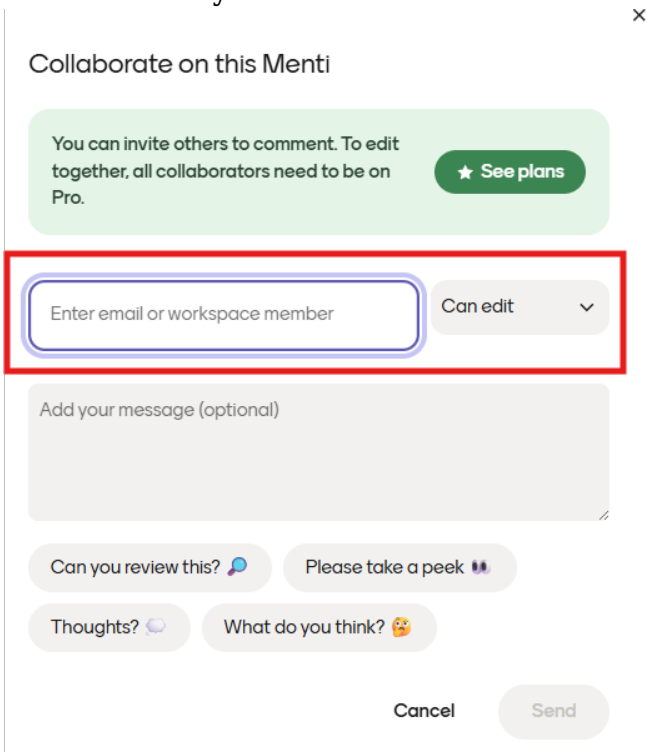
This helps us quickly identify your poll.

Step 4: Share Your Poll with COM

1. You must **add us as collaborators** so we can access and run your poll during class.
2. Open your Mentimeter presentation
3. Click the **plus sign** to add collaborators (top right)



4. Under **Collaborators**, add the following emails:
   - **COMIT@health.fau.edu**
   - **M3coordinator@health.fau.edu**
   - Make sure they are set as **Can edit** then click **Send**



Step 5: Submit a Help Desk Ticket

1. Email the FAU COM Help Desk so we know your poll is ready.
   1. **Email:** comhelpdesk@health.fau.edu
   2. **Subject:** Mentimeter Poll – Guest Lecture Support
   3. Please include:
      - Your **name**

- **Lecture date**
- Confirmation that your Mentimeter poll is shared

What We'll Do for You
✔ Access your poll from our paid Mentimeter account
✔ Pull it up and test it before class
✔ Have it **ready to launch** during your lecture
✔ Provide live support if needed

Need Help?
If you have questions or run into issues, just email:
comhelpdesk@health.fau.edu
We're happy to help! Thank you for making your session interactive!