

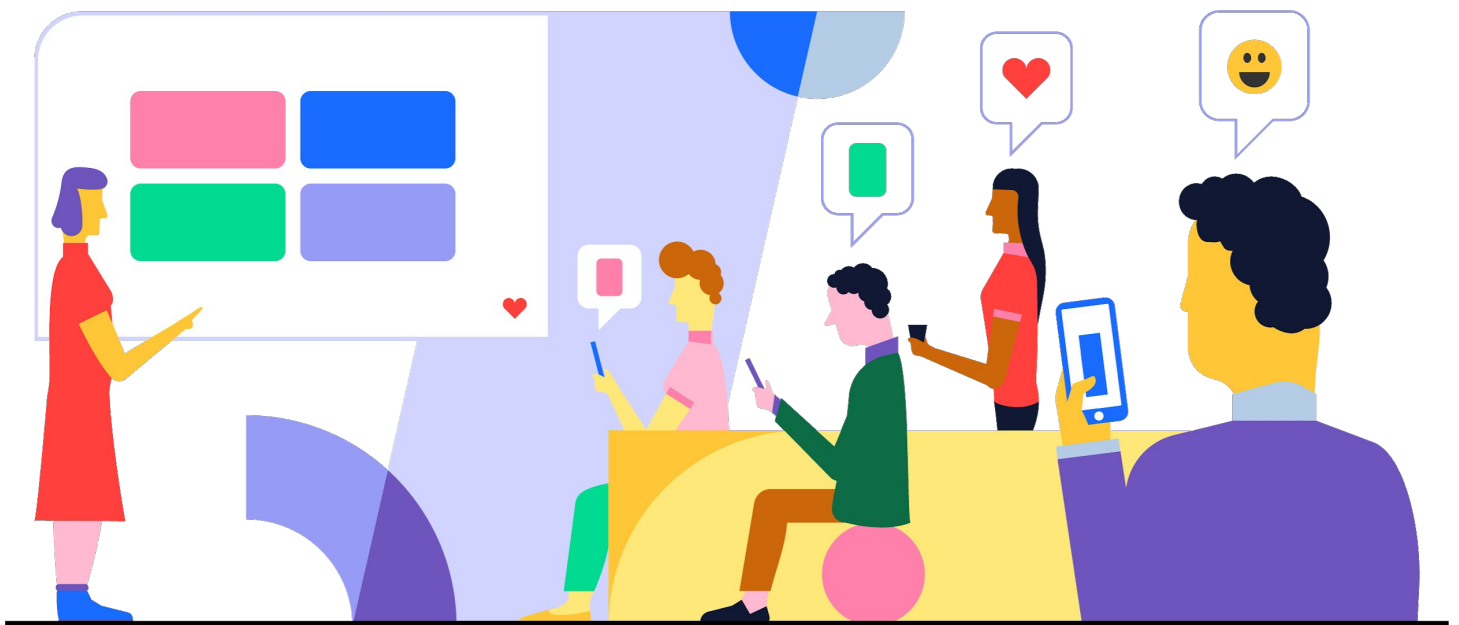
Create and manage a safe and positive learning environment

with Mentimeter for universities

Mentimeter allows all students, regardless of their background, aspirations or abilities to be actively engaged and included in their learning journey.

The students welcome and appreciate the opportunity to not only interact with predefined options, but also submit answers in free form, openly sharing their true thoughts, reflections and feedback. Allowing your students' voice to be heard and creating a safe and positive learning environment, is one of the keys to successful student-centered learning.

In cases where you don't know your group yet or you want to be a bit more cautious when dealing with open form answers, Mentimeter has settings on the platform, as well as general advice, that you can utilize.



Explore the important settings and Mentimeter's advice on the next pages



Important functions to consider for your session

Mentimeter Profanity filter

Mentimeter has a free profanity filter that you can select when you create your question. Just select one or more languages from the list in order to filter out profanities from those languages. For each language, Mentimeter has a user-generated list of words that replaces any bad words with "@!#!\$".

How to enable the profanity filter

1. Open your presentation
2. Go to 'Configure'
3. Scroll down to 'Profanity filter' and click 'Expand'
4. Select the language(s) that you wish to have profanities filtered for

[Learn more](#)

Remove undesired words from Word Cloud and Open Ended

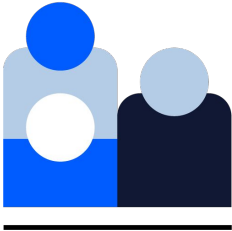
In case your audience enters undesired words that haven't been captured by our profanity filter, or you simply want to remove addressed input or tidy up the results before exporting to PDF, you can remove input from Word Clouds and Open Ended questions.

How to remove entries

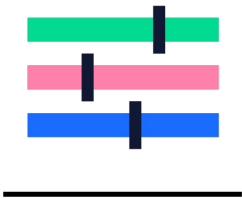
1. Close the voting on your presentation or the specific slide
2. Click on the word or bubble that you want to remove
3. Go up to the "Restore removed inputs", through the toolbar, while presenting if you wish to restore any of the removed inputs

[Learn more](#)

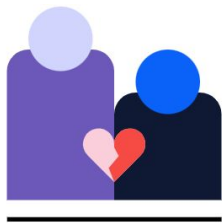
How to prepare for and manage inappropriate behaviour on the spot



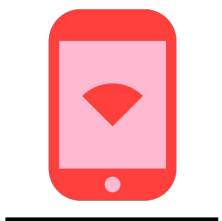
Get to know your group of students first and make a judgement about the likelihood of abuse.



If you are a first-time user - **first start with questions with predefined answers**. Many valuable discussions can be built around the use of not only the Multiple Choice question type, but others, especially Ranking, Scales and 2 x 2 Grid.



The first time you use a question with open text, **make sure you have activated the Profanity filter. Do an introduction to how those questions should be approached**. Inappropriate behaviour can lead to negative consequences. Such behaviour, from one individual only, can affect all other students, their ability to speak up, be an active part of the session and feel safe in their learning environment.



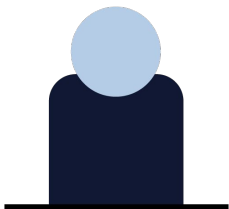
If you wish to closely monitor the submission of all inputs, until you have more confidence in the group, **use the Mentimote** ([see how here](#)) and hide the results on the Word Cloud/Open Ended slide/s. This way, while your students are submitting their answers, you will be able to **view and remove anything inappropriate through the 'Handle responses' function - until they appear on the screen for everyone to see**. Once everyone has submitted their answers, unhide the results to start the discussion.



How to prepare for and manage inappropriate behaviour on the spot



If you are using the Q&A function, either as a slide type or all on slides, in situations where you don't feel comfortable with the group, **use the Moderation feature** ([see how here](#)). You can select this option either in the 'Configure' panel or directly on your Q&A slide. Regardless of your expected audience, if you plan to moderate your Q&A make sure your audience is aware. **Try to only dismiss truly irrelevant or inappropriate questions, but not those that might be tough for you to answer.**



If anything does occur on your Open Ended or Word Cloud questions - **Hide the results** (press H on your keyboard or move your mouse to the bottom of the screen, to open the Presenter toolbar) **and Close the voting** (press C or navigate to the Presenter toolbar) immediately.



Condemn the behaviour. Remind the students they are in a professional setting. Such behaviour is unacceptable and is negatively affecting the learning experiences of all other students present.

The vast majority of students will appreciate you and your desire to make them active contributors towards their own learning process. Don't let the behaviour of one individual affect your collaboration and interaction with the rest of your students. Inappropriate behaviour can be tough to handle when it happens, but the voice you give to your students, the feedback you receive from them and your mutual sense of belonging is irreplaceable.

