

INSTRUCTOR

- 1.- Enters <https://ie.meetoo.io> and Signs up
- 2.- Clicks on “new” to create a new session (“meeting”).
Arrange the settings: Date, Time, Time-zone, identify attendees or not, share session with specific users, etc.
- 3.- System provides a “Meeting ID”.
- 4.- Clicks on the name of the session to access the control panel and write messages, create polls, see and download the analytics/reports, clear all data after each session, etc.
- 5.- When in class, Professor starts the session and shares the Meeting ID with students.
- 9.- Makes polls visible to students by clicking on the yellow button on the right side: “Poll”

STUDENTS

- 6.- Either download the Meetoo App in their mobile device (available for Android and iOS) or access via web by entering <https://web.meetoo.io/>
- 7.- Enter Session ID provided by the Instructor.
- 8.- Enter name and surname to create a Profile (or remains anonymous, this is up to the Professor to decide).
- 10.- Questions appear and students answer through their devices. Answers can be changed by clicking on “Clear”.

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11.- Clicks on “close” after all students have answered.

12.- To make results visible clicks on “Push Results”. To continue to next poll clicks on “Next”.

14.- Navigates to “Data” to access the Report and clear all data of the session when needed.

STUDENTS

13.- Leave the session by clicking on the icon on the top left corner of their screen.