**To use the standalone or web version of Slido (not embedded in Google Slides or PPT):**

1. Go to sli.do. Login with your account.
2. You are now in the Admin/Main section of Slido where you can manage your events or questions.
3. Click on the green New Slido button in the top right of the screen.
4. Choose create from Scratch to create questions for an upcoming session. Or, if you want to use Slido immediately you can do that as well.
5. Enter the event name (your session), start and end date and click Schedule Slido. You do not need to enter in collaborator emails.
6. Then choose the type of question you want to enter on the left side of the screen, Multiple Choice, Full text, etc.
7. Begin to create your questions. Be sure to click save when you are done.

**To Present your Questions:**

1. Click on your event with the questions you want to share.. Your poll will be active (with the dates chosen). Press the bring green present button. Choose present the full screen.
2. Or, click on the green play button to start your poll.
3. You can hide the results until ready to share. Click the unhide button to share the results (icon on the bottom left of the screen with the three lines crossed out).
4. To go back to your PPTs click on your PPT tab.
5. If you are in full screen mode, you can click the arrow to go back to the admin screen.
6. To finish the poll click on the stop icon to deactivate poll.
7. To see what the students see, click on the participant view on the left side of the screen. It will show you what the students will see as you navigate through the questions.
8. You can also navigate to other polls within the same session without returning to the admin page by selecting the arrow next to Poll beside the green poll activation button.