



# Assessor Recommendations Guide





# Introduction

**MindMeister** is an online mind mapping application that allows its students to visualise, organise, and prioritise their thoughts.

MindMeister was launched in 2007 by MeisterLabs GmbH, a software company founded by Michael Hollauf and Till Vollmer.

Mindmeister is a centralised tool within which students can plan, structure, and organise all aspects of study.

For example:

- Essays
- Coursework
- Note Taking
- To do lists
- Timetabling
- Project planning
- Brainstorming
- Exam preparation



# MindMeister Key Features and benefits

**MindMeister** focuses on the key elements of planning, and has a user-friendly interface, especially good for those who find it difficult learning new software.

**MindMeister** provides a way to visualise information in mind maps utilising a focused interface.

**MindMeister** provides tools to facilitate real-time collaboration, coordinate task management, and create presentations

**MindMeister** is to enable individuals to collaborate on a mind map, where everyone can share ideas, comments and plans, as well as vote on ideas in real-time.

**MindMeister** allows users to share and edit mind maps, leave comments and feedback, attach files, images, videos, and link to external, as well as internal sources, via embedded URLs.

Mind maps can be shared with peers or tutors via an email invitation to collaborate, or via a hyperlink. Mind maps can also be turned into interactive presentations.



## Who is the MindMeister for?

The **MindMeister** can be recommended for students who have general difficulty organising, planning, and information. This could be as a direct result of a diagnosed specific learning difference (SpLD), a physiological, or psychological diagnosis. All of these conditions have an impact on cognition, neurological pathways, and executive functioning skills.

**For example: (Click on the links to jump straight to the recommendations guide)**

- [Specific Learning Difference \(SpLD\)](#)
  - Dyslexia
  - Dyspraxia or Developmental Coordination Disorder (DCD)
  - Dyscalculia
  - Dysgraphia
  - Speech and language difficulties
  - Attention deficit hyperactivity disorder (ADHD)
  - Attention deficit disorder (ADD)
  
- [Autistic Spectrum Disorder \(ASD\) / Aspergers](#)
  
- [Mental Health](#)
  - Anxiety
  - Depression
  - Post Traumatic Stress Disorder (PTSD)
  - Obsessive Compulsive Disorder (OCD)
  - Borderline Personality Disorder (BPD)
  - Dissociative disorder
  - Attention deficit hyperactivity disorder (ADHD)
  - Attention deficit disorder (ADD)
  
- [Physical](#)
  - Arthritis



- Scoliosis
- Sciatica
- Raynaud's syndrome
- Fibromyalgia
  
- **Unseen / other**
  - ME / Chronic Fatigue Syndrome (CFS)
  - Sickle cell anaemia
  - Long Covid
  - Multiple Sclerosis (MS)
  - Brain injury
  - Sickle cell anaemia
  - Postural orthostatic tachycardia syndrome (POTS)



# Areas of study where MindMeister can be recommended.

## Specific Learning Difference (SpLD)

- Dyslexia
- Dyspraxia or Developmental Coordination Disorder (DCD)
- Dyscalculia
- Dysgraphia
- Auditory Processing Disorder
- Attention deficit hyperactivity disorder (ADHD)
- Attention deficit disorder (ADD)

The **MindMeister** can help students who have general difficulty collating and organising information, which is as a direct result of a diagnosed specific learning difference.

### Research and Reading

- **MindMeister** will help students to compile and store research notes in a manner that eases processing, and retention of information.
- The software uses visual memory techniques, allowing for presentation of information in a clear, visual structure, making it easier to conceptualise and learn. Research notes may be developed into essay plans as required.
- **MindMeister** supports students who have organisational issues and often lose research material. **MindMeister** can be used immediately to store information in the form of text, attachments, or hyperlinks, reducing the risk of misplacing or losing vital research.



- **MindMeister's** graphical structure as well as the use of images and symbols, mind mapping allows students to adopt a multisensory approach to research. By building association with information, **MindMeister** will improve retention of information, and memory formation.

### Writing and Reviewing Academic Work

- **MindMeister** will help students to address organisational difficulties when planning, which will reduce issues around the structuring and sequencing of information.
- In collaboration with support from a Study Skills tutor, **MindMeister** will help students to develop, enhance, or improve upon the effectiveness of their current planning strategies.
- If the student has limited or ineffective planning strategies, working with a Study Skills tutor will help the student to develop core strategies, which can be put into practice using **MindMeister**.
- **MindMeister** can be used to export plans into Microsoft Word, which will help streamline the working process. **MindMeister** speeds up the planning process, and helps compensate for additional time spent in other areas of study.

### Note-taking in Lectures and Seminars

- **MindMeister** can be used as a note-taking tool. As students can take typed notes, and organise them instantaneously within **MindMeister**. Ideal for students who have organisational issues, and can be vulnerable to misplacing notes.
- **MindMeister** can be used in collaboration with a digital voice recorder. Students can review the recording after the lecture, and supplement notes taken within **MindMeister**.



- Students can use the icons, emojis, and attachment feature within **MindMeister** to build visual links with information. **MindMeister** is ideal for students who are visual learners, or for those who find it difficult to build links between topics, or to put information into context.
- Notes taken in **MindMeister** can be converted into a mindmap, which can be used as a basis for an essay plan, or developed into more reliable learning resources for later reference.
- **MindMeister** is ideal for students who prefer to take typed notes, due to issues with handwriting speed, or legibility.
- Students can work with their study skills tutor to develop their note-taking strategies, and employ these into **MindMeister**.

### Time management and organisation

- **MindMeister's** centralised database eliminates the risk of students losing information, as all work can be stored instantaneously.
- **MindMeister** supports students who do not have any robust organisational strategies in place. Students can work with their study skills tutor to develop organisational strategies, which they can then employ within **MindMeister**.
- **MindMeister** also compliments or enhances students' current planning and organisational strategies.
- **MindMeister** is ideal for managing multiple assignments or higher volumes of work, as the visual aspect of the software allows students to easily switch between tasks.

### Practical Sessions, Placements, Field Trips and Additional Course Activities

- Students can use **MindMeister Mobile** on the go to create new or work with existing projects.
- **MindMeister Mobile** can instantly log ideas before they are lost



from memory, thereby reducing the risk of forgetting key points.

### **Examinations and Timed Assessments**

- Where a student does not have any effective exam preparation strategies in place, **MindMeister** can be used as a tool for revision.
- **MindMeister** is a visual learning tool, and is useful as a means to organising information, improving memory formation.
- Information can be exported into PowerPoint, and used to create notes, and cue cards.

### **Social Interaction and Communication**

- **MindMeister** can be used to prepare for presentations, by sequencing visuals and text notes, which students can then export to PowerPoint.



# Autistic Spectrum Disorder (ASD) / Aspergers

Students who are diagnosed with autistic spectrum disorder or Asperger's, often are diagnosed with comorbid conditions such as anxiety, hypermobility, sensory processing issues, auditory processing issues, obsessive-compulsive disorder, or specific learning differences.

**MindMeister** can help students who have difficulties with prioritising, organising, and sequencing information.

## Research and Reading

- **MindMeister** will help students to compile, organise and store research notes in a more effective manner.
- The visual approach of mind maps will help students to retain information with greater ease. Research notes may be developed into essay plans as required.
- **MindMeister** is a useful tool in helping students to prioritise information. By using **MindMeister**, the mind map provides a natural order, allowing students to organise and sequence information more effectively.
- **MindMeister** supports students who have organisational issues and often lose research material. **MindMeister** can be used immediately to store information in the form of text, attachments, or hyperlinks, reducing the risk of misplacing or losing vital research.
- **MindMeister's** graphical structure as well as the use of images and symbols, mind mapping allows students to adopt a multisensory approach to research. By building association with information, **MindMeister** will improve retention of information, and memory



formation.

- The visual structure of **MindMeister**, as well as the usage of images and symbols helps with long term memory, allowing students to access information more efficiently.

### Writing and Reviewing Academic Work

- **MindMeister** makes it easier for students to plan and structure both the process of planning coursework, as well as the composition process itself.
- **MindMeister** will help students to address structural difficulties, and both plan and execute written work with greater ease.
- **MindMeister** will help to enhance and improve upon the effectiveness of Student's current planning strategies in conjunction with support from a Study Skills tutor.
- If the student has limited or ineffective planning strategies, working with a Study Skills tutor will help the student to develop core strategies, which can be put into practice using **MindMeister**.
- **MindMeister** can be used to export plans and work into word processors will also help streamline the working process, thereby speeding up the formatting process, and help compensate for additional time spent in other areas of study.
- **MindMeister** will allow students to break down the work into smaller and more easily achievable subtasks, which in turn will reduce the stress and/or anxiety they experience with written work.
- The visual structure and layout of **MindMeister** will make it easier for students to showcase their knowledge, and communicate their ideas.



## Note-taking in Lectures and Seminars

- **MindMeister** can be used as a note-taking tool. As students can take typed notes, and organise them instantaneously within **MindMeister**. Ideal for students who have organisational issues, and can be vulnerable to misplacing notes.
- **MindMeister** can be used in collaboration with a digital voice recorder. As students can review the recording after the lecture, and supplement notes taken within **MindMeister**.
- **MindMeister** is ideal for students who prefer to take typed notes, due to issues with handwriting speed, or legibility.
- Students can work with their study skills tutor to develop their note-taking strategies, and employ these by using **MindMeister**.
- Notes taken in **MindMeister** can be converted into a mindmap, which can be used as a basis for an essay plan, or developed into more reliable learning resources.

## Time management and organisation

- **MindMeister** will help students to break down larger projects into smaller sub-tasks. This will make it easier to structure and manage large and complex projects, which will make them less intimidating and easier to start.
- **MindMeister** can be used to create a visual representation of a task list, or routines which can help develop muscle memory, and improve the students ability to manage unexpected change.

## Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MindMeister** is a visual learning tool, this software will be useful as a means to organise information and commit it to memory.
- Information can be exported into PowerPoint, and used to create notes, and cue cards.



- **MindMeister** can be used as a workaround for collaborative work, where students find it difficult to work or communicate with others. As other members of the group can use **MindMeister** Mobile to contribute to group projects.

### Examinations and Timed Assessments

- **MindMeister** can be used as a visual learning tool, this software may be useful as a means to organise information and commit it to memory. This may also help students to structure and organise the revision process.
- Where a student does not have any effective exam preparation strategies in place, **MindMeister** can be used as a tool for revision.

### Social Interaction and Communication

- **MindMeister** can be used to prepare for presentations, by sequencing visuals and text notes, which students can then export to PowerPoint. The document export can be used to create notes and cue cards.

### Travel and Access to Higher Education Environment

- The **MindMeister** can be used to schedule a journey before travelling. This will make the journey less overwhelming and intimidating.
- The visual representation of a mind map will help the student build muscle memory, and help develop less reliance on other types of support.



## Mental Health

- Anxiety
- Depression
- Post Traumatic Stress Disorder (PTSD)
- Obsessive Compulsive Disorder (OCD)
- Borderline Personality Disorder (BPD)
- Dissociative disorder
- Attention deficit hyperactivity disorder (ADHD)
- Attention deficit disorder (ADD)

The **MindMeister** can help students who have been diagnosed with a mental health condition which affects executive functioning, and in turn their ability to organise, structure, and sequencing information.

### Research and Reading

- **MindMeister**: this will help students to compile, organise and store research notes in a more effective manner.
- The visual approach of mind maps may help students to retain information with greater ease. Research notes may be developed into essay plans as required.
- Students can use **MindMeister** to immediately structure research content, before it has been forgotten.

### Writing and Reviewing Academic Work

- **MindMeister** will make it easier for students to plan and structure both the process of producing coursework, and the coursework itself.
- **MindMeister** will allow students to break the work down into smaller sub-tasks, diffusing the stress and anxiety associated with large written projects by changing the way that they are perceived and



approached.

- The visual structure of **MindMeister** will also make it easier for students to regain momentum after a break, and support incremental working patterns. Furthermore, the ability to export plans to Word will also help to streamline working processes.
- The visual structure of **MindMeister** as well as the usage of images and symbols helps with long term memory, allowing students to access information more efficiently.

### Note-taking in Lectures and Seminars

- **MindMeister** can be used as a note-taking tool. As students can take typed notes, and organise them instantaneously within **MindMeister**. Ideal for students who have organisational issues, and can be vulnerable to misplacing notes.
- **MindMeister** can be used in collaboration with a digital voice recorder. Students can review the recording after the lecture, and supplement notes taken within **MindMeister**.
- Notes taken in **MindMeister** can be converted into a mindmap, which can be used as a basis for an essay plan, or developed into more reliable learning resources.

### Time management and organisation

- **MindMeister**: this will help students to break down larger projects into smaller sub-tasks. This will make it easier to structure and manage large and complex projects, which will make them less intimidating and easier to start and should reduce stress levels associated with large projects.
- **MindMeister** can be used to create a visual representation of a task list, or routines which can help develop muscle memory, and improve the students ability to manage unexpected change.



## Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MindMeister** is a visual learning tool, this software will be useful as a means to organise information and commit it to memory.
- Information can be exported into PowerPoint, and used to create notes, and cue cards.
- **MindMeister** can be used as a workaround for collaborative work, where students find it difficult to work or communicate with others. As other students can use **MindMeister Mobile** to contribute to group projects.

## Examinations and Timed Assessments

- **MindMeister**: this can help students to break down the exam revision process, helping them to work through the process incrementally, and contain associated stress or anxiety.

## Social Interaction and Communication

- **MindMeister** can be used to prepare for presentations, by sequencing visuals and text notes, which students can then export to PowerPoint.
- The document export can be used to create notes and cue cards. This is helpful where students who have difficulty with long term memory, and can find it hard to recall information in the moment.

## Travel and Access to Higher Education Environment

- **MindMeister** can be used to schedule a journey before travelling. This will make the journey less overwhelming and intimidating.
- The visual representation of a mind map will help the student build muscle memory, and help develop less reliance on other types of support.



## Physical

- Arthritis
- Scoliosis
- Sciatica
- Raynaud's syndrome
- Fibromyalgia

## Unseen / other

- ME / Chronic Fatigue Syndrome (CFS)
- Sickle Cell Anaemia
- Long Covid
- Multiple Sclerosis (MS)
- Brain injury
- Sickle cell anaemia
- Postural orthostatic tachycardia syndrome (POTS)

The **MindMeister** can be recommended for conditions which have a direct impact on cognition, processing speed, concentration, and executive functioning skills. Often side-effects of students' medication can exacerbate these issues.

Facets of many physiological conditions can have a detrimental impact on students' neurological state. For example, conditions such as chronic fatigue syndrome, postural orthostatic tachycardia syndrome or fibromyalgia, can leave students experiencing brain fog, or fibro fog (fibromyalgia).

Even Long Covid is known to have a detrimental impact on executive functioning skills, also affecting individuals' neurological pathways.



## Research and Reading

- **MindMeister**: this will help students to compile, organise and store research notes in a more effective manner.
- The visual approach of mind maps may help students to retain information with greater ease. Research notes may be developed into essay plans as required.

## Writing and Reviewing Academic Work

- **MindMeister** is an efficiency measure which makes it easier for students to keep pace with academic workload without physically over-exerting themselves.
- The export to Word function within **MindMeister** will help to streamline the compositional process by enabling a seamless transition from planning to continuous writing.
- Additionally, the act of breaking work down into the subsections within **MindMeister** will support student's incremental working patterns, making it easier to regain momentum after a break from work.

## Note-taking in Lectures and Seminars

- **MindMeister** can be used as a note-taking tool. As students can take typed notes, and organise them instantaneously within **MindMeister**. Ideal for students who have organisational issues due to impaired cognitive performance, which can leave them vulnerable to misplacing notes.
- **MindMeister** can be used in collaboration with a digital voice recorder. As students can review the recording after the lecture, and supplement notes taken within **MindMeister**.
- **MindMeister** is ideal for students who prefer to take typed notes, due to handwriting difficulties, caused by pain or inflammation in the hands.



- Notes taken in **MindMeister** can easily be developed into reliable learning resources, and then used as a basis for essay plans.

### **Time management and organisation**

- **MindMeister**: this will help students to break down larger projects into smaller sub-tasks.
- This will make it easier to structure and manage large and complex projects, which will make them less intimidating and easier to start.

### **Practical Sessions, Placements, Field Trips and Additional Course Activities**

- **MindMeister** Mobile can be used on the go to create new or work with existing projects. Thereby maximising all available working time.

### **Examinations and Timed Assessments**

- **MindMeister**: this will help students to prepare for exams, breaking down the activity in order to support an incremental approach to the process.

### **Social Interaction and Communication**

- **MindMeister** can be used to prepare for presentations, by sequencing visuals and text notes, which students can then export to PowerPoint.
- The document export can be used to create notes and cue cards. This is helpful where students who have difficulty with long-term memory and can find it hard to recall information in the moment.