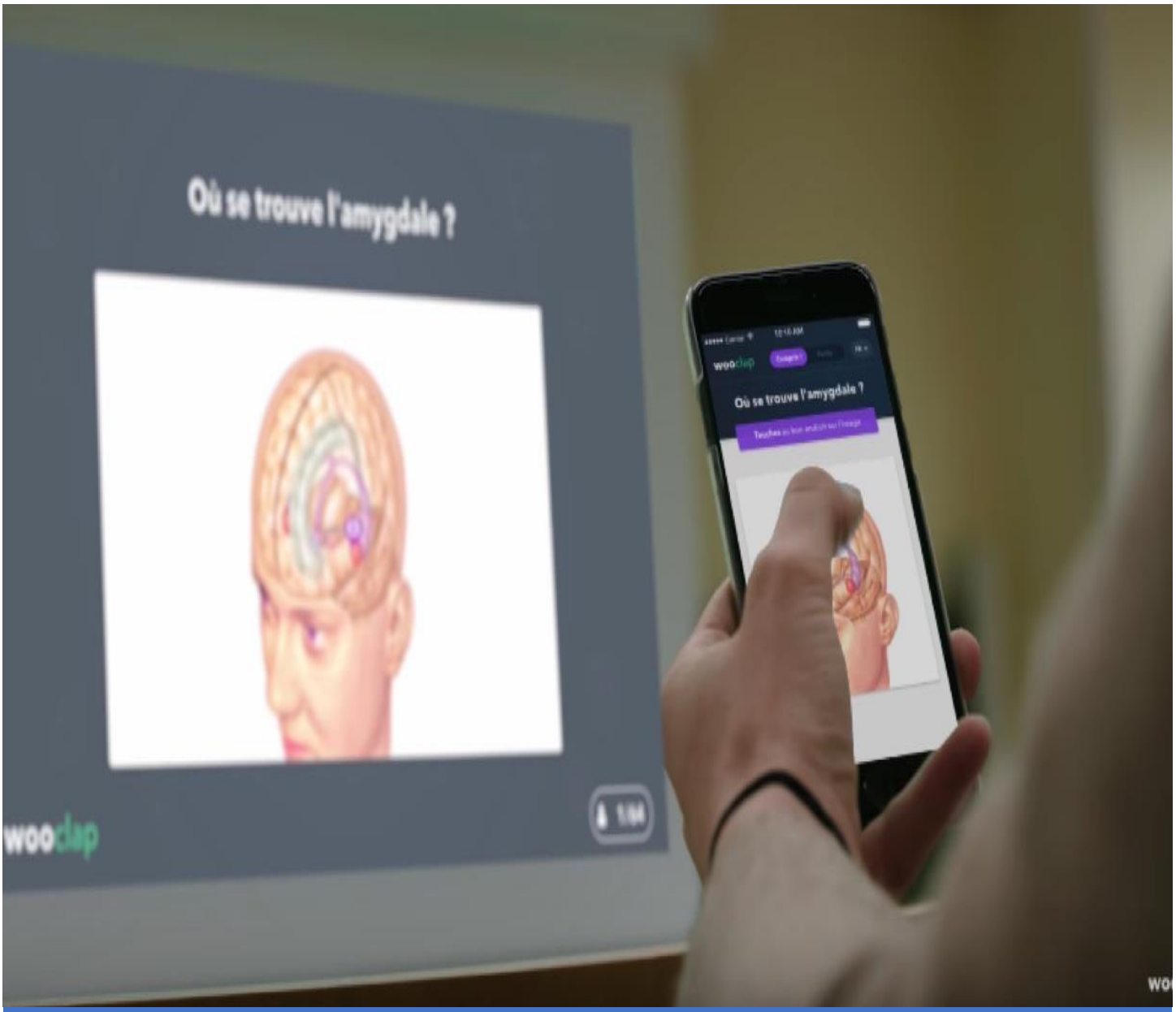

Getting Started With Wooclap

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Teaching and Learning Support Service, uOttawa

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CONTEXT

Wooclap is a live audience engagement tool. It allows students to answer engaging and interactive questions in real- time during your course. **Wooclap** integrates with Brightspace, which allows you to create Wooclap events directly into your Brightspace course content, and to import Brightspace questionnaires into Wooclap and vice-versa. The present guide details how to:

- Connect to Wooclap
- Create a Wooclap event
- Adjust the settings of a Wooclap event
- Start and give access to a synchronous event
- Host a synchronous event.

I. CONNECT TO WOOCLAP

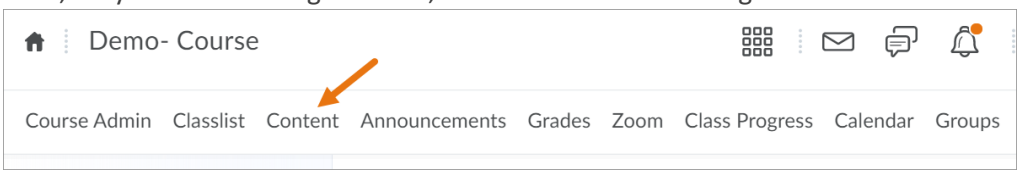
You can connect to Wooclap in three different ways:

1. Via Brightspace by adding a **Wooclap** event (i.e. an activity) to your course content. Integrating **Wooclap** events directly into your Brightspace course content will allow your students to access your event with just one click. **Important**: questions are automatically scored by Wooclap. To learn more, please refer to the following resource: How are questions scored?

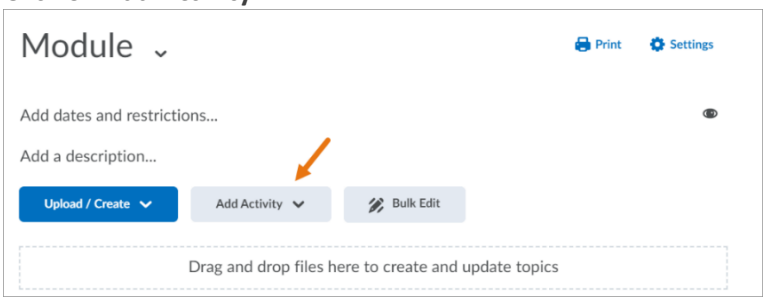
To add a Wooclap event to your course content, complete the following steps:

A. Log into Brightspace and then access the course in which you want to add a **Wooclap** activity.

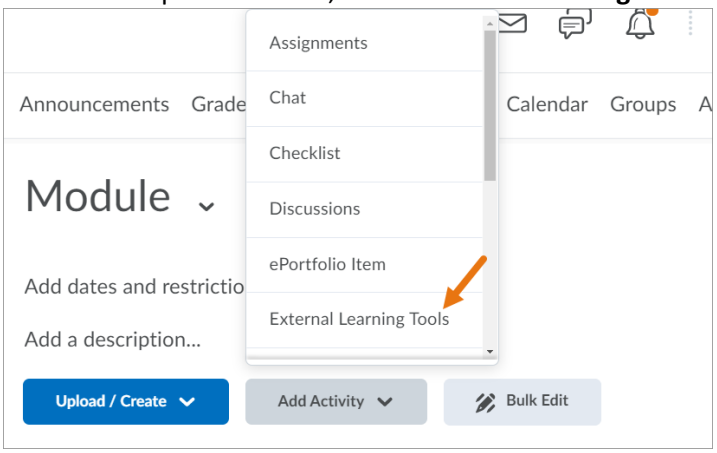
B. Next, via your course navigation bar, click on **Content** and navigate to the Module where you want to add the activity.



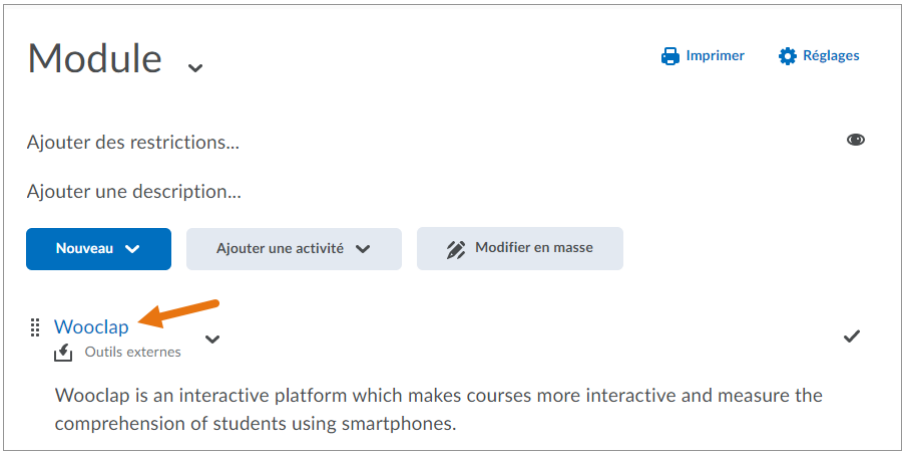
C. Click on **Add Activity**.



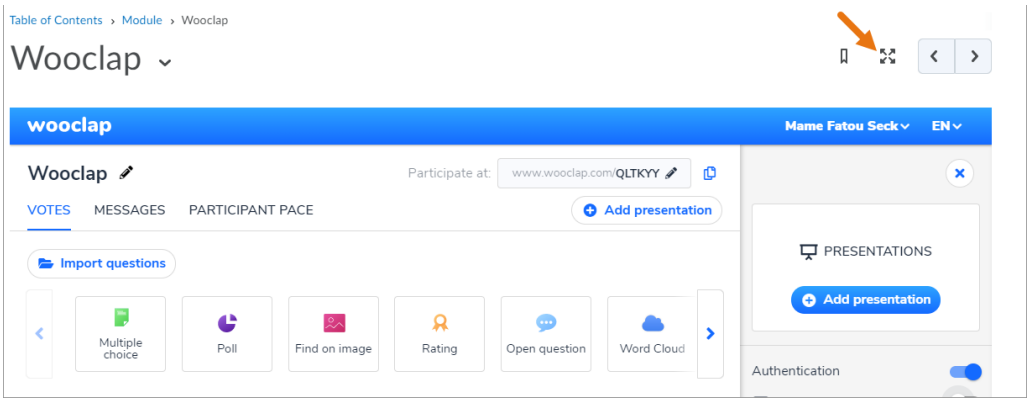
D. From the drop-down menu, select **External Learning Tools**. A list of tools will appear.



E. Then, select **Wooclap**. A link titled **Wooclap** will be added to the content of your course. Click on it to access the tool.

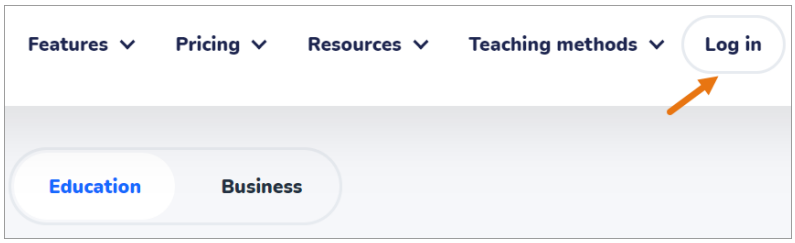


F. You will automatically be logged into the **Wooclap** platform with your university credentials and you will have access to Wooclap functions. **Note**: To open Wooclap in another window, click on the **full-screen** icon.



2. Via www.wooclap.com

A. Click on **Log in** and connect to Wooclap with your uOttawa credentials.



B. Then click on **Create Event**.

3. Via MS Teams. To learn more, please refer to the following video tutorial: How to use Wooclap in Microsoft Teams.

Important: To automatically create your Wooclap account, your must first connect to Wooclap via Brightspace (step 1). Subsequent logins with your uOttawa credentials can be made via www.wooclap.com.

II. CREATE A WOOCLAP EVENT

1. First, connect to **Wooclap** by adding a link in your Brightspace course content or directly via www.wooclap.com.
2. A new **Wooclap** event will automatically be presented. An event is where you can create any questions you want to present to students. You can create two types of events in **Wooclap**:
   A. **An asynchronous event** allows your students to answer questions according to their availability. It can contain multiple questionnaires, instructions, and documents. To create an asynchronous event, make sure that you are in the **Participant Pace** tab. Click on the **Create** button, next to Questionnaires. Then follow the steps in the next section: Create and add questions to a Wooclap event.

   B. **A synchronous event** requires your students to answer questions in real-time during your presentation. To create a synchronous event, make sure you are in the **Votes** tab. Then follow the steps in the next section: Create and add questions to a Wooclap event.

A. CREATE AND ADD QUESTIONS TO A WOOCLAP EVENT

1. First, to add a question, click on the type of question you want to create. You can create any of the following 17 question types:

A. **Multiple Choice Question**: question with several answer options. There can be one or several correct answers.

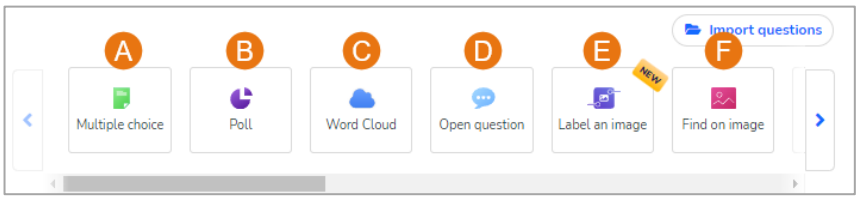
B. **Poll**: collects the opinions of the students on a given subject.

C. **Word Cloud**: allows students to respond by entering keywords which will then be displayed visually in a word cloud. Please note that all accented letters are not retained.

D. **Open Question**: allows students to answer a question with a written response.

E. **Label an image:** allows students to identify the indicated areas on an image.

F. **Find on Image**: allows students to click on a particular section of an image to answer a question.



G. **Matching**: requires students to match elements.

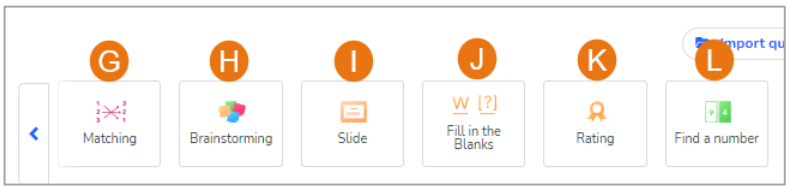
H. **Brainstorming**: question where students share their ideas in writing.

I. **Slide**: allows the instructor to add a **Wooclap** slide to an event.

J. **Fill in the Blank**: question where the students must fill in the blanks.

K. **Rating**: allows students to express themselves on a given subject or statement using a rating scale.

L. **Find a Number**: requires a numerical answer.



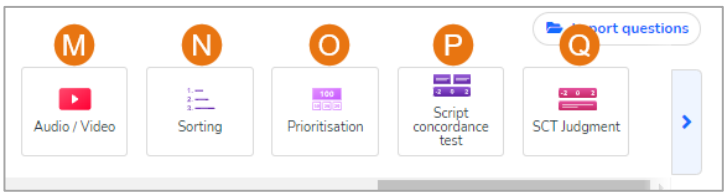
M. **Audio and video**: allows the instructor to add audio and video.

N. **Sorting**: allows students to sort elements into a specific order.

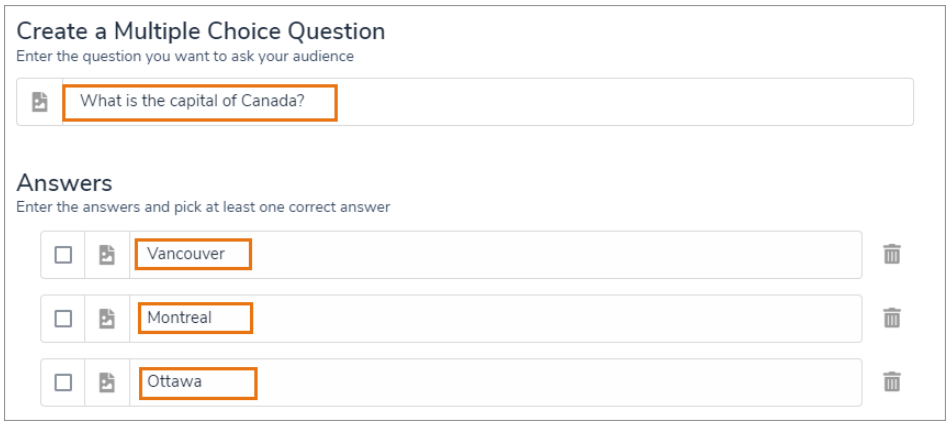
O. **Prioritisation**: allows the students to classify elements according to their priority.

P. **Script Concordance Test**: allows students to compare their responses to those of a panel of experts. To learn more about this type of question, refer to the following resource: The Script Concordance Test: what, why and how?

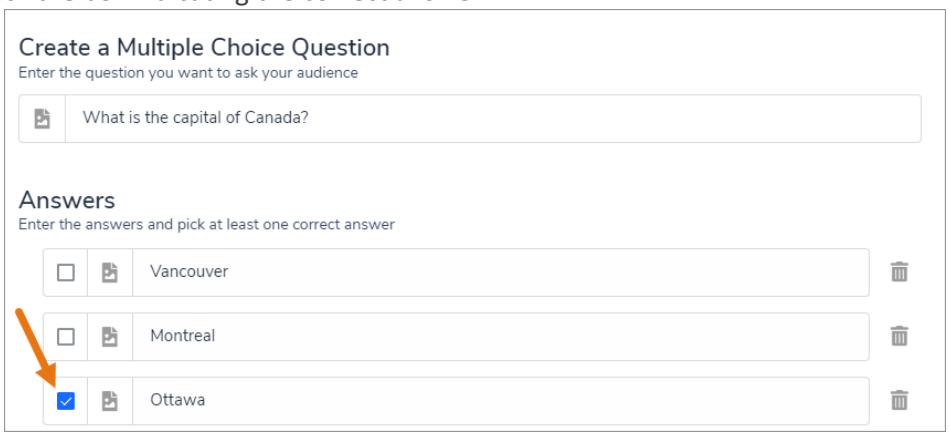
Q. **Judgment Concordance Test**: allows students to make a judgment concerning a situation. To learn more about this type of question, refer to the following resource: How does the Judgment Concordance feature work?



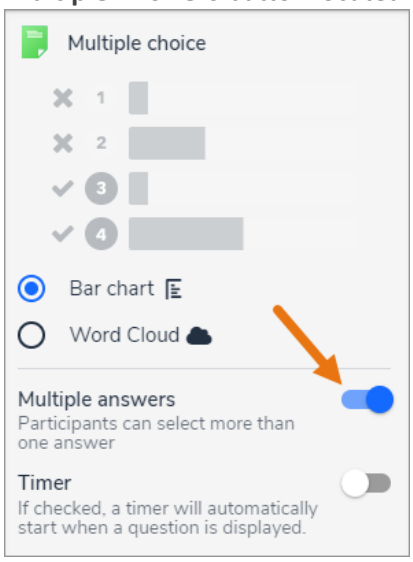
2. For example, let's create a **Multiple Choice Question** (MCQ). Write the question and the possible answers.



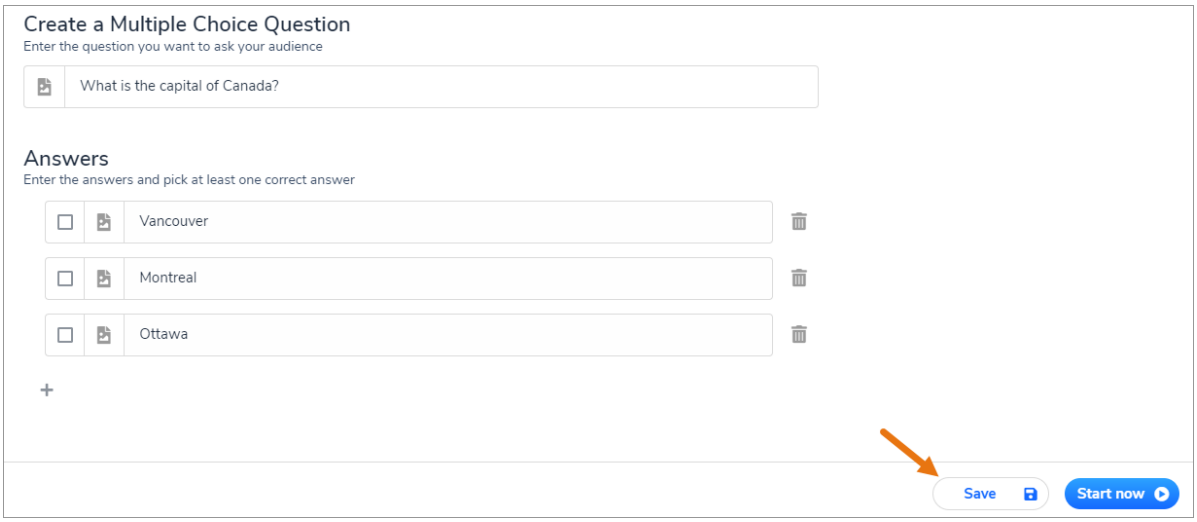
3. Check the box indicating the correct answer.



4. To allow students to select multiples answers at once (MCQ) or to send several answers (Open Questions), activate the **Multiple Answers** button located on the right side of the screen.



5. When finished, click **Save**.



6. Add as many questions as necessary by repeating the steps listed above and then save your Wooclap event.

7. If you are creating an asynchronous event, after saving your **Questionnaire**, you will also have the possibility to **Publish it now** or to **Publish it later**. Select the option of your choice. Once your event is published, copy its link and share it with your students. If you created the event directly through Brightspace, your students will also be able to connect to the asynchronous event via Brightspace.

B. INTEGRATE WOOCLAP QUESTIONS INTO YOUR POWERPOINT SLIDES

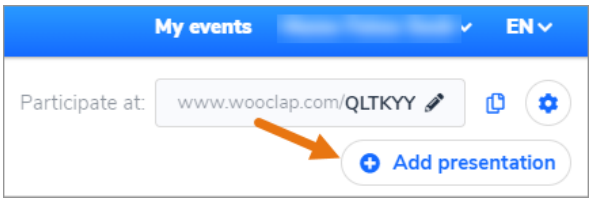
Once you have created your questions, you can incorporate them into your PowerPoint slides in 2 different ways:

A. Integrate Wooclap questions into your slides, within the **PowerPoint platform**. **Important**: Please note that by integrating your Wooclap questions within the PowerPoint platform, you will not have access to the **Message Wall** during your presentation. To learn how to integrate your Wooclap questions directly into PowerPoint, refer to the following resource: Can I use Wooclap in PowerPoint?

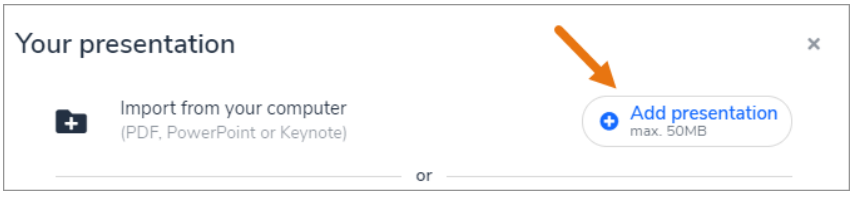
B. Import your PowerPoint presentation into **Wooclap**. **Important**: Please note that by importing your PowerPoint presentation into your Wooclap event, you will lose all animations and hyperlinks that exist in the PowerPoint presentation. However, you will be able to create additional slides in Wooclap to include these links.

In the following steps, we will explain how to import a **PowerPoint** presentation into Wooclap.

1. First, click on the **Add Presentation** button, located on the right side of your screen.

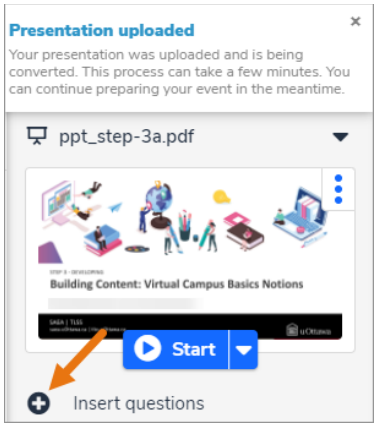


2. In the **Import from your computer** section, click the **Add presentation** button.



3. Locate the file on your computer and click **Open**. Please note that the file must be in PPT or PDF format.

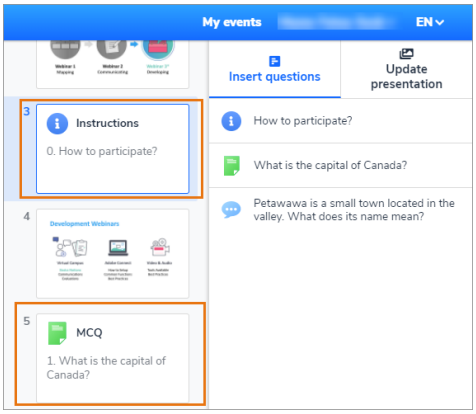
4. Once your presentation has been converted into Wooclap, click **Insert Questions.**



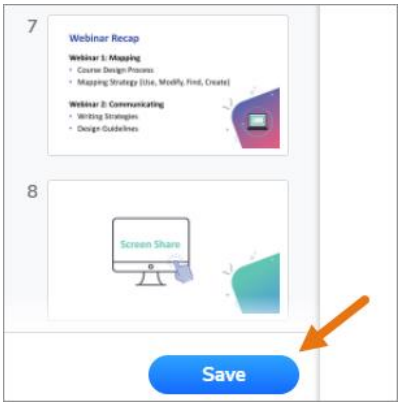
5. Your slides will appear along with your **Wooclap** questions.

6. Drag and drop your **Wooclap** questions in-between the relevant slides.

7. Remember to first include **Question 0 How to participate?**, which provides instructions to students on how they can take part in your event.



8. When you have finished integrating your questions into your slides, click **Save**.



Important Note: If you want the slides to be shown on your students' devices as well (not just the interactive questions), make sure to select **Show slides on participant devices in real-time**, in the **Extra Settings**. For more information, refer to the **Extra Settings** section of this document.

III. ADJUST THE SETTINGS OF A WOOCLAP EVENT

Prior to making your event available to students, several settings need to be adjusted. From the **Settings** button, you can:

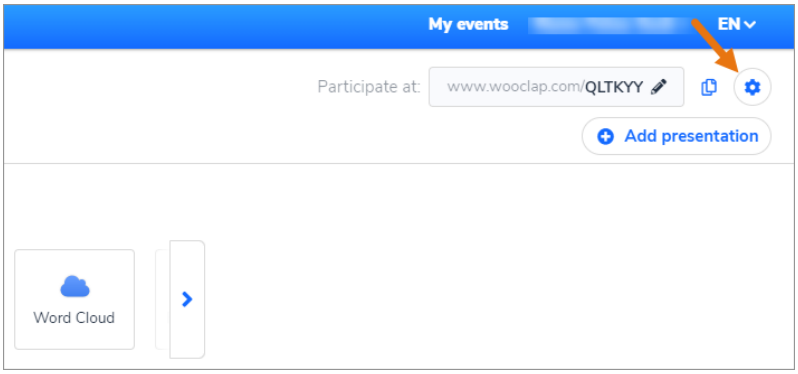
A. Select the student authentication mode
B. Select the visibility (or not) of results
C. Activate the "I'm lost" function
D. Activate the competition mode
E. Adjust Wooclap's main and extra settings

In addition, you can also adjust the **Message Wall** feature, via the **Messages** tab (synchronous events only). We will detail these parameters in the following sections.

A. STUDENT AUTHENTIFICATION MODES

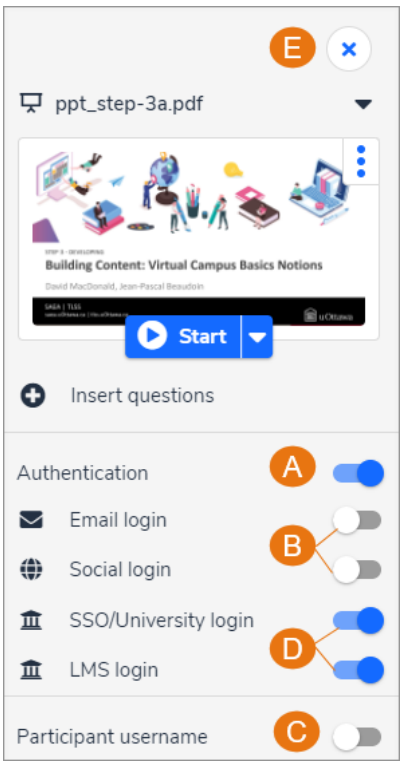
In this section, you can select the mode by which you allow your students to connect to your Wooclap event. To make your selection, follow these steps:

1. Click the **Settings Icon** on the right side of the screen.



The following parameters are suggested to ensure that your activities are only available to your students:

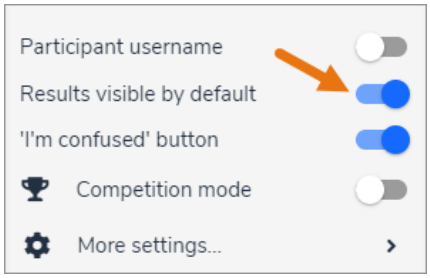
A. Activate the **Authentication** section so that your students are required to identify themselves with their uOttawa credentials.
B. Next, turn off **Email login** and **Social (media) login** to prevent students from connecting through these channels.
C. We also recommend that you leave the **Participant username** button disabled to prevent students from connecting with usernames.
D. It is recommended that your students log in with their university credentials only. To do so, activate the **SSO / University login** and the **LMS login**.
E. When you are done adjusting these settings, click the X (close) located on the upper right side of the screen.



Note: To create an anonymous questionnaire, simply deactivate all authentication modes.

B. RESULTS VISIBLE BY DEFAULT

- Activate the **Results visible by default** function to display students' results after each interaction.

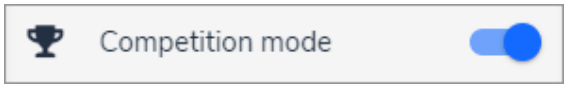


C. "I'M CONFUSED" FUNCTION

- Activate the **"I'm confused" button** to allow students to indicate when they need further explanations. Whenever students indicate that they are "confused", you will be notified.

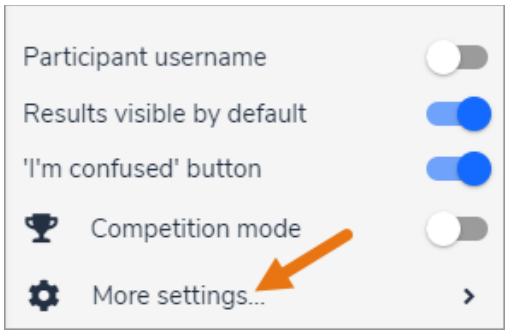
D. COMPETITION MODE

- Activate the **Competition Mode** to allocate points to participants for each correct answer. At the end of an event, you can display how participants ranked. For more information, refer to the following resource: What is the competition mode?



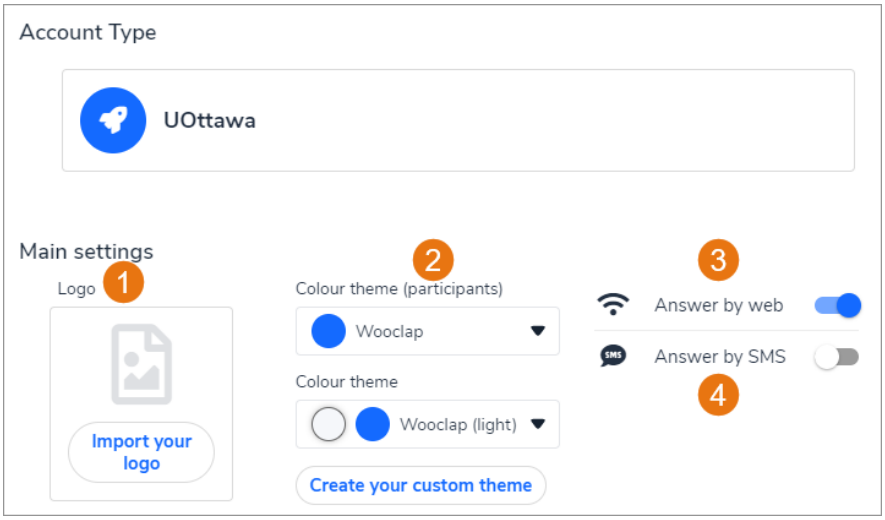
E. MORE SETTINGS

1. Click on **More Settings** to adjust Wooclap's **Main Settings** and **Extra Settings**.



MAIN SETTINGS

1. In the **Logo** section, you can upload a logo.
2. In the **Colour Theme** section, you can change the colors of your Wooclap event.
3. The **Answer by web** function is activated by default to allow your students to answer your questions via the Internet.
4. Activate the **Reply by SMS** (by text messages) function to allow students to answer questions via SMS (synchronous events only). **Important**: Please note that all answers will be anonymous. To identify students, you can ask an **Open Question** at the beginning of the event. Please note that students will only be able to answer certain types of questions by SMS. For more information, please refer to the following resource: How does SMS/text message participation work?



EXTRA SETTINGS

1. Activate the function **Show slides on participant devices in real-time** if you plan to import your PowerPoint presentation into Wooclap and allow your students to view your slides in real-time. **Important**: If you want your students to only have access to the questions, leave this feature disabled. For more information, refer to the following section of this document: Integrate Wooclap Questions into your slides.

2. If you want participants to access your slides asynchronously, activate the function **Show slides on participant devices asynchronously** (asynchronous events only).

3. The function **Share this event with another user by giving them the code**: **YOUR CODE** allows you to share your event with other professors, and allows them to import your event.

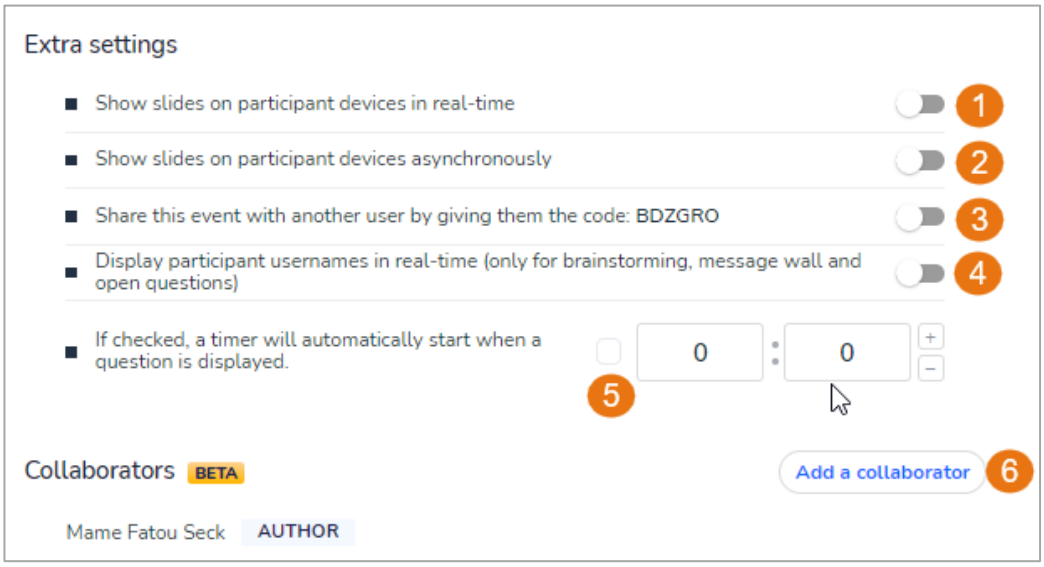
4. The function **Display participant usernames in real-time** displays the names of the students when they ask questions on the **Message wall** or when they answer **Open Questions**. **Important**: If you want questions and comments to remain anonymous, leave this feature disabled.

5. If you want to start a countdown when students answer a question:

   A. Check the box next to **If checked, a timer will automatically start when a question is displayed**.

   B. Next, indicate the response time you wish to allocate to each question.

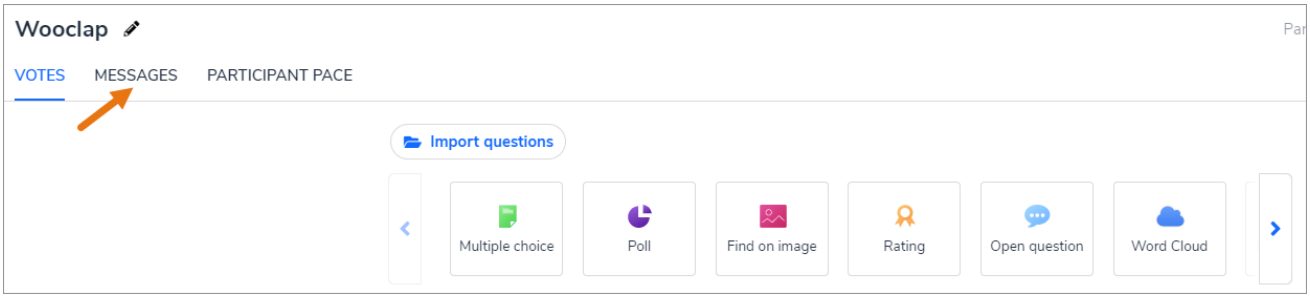
6. If you wish to collaborate with a colleague on the created Wooclap event, click on **Add a collaborator** and enter your colleague's email address. To learn more, please refer to the following resource: How to collaborate on an event with other users?



F. MESSAGE WALL

The **Message Wall** can be leveraged by students to send messages in real-time. It collects questions and comments from your students throughout your event. To configure the different options of the **Message wall**:

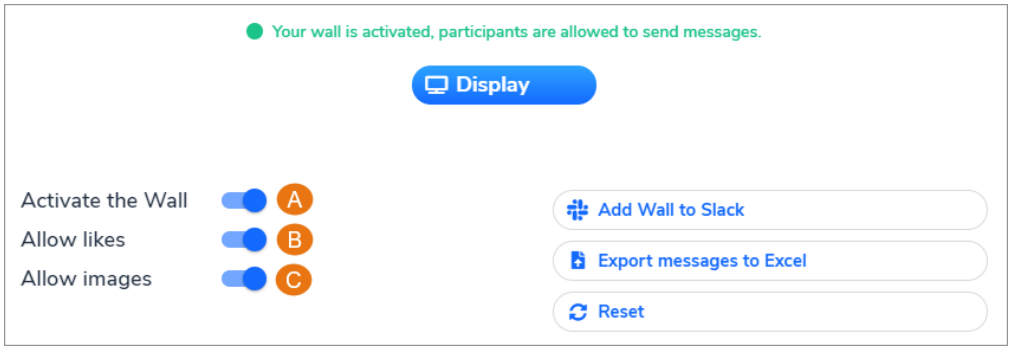
1. Click on the **Messages** tab.



2. **Activate the Wall** function to allow your students to ask questions or write comments in real-time while you present your Wooclap event.

3. Activate the **Allow likes** function to allow your students to prioritize their peers' questions through voting.

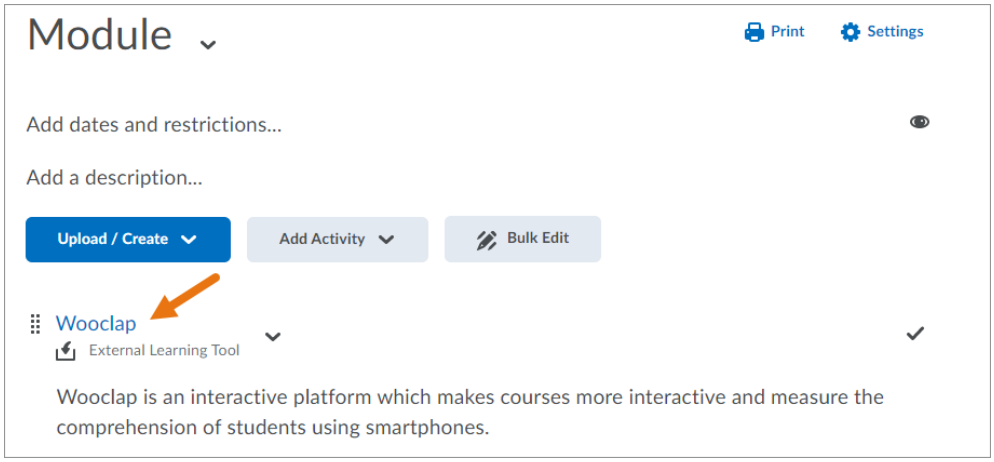
4. Activate the **Allow images** function to allow students to insert pictures in their comments.



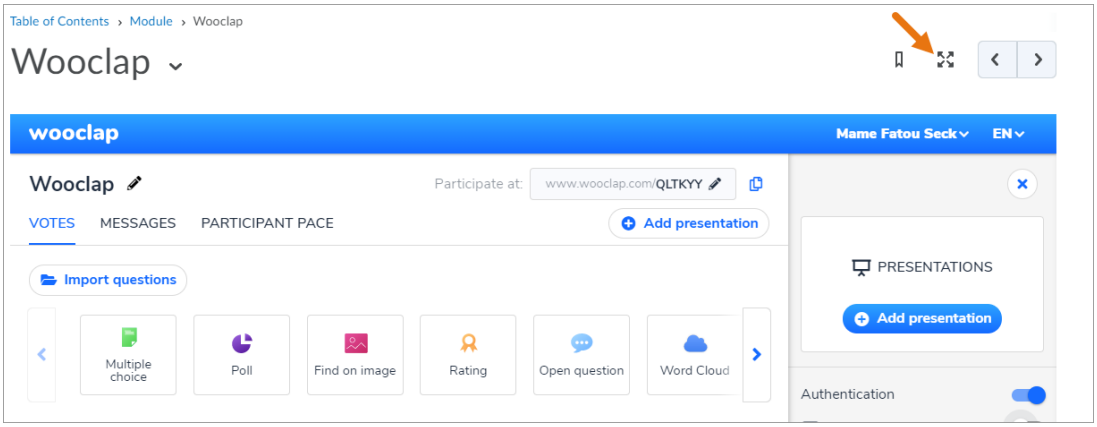
IV. START AND GIVE ACCESS TO A SYNCHRONOUS EVENT

1. If you have created your **Wooclap** event in Brightspace, access your event link and proceed to the **next step**. If you have created your Wooclap event via www.wooclap.com, access your event and proceed to **step 4**.

2. Click on your Wooclap activity link. A new window will open, and you will be directed to your **Wooclap** event.

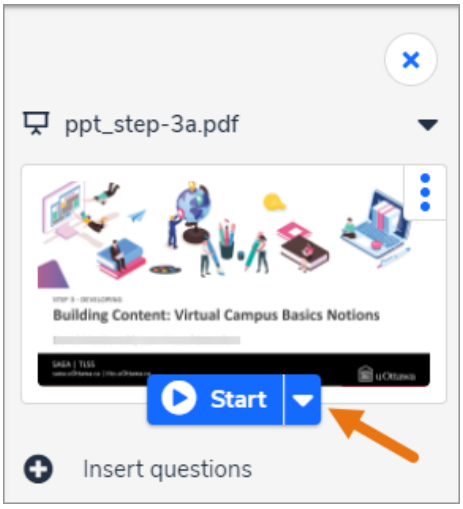


3. You can open **Wooclap** in another window by clicking on the **full-screen** icon in **Brightspace**.

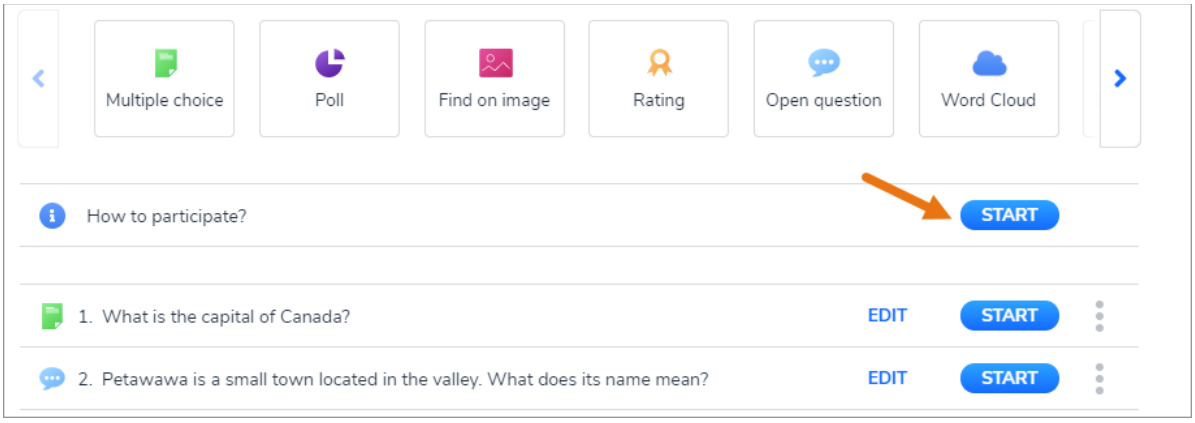


4. There are two ways to launch a Wooclap event:

   A. If you have imported your **PowerPoint** presentation into Wooclap, click on the **Start** button located in the upper right corner of your screen.



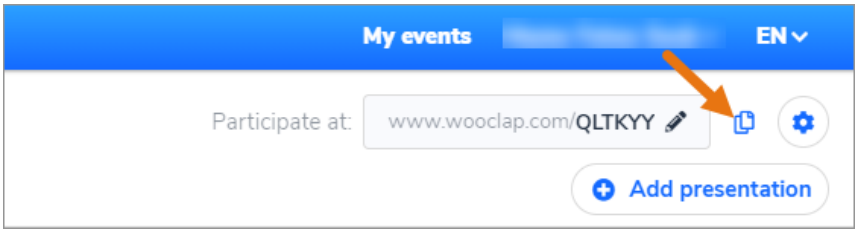
B. If you haven't imported your PowerPoint presentation into Wooclap, click on the **Start** button located next to the question: **How to participate**, to allow your students to connect to your event.



5. To display your **Wooclap** presentation on the entire screen, select the full-screen icon in **Wooclap**.

6. Next, share your screen through your videoconferencing system, as you would during a regular presentation.
   - To know how to use **Zoom** with Wooclap, refer to the following video tutorial: How to use Wooclap with the videoconferencing tool ZOOM.
   - To know how to use **MS Teams** with Wooclap, refer to the following video tutorial: How to use Wooclap in Microsoft Teams.

7. To give students access to your Wooclap event, copy its link and share it with them.



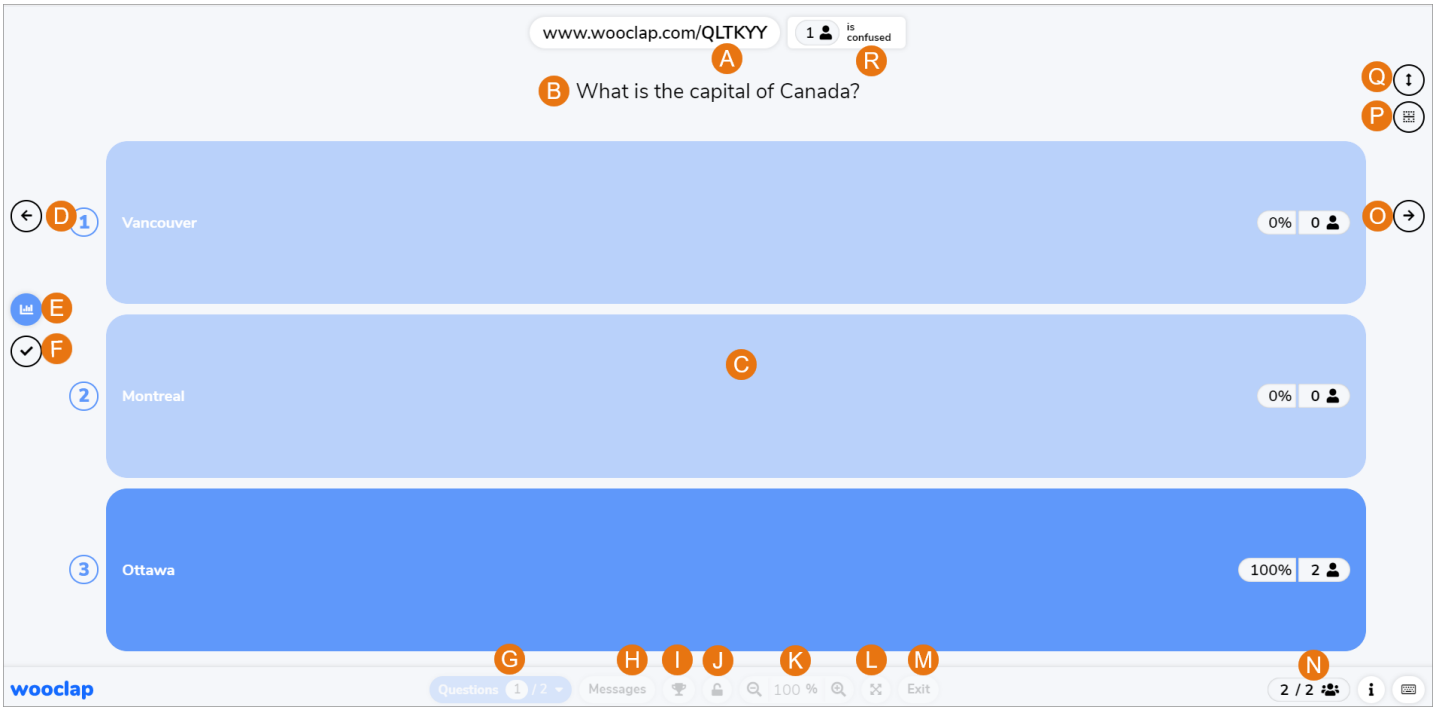
8. You can also share your event code with your students or simply display **Question 0- How to participate?**, to allow students to log into your event by scanning the QR code presented. If you have created your event within Brightspace, your students will also be able to connect through the activity link created in Brightspace.

   Important: If you are using MS Teams, students will be able to participate directly within the MS Teams meeting.

V. HOST A SYNCHRONOUS EVENT

When you launch your Wooclap event, you will be presented with the dashboard. If you are using Brightspace or are directly connected to the **Wooclap** website, the dashboard will appear as shown:

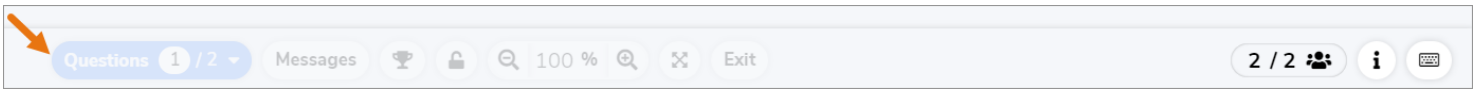
A. Participation code for your activity
B. Question asked
C. Answer choices
D. Return to the previous question
E. Show the results of the question
F. Show correct answers
G. Current question number / Create and add a quick question / Navigate to other questions
H. Message wall
I. Participants' scores (competition mode)
J. Closes the question answering possibilities
K. Zoom in or zoom out
L. Display the page in full-screen
M. Exit the event
N. Number of answers obtained
O. Go to the next question
P. Display the title half-screen
Q. Display the title full-screen
R. Number of students who are "confused"



A. ADD A QUICK QUESTION

When you are hosting a Wooclap event and want to create a quick question to increase your students' understanding, follow these steps:

1. Click on **Questions** at the bottom of the screen.



2. You can now choose from 4 types of questions: Poll, Brainstorming, Open Question, or Word Cloud.

Important: Please note that this feature is only available when you launch your event directly through the Wooclap interface and not within the **PowerPoint** platform.