

HOW TO TAKE ATTENDANCE WITH WOOC LAP?

Master how to take attendance with Wooclap. Easily track participant presence and keep your sessions organized with this simple feature!

Activating the attendance sheet for Wooclap events

The attendance sheet feature allows you to track participant presence seamlessly during your events, offering valuable insights and simplifying the participants management process. This feature is **available to all Wooclap users**.

How does it work?

BEFORE YOUR CLASS

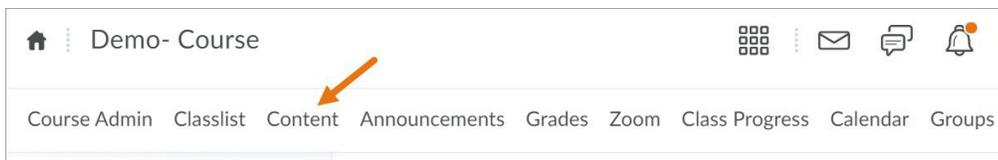
CONNECT TO WOOC LAP AND CREATE AN EVENT

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.

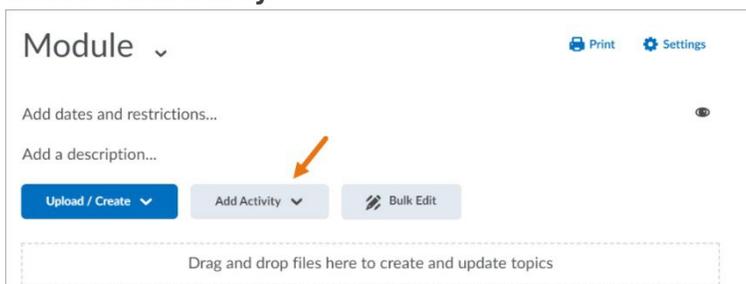
To add a Wooclap event to your course content, complete the following steps:

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

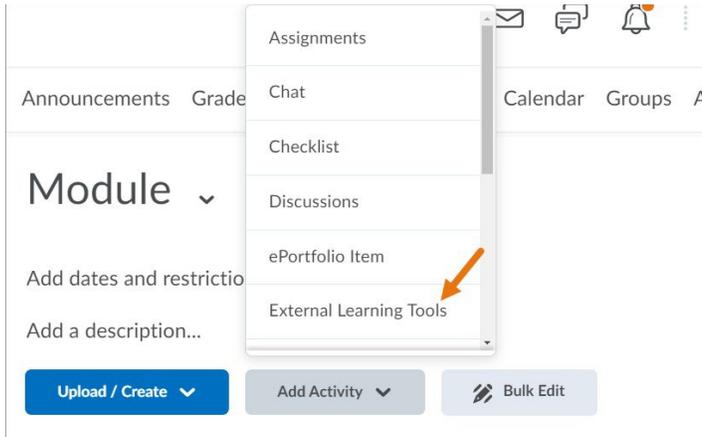


B. Next, via your course navigation bar, click on **Content** and navigate to the Module where you want to add the activity.

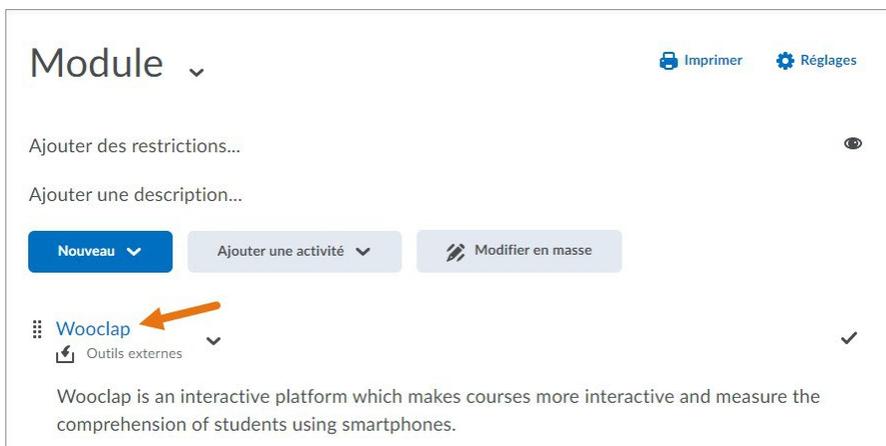
C. Click on **Add Activity**.



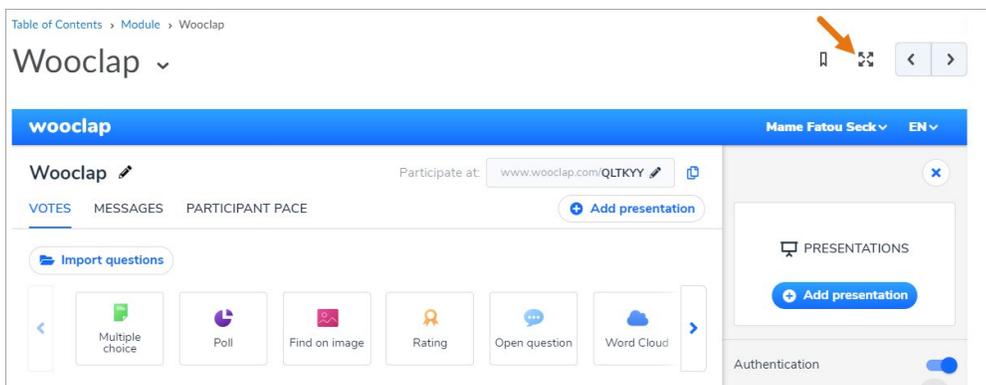
D. From the drop-down menu, select **External Learning Tools**. A list of tools will appear.



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

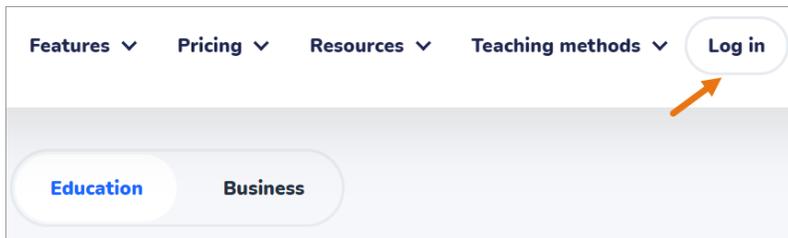


F. You will automatically be logged into the **Wooclap** platform with your UoAccess credentials and you will have access to Wooclap functions. **Note:** To open Wooclap in another window, click on the **full-screen** icon.



2. Via www.wooclap.com

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



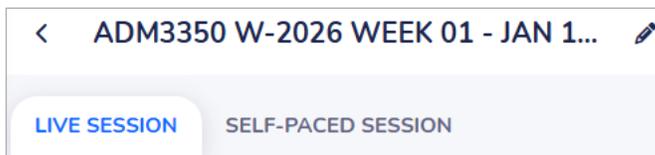
B. Then click on **Create Event**.



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

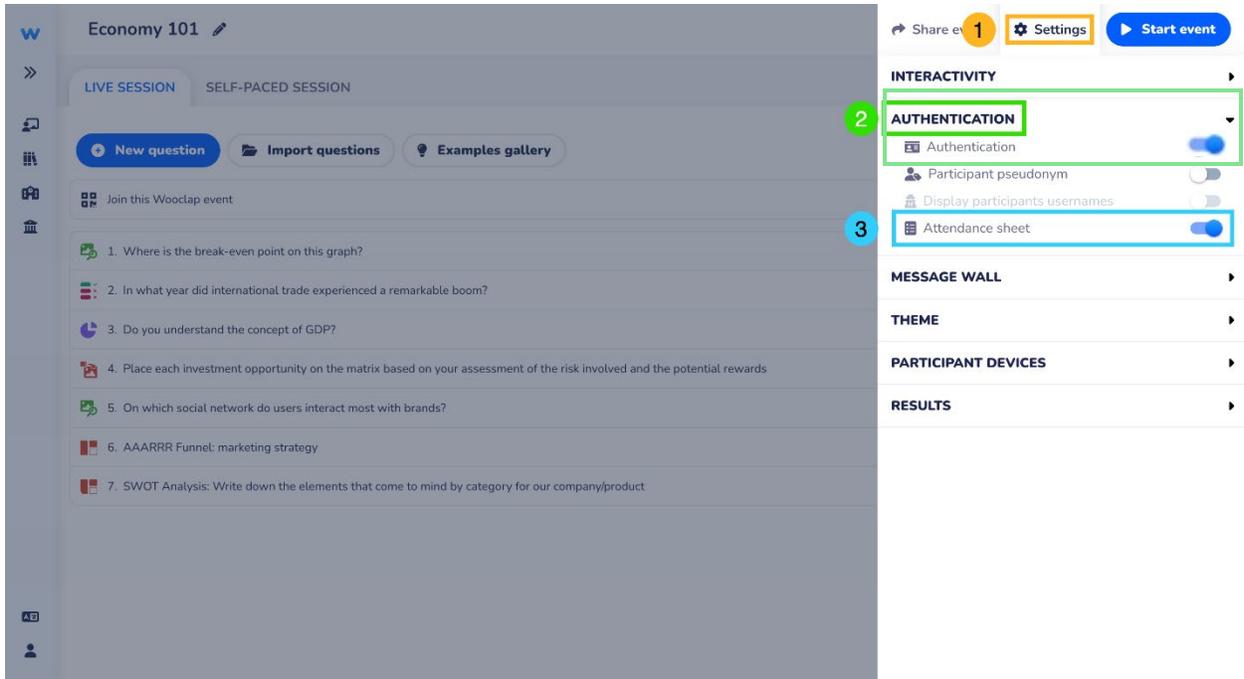
Important: To automatically create your Wooclap account, you must first connect to Wooclap via Brightspace (step 1). Subsequent logins with your uOttawa credentials can be made via www.wooclap.com.

C. **Name** your event accordingly. For example:



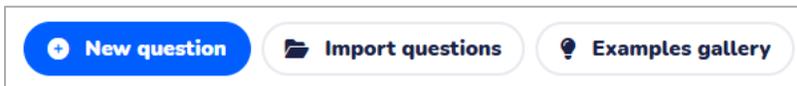
Activate the Attendance.sheet

To activate the Attendance sheet, first go to your event's  Settings (1) and **activate** the authentication and the Attendance.sheet (3) under *Authentication* (2).



Add a question

Create a MCQ or any other type of questions you want to use. **Save.**



Here is an example of MCQ you could use:

Create a Multiple Choice Question

Enter the question you want to ask your audience

Question title

Please confirm your attendance

e.g.: What is the capital of Uganda?

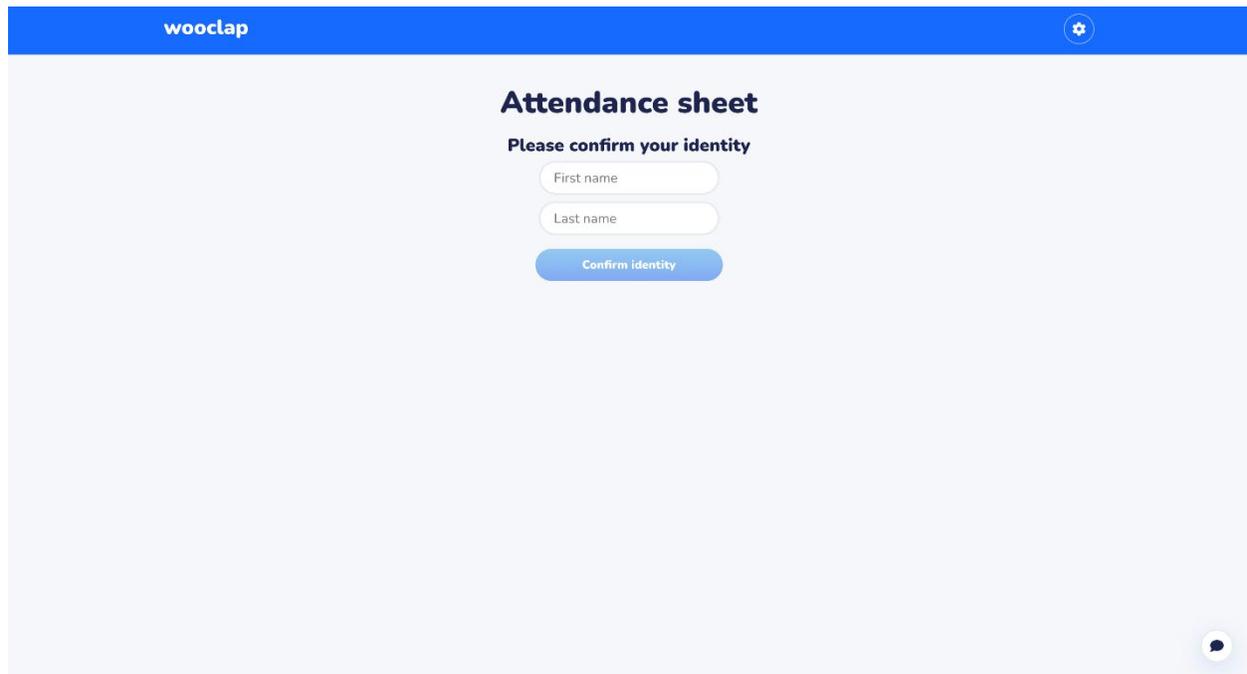
Answers

Enter the answers and pick at least one correct answer

Choice 1 I am attending this class
e.g.: Kampala

Choice 2 I am not attending this class
e.g.: Brussels

Participants will immediately be directed to the attendance sheet. Participants will be asked to confirm their identity via the attendance sheet before accessing the event content. This sheet captures crucial data such as the participant names and the timestamps corresponding to the moment they have accessed the event.



The screenshot shows a blue header bar with the 'wooclap' logo on the left and a settings gear icon on the right. Below the header, the main content area is light blue and contains the following elements: the title 'Attendance sheet' in bold dark blue text; the instruction 'Please confirm your identity' in bold dark blue text; two white input fields with rounded corners, the first labeled 'First name' and the second labeled 'Last name'; and a blue button with rounded corners labeled 'Confirm identity'. A small dark blue speech bubble icon is visible in the bottom right corner of the main content area.

Authentication **and** Attendance.sheet

👍 Results will stay **anonymous** if you do not activate *Authentication* alongside the *Attendance sheet*. **Names provided in the attendance sheet will not be used to identify which participant gave which answer.**

You can authorize [Authentication](#) and *Attendance sheet* at the same time. In this case, participants will first be asked to login before seeing the attendance sheet. Participants can modify their first and last name in this screen.

When you activate authentication, you will see the participant's e-mail address in the report in addition to their first name, last name and attendance date.

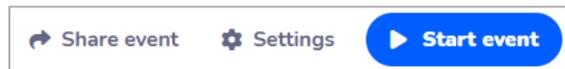
DURING YOUR CLASS

LAUNCH THE EVENT (ATTENDANCE SHEET)

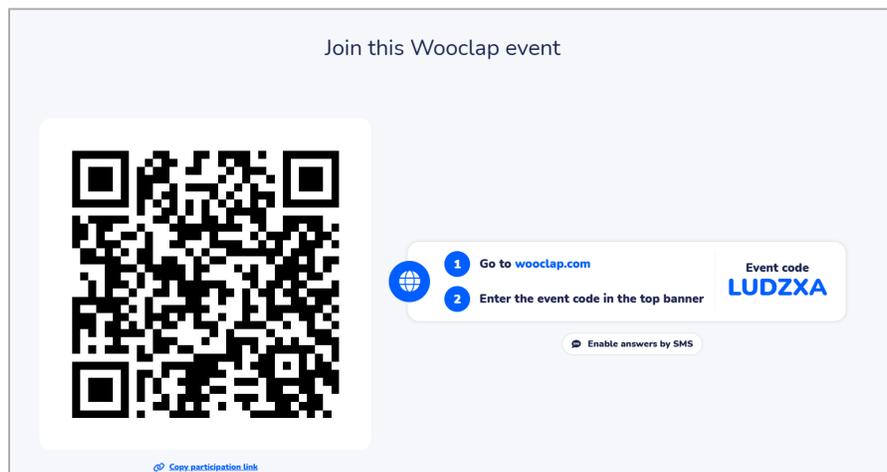
Log in to your Wooclap account. Or click Wooclap from the [Brightspace](#) module where you created your event.

Click on your event or today's course on the **My Events page**,

Start the event or **display the question** so that learners can respond.



Access codes and links will appear on the screen so that attendees can scan them or use a web browser directly to confirm their attendance.



They will need to log in using their **uoAccess account** and confirm their attendance for today's session.

Review and export the data

Once the *Attendance sheet* feature is activated, a new tab (1) appears in the *Report* section of your event dashboard.

💡 You will always find the *Attendance sheet* in the **Live session report**, whether participants answered a live or a [self-paced session](#).

You can export the data of the attendance sheet either to PDF (2) or Excel (3) for easy sharing and documentation.

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Economy 101

Number of participants: 3

Questions Participants [3] Grid **Attendance sheet** Format and export as PDF Export sheet to Excel

First name	Last name	Email address	Attendance date
Jean	Dumagasin		22/10/2024 10:39
Cécile	de Belgique		22/10/2024 10:40
The	Wooteam		22/10/2024 10:38

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When you export your attendance sheet as PDF you can add administrative data to it such as the **event date, start and end time** of the event, **event location** and the **name the presenter**. Furthermore you can add your **organisation's logo** and edit the **event name** as well as your **organisation's name**.

Format attendance sheet

wooclap

Event name * Economy 101

Organization Wooclap

Event date 22/10/2024 Start of session 10:00 End of session 11:30

Event location Rue des Pères Blancs 4, 1040 Etterbeek

Presenter name * The Wooteam

Confirm and sign*

* Mandatory fields

Cancel Export as PDF

After you click on *Export as PDF* your attendance sheet will be downloaded. This attendance sheet will contain the information you added as well as the list of attendees.



Economy 101

Attendance sheet

Wooclap
The Wooteam
Tuesday, October 22, 2024 • 10:00 - 11:30
Rue des Pères Blancs 4, 1040 Etterbeek

First name	Last name	Signed	Confirmation
Jean	Dumagasin	22/10/2024, 10:39	PRESENT
Cécile	de Belgique	22/10/2024, 10:40	PRESENT
The	Wooteam	22/10/2024, 10:38	PRESENT

Confirmed by
The Wooteam