# HOW TO TAKE ATTENDANCE WITH WOOCLAP?

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**.



## BEFORE YOUR CLASS

### CONNECT TO WOOCLAP AND CREATE AN EVENT

You can connect to Wooclap in three different ways:

1. Via <u>Brightspace</u> 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.
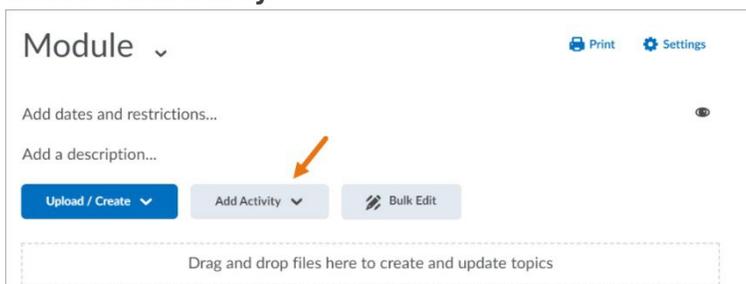
To add a Wooclap event to your course content, complete the following steps:

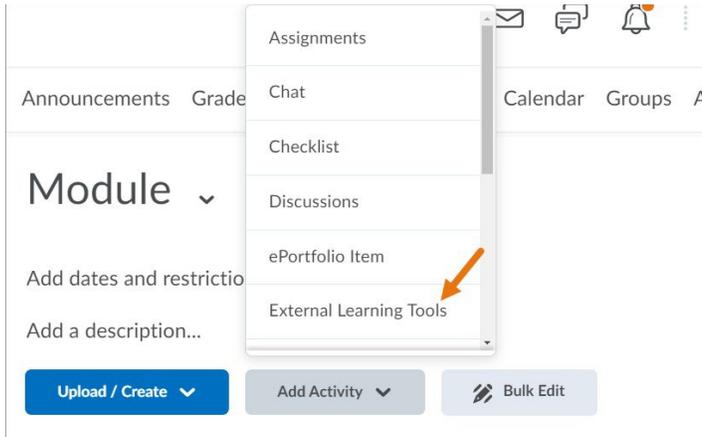A.  Log into Brightspace and then access the course in which you want to add a **Wooclap** activity.
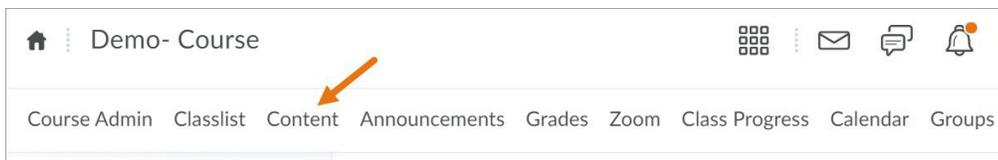


B.  Next, via your course navigation bar, click on **Content** and navigate to the Module where you want to add the activity.
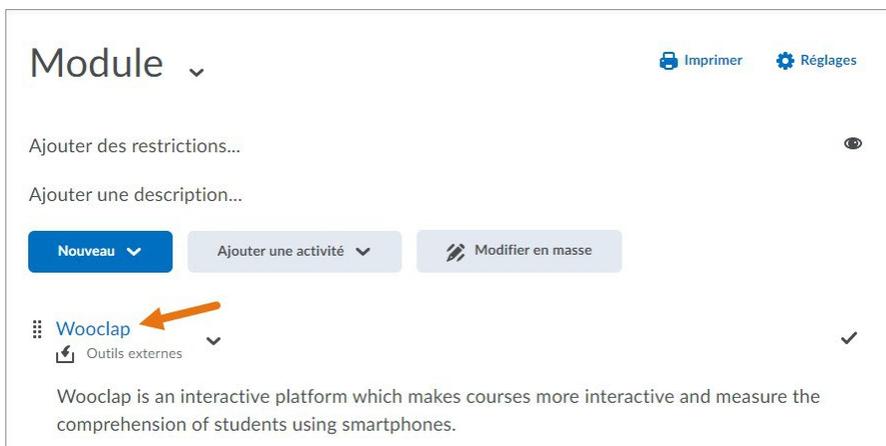
C.  Click on **Add Activity**.

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.
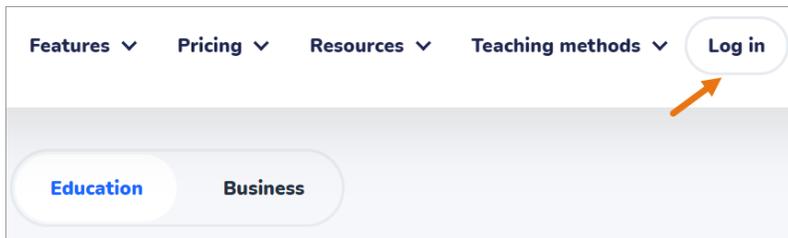


F. You will automatically be logged into the **Wooclap** platform with your UoAccess credentials and you will have access to Wooclap functions. **Note**: To open Wooclap in another window, click on the **full-screen** icon.
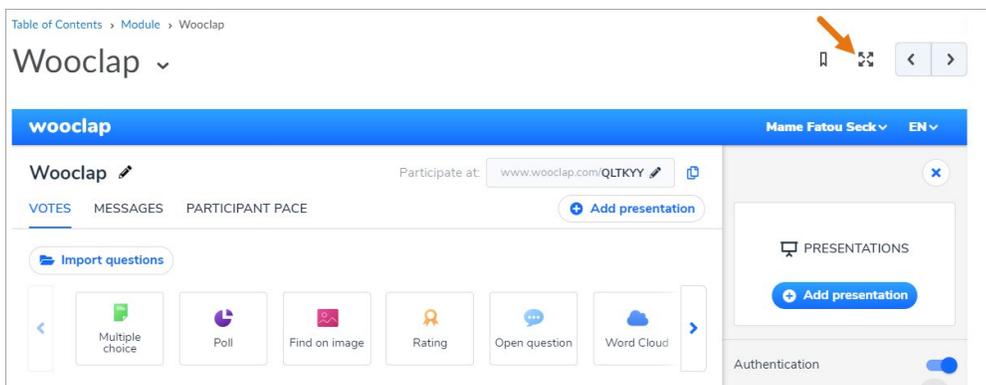
2. Via [www.wooclap.com](www.wooclap.com)

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



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



3. Via <u>MS Teams</u>. 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](www.wooclap.com).

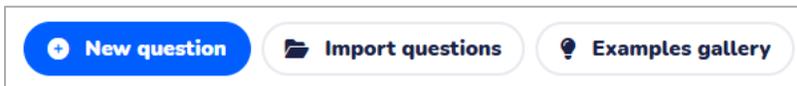C. **Name** your event accordingly. For example:
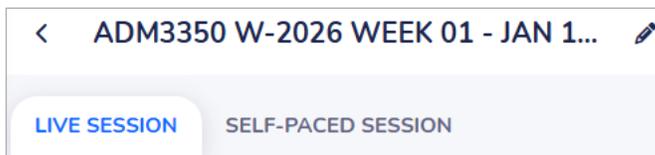


**Activate the** Attendance.sheet

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).
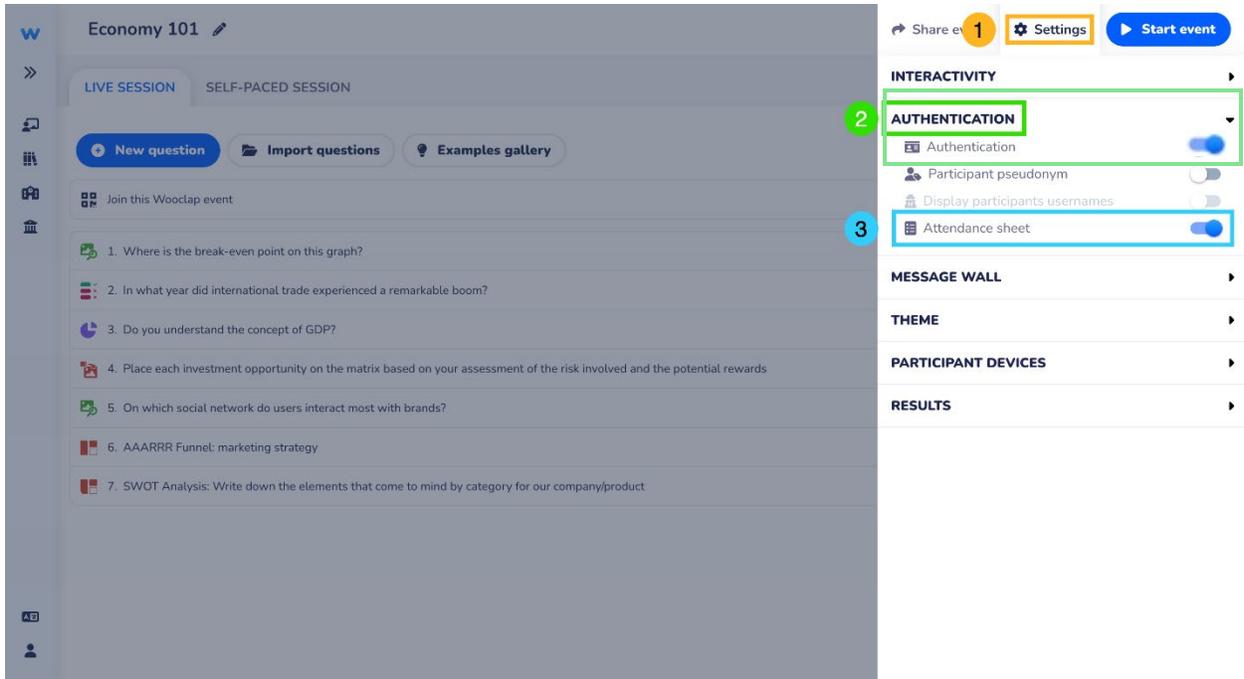
## Add a question

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



Here is an example of MCQ you could use:

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.
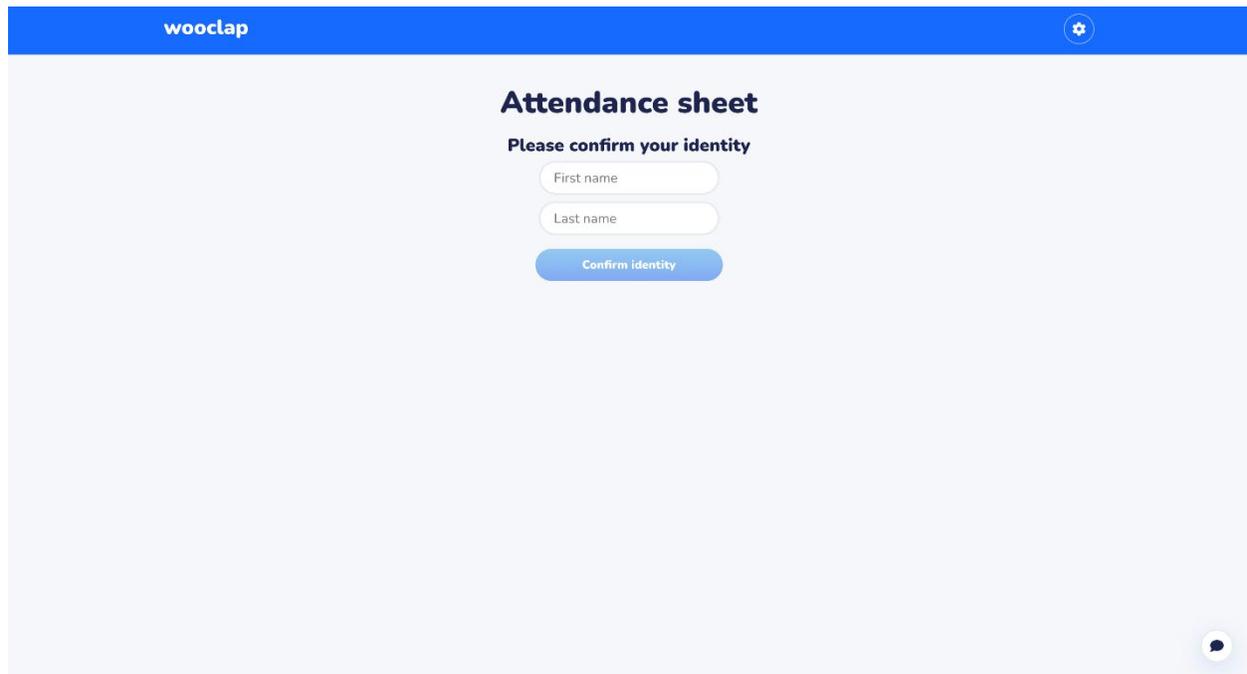


Authentication **and** Attendance.sheet

☝️ 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.
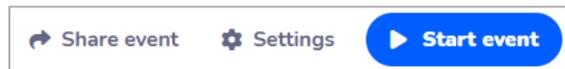
# DURING YOUR CLASS

**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.
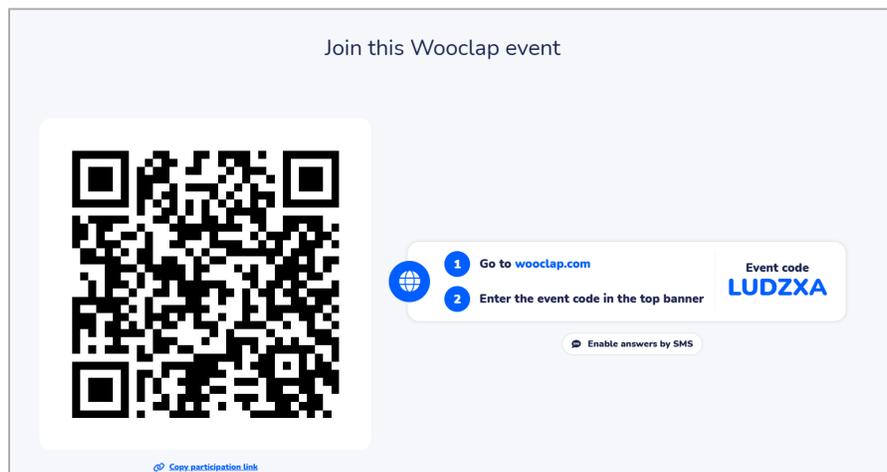


They will need to log in using their **uoAccess account** and confirm their attendance for today's session.

**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.

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**. Furthemore you can add your **organisation's logo** and edit the **event name** as well as your **organisation's name.**

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.