Wooclap

Teacher's Manual

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Contents

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1. Introduction Wooclap

This manual describes how to use the Wooclap tool. Wooclap is an online interactive tool and is considered the successor of Mentimeter. For former Mentimeter users, Wooclap will be somewhat recognizable. However, this guide is intended for all users, including those without a Mentimeter experience.

The added value for the teacher is briefly mentioned below:
- Measure how well the students have understood certain material
- Encourage active participation in a lecture (almost everyone owns a mobile phone or laptop).
- Make the lectures more attractive through active participation.

2. First time login

Select UU in the Wooclap login screen (Connect to Wooclap), then click on "go to login screen":
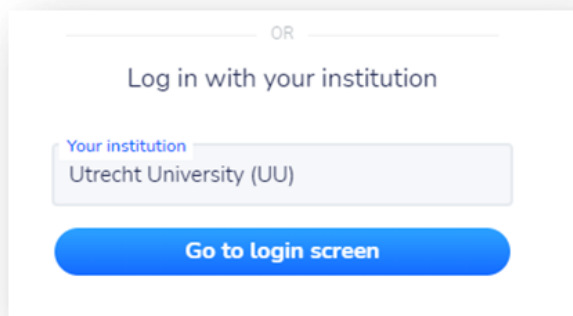
You will be redirected to the UU-login screen, where you can log in with your solis-id:
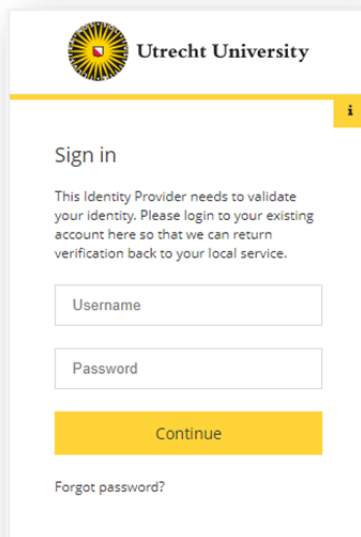
The content of your current account will automatically be transferred the first time you log in with your solis-id. Please make sure to log out of Wooclap before logging in again with your solis-id for the first time. Do you have a UMC email address? It is not yet known whether the content of your current account will be automatically transferred. A manual action may be required. If that is the case, we will inform you in time and provide you with a clear manual. You can also always call in help by contacting Teaching Support.

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After logging in for the first time, the screen below will appear. You can watch the short video to get an idea of the possibilities within Wooclap. In addition, you can select a language at the top right.
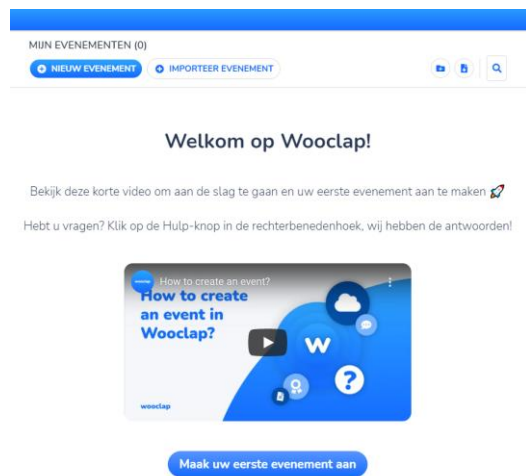
The following chapters explain the various possibilities to create a presentation (= event).

3. Get started

It is important to mention in advance that Wooclap uses the term event. This refers to all possible questions/items in a presentation. Event can therefore also be interpreted as a presentation.

3.1 Create event

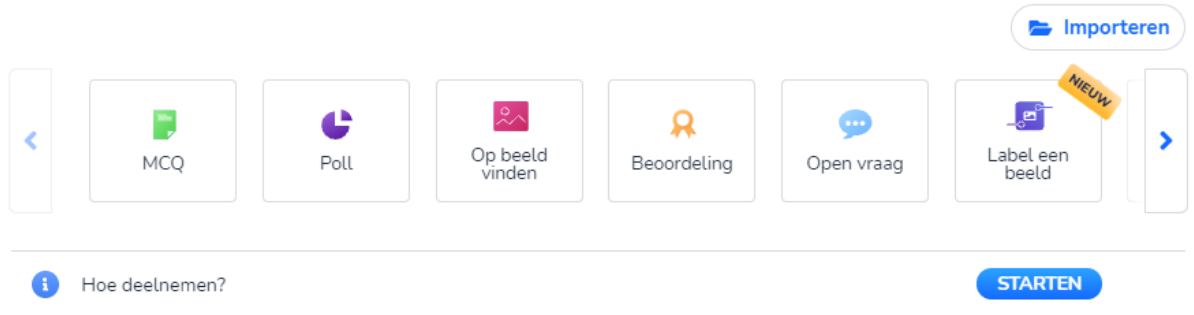1. Click on ''+ New Event'' at the top of the screen to create an event.

2. A new window opens. Here you can, among other things:
   a. Change the name of the event (such as ''ask lecture 1 [Course name]'')
   b. In the Interactions tab: Manage the questions and see responses
   c. In the messages tab: view the questions/comments of participants
   d. In the participant pace tab: share files and questionnaires, which the students can complete/view at their own pace.

3. Choose the Interactions tab, then choose one of the options for a question/interaction, such as multiple-choice question (MCQ), poll or matching (click on the arrow on the right to see more options.)

📁 Importeren

MCQ	Poll	Op beeld vinden	Beoordeling	Open vraag	Label een beeld NIEUW

ℹ️ Hoe deelnemen?   STARTEN

4. For example, choose MCQ. The following window opens:

‹ Terug

Maak een MCQ aan
Voer de vraag in die u aan uw publiek wenst te stellen

📄 | Bijvoorbeeld: Wat is de hoofdstad van Oeganda

Antwoorden
Vul de mogelijke antwoorden in en duid minstens één juist antwoord aan.

☐ 📄 Kampala 🗑️

☐ 📄 Brussel 🗑️

+ _____

In the top bar, fill in the question. In the answers you fill in various answer options. For the correct answer(s), check the blank square. It is possible to arrange the answers. To do this, stand on the answer (without clicking) and move the mouse to the left. A list symbol and a hand appear. Now drag the answer to the desired position (see also below).

≡ | ☐ | 📄

If you click on the symbol of an image next to the square on the left, you can also add an image to your answer option.

In the right side of the screen is another bar with some options, such as allowing multiple answers, or setting a timer. In addition, the MCQ also has the possibility to show the answers as a word cloud. Note that the options shown in the right bar depend on the chosen question type.

5. If you are satisfied with the question(s), then it is time to start using it. To do this, choose *save* at the bottom of the screen, or start *now directly*. After saving, the event will appear in the list on the home screen. From here it can also be started.

6. After starting, opens the following screen:

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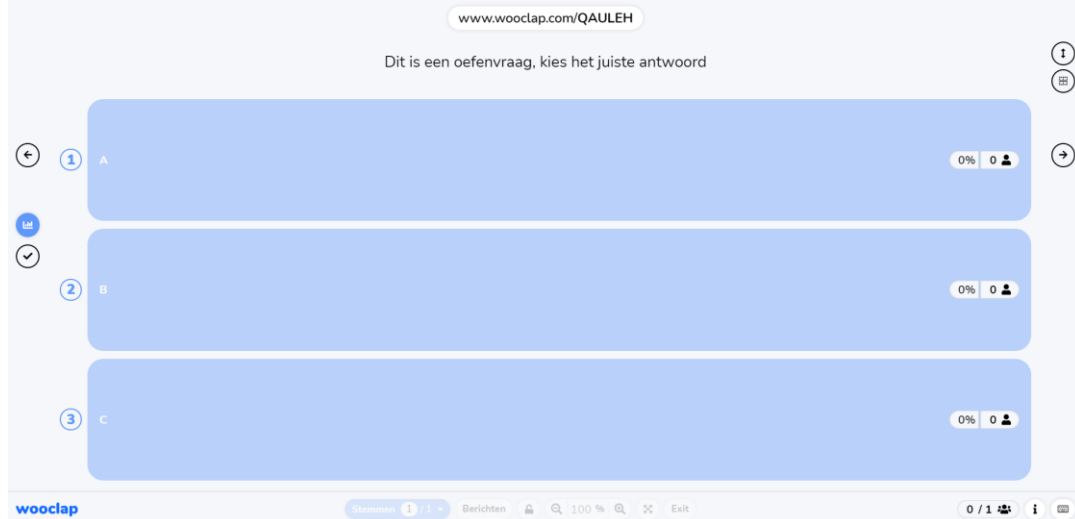
Some important data are:

- At the top of the screen is the access code. This allows the participants to log in to the Wooclap site. Other ways to log in will be discussed later in the manual.
- The number of participants can be found at the bottom right. In this case, no answer has yet been given (0), but there is someone with the question (1).
- With the check mark on the left side, you show the right answer for everyone. It is then no longer possible to vote.
- The Messages button at the bottom of the bar shows any comments from students.
- You can resize the screen and offer it on fullscreen by using the options on the bar in the middle of the bottom.
- With the lock, at the bottom of the bar, voting is stopped manually.
- With exit, you end the presentation and return to the Wooclap environment.

3.2 Manage multiple events

It is possible that you use multiple events, for example for multiple courses. To keep the overview within Wooclap , it is possible to work with files. These are folders in which you can store the events. To do this, click on 'My events' (top right of the screen) and then on 'New file'. Give the file an appropriate name, and then drag existing presentations to this folder.
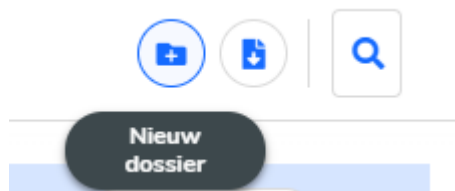
With the option 'Duplicate' an event can be copied, so that a template can be used for multiple separate events, e.g. for different topics, while the same question types are used. This option can be found in the three dots on the right side of the event overview page.

3.3 Import events from Wooclap from colleagues

It is very easy to use a colleague's event, if it is already within Wooclap. This is followed by the explanation from the perspective of the dealer, as well as from the recipient.
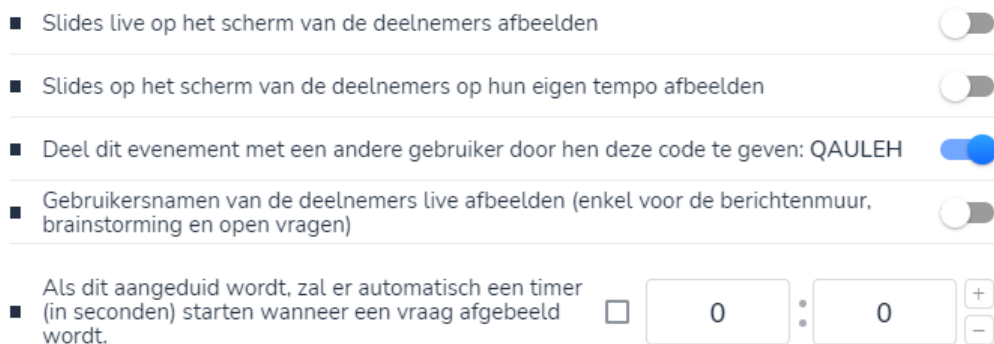
I want to share a ready-made event with a colleague, within Wooclap
- Go to the home page

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- Choose the event you want to share
- Click on the settings symbol (see below)
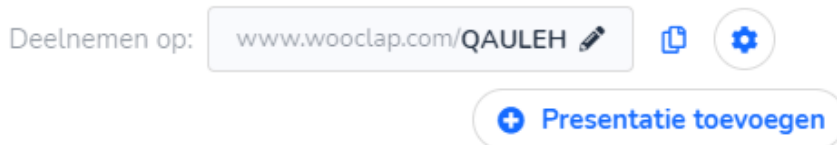
- Choose 'More settings... '
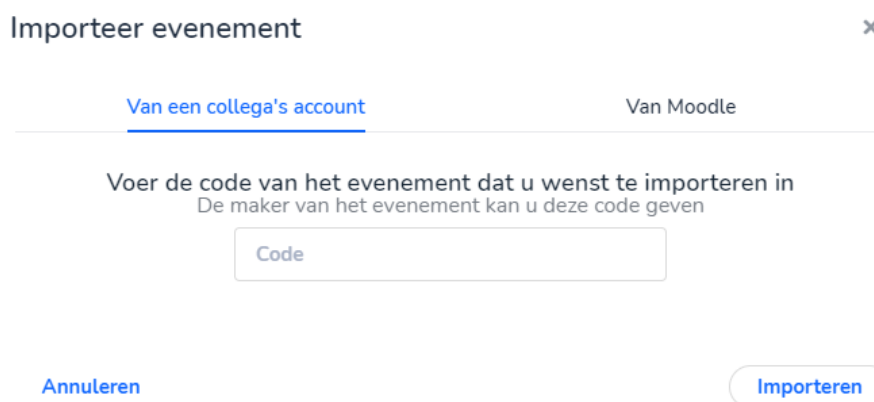- Choose 'Share this event with... ", under Additional settings. See image below:

I want to import a ready-made event from a colleague, within Wooclap
- Go to the home page
- Choose + import event

- Select the desired method (here: from a colleagues account)

- Enter the code you received from a colleague.

PLEASE NOTE: the events are not synchronized with each other; i.e. if the event is still modified after sharing, this is not automatically processed by the recipient. It is also not (yet) possible to turn this on.

3.4 Collaborate on a presentation with a colleague

It is possible to work with a colleague on a single presentation. To do this, follow these steps to add a colleague to your presentation:

1. Select the presentation from the Home screen

2. Then click on the gear at the top right
3. Choose 'More settings' (see image on the right)
4. Scroll down until the 'Employee' heading becomes visible

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5. Choose 'Add employee' (see image below)
6. Enter the e-mail address of a colleague here.
7. The colleague receives an email from Wooclap (check your spam folder if nothing is received) in which there is a link to the presentation. An example of this mail is included below

8. Now the colleague can also work with the presentation.

3.5 Event participation options

It can be useful to include the event's participation details in the lecture. It is possible to get an overview of the different options from Wooclap. Here's how it works:
- Click on the desired event
- Click the start button, in the same line as How to join? See image below:

- An overview with participation options will appear.
  o The QR code: students can easily scan the code with their camera
  o Via the website, incl. event code
  o An offline option: use of SMS
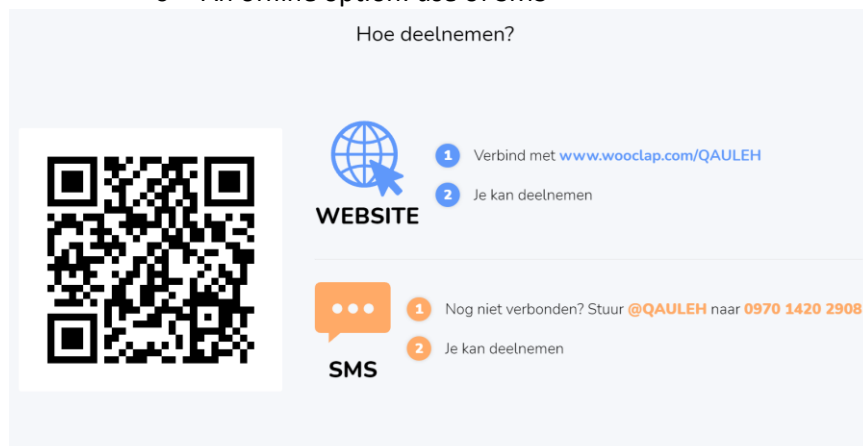
3.6 Hold an event with two separate groups

It is possible to compare the results of an event with each other in real time. This works with the

'Compare' option found on the right side of the event bar, at [⋮].
This option displays the results of two identical events side by side.
This capability works for some question types; this and more information are described on this site.

3.7 Presenting an event

Before presenting your event, you can check that everything is working properly by participating with a second device, such as a telephone, by using one of the options explained in section 4.5. Do this, for example, by scanning the QR code and entering the access code.
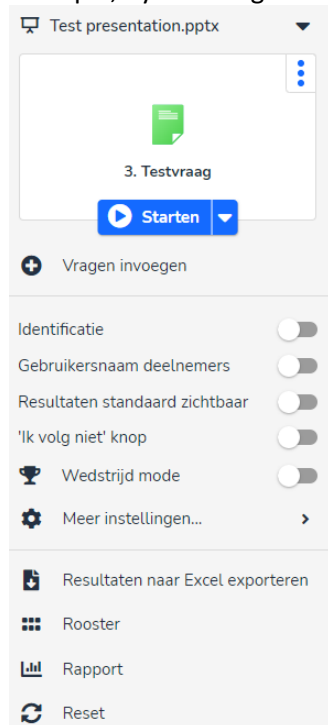
A presentation can be attended by at least 2500 participants. If more participants are expected, it is best to contact Teaching Support well in advance.

Prior to the start of the presentation, there are some choices that relate to access, views and other matters. These possibilities can be found by:
-   Select the event
-   Click on the gear at the top right
-   The settings are displayed in the bar that appears.
The top 5 settings are briefly explained below:
1. **Identification**: If this option is enabled, participants must log in with an external account (Facebook, Google+ or LinkedIn). If the teacher wants to export the results to Excel afterwards, the names of the participants will also appear there. This is not desirable due to the GDPR and other privacy reasons. Therefore, it is recommended to leave this option at 'off' by default.
2. **Participant username**: Allows participants to choose a username. This is a self-chosen name and does not have to be the student's nickname.
3. **Results visible by** default: if this option is included, students' answers are immediately displayed on the screen, as soon as the first one has answered. By holding off this option, you as a teacher can make the results visible yourself.
    Please note that the question types label an image, slide and audio/video do not offer the possibility to display results directly.
4. **I'm not following a button**: allows participants to indicate with 1 click that they are not following the speaker and may have questions. With this option, it is therefore possible to have insight into how education comes across to the participants during the presentation without creating a separate question. The number of participants who have moeite is shown to the right of the link to the event. See image below.
5. **Competition mode**: it is possible to have participants conduct a competition among

themselves. Results are judged on points that participants can earn (not on time, for an explanation see the following link). To distinguish between the participants, they are asked to choose a username when they open the event on their mobile. This mode is only available to users over the Internet, not via SMS. The overview of the top 3-20 participants can be shown via the bar at the bottom. To do this, click on the trophy symbol.
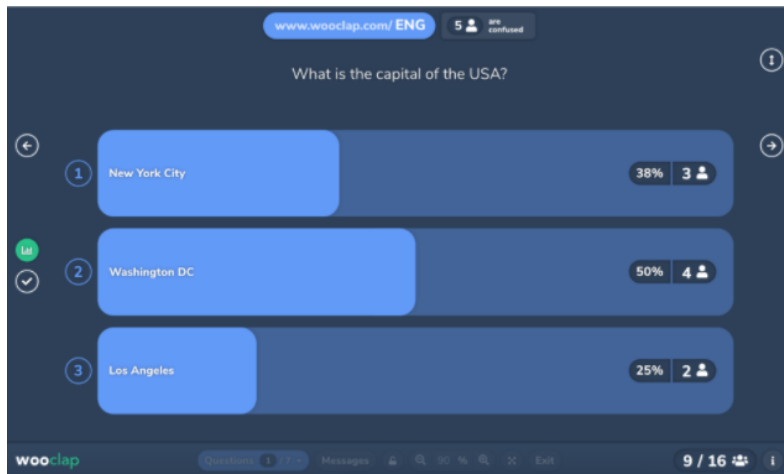
When you are presenting, you can adjust some parts during the presentation. These are called 'live event features'.
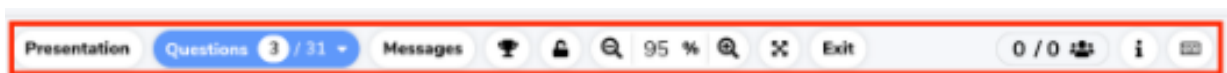
Presentation: When you click on this option, you will see your presentation (such as Google Slides or PowerPoint). You can use this to present information. When you want to view the questions again, you can select 'questions' again

Messages: When you select messages, you will see the chat box of the students. You can read responses to your questions here.

Competition mode: If you have turned on the competition mode, a trophy will appear in the toolbar. When you click on this, you will see the ranking.

Lock: By pressing the lock you close the possibility to vote for an answer option. When you have set an automatic timer for the question, it will be closed automatically. If you press the lock again after the automatic closing, the possibility to vote will open again.

'I' symbol: When you click on the information symbol on the left side of the toolbar, the options will be shown to students to participate in the event.

3.8 Process results

As a teacher, it can be useful to discuss students' answers to an event in the next lecture. For this, the results of the demand can be easily exported. It is possible to use the results of an event, the messages, or a questionnaire for this. To do this, choose one of the options below:

Import results from one specific question

- I want to export all the answers from my presentation
  - o Select your event à go to the interactions tab ⏵ click on the three dots à export.

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See image. An Excel file is downloaded.

- I want to bundle all responses (comments/questions) that were asked during the event for e.g. treatment in the following lecture:
  - o Select your event à ga to the tab messages à click on 'Export messages to Excel'. See below.

- I want to collect the responses to a questionnaire to cover later.
  - o Select your event à go to the tab participant pace à click on schedule à click on export to Excel. Another option is to click on Rapport and then on 'Print as PDF'. Then save the answers as a PDF. See below for illustration.
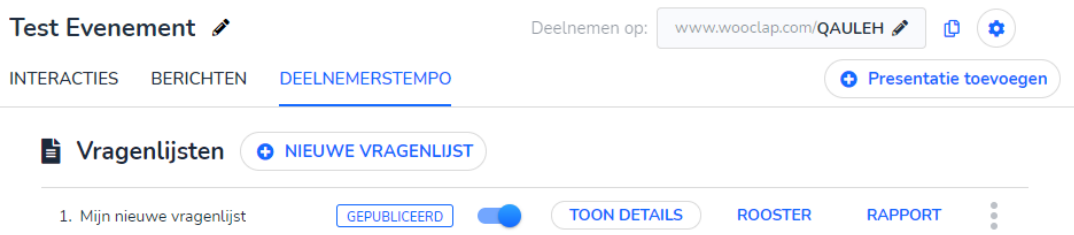
Import results from 1 entire event
It is also possible to export all the results of an event to Excel at once. To do this, follow these steps:
1. Go to the home page of your Wooclap environment
2. Choose the event you want to export the results from
3. Click on the three dots on the right side of the bar (see image below)

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MIJN EVENEMENTEN (2)

4. Choose 'Export results to Excel'.
5. Now a download is started with all the results of an event, broken down by question.

Import results from all events
In addition, all results can also be exported separately from each event in 1 time. Here's how it works:
1. Go to the home page of your Wooclap environment.
2. Move your cursor to the symbol directly to the left of the magnifying glass. A text appears in a black speech bubble: ''Export results from all events''

3. Then click the next button -->
4. A download to Excel will now start, in which all results are listed, broken down by event.

3.9 Reusing questions within multiple events
In Wooclap it is possible to use the same question (including any figures) in another presentation, for example in another course. To do this, follow the steps below:
1. Go to the presentation where you want to use (paste) the question.

2. Then click on ''Import''
3. Choose the option ''From Wooclap''
4. Then select the presentation where the question is in (at red arrow)

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5. Then choose which question or questions you want to use in the other presentation.

6. Click Import. The questions have now been added to the other presentation.

4. Integration with PowerPoint

It is possible to use one or more questions from Wooclap directly in your own PowerPoint. This can be done either by 1) using Wooclap within PowerPoint or 2) by importing a PowerPoint presentation to Wooclap.

Note: It is not possible to install the Wooclap plug-in at a UMC workplace in Powerpoint. Access to the Office store has been disabled by the IT department. As a result, section 5.1 (as described below) is not possible for this group of users.

4.1 Using Wooclap in a PowerPoint presentation d.m.v. an ADD-in

To do this, follow these steps:This assumes that the questions in Wooclap are finished and the event has been saved.

1. Open your PowerPoint presentation
2. Go to Insert à Download add-ons àsearch 'Wooclap' à add. See image below.

3. Then go to the slide where you want to have the question à insert à my add-ins à select Wooclap
4. A Wooclap window opens à log in with your own Wooclap data. This must be the account

where the event is also stored.

5. After logging in à then choose your event at step 1 à choose your question at step 2. The image below shows this step.


6. Click Enter a Question, and the question will open in the PowerPoint.

4.2 Import PowerPoint to your own Wooclap environment

It is also possible to import your own PowerPoint presentation to your own Wooclap environment. You can then add homemade questions to this. To do this, follow these steps:

1. Choose a PowerPoint or PDF file to start using. Make sure it's stored somewhere on your computer.
2. Then go to your Wooclap environment and choose an event or create a new one.
3. In this event you then create some questions that you want to use in your PowerPoint presentation (or PDF).
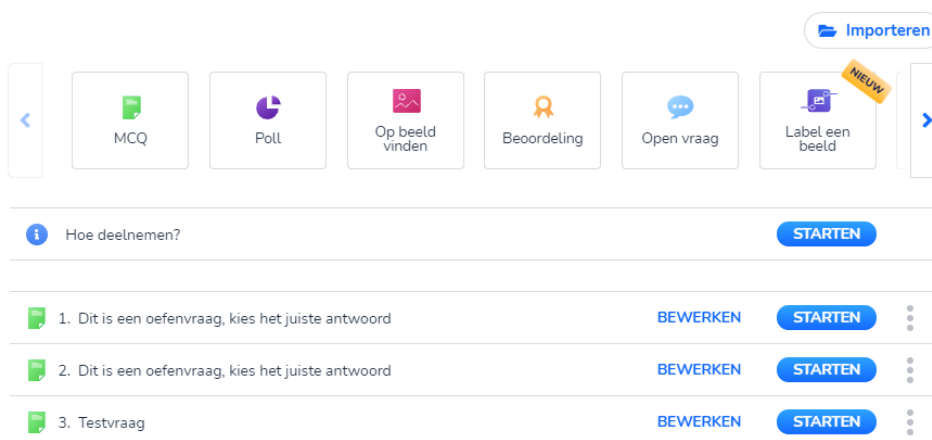
4. Then click on 'Add presentation'.
5. Then choose the presentation. This can be either a PowerPoint as well as a PDF or Keynote. Please note that the maximum file size is limited to 50 MB.

Uw presentatie   ✕

➕ Van uw computer importeren
(PDF, PowerPoint of Keynote)   ➕ **Presentatie toevoegen**
                                                                                    max. 50MB

────────────────────────────── of ──────────────────────────────

G Google Slides ⓘ   https://docs.google.com/presentation/   **OK**

*Tip: Simply check how big a PowerPoint is by opening the PowerPoint --> File --> Info --> Properties -->
Size. For a PDF, you can check its size using File Explorer (windows) or Finder (mac).*

6. After clicking import, a bar opens on the right side of the screen. A pop-up will also appear indicating that the presentation is being uploaded. See also the image on the right.

Presentatie geüpload   ✕

Uw presentatie werd geüpload en wordt nu omgezet. Dit kan enkele minuten duren. U kan uw evenement ondertussen verder voorbereiden.

7. When the upload is complete, you'll see your presentation in the bar on the right side of the screen.
8. Click "Insert Questions" to add preset questions from Wooclap.
9. In this screen you will see an overview of the questions that are available to add. See opposite:

🖥 Test presentation.pptx   ▼

Title Lorem Ipsum
SIT DOLOR AMET

▶ Starten   ▼

➕ Vragen invoegen

📄 **Vragen invoegen**   🖼 Update presentatie

ⓘ Hoe deelnemen?

📄 Dit is een oefenvraag, kies het juiste antwoord

📄 Dit is een oefenvraag, kies het juiste antwoord

📄 Testvraag

Please note that these questions are specific to the questions listed in the event (from step 3 of this section (5.2)). So make sure you have added all questions to the event before importing a presentation.

10. Click on the question mark to get an explanation of how to add the questions to the presentation.

Title Lorem Ipsum

SIT DOLOR AMET

‹ 2/4 ›   ?

Klik hier om notities toe te voegen

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11. Now simply drag and drop the questions to the right place in the presentation. This can be both before and after a slide. It is also possible to put several questions in a row.
12. When you're done, click Save.
13. You will now return to the same screen with the event, with the presentation with questions now on the right.

14. Click 'Start' to start the presentation (including questions).
15. The operation works the same as at a standard event.

Note: it is not possible to download the presentation with questions and then use it with the PowerPoint application. If you still like to work with PowerPoint, it is advisable to follow the steps described in 5.1.

Contact

Do you have questions or need support when   using Wooclap? Please contact us. We would also like to hear from you if you have any comments or questions about this manual.

Didactic support

Contact teaching support, they can help you with this.

Practical support

Educate-it support desk

Address: University Library Uithof, second floor, red desk

Opening hours: Every working day from 8.30 am - 5.00 pm

Phone:030 253 2197

Email: teachingsupport@uu.nl

Website: https://educate-it-uu.sites.uu.nl