WOOCLAP: Getting Started
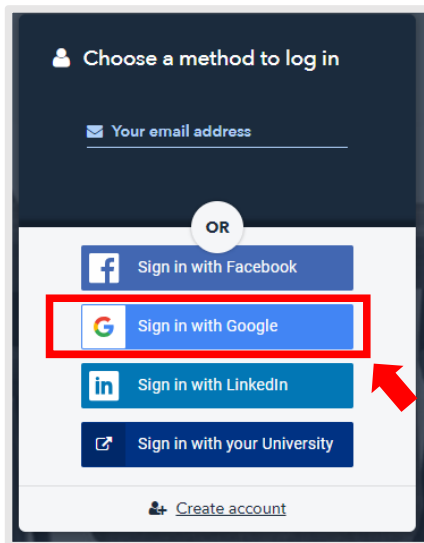
1 To set up an account, visit https://www.wooclap.com/. Click the **SIGN UP FOR FREE** button.
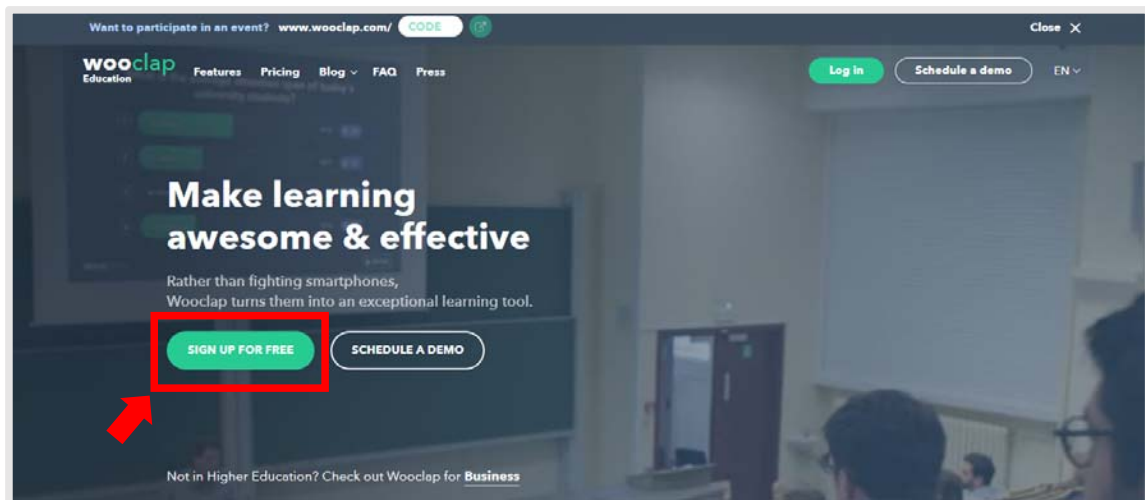
2 You will first see a registration prompt. Don't enter your email yet. Click the < Back button.
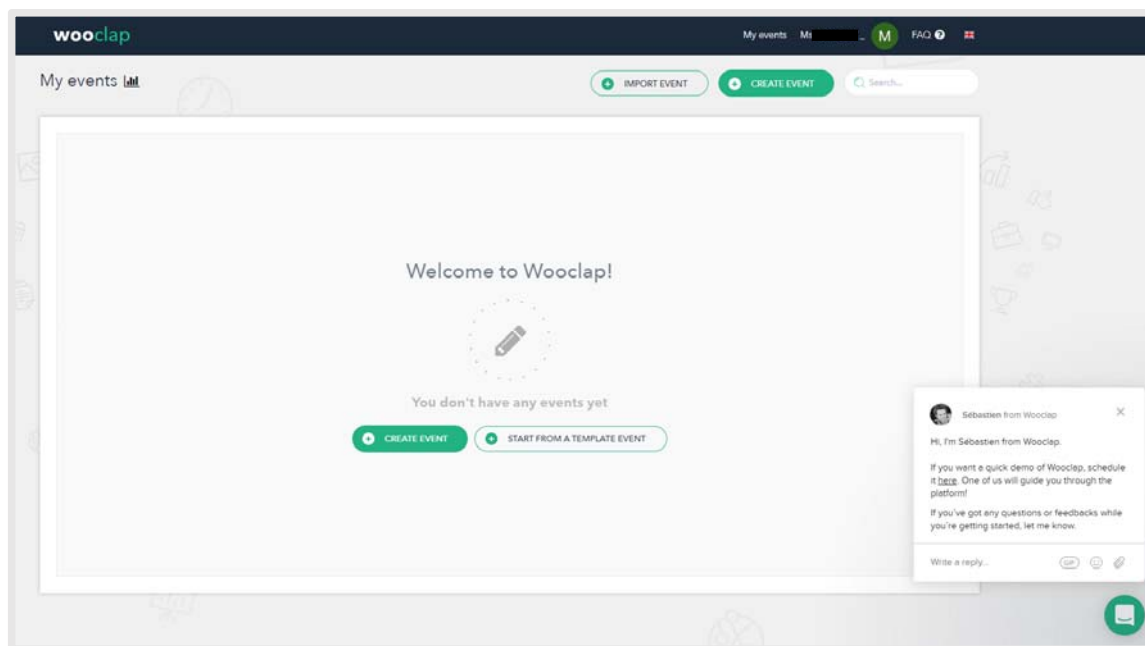
3 Select [G Sign in with Google] to sign in with your SMU Gmail account.

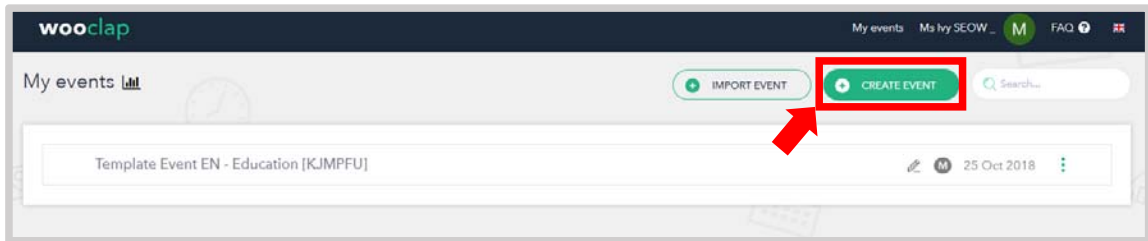**4** A window pops up. Click on your SMU email account. This action will sign you in to wooclap.com.
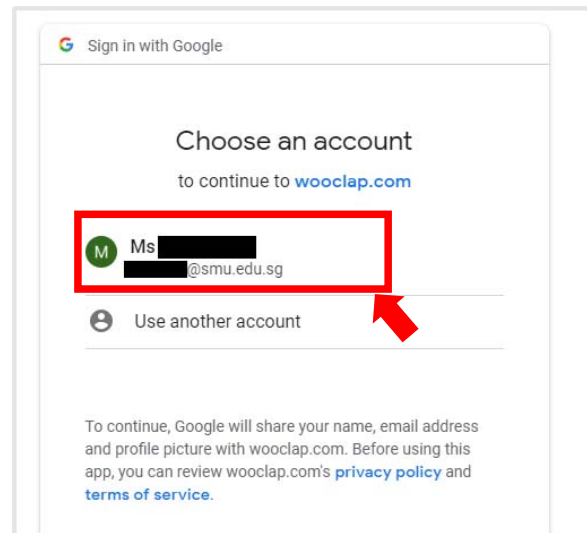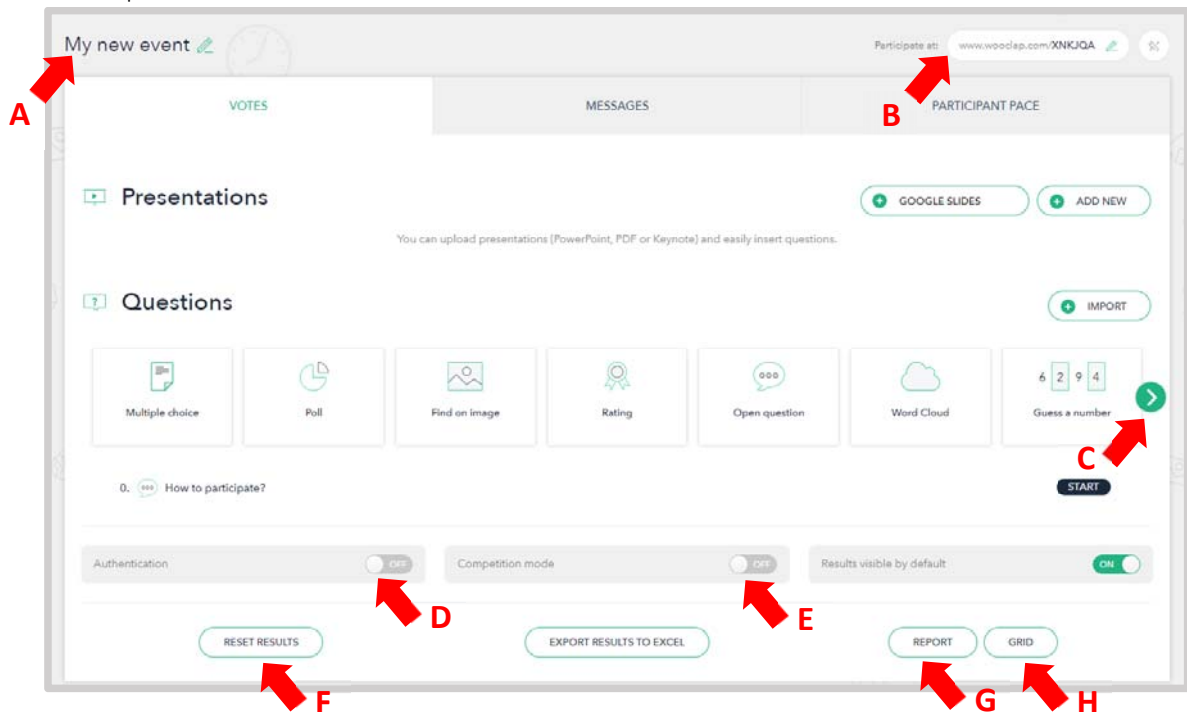

5 Voila! You're in!

WOOCLAP: Create Event

1 To begin, click the [+ CREATE EVENT] button.

2 This is the main interface. There are many things to look at under the 'Votes' tab. Let's start from the top.

2A Rename the event by clicking the pencil icon.

My new event ✎ → My renamed event ✎

2B Unique URL on top right contains the event code. It can be manually adjusted by clicking on the pencil icon. www.wooclap.com/XNKJQA ✎ → www.wooclap.com/PREFERREDCODE ✎

This URL needs to be provided to participants for them to access the questions. Other users can also import and duplicate this event if they have the event code and receive permission from the author.

2C
There are 14 different question formats available on Wooclap. Click on the green arrow to scroll through the list. Upon selecting the desired question format, a box pops up containing input fields to be populated. The input fields differ slightly among the different question formats. Here is an example of what to expect:

To return to dashboard (create more questions/insert questions in presentation), click **SAVE**.

To preview question, click **START NOW**.

Section 3 of this manual will cover the detailed CRS (Create-Respond-Show) process of composing questions.

# 2D   If Authentication is off, students can participate in the event anonymously.

If authentication is required, turn on the 'Email login' option. It is recommended that students login using their SMU accounts to allow instructors to track their progress.
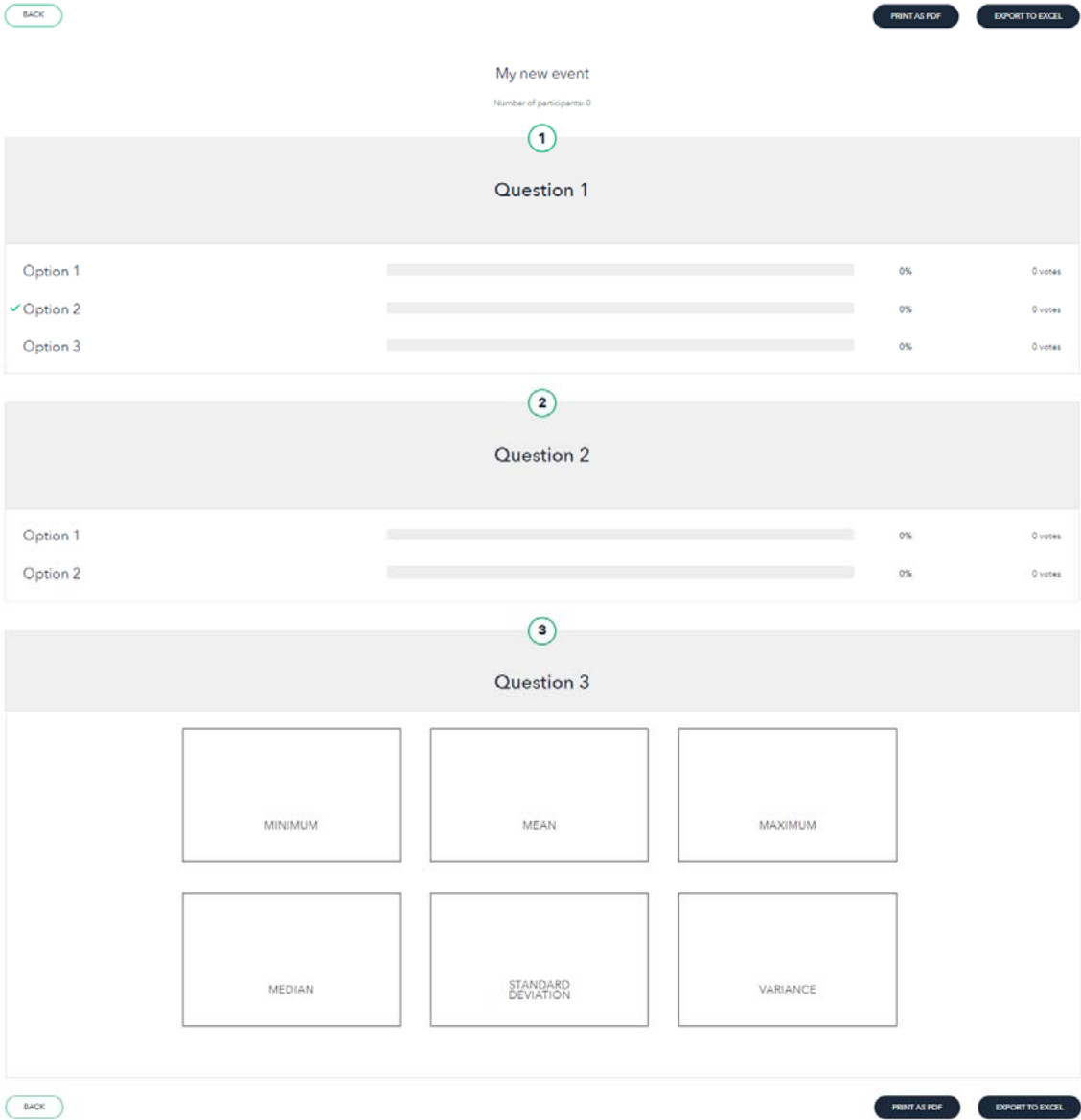

2E   Depending on the desired atmosphere and classroom dynamics, switch Competition mode on or off.
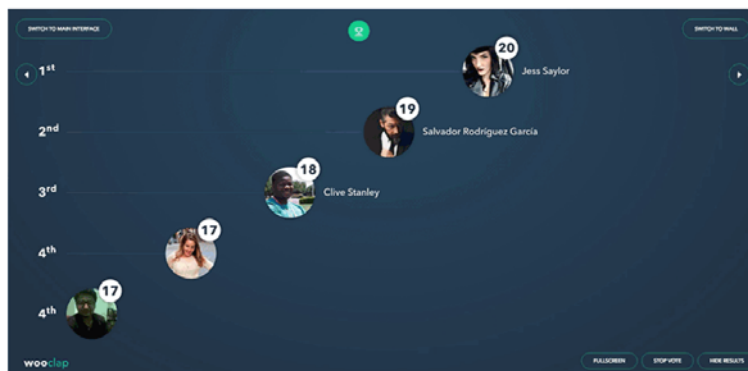
2F   Classroom responses can be erased by clicking the   RESET RESULTS   button. Before continuing to reset, a prompt window will appear to provide the option of duplicating the event instead. By duplicating the event, the original does not need to be reset and the results can be retained for future reference. Alternatively, results can be exported to Excel before erasure.
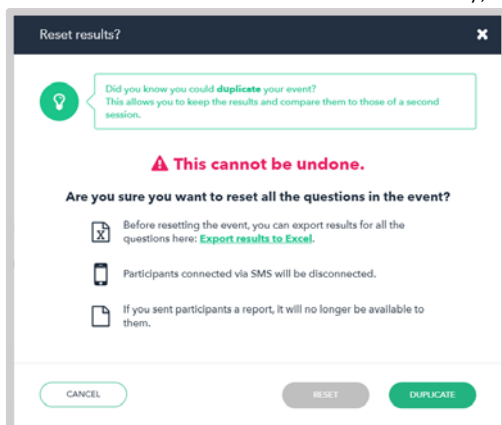
# 2G The REPORT button will provide a detailed overview of user responses.

BACK   PRINT AS PDF   EXPORT TO EXCEL

My new event

Number of participants: 0

(1)

Question 1

Option 1		0%	0 votes
✓ Option 2		0%	0 votes
Option 3		0%	0 votes

(2)

Question 2

Option 1		0%	0 votes
Option 2		0%	0 votes

(3)

Question 3

MINIMUM	MEAN	MAXIMUM
MEDIAN	STANDARD DEVIATION	VARIANCE

BACK   PRINT AS PDF   EXPORT TO EXCEL

2H The GRID button provides a high level overview of results.

My new event

Number of participants: 0

#	USERNAME	TOTAL	Q1	Q2	Q3
	Average	0.00%	/	/	/

6

3 In this section we will go through the **CRS (Create-Respond-Show)** process for composing questions and facilitating the questioning process.

In particular we will focus on 4 question types: Multiple choice, Poll, Word Cloud and Brainstorm.
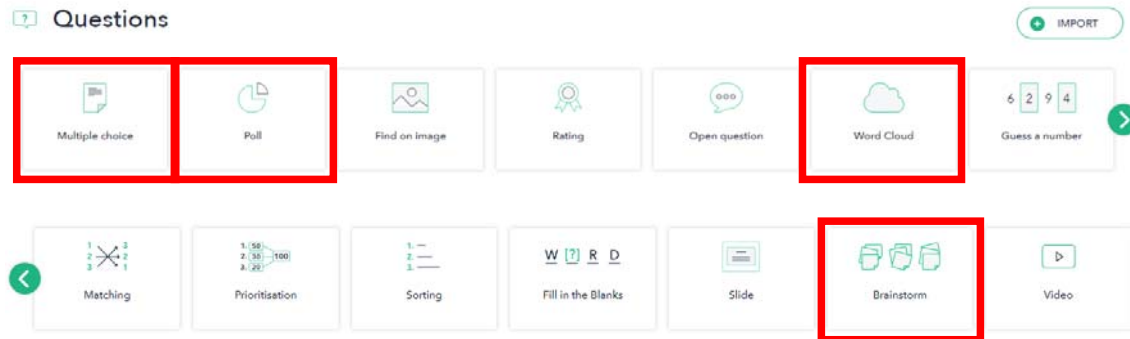
3A Multiple choice

CREATE: After clicking on the 'Multiple Choice' icon, a pop-up window will appear. Fill in the necessary fields and click 'Save' to return to the main interface. Clicking 'Start' on the main interface or within the presentation will make this question visible to students.

RESPOND: After students have submitted their responses, they will see a confirmation window as shown below.
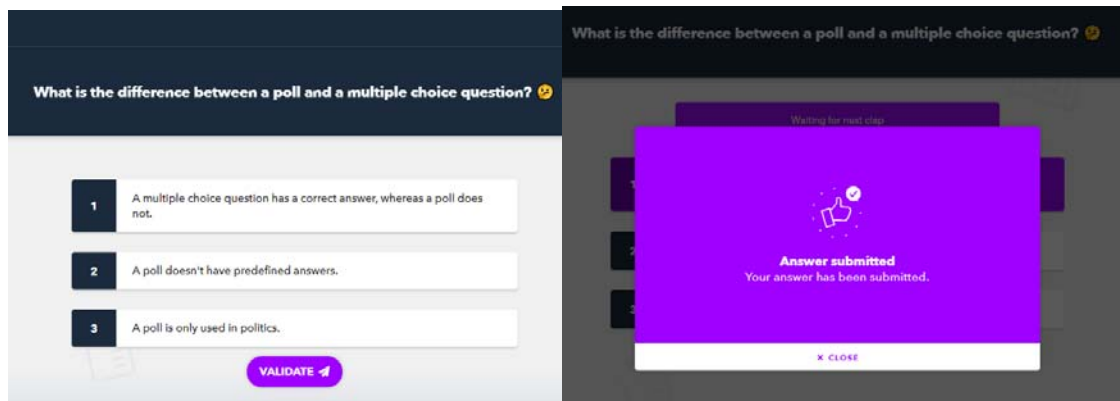
SHOW: Their responses will be updated live on the facilitator's screen. The facilitator can choose when to reveal the classroom responses by turning the **bar-graph icon** on or off on the left side of the screen.
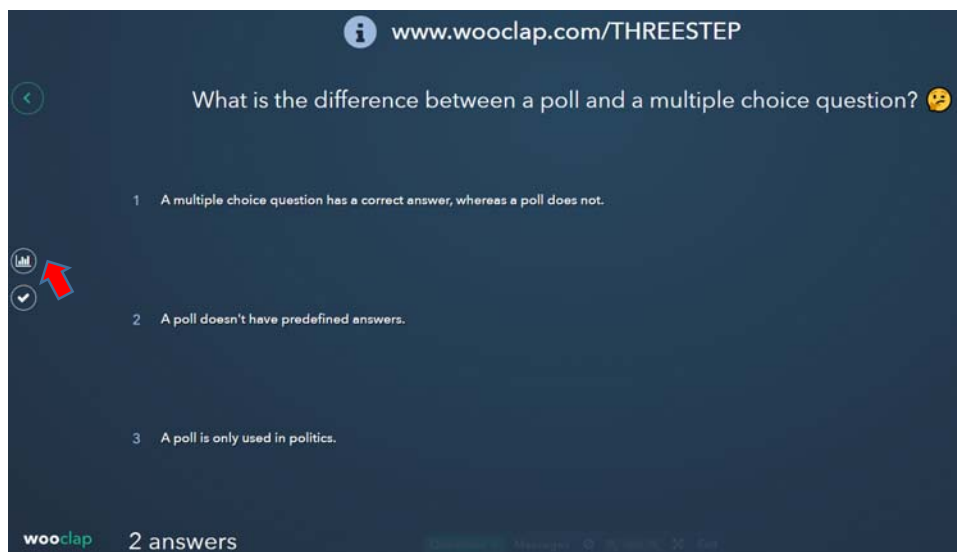
The facilitator can also control when to reveal the correct answer by turning the **tick icon** ✅ on or off. Once the correct answer is revealed, students will also receive notification on their screens.

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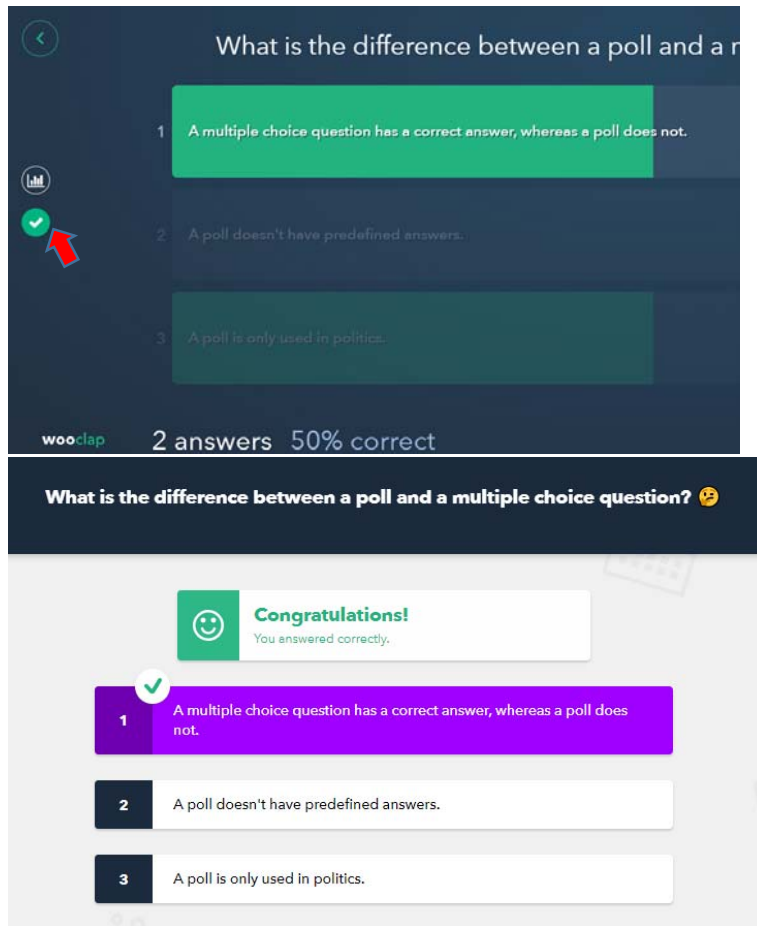
3B Poll

CREATE: Fill in the necessary fields in the pop-up window and Save. Click Start to launch question.

RESPOND: Students receive a confirmation box after submitting their responses. Poll results are reflected live on the facilitator's screen.

SHOW: Facilitator can choose when to reveal the poll results by clicking on the **bar-graph icon** on the left.
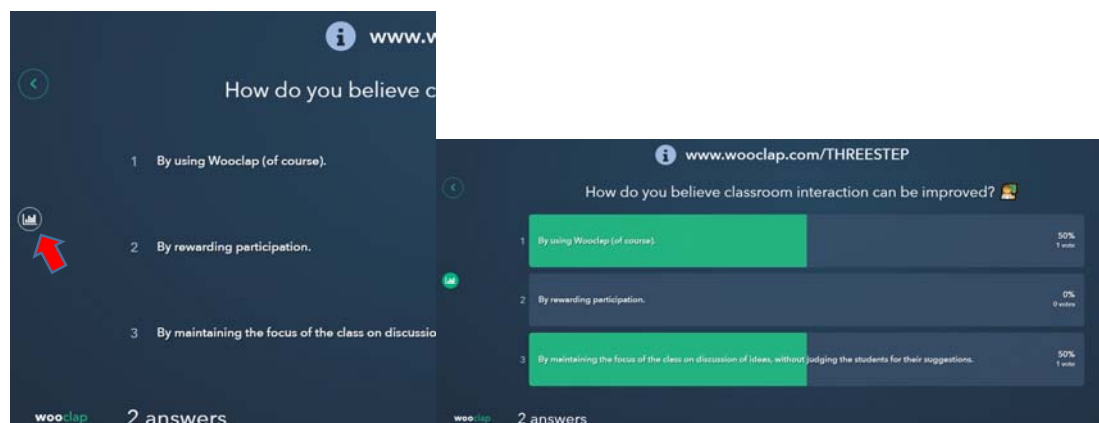
3C Word Cloud

CREATE: Fill in the necessary fields in the pop-up window and Save. Click Start to launch question.

RESPOND: Student submissions will show up in real time on the facilitator's screen.

SHOW: Facilitator can choose when to reveal the student submissions, as well as the format in which they appear – as a list or as a word cloud – by toggling the buttons on the left.
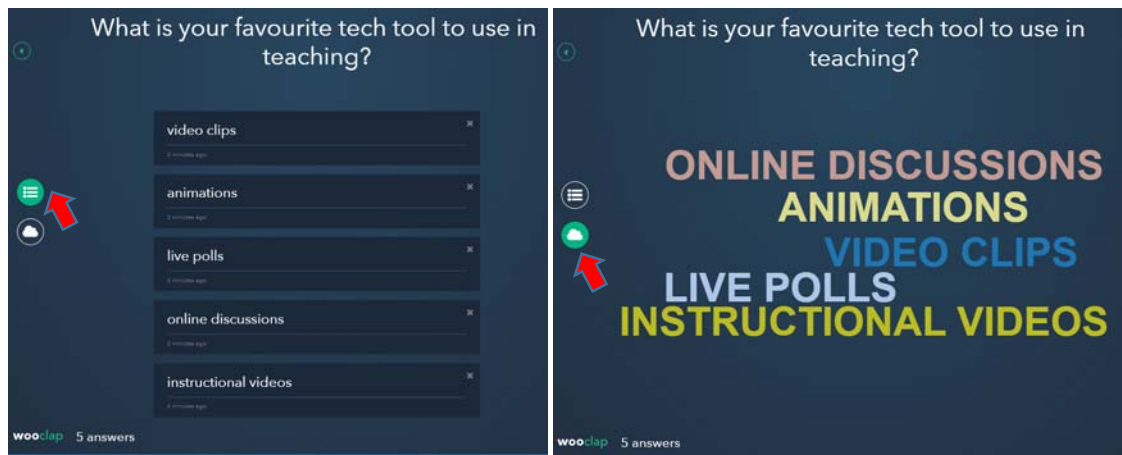
3D Brainstorm

CREATE: Fill in the necessary fields in the pop-up window and Save. Click Start to launch question.

RESPOND: Students can submit their answers under the various categories.

<u>SHOW:</u> Facilitator can present student submissions in various formats by toggling the buttons on the left.

As a colour-coded cluster:

Under the respective headers:

Categories can be hidden by unchecking the coloured boxes on the left:

Submissions can also be re-categorised under different coloured headers by clicking on individual entries:
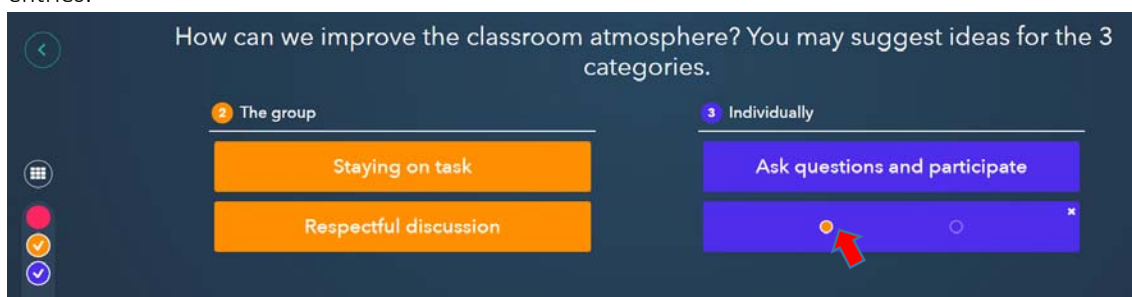
There is also a feature that will allow students to 'up-vote' other student submissions. This can be enabled by turning on 'Likes on answers' in the question creation window.

Students up-vote entries by clicking on the heart-shaped icons beside each submission:

Facilitator can sort the display of entries based on number of votes by clicking on the heart-shaped icon at the bottom of the screen.
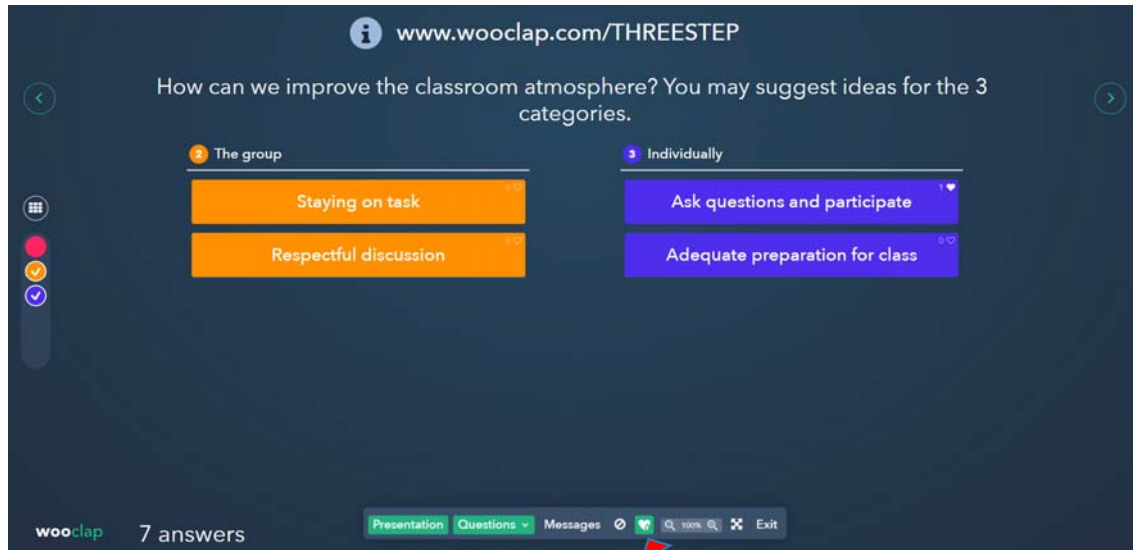
4 Once the list of questions are ready, they can be inserted into the presentation.
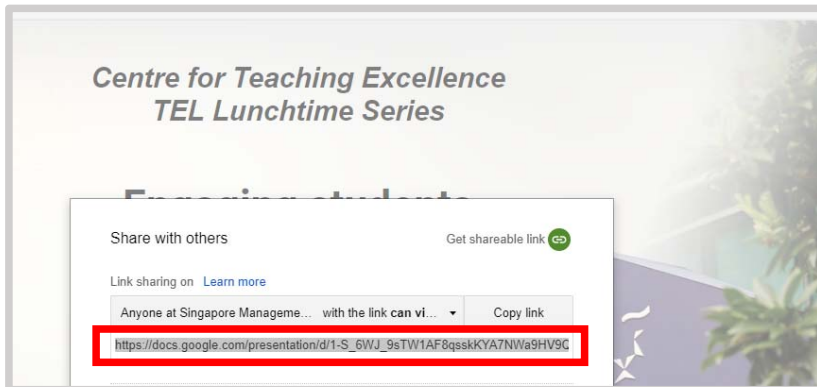
Presentation files can be uploaded directly into the Wooclap platform by clicking the 'Add New' button, or imported from Google slides.
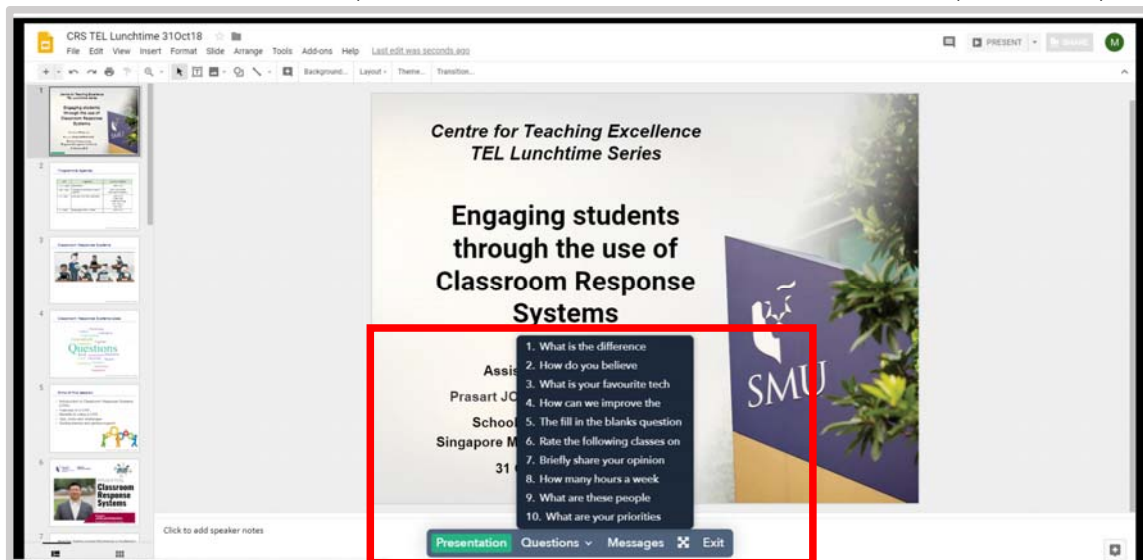

To get a link for Google slides, click 'Get shareable link' on the Google doc and copy the URL into Wooclap:

Click the Start button to begin presenting.

To switch to Questioning mode, move the cursor to the bottom of the screen, **hover** over 'Questions', and **click to select** the relevant question number to launch the relevant Classroom Response activity.

After activity is over, click on 'Presentation' to return to slide deck.