

INTEGRATE WOOC LAP QUESTIONS INTO YOUR POWERPOINT SLIDES



Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

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

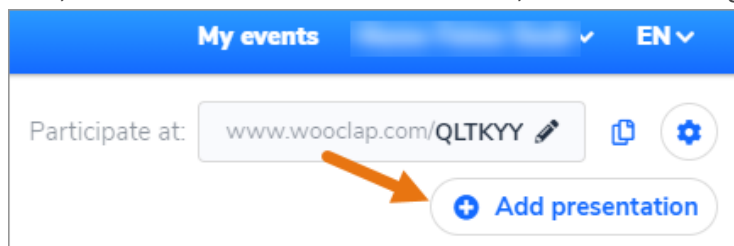
A. Integrate Wooclap questions into your slides, within the **PowerPoint platform**. **Important:** Please note that by integrating your Wooclap questions within the PowerPoint platform, you will not have access to the **Message Wall** during your presentation. To learn how to integrate your Wooclap 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.

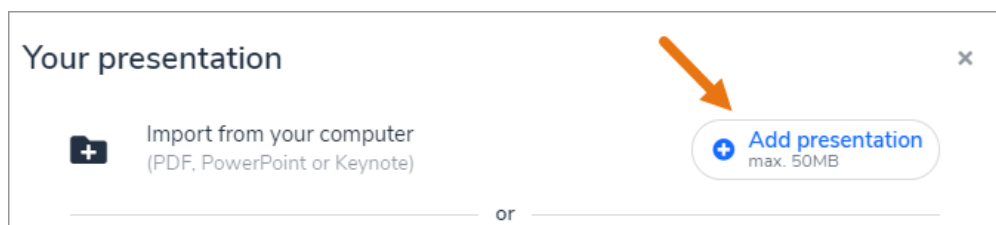
In the following steps, we will explain how to import a **PowerPoint** presentation into Wooclap

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

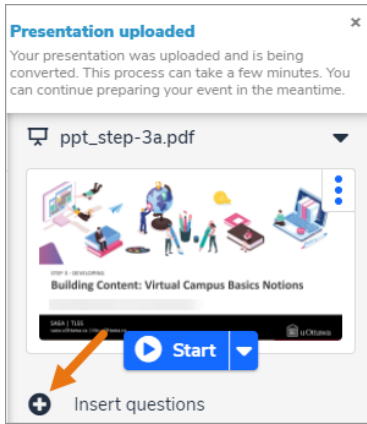


2. In the **Import from your computer** section, click the **Add presentation** button.

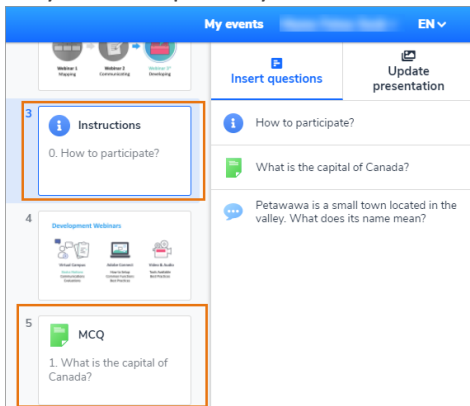


3. Locate the file on your computer and click **Open**. Please note that the file must be in PPT or PDF format.

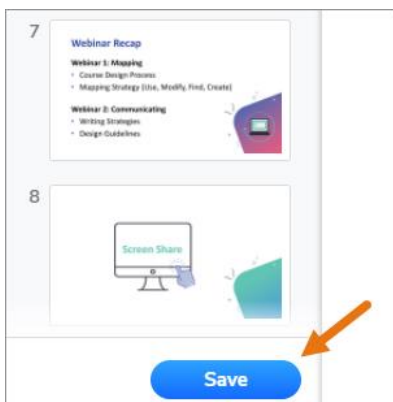
- Once your presentation has been converted into Wooclap, click **Insert Questions**.



- Your slides will appear along with your **Wooclap** questions.
- Drag and drop your **Wooclap** questions in-between the relevant slides.
- Remember to first include **Question 0 How to participate?**, which provides instructions to students on how they can take part in your event.



- 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 the following document: **Adjust the Settings of a Wooclap Event**.