

# CREATE AND ADD QUESTIONS TO A WOOC LAP EVENT



Teaching and Learning Support Service (TLSS), uOttawa

## CONTEXT

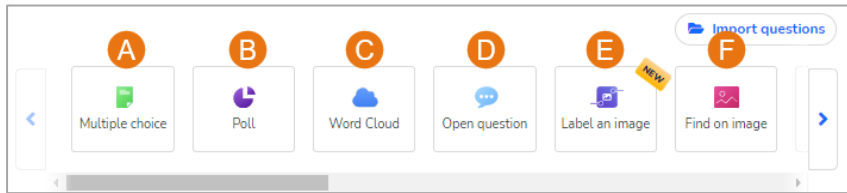
**Wooclap** is a live audience engagement tool. It allows students to answer engaging and interactive questions in real-time during your course. **Wooclap** allows you to create more than 15 types of engaging questions. This document details how to create and add questions to a Wooclap event.

## I CONNECT TO WOOC LAP

1. First, connect to **Wooclap** by adding a link in your Brightspace course content or directly via [www.wooclap.com](http://www.wooclap.com) .
2. A new **Wooclap** event will automatically be presented. An event is where you can create any questions you want to present to students. You can create two types of events in **Wooclap**:
  - A. **An asynchronous event** allows your students to answer questions according to their availability. It can contain multiple questionnaires, instructions, and documents. To create an asynchronous event, make sure that you are in the **Participant Pace** tab. Click on the **Create** button, next to Questionnaires. Then follow the steps in the next section: [Create and Add Questions to a Wooclap Event](#) .
  - B. **A synchronous event** requires your students to answer questions in real-time during your presentation. To create a synchronous event, make sure you are in the **Votes** tab. Then follow the steps in the next section: [Create and Add Questions to a Wooclap Event](#) .

## II CREATE AND ADD QUESTIONS TO A WOOC LAP EVENT

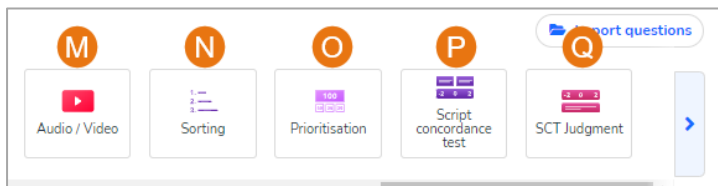
1. First, to add a question, click on the type of question you want to create. You can create any of the following 17 question types:
  - A. **Multiple Choice Question**: question with several answer options. There can be one or several correct answers.
  - B. **Poll**: collects the opinions of the students on a given subject.
  - C. **Word Cloud**: allows students to respond by entering keywords which will then be displayed visually in a word cloud. Please note that all accented letters are not retained.
  - D. **Open Question**: allows students to answer a question with a written response.
  - E. **Label an image**: allows students to identify the indicated areas on an image.
  - F. **Find on Image**: allows students to click on a particular section of an image to answer a question.



- G. **Matching:** requires students to match elements.
- H. **Brainstorming:** question where students share their ideas in writing.
- I. **Slide:** allows the instructor to add a **Wooclap** slide to an event.
- J. **Fill in the Blank:** question where the students must fill in the blanks.
- K. **Rating:** allows students to express themselves on a given subject or statement using a rating scale.
- L. **Find a Number:** requires a numerical answer.



- M. **Audio and video:** allows the instructor to add audio and video.
- N. **Sorting:** allows students to sort elements into a specific order.
- O. **Prioritisation:** allows the students to classify elements according to their priority.
- P. **Script Concordance Test:** allows students to compare their responses to those of a panel of experts. To learn more about this type of question, refer to the following resource: [The Script Concordance Test: what, why and how?](#)
- Q. **Judgment Concordance Test:** allows students to make a judgment concerning a situation. To learn more about this type of question, refer to the following resource: [How does the Judgment Concordance feature work?](#)



2. For example, let's create a **Multiple Choice Question (MCQ)**. Write the question and the possible answers.

Create a Multiple Choice Question  
Enter the question you want to ask your audience

What is the capital of Canada?

Answers  
Enter the answers and pick at least one correct answer

Vancouver

Montreal

Ottawa

3. Check the box indicating the correct answer.

Create a Multiple Choice Question  
Enter the question you want to ask your audience

What is the capital of Canada?

Answers  
Enter the answers and pick at least one correct answer

Vancouver

Montreal

Ottawa

4. To allow students to select multiples answers at once (MCQ) or to send several answers (Open Questions), activate the **Multiple Answers** button located on the right side of the screen.

Multiple choice

1

2

3

4

Bar chart

Word Cloud

Multiple answers  
Participants can select more than one answer

Multiple answers

Timer  
If checked, a timer will automatically start when a question is displayed.

Timer

5. When finished, click **Save**.

### Create a Multiple Choice Question

Enter the question you want to ask your audience

### Answers

Enter the answers and pick at least one correct answer

<input type="checkbox"/>	<input type="text" value="Vancouver"/>	
<input type="checkbox"/>	<input type="text" value="Montreal"/>	
<input type="checkbox"/>	<input type="text" value="Ottawa"/>	

+

[Save](#) [Start now](#)

6. Add as many questions as necessary by repeating the steps listed above and then save your Wooclap event.
7. If you are creating an asynchronous event, after saving your **Questionnaire**, you will also have the possibility to **Publish it now** or to **Publish it later**. Select the option of your choice. Once your event is published, copy its link, and share it with your students. If you created the event directly through Brightspace, your students will also be able to connect to the asynchronous event via Brightspace.