

# ADJUST THE SETTINGS OF A WOOC LAP EVENT



Teaching and Learning Support Service (TLSS), uOttawa

## CONTEXT

Prior to making your Wooclap event available to students, several settings need to be adjusted. From the **Settings** button, you can:

- A. Select the student authentication mode
- B. Select the visibility (or not) of results
- C. Activate the "I'm lost" function
- D. Activate the competition mode
- E. Adjust Wooclap's main and extra settings

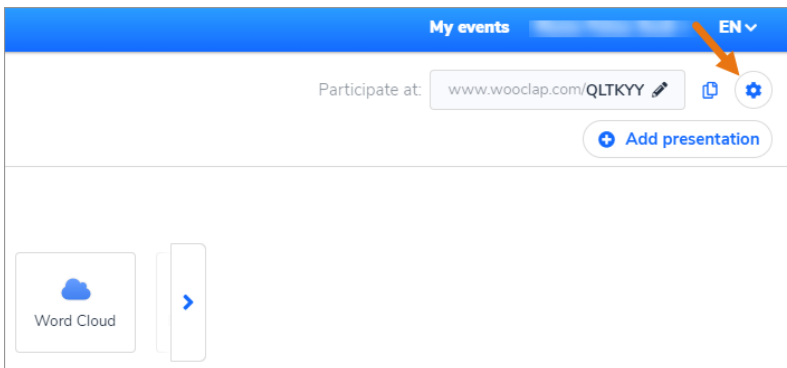
In addition, you can also adjust the **Message Wall** feature, via the **Messages** tab (synchronous events only). We will detail these parameters in the following sections.

## I ADJUST THE SETTINGS OF A WOOC LAP EVENT

### A. STUDENT AUTHENTICATION MODES

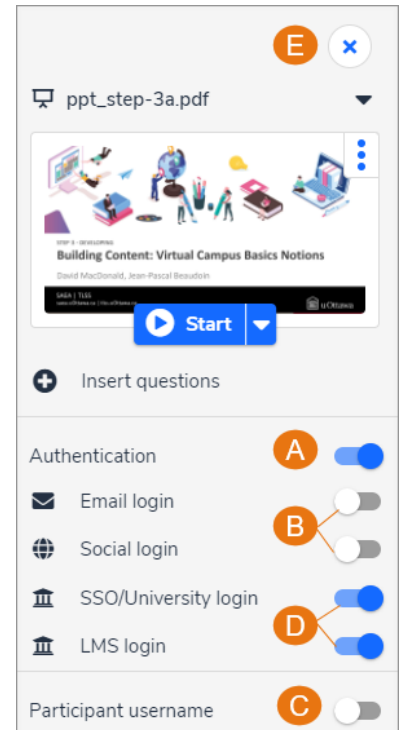
In this section, you can select the modes by which you allow your students to connect to your Wooclap event. To make your selection, follow these steps:

1. Click the **Settings Icon** on the right side of the screen.



The following parameters are suggested to ensure that your activities are only available to your students:

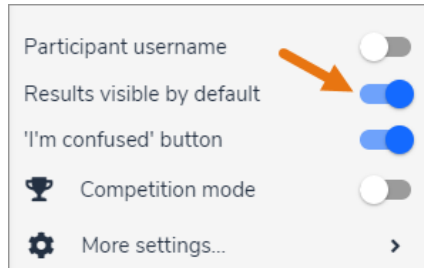
- A. Activate the **Authentication** section so that your students are required to identify themselves with their uOttawa credentials.
- B. Next, turn off **Email login** and **Social (media) login** to prevent students from connecting through these channels.
- C. We also recommend that you leave the **Participant username** button disabled to prevent students from connecting with usernames.
- D. It is recommended that your students log in with their university credentials only. To do so, activate the **SSO / University login** and the **LMS login**.
- E. When you are done adjusting these settings, click the X (close) located on the upper right side of the screen.



**Note:** To create an anonymous questionnaire, simply deactivate all authentication modes.

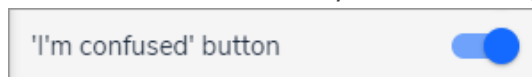
## B. RESULTS VISIBLE BY DEFAULT

- Activate the **Results visible by default** function to display students' results after each interaction.



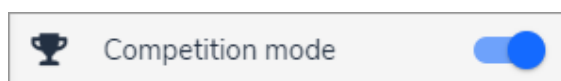
## C. "I'M CONFUSED" FUNCTION

- Activate the **"I'm confused" button** to allow students to indicate when they need further explanations. Whenever students indicate that they are "confused", you will be notified.



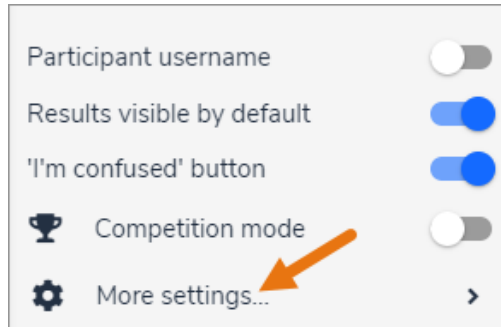
## D. COMPETITION MODE

- Activate the **Competition Mode** to allocate points to participants for each correct answer. At the end of an event, you can display how participants ranked. For more information, refer to the following resource: [What is the competition mode?](#)



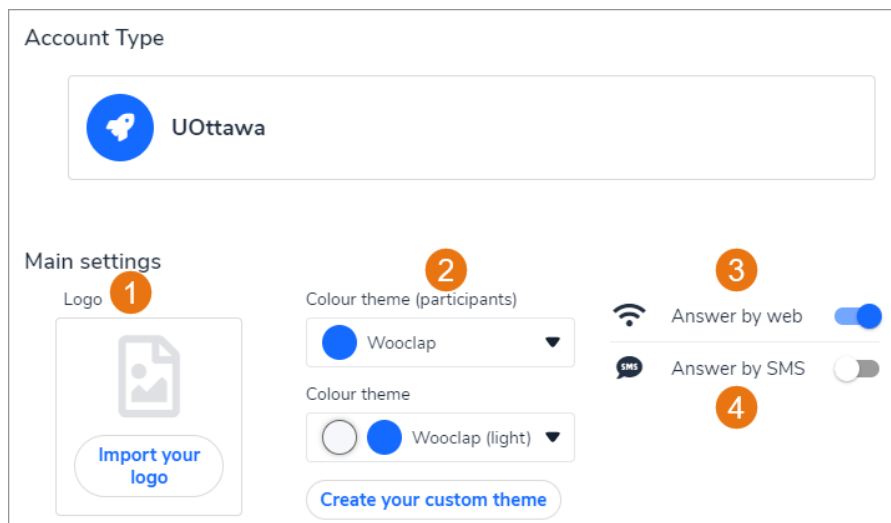
## II MORE SETTINGS

1. Click on **More Settings** to adjust Wooclap's **Main Settings** and **Extra Settings**.



## MAIN SETTINGS

1. In the **Logo** section, you can upload a logo.
2. In the **Colour Theme** section, you can change the colors of your Wooclap event.
3. The **Answer by web** function is activated by default to allow your students to answer your questions via the Internet.
4. Activate the **Reply by SMS** (by text messages) function to allow students to answer questions via SMS (synchronous events only). **Important:** Please note that all answers will be anonymous. To identify students, you can ask an **Open Question** at the beginning of the event. Please note that students will only be able to answer certain types of questions by SMS. For more information, please refer to the following resource: [How does SMS/text message participation work?](#)



## EXTRA SETTINGS

1. Activate the function **Show slides on participant devices in real-time** if you plan to import your PowerPoint presentation into Wooclap and allow your students to view your slides in real-time. **Important:** If you want your students to only have access to the questions, leave this feature disabled. For more information, refer to the following document: **Integrate Wooclap Questions into your slides**.
2. If you want participants to access your slides asynchronously, activate the function **Show slides on participant devices asynchronously** (asynchronous events only).
3. The function **Share this event with another user by giving them the code: YOUR CODE** allows you to share your event with other professors, and allows them to import your event.
4. The function **Display participant usernames in real-time** displays the names of the students when they ask questions on the **Message wall** or when they answer **Open Questions**. **Important:** If you want questions and comments to remain anonymous, leave this feature disabled.
5. If you want to start a countdown when students answer a question:
  - A. Check the box next to **If checked, a timer will automatically start when a question is displayed**.
  - B. Next, indicate the response time you wish to allocate to each question.
6. If you wish to collaborate with a colleague on the created Wooclap event, click on **Add a collaborator** and enter your colleague's email address. To learn more, please refer to the following resource: [How to collaborate on an event with other users?](#)

Extra settings

- Show slides on participant devices in real-time  1
- Show slides on participant devices asynchronously  2
- Share this event with another user by giving them the code: BDZGRO  3
- Display participant usernames in real-time (only for brainstorming, message wall and open questions)  4
- If checked, a timer will automatically start when a question is displayed.  5

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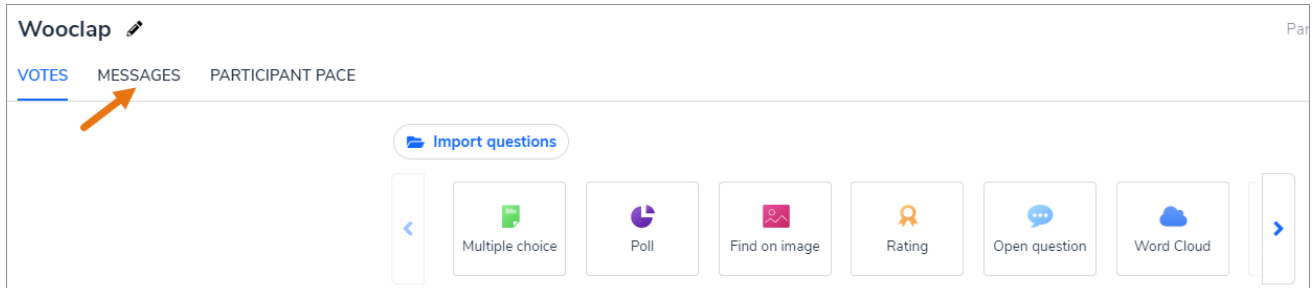
Collaborators **BETA** [Add a collaborator](#) 6

Mame Fatou Seck **AUTHOR**

### III MESSAGE WALL

The **Message Wall** can be leveraged by students to send messages in real-time. It collects questions and comments from your students throughout your event. To configure the different options of the **Message wall**:

1. Click on the **Messages** tab.



2. **Activate the Wall** function to allow your students to ask questions or write comments in real-time while you present your Wooclap event.
3. Activate the **Allow likes** function to allow your students to prioritize their peers' questions through voting.
4. Activate the **Allow images** function to allow students to insert pictures in their comments.

