Wooclap is a live audience engagement tool. It allows students to answer engaging and interactive questions in real-time during your course. Students can easily connect to a Wooclap event by clicking on the Wooclap activity link created in Brightspace or by entering the event code. Once given access to the Wooclap event, students can actively engage with their learning. The present document details how to start and give access to a synchronous event.

### START AND GIVE ACCESS TO A SYNCHRONOUS EVENT

1. If you have created your Wooclap event in Brightspace, access your event link and proceed to the next step. If you have created your Wooclap event via [www.wooclap.com](http://www.wooclap.com), access your event and proceed to step 4.

2. Click on your Wooclap activity link. A new window will open, and you will be directed to your Wooclap event.

3. You can open Wooclap in another window by clicking on the full-screen icon in Brightspace.
4. There are two ways to launch a Wooclap event:
   A. If you have imported your **PowerPoint** presentation into Wooclap, click on the **Start** button located in the upper right corner of your screen.

   ![Start button](ppt_step-3a.pdf)

   B. If you haven’t imported your PowerPoint presentation into Wooclap, click on the **Start** button located next to the question: **How to participate**, to allow your students to connect to your event.

   ![Start button](How to participate.png)

5. To display your **Wooclap** presentation on the entire screen, select the full-screen icon in **Wooclap**.

6. Next, share your screen through your videoconferencing system, as you would during a regular presentation.
   - To know how to use **Zoom** with Wooclap, refer to the following video tutorial: [How to use Wooclap with the videoconferencing tool ZOOM](#).
   - To know how to use **MS Teams** with Wooclap, refer to the following video tutorial: [How to use Wooclap in Microsoft Teams](#).

   **Important**: If you are presenting your Wooclap event via MS Teams, students will be able to participate directly within the MS Teams meeting.
7. To give students access to your Wooclap event, copy its link and share it with them.

8. You can also share your event code with your students or simply display Question 0- How to participate?, to allow students to log into your event by scanning the QR code presented. If you have created your event within Brightspace, your students will also be able to connect through the activity link created in Brightspace.