ADJUST THE SETTINGS OF A WOOCLAP EVENT

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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.

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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?
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?
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.