Tips for presenting in Wooclap

Wooclap is an audience response tool that can be used to integrate questions into your lecture or tutorial slides. The audience can answer the questions via their smartphone or laptop, and the results will immediately be shown on the presenter's screen.

For general information on how you can set up your own Wooclap presentations, check our Wooclap manual via the TLC website. In this manual, we will provide you with more tips for presenting in Wooclap. We will go over all the settings that you can enable for your Wooclap presentation before, while, and after presenting.

Need help? Contact teachingsupport-eb@uva.nl

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You can also visit the Wooclap Help Centre for additional explanations and tutorials.

1. Presenting via PowerPoint or via your browser

In the general Wooclap manual, which can be found on the <u>TLC website</u>, an explanation was provided on how you can present your Wooclap slides.

In short: once you have created your questions in Wooclap, you can either add them to your PowerPoint slides in your browser via the <u>Wooclap website</u>, after which you will be able to present via your browser, or via your PowerPoint application with the plug-in, after which you will be able to present through PowerPoint.

Keep in mind that it is not possible to add your questions to your slides in the browser and subsequently download them to PowerPoint. If you want to present through the PowerPoint application, you will have to make use of the PowerPoint Wooclap plug-in to add the questions to your slides.

Which presentation method should I choose?

Your chosen method of presentation will impact the possibilities while presenting. In general, the browser option offers more functionalities. Moreover, the Wooclap PowerPoint plug-in is connected to your UvA Office account. This means that you need to make sure that PowerPoint is connected to your UvA account when launching Wooclap, otherwise Wooclap will not work.

However, if you want to make use of animations in your PowerPoint slides while presenting, we advise that you make use of the PowerPoint plug-in. The Wooclap website namely does not support PowerPoint animations. Moreover, the Wooclap website does not support the use of a presentation remote (or "clicker").

In the rest of this manual, we will explain the various functions you can make use of for presenting in Wooclap for both the Wooclap website and the PowerPoint application.

2. Options before presenting

There are various settings that you can already edit before starting your presentation. All of these settings can be edited via the <u>Wooclap website</u>. Thus, even if you present via the PowerPoint application with the plug-in, you need to edit these settings via the website. These will automatically be of use as well when presenting in PowerPoint.

After logging into Wooclap and going to your event, you will see a screen similar to the one below when clicking on the settings button in the top right corner.
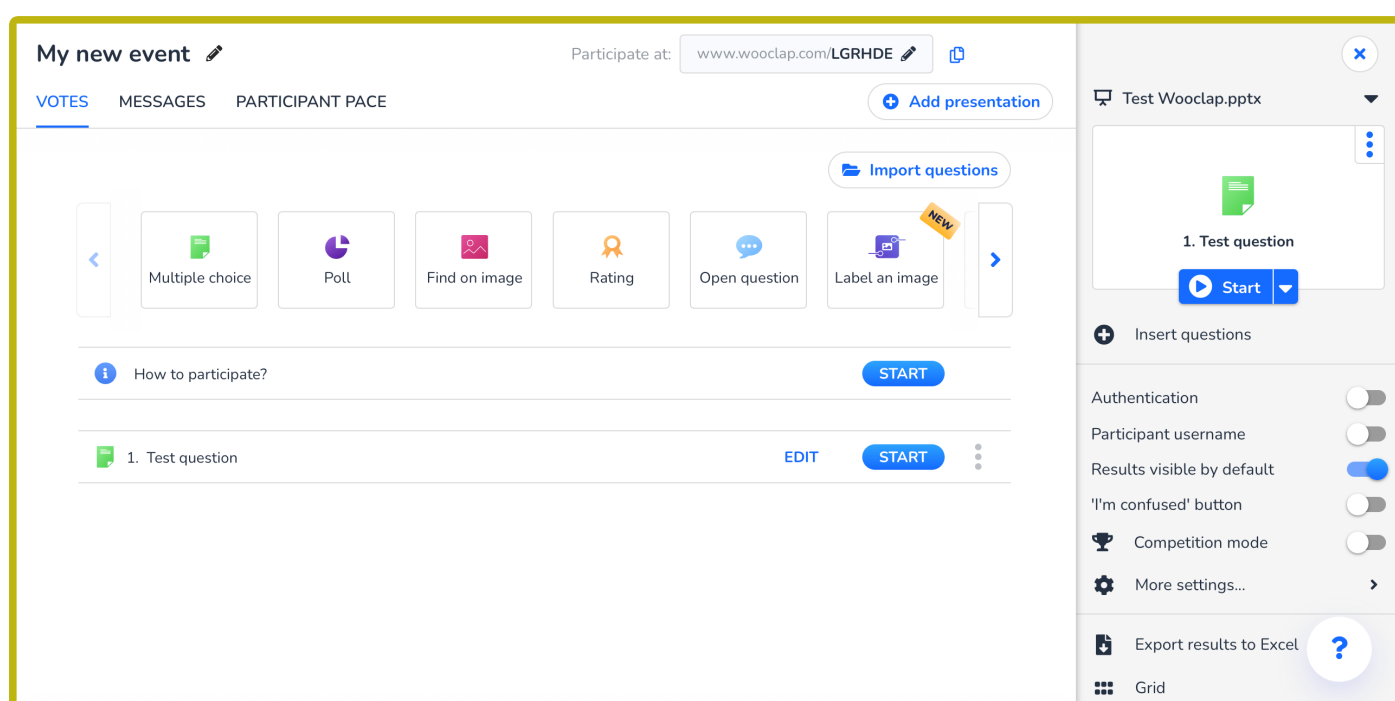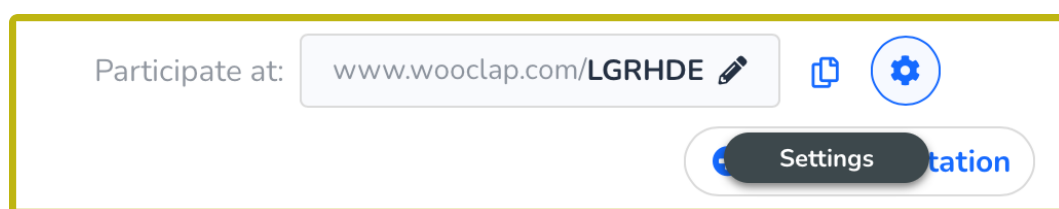

In the menu on the right, you can edit certain presentation settings. We will go over each of the settings in the menu.

Authentication: the first option you see in the menu, is a switch for authentication. When you turn this on, participants will need to be logged in via either e-mail, social media, or SSO/University login in order to participate. Select the latter option in order to have students log in with their UvAnetID.
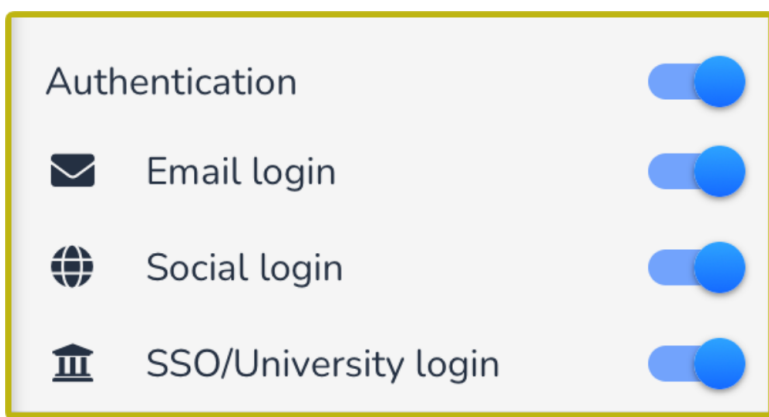
Participant username: likewise, it is possible to turn on the option that participants can choose their own username.

Results visible by default: in Wooclap, this option is turned on by default. This means that while you are presenting, the results will automatically be shown in real-time. Thus, when students vote, their answers will be shown right away. This may not be useful when you want all students to answer on their own and not know the answers of their fellow students yet. If this is the case, turn off this setting.
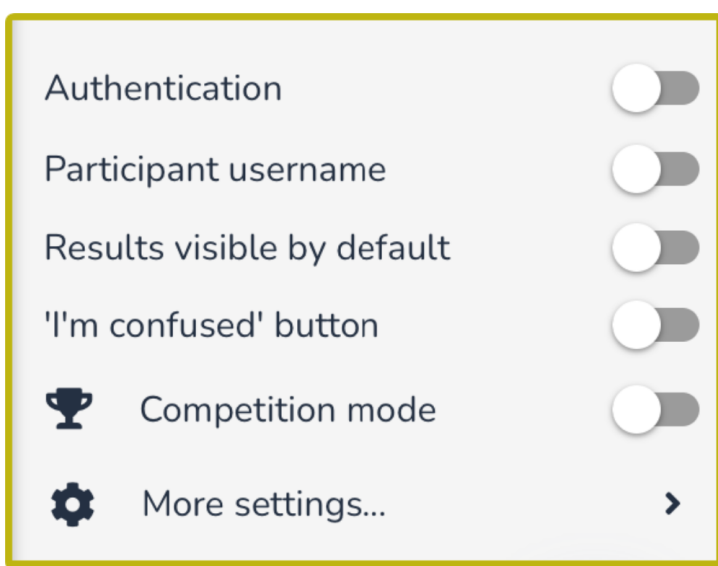

When the "Results visible by default" setting is switched off, you can manually display the results while presenting. This will be discussed in section "Options while presenting".

'I'm confused' button: when you turn on this option, participants will be able to indicate when they do not understand a question through a button on their screens. You will be able to see in real-time how many students are 'confused', and do thus not understand the question and/or material.

Competition mode: when competition mode is turned on, participants will compete with each other when answering questions. After the presentation, a ranking will be displayed, showing the participants with the best scores.

Below the settings discussed above, there is a "More settings..." button. Click here to edit extra settings for your presentation.
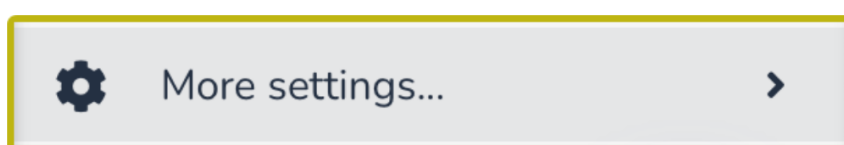
You will be directed to a menu showing various settings. Firstly, you can change the colour theme for your Wooclap presentation, and upload a logo (for instance, the UvA logo). On the right, you can also select how participants can answer questions: via their browser (web), SMS, or both.
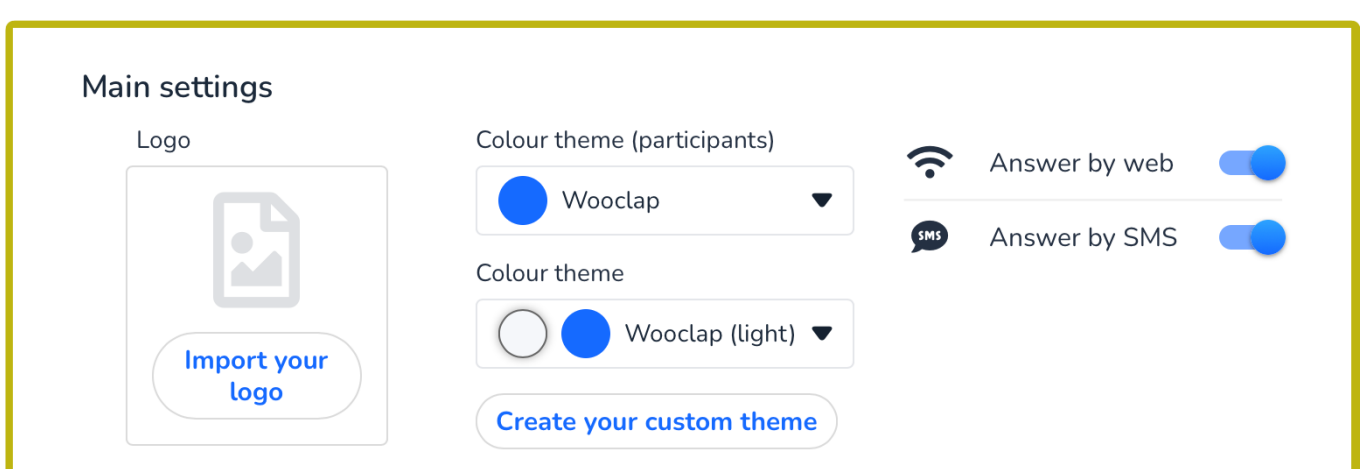
When you scroll down, you will see other options you can edit as well. We will go over each of these settings.
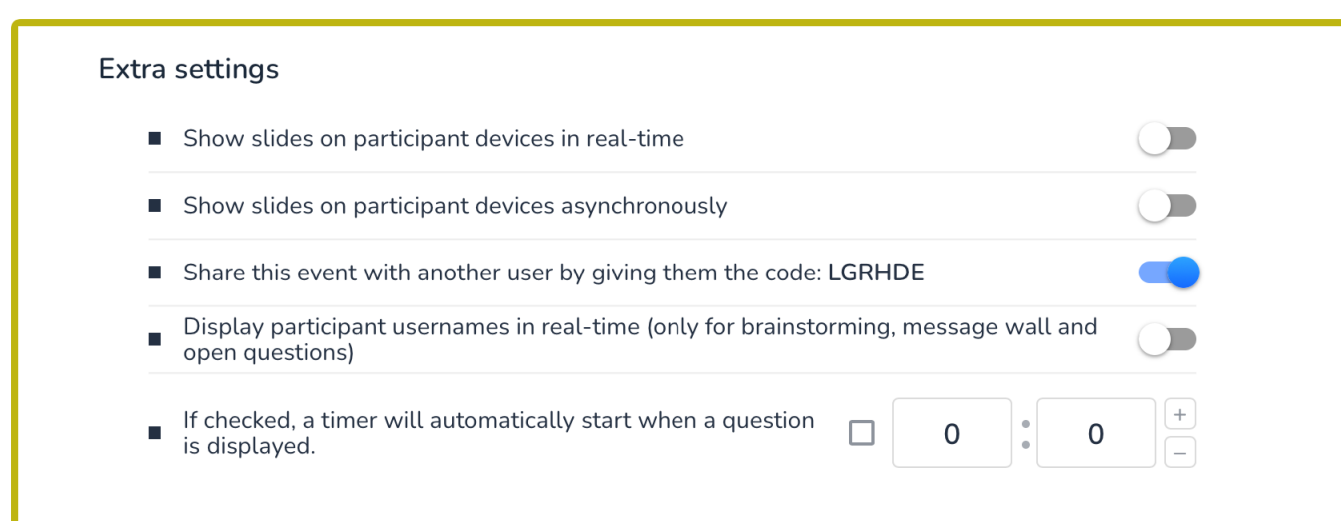
Show slides on participant devices in real-time: turn this on if you want the slides to be shown on participant devices in real-time.

Show slides on participant devices asynchronously: turn this on if you want the slides to be shown on participant devices asynchronously.

Share this event with another user by giving them the code: when you turn on this option, you make it possible to share the event code with someone else, who can consequently import your Wooclap event. This is useful for when you for instance ask a teaching assistant to work on your Wooclap questions. The other person can then fill in the code to import your Wooclap event into their Wooclap account. Check out the full Wooclap manual on the <u>TLC website</u> for an explanation on importing Wooclap events to your account.

Display participant usernames in real-time: when this option is switched on, participant usernames will be shown in real-time during brainstorming, message wall and open questions.

Timer: you can make use of a timer for your questions as well. You can set a certain time limit on the Wooclap event. The time limit you set will be the time participants have to answer each question.

When scrolling down again, you will also be shown options for export. The section on "options after presenting" of the manual will also explain this further.
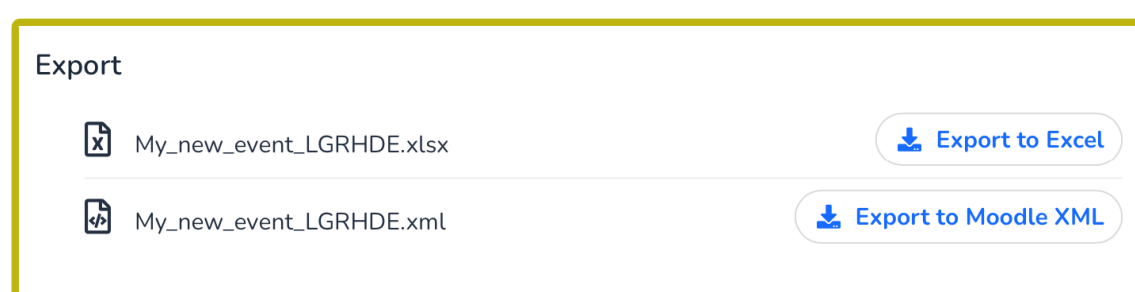

Via "More settings..." you can thus export the results of your event after your lecture to an Excel or Moodle XML file.

Here, you can also send out a customised individual report to everyone who participated in the Wooclap event:
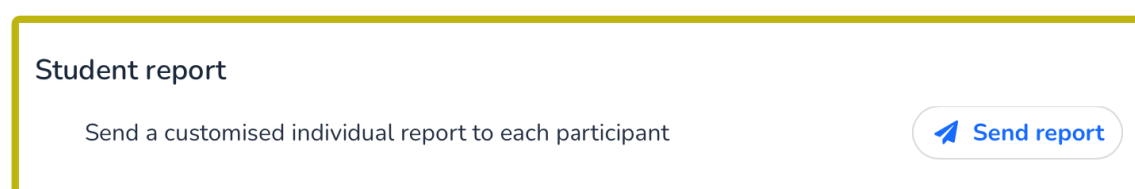
During your presentation, there are several options and settings that can be of use. When you get to your first question, you will see an interactive overview full of buttons. This is the case for both presenting via the Wooclap website and PowerPoint. We will go over all of these settings.
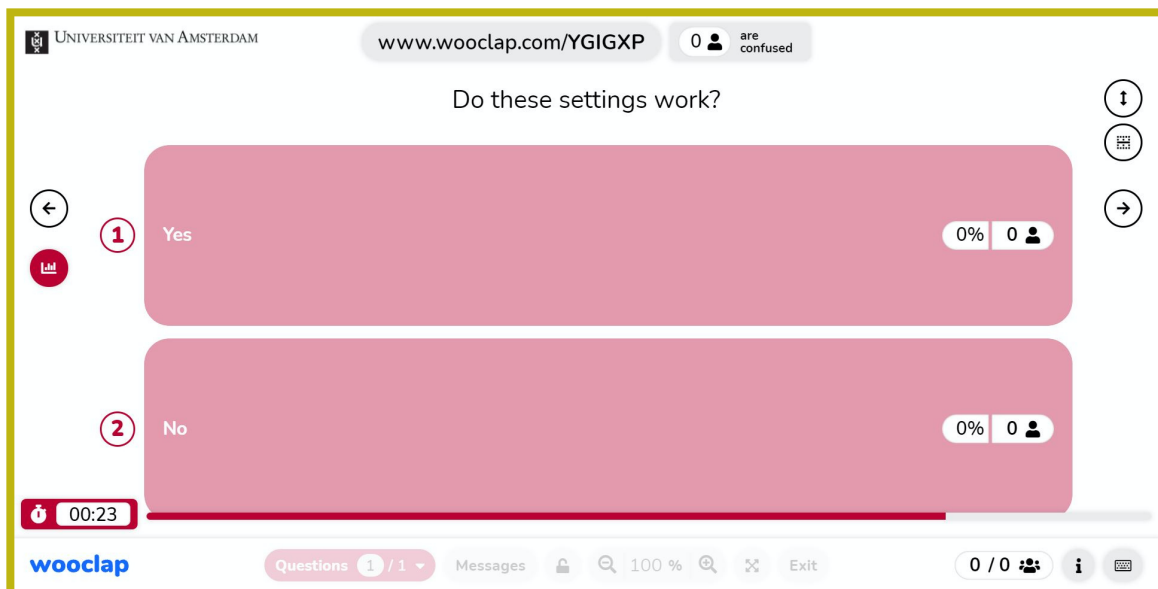
Next/previous question: This button allows you to quickly move between questions. You will only see this when presenting.

Show/hide results: When results are not visible by default, clicking this button will show everyone's votes. This allows students the time to answer the question themselves before you show what everyone has voted for.

**Correct answer:** if applicable, this button will reveal the correct answer.
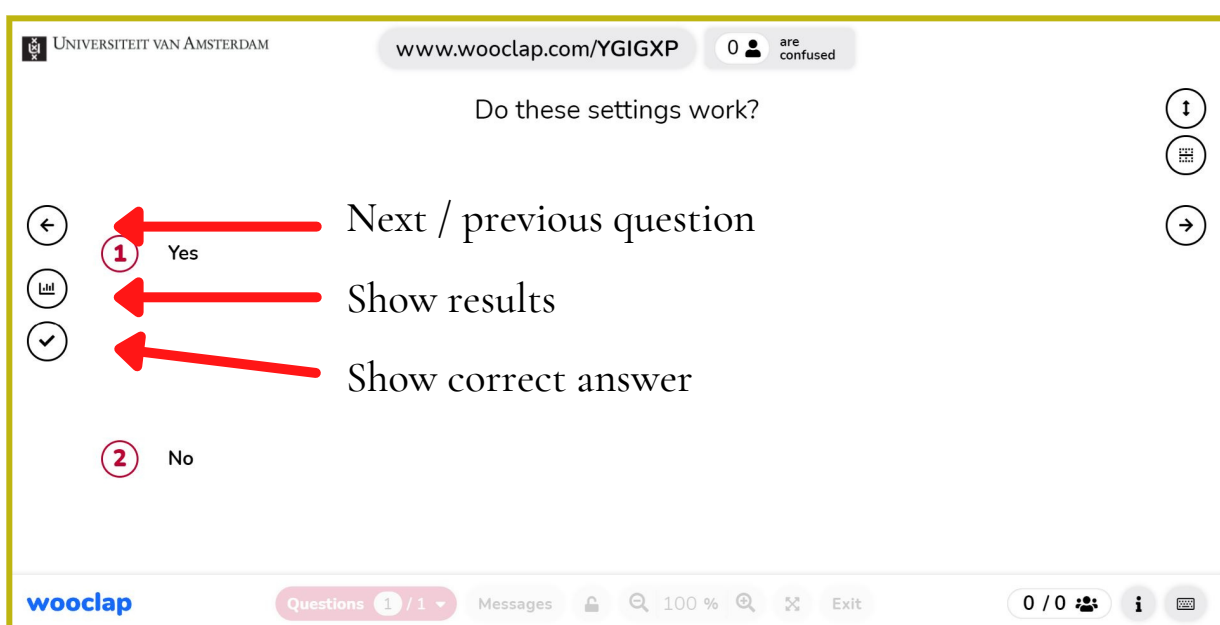
On the bottom, the following settings are available:

Lock votes: Locking votes stops new votes from coming in.

Text size: Changing the percentage changes the text size of the question.

Keyboard shortcuts: Wooclap accepts a lot of helpful keyboard shortcuts. Under this button you will find a list of possible combinations to make your experience easier.
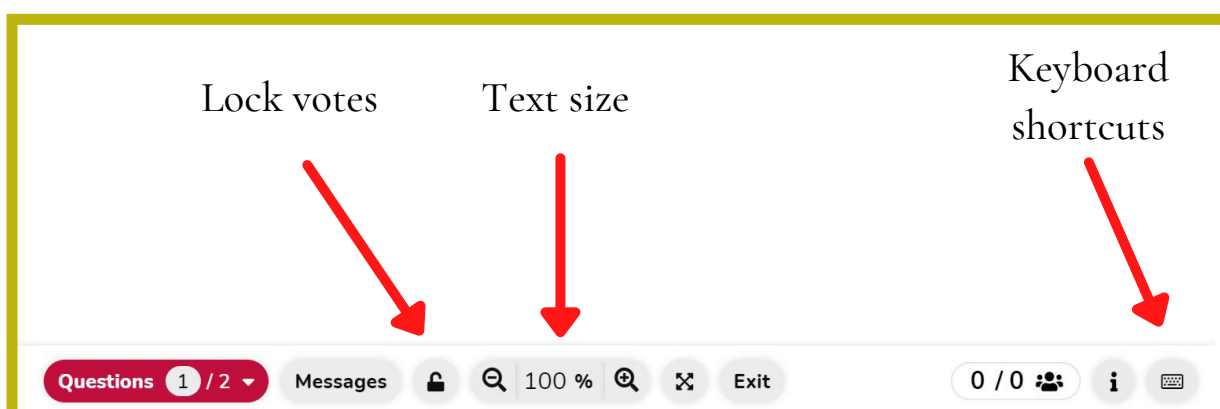

There is one more function worth mentioning: the **moderate function**. This option allows for a second person to display questions during the presentation, as well as filter and display messages from the audience.

If you would like to use this feature, first set up your own presentation and start it as you usually would.

Once you have started your presentation, have your TA go to 'My events' on their device, click on the three dots behind the event that is currently being hosted, and select 'moderate'. Make sure that you have shared the presentation with your TA first, so that they see it under 'My events' as well.
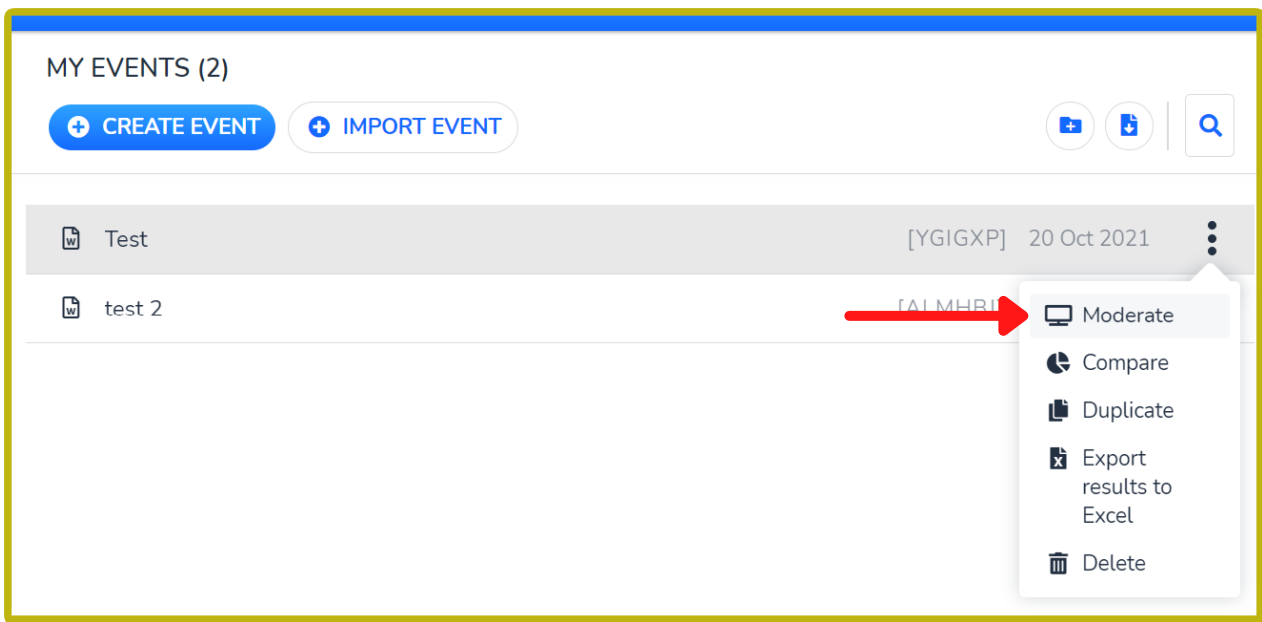
The TA will now see the moderator interface. Under messages, you can see all incoming messages and choose to display them on the screen.
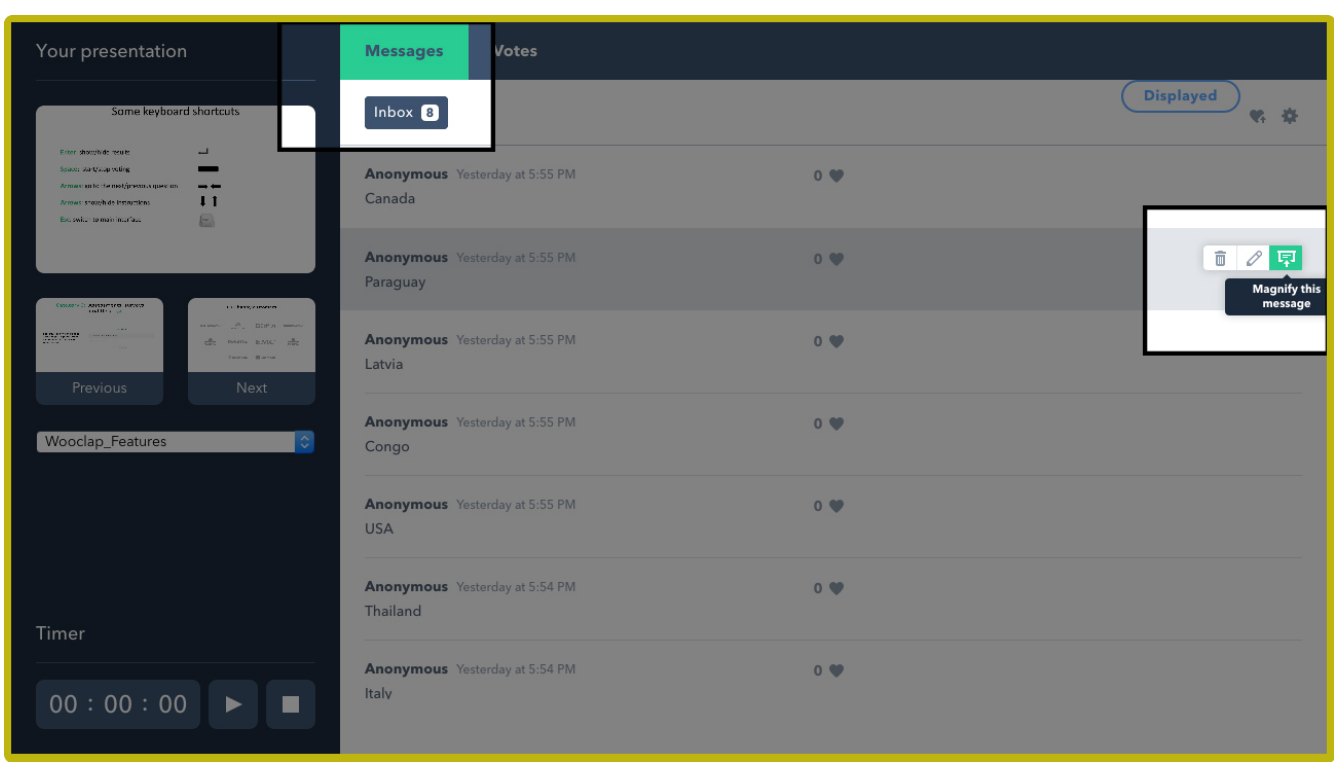
Under votes you see an overview of all your questions, and you can choose to launch any question at any time. Afterwards, you can return to the presentation by clicking on your slide in the left of the screen.
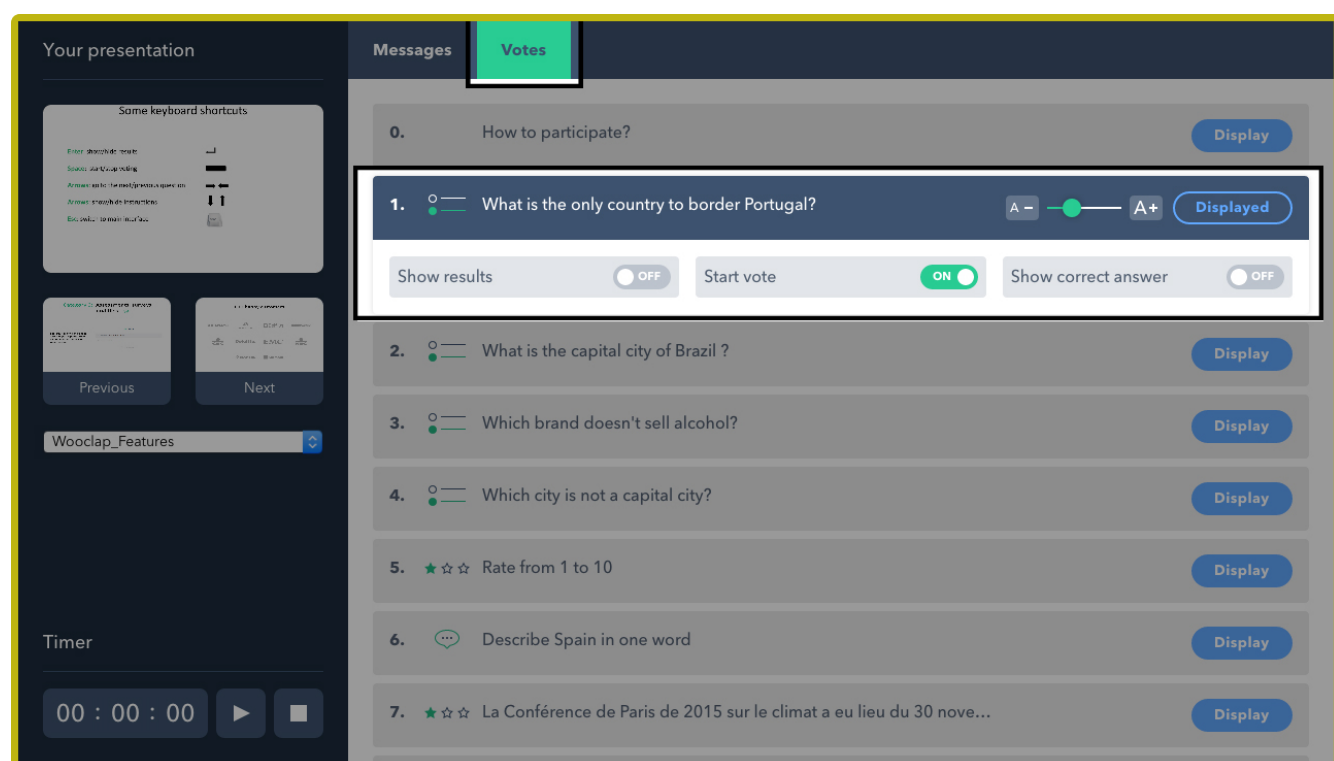

Please note that the moderate function does not work when presenting in PowerPoint.

After having finished your presentation, there are some possible follow-up steps you can take: generating a report of the results, resetting the results to re-use the presentation, and duplicating the presentation so that you can re-use it with some modifications. This section will go over each of these possibilities.

3a. Generating a report

In the section about settings you can implement before presenting, it was already shown that you can generate an Excel or Moodle XML report via the "More settings..." menu. You can also generate a report via the general settings menu on the right.
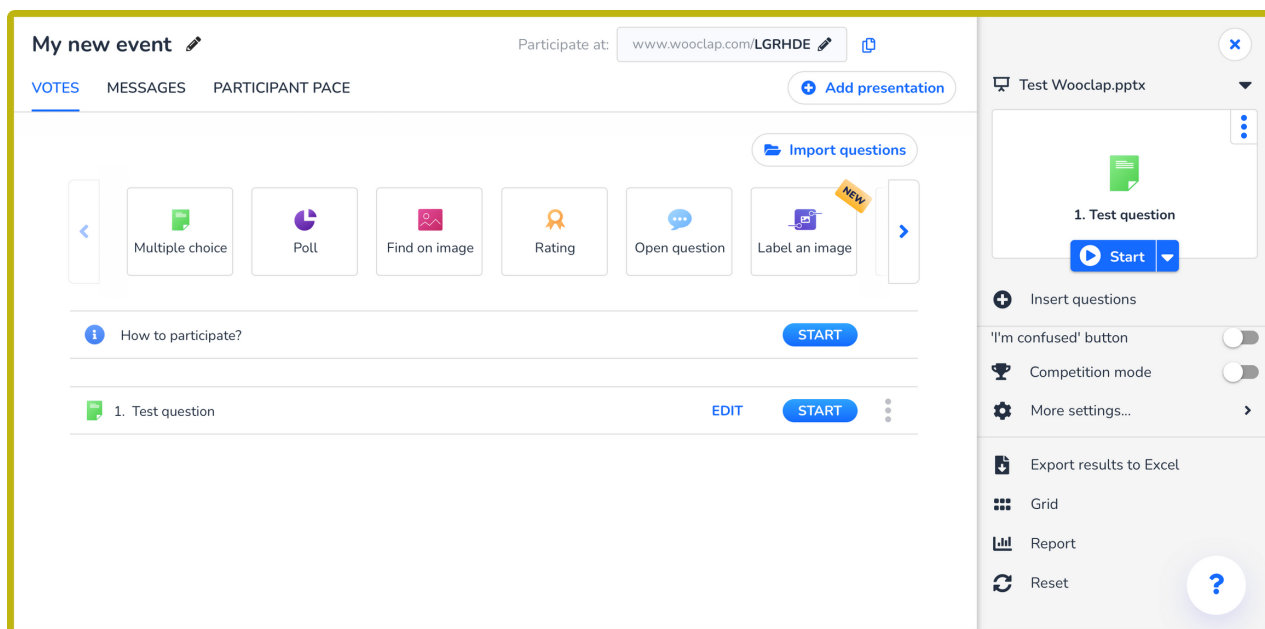

In your event, you can see the "Export results to Excel" option in the menu on the right. This Excel will show you the scores per participant, as well as an average result for the entire event. When authentication is turned on, you will also be able to see student information.

#	Username	First name	Last name	Email	Q1 (2 pts)	Total
1	User 1				X - Answer option 1	1 / 2
	Average				50%	50%

You can also access a report via the "Grid" option in this menu. Here, you will be able to see a list of the results for all users for each question. Once again, there is an option to export to Excel as well.
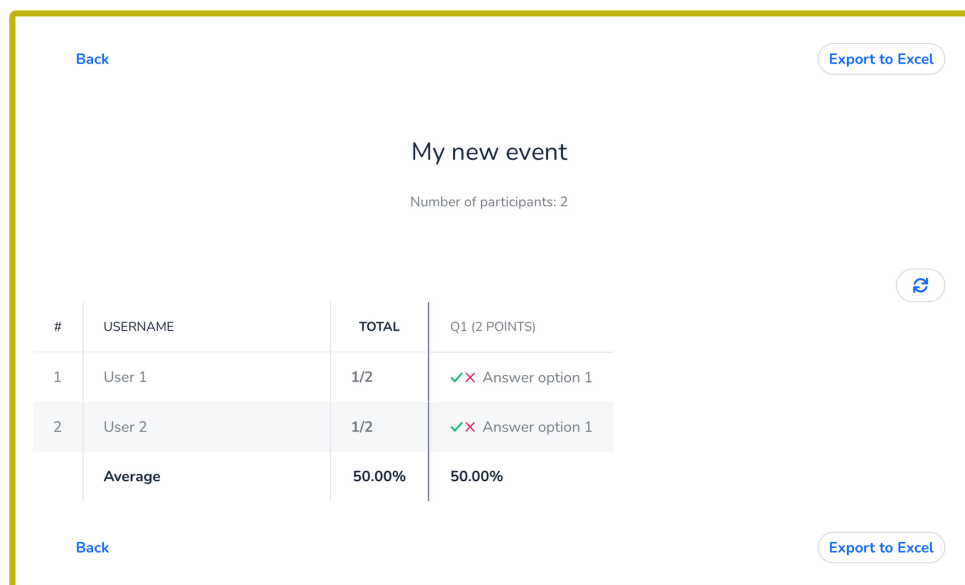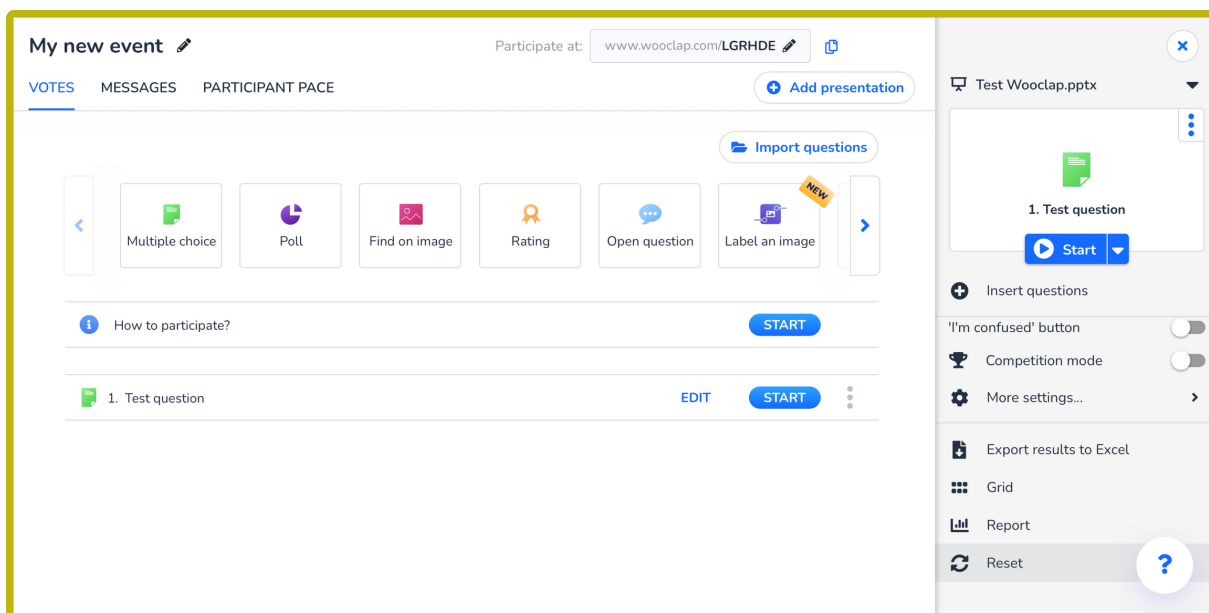

Via the "Report" option in the menu on the right in your event, you generate a report that shows the results per question: it showcases the percentage of correct answers given. Via the buttons in the top and bottom right corners, you can also export to Excel and PDF.
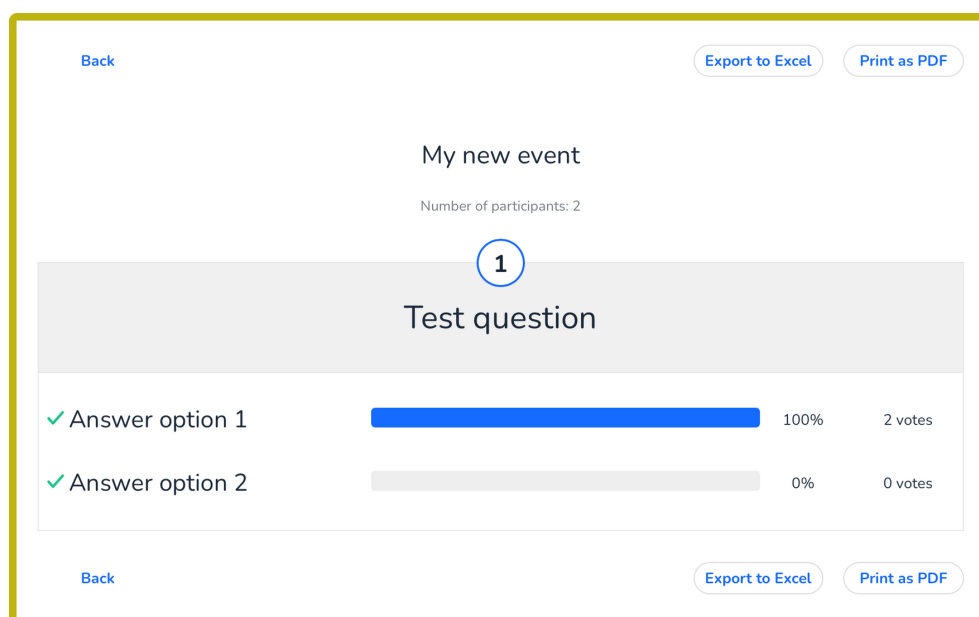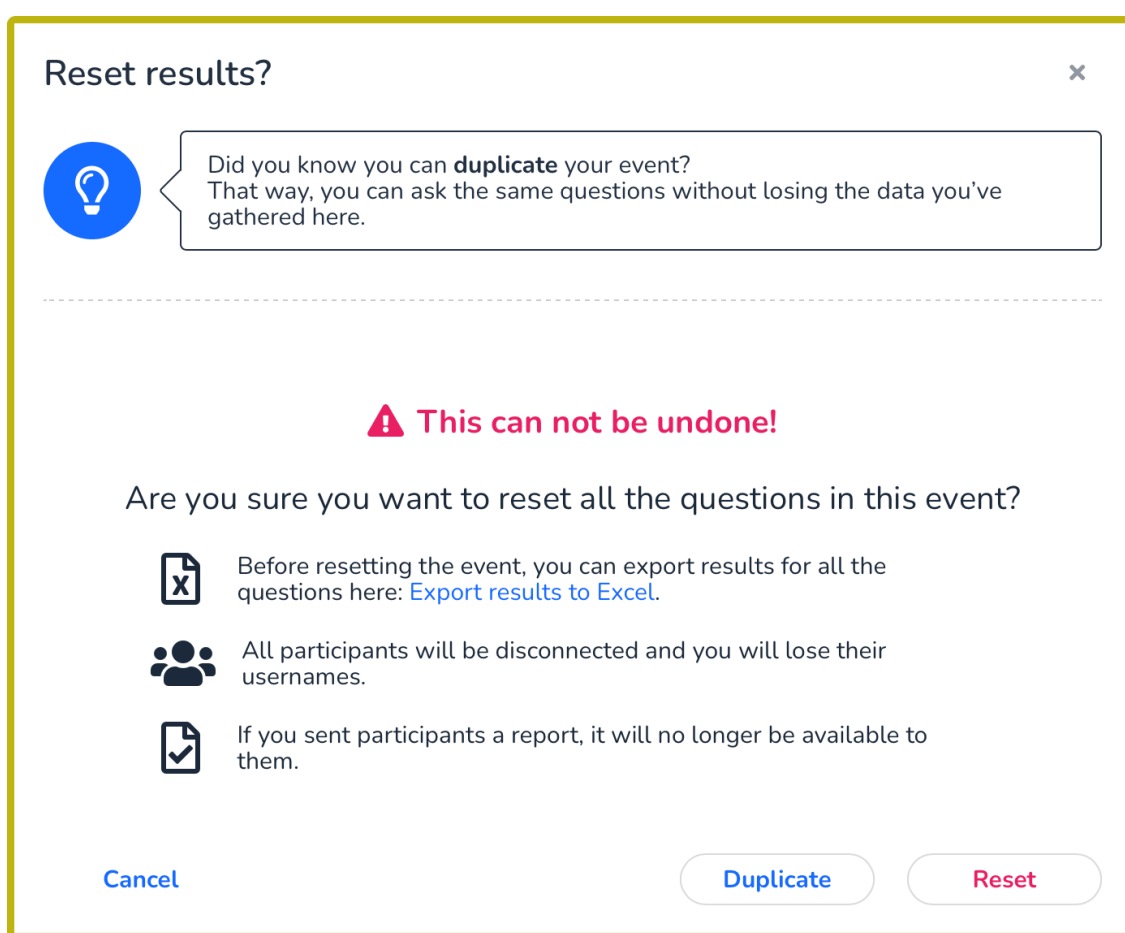
3b. Resetting the results

Via the settings menu on the right in your event, you can also find a "Reset" button.

After clicking on the "Reset" button, you will get the following pop-up screen:


If you want to retain your results, make sure to either export the results to Excel (either via the methods mentioned above or via the pop-up menu here), or duplicate the event. Keep in mind that if you sent participants an individual report, this will also become unavailable after resetting.

Press "Duplicate" in the pop-up menu if you wish to create a duplicate event through which you can collect new results. Press "Reset" if you truly wish to reset all the data and results.

3c. Duplicating your event

As mentioned above, you can duplicate your event via the pop-up window you will see once you click on the "Reset" button. You can also duplicate the event in another way. Go to "My events" in the top bar of your Wooclap screen (next to your name).
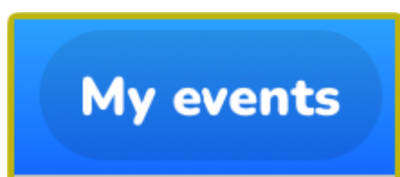
As mentioned above, you can duplicate your event via the pop-up window you will see once you click on the "Reset" button. You can also duplicate the event in another way. Go to "My events" in the top bar of your Wooclap screen (next to your name).
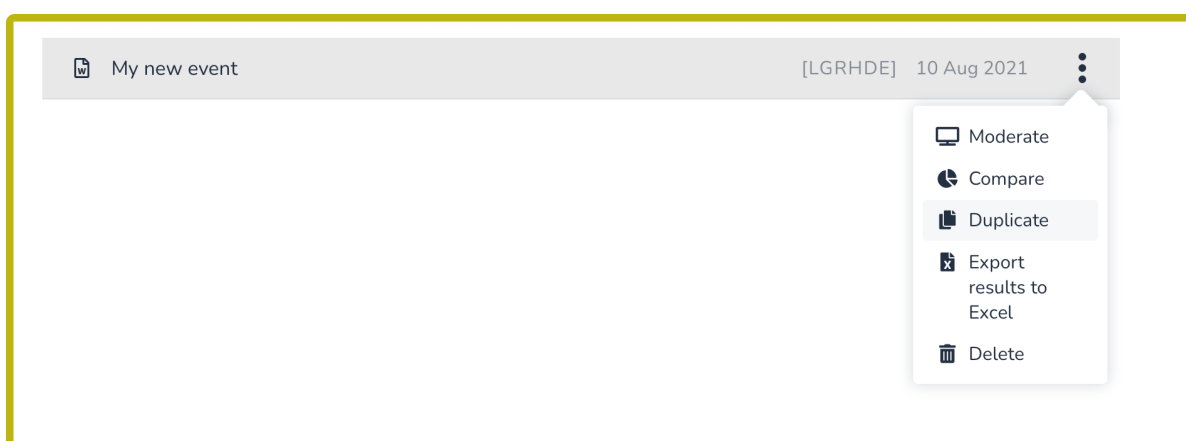
Click on the three dots next to your event name, and select "Duplicate". The event will then be duplicated. You can use this function when you want to use your Wooclap event for multiple tutorial sessions, for instance, or if you want to re-use your questions next year.

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