Wooclap - Quick Guide

# Signup for a Keyano Wooclap account

1. Go to: [**https://app.wooclap.com/auth/register/KEYANO**](https://app.wooclap.com/auth/register/KEYANO)
2. Sign up with your institution: select Keyano College from the list of institutions.
3. Click on the Go to login screen button and sign in with your Keyano credentials
4. What is your main work environment: Higher Education
5. What is your position: select most relevant
6. Account information: enter first name, last name, Institution’s name: Keyano College, Country and terms of use > Getting Started

# Create a synchronous Wooclap event

1. Login to Wooclap
2. Click **Create Event**
3. **Name event**: click on the pencil by My new event and type event name and then click the checkmark to accept changes.
4. **Add question(s)**: In the **Votes tab,** select question type, complete the question form and set question options > **Save.** Repeat process for additional questions.



# Launch a synchronous event

1. Login to Wooclap
2. Click on **Event** you wish to launch
3. Review the Settings
4. Click Start beside “How to participate” to display how students access your event
5. After students have connected to your event (the counter at bottom right displays number of participants that joined the event), navigate through questions using the arrow right button. Once you move to a new question, students cannot respond to the previous question unless you go back to the question (using the back arrow). Note: If a timer is used and the time runs out or if you reveal the correct answers to a question students will no longer be able to respond to the question. To reopen the question you can unlock the question by clicking the lock icon. This will unlock the question.
6. Use the Exit button to close the event.

# Graphical user interface, text, application, chat or text message  Description automatically generatedReset an event

Resetting an event will clear the responses from previous sessions. You may wish to export the results prior to resetting the event.

1. Login to Wooclap
2. Click on the Event
3. Go Settings
4. Select Reset from the settings menu

# Insert an Event question into a PowerPoint presentation

* Login to Wooclap
* Open Powerpoint and select slide where you would like to insert the Wooclap event question
1. In PowerPoint, select Insert tab or it may be in the developer tab
2. Click on **Add-ins**
3. Select **My Add-ins** from menu
4. In Office Add-ins dialog box, select **Admin Managed**
5. Select **Wooclap**
6. Click Add
7. In the Wooclap box that appears, select event and question > Insert Question





