THIS TUTORIAL HAS BEEN UPDATED. PLEASE CONSULT THE NEW TUTORIALS ON THE USING EDUCATION TECHNOLOGY PAGE > WOOCLAP SECTION

CREATING A POLL

This guide aims to help you make your course more interactive by offering a poll with Wooclap.

No Wooclap account yet?

- Tutorial 1 - Creating an account

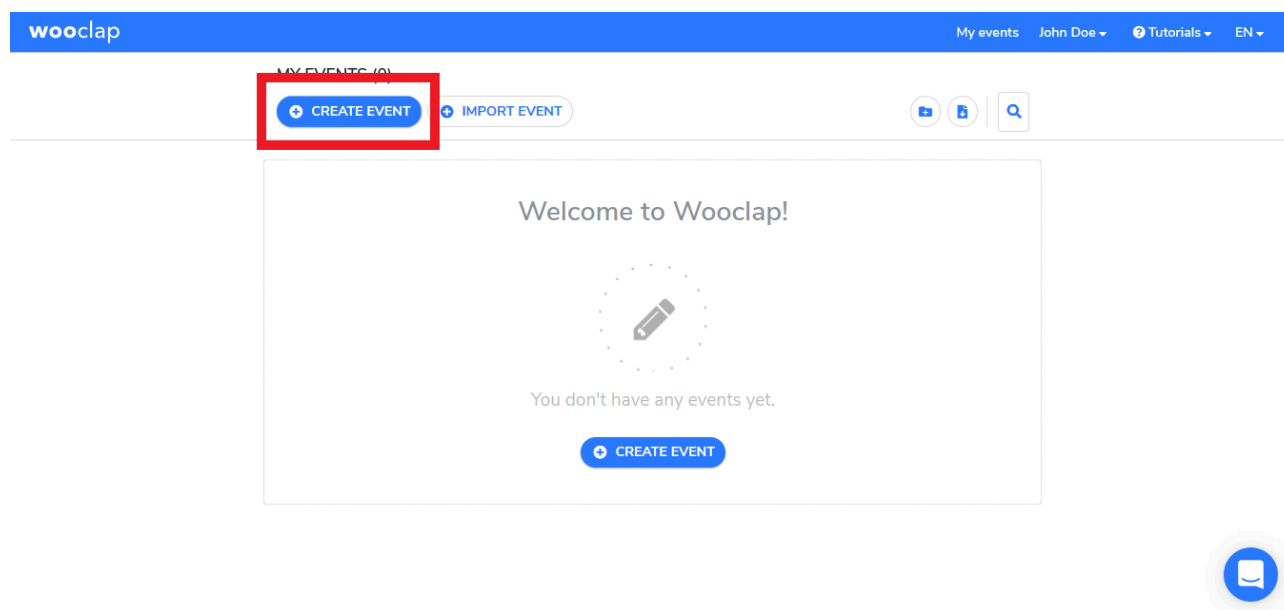⚠ **Before using Wooclap, please read the special conditions governing its use at Sciences Po.**

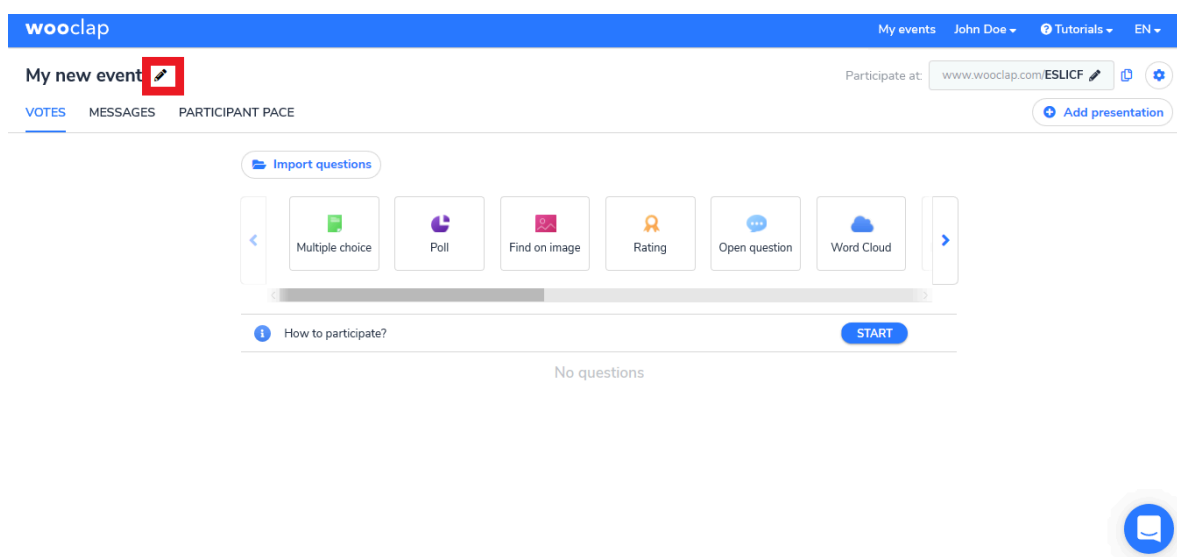## 1 - CREATING AN "EVENT" FOR A CLASS SESSIONS

With Wooclap, interactive sessions are called **events**. A class session = a Wooclap event. Each event can contain several activities: two polls, a quiz, etc.

To offer a poll to your students, you need first create an event. To do this:

- Click on "**Create event**"

- Once the event is open, click on the "**pencil**" button in the upper left corner to rename it.

- Enter the name of your event (the date of your class session for example), then save it by clicking on the button "**check box**".

- Your event is created.

2 - CREATING THE POLL

Now that your event is created, you can create your poll.

- Click on "**poll**" in the activity carousel

- The poll creation page opens.
- Enter:

    1 - the question you wish to ask your students

    2 - the answers that you propose to them

    3 - Save your poll by clicking on the "**Save**" button.

- Tutorial - Can participants answer mor than once?

- Your poll now appears in your event.

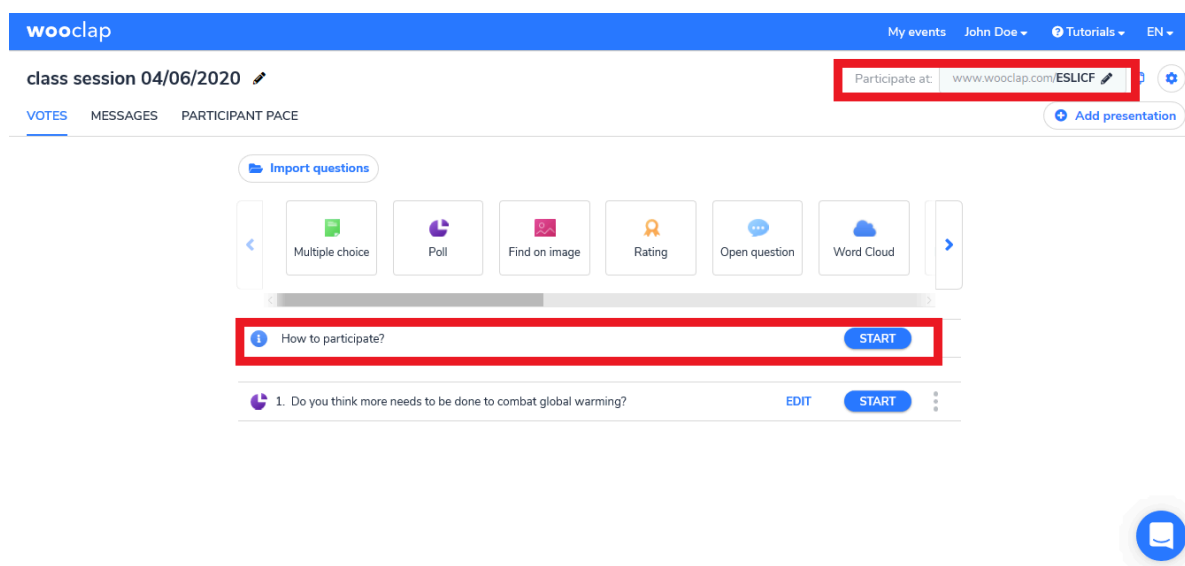You can repeat the process to add new questions or activities to your event.

- [Tutorial - How do I create multiple questions in the same quizz/poll?](#)

By default, your students will respond anonymously. It is currently not possible to ask students to authenticate themselves on Wooclap.
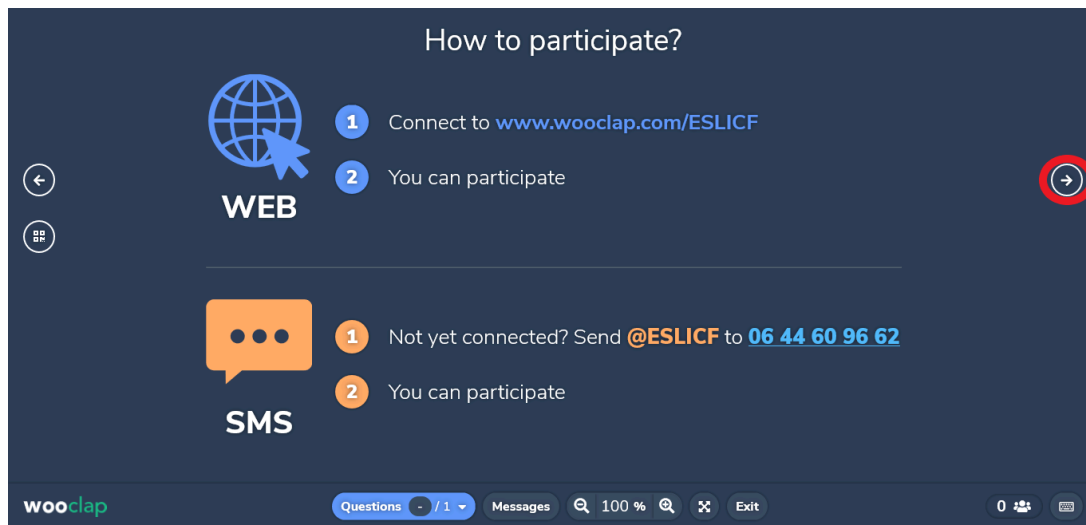
- [Tutorial - More details on Wooclap events](#)

3 - SHARING THE POLL WITH YOUR STUDENTS

To share your poll with your students, you will provide them with the link to the event you have created. You will find this link in two places on your event page:

1. At the top right of the interface
   - copy the link
   - share it with your students via the Zoom chat for example
2. right underneath the activity carousel
   - click on the "**Start**" button
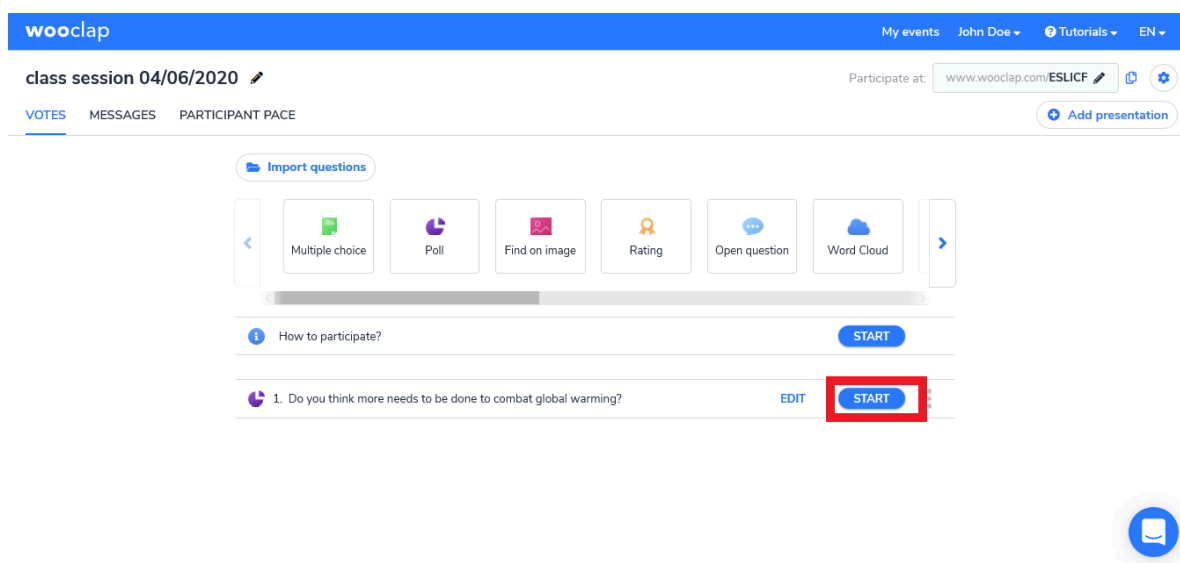   - a window opens

- ○ the link to participate is displayed
- ○ if you are sharing your screen with Zoom, you can directly launch your poll by clicking on the arrow on the right of the screen
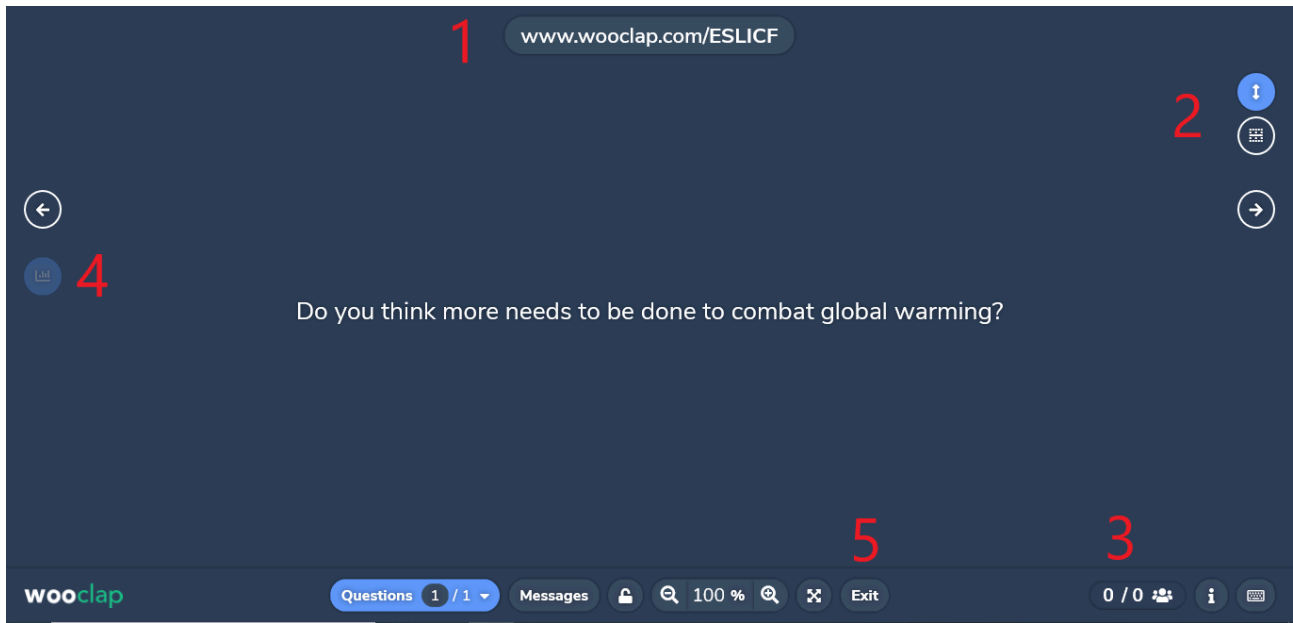
4 - Conducting the poll

4.1 - Launching the poll

Once you have communicated the participation link to your students, you can launch the poll.

- ● Click on the "**Start**" button which is located on the line of your poll.

4.2 - Collecting responses

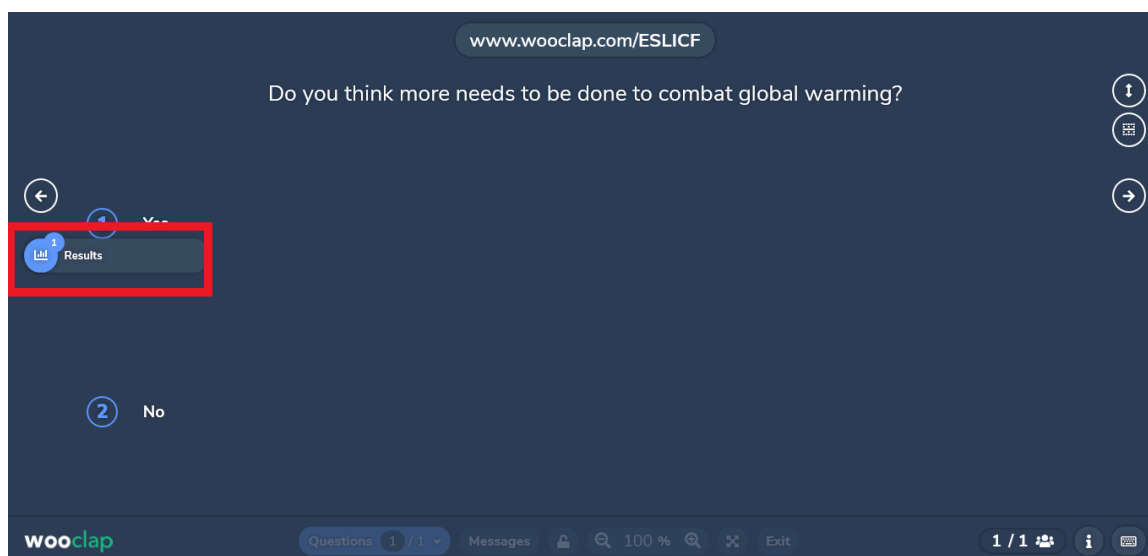Now that your poll is up and running, here's how to collect responses:

1. you will find at the top of the screen the address to participate to the poll
2. the two buttons on the right side of the screen are used to display the title in full screen or half screen mode
3. the counter at the bottom right of the screen allows you to know the number of participants
4. the button on the left side of the screen is used to change the display of answers and results
5. the "**Exit**" button is used to exit the poll and closes the activity for all participants.

5 - CONSIDERING RESPONSES

To display the responses,

● Click on the "**Results**" button on the left side of the screen.

The results are shown, with the percentage of respondents per response.

Example of results display for a poll

Don't hesitate to <u>consult the FAQs</u> on Wooclap's website as well as their <u>YouTube channel</u>.